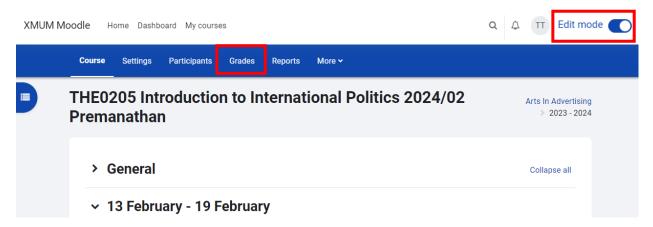


Entering and Editing Grades

1. At course page, enable **Edit mode** and then click on **Grades** at Course menu.



2. To edit a grade, select **Single view** from the drop-down menu.



- 3. There are two methods to override grade:
 - Override grade for a specific student. Or
 - Override grade for multiple students for a specific activity.



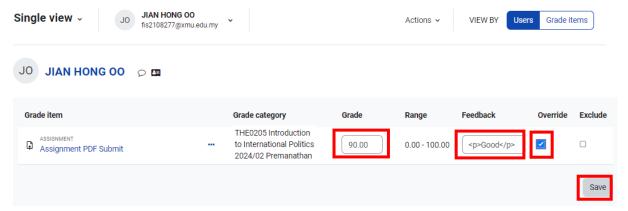
4. To edit grade for a specific student, select **Users** at **View By** and select the student name from **Select a user list**.



Select a user above to view all their grades

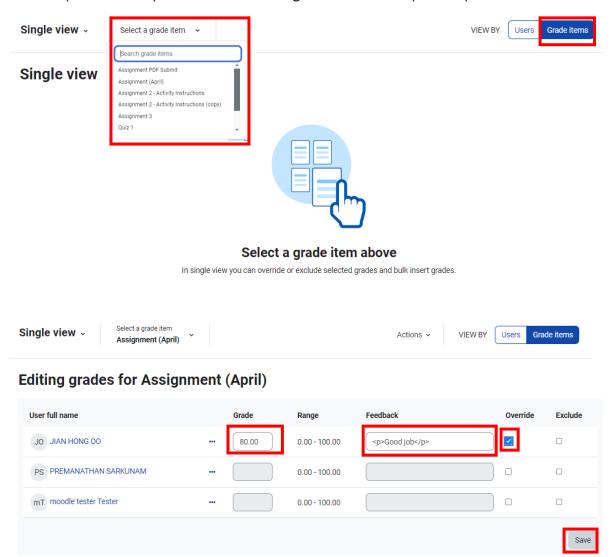
In single view you can override or exclude selected grades and bulk insert grades.

5. Tick **Override** checkbox at the activity to edit grade. Enter **Grade** and **Feedback** columns. Click **Save** to save grade changes. A confirmation message will appear.





6. To edit grade for multiple students for a specific activity, select **Grade Items** and select the specific activity name from **Select a grade item** list. Repeat step 5 above.



7. Override grade highlighted in yellow in Grader report.

