



Go Online
Manage
Insert the Grades

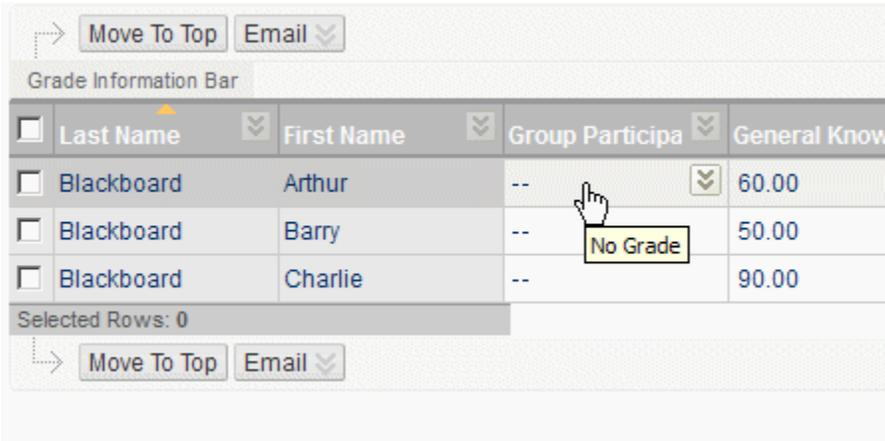
1.0 manually enter an override grade into the Grade Centre

Grade Centre



1. From your course Control Panel expand the Grade Centre menu and choose Full Grade Centre.

Find Column / Row



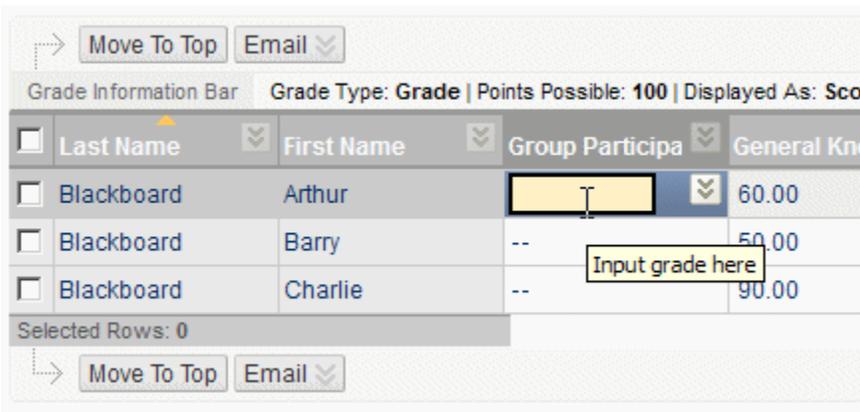
<input type="checkbox"/>	Last Name	First Name	Group Participa	General Know
<input type="checkbox"/>	Blackboard	Arthur	--	60.00
<input type="checkbox"/>	Blackboard	Barry	--	50.00
<input type="checkbox"/>	Blackboard	Charlie	--	90.00

Grade Information Bar

Selected Rows: 0

2. Find the column and corresponding row into which you wish to enter a grade and click on it.

The Cell



<input type="checkbox"/>	Last Name	First Name	Group Participa	General Know
<input type="checkbox"/>	Blackboard	Arthur		60.00
<input type="checkbox"/>	Blackboard	Barry	--	50.00
<input type="checkbox"/>	Blackboard	Charlie	--	90.00

Grade Information Bar

Grade Type: Grade | Points Possible: 100 | Displayed As: Sco

Selected Rows: 0

3. The cell will become active. Type in the grade and press ENTER. Note that information about the column appears in the grey box below. This will usually be an override grade.

4. Note that if you do not press the ENTER key after typing in the grade a dialog box will appear asking if you wish to save the entry, selecting OK will save the grade.

2.0 Add a score and feedback

1. From your course Control Panel expand the Grade Centre menu and choose Full Grade Centre.



2. Find the column and corresponding row for the student who you wish to give a mark and feedback and hover your mouse pointer within the relevant cell and click on the action button.

Last Name	First Name	Manual Group	dept
Blackboard	Arthur	--	--
Blackboard	Charlie	--	--
btrain1	A	--	--
btrain1	A	--	--

Selected Rows: 0

3. Click on View Grade Details

Manual Group	dept	Backup
--	--	--
--	--	--
--	--	--
--	--	--

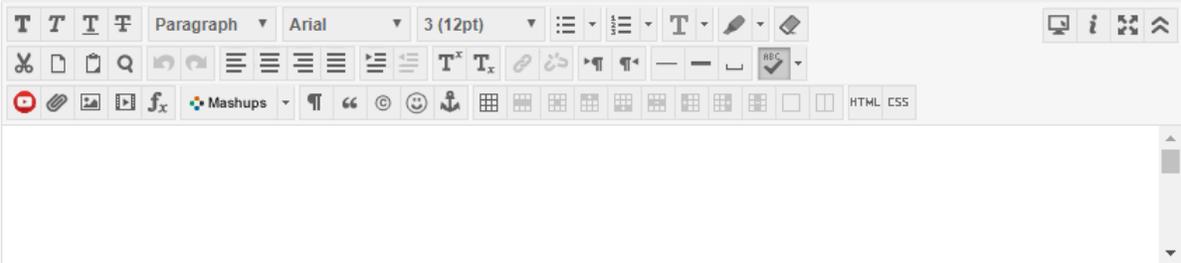
4. Enter the score in the Current Grade Value box.

5. Enter feedback in the Feedback to Learner box.

Attempts | Manual Override | Column Details | Grade History

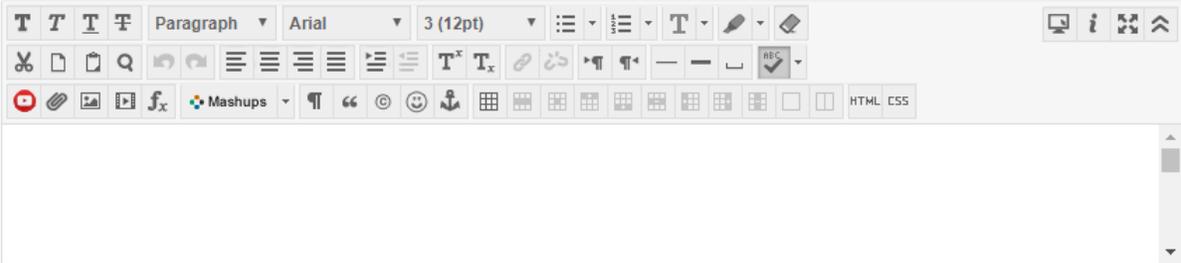
Current Grade Value
-

Feedback to Learner



Path: p Words:0

Grading Notes



Path: p Words:0

Cancel Save

6. Anything you enter into Grading Notes will only be visible to users who have access to the Grade Centre within the course Control Panel.

7. Click on Save to save your score and feedback.

The End