



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

Grade Information Ba	r		
🔲 Last Name	🗵 First Name	🗵 Group Partic	ipa 🗵 General Know
Blackboard	Arthur	շիտ	60.00
Blackboard	Barry	No Gra	50.00
Blackboard	Charlie		90.00
Selected Rows: 0			

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

The Cell

Move To Top	Email 📎		
Grade Information Bar	Grade Type: Gra	de Points Possible: 1	00 Displayed As: Sco
🗖 Last Name 🛛 🖪	3 First Name	Group Partic	ipa 🕅 General Kno
Blackboard	Arthur	Ţ	≥ 60.00
E Blackboard	Barry		grade bere
E Blackboard	Charlie		90.00
Selected Rows: 0			
Move To Top	Email 😒		

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.

	COURSE MANAGEMENT	
•	Control Panel	
►	Files	
►	Course Tools	
►	Evaluation	
•	Grade Centre)
(Needs Marking Full Grade Centre Assignments Tests	
►	Users and Groups	
•	Users and Groups Customisation	
• •	Users and Groups Customisation Packages and Utilities	> > >

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 Click for more options btrain1 A I btrain1 A I	Grade Information E	Bar				
Blackboard Arthur Image:	Last Name	Sirst Name		Manual G	iroup (💿 dept	
Blackboard Charlie Click for more options btrain1 A I btrain1 A I btrain1 A I	Blackboard	Arthur	4		⊘ -	
btrain1 A I btrain1 A I Selected Rows: 0	Blackboard	Charlie			Click for more o	options
btrain1 A	🗌 btrain1	A				
Selected Power 0	🗌 btrain1	A				
Selected Nows. 0	Selected Rows: 0					

3. Click on View Grade Details



- 4. Enter the score in the Current Grade Value box.
- 5. Enter feedback in the Feedback to Learner box.

© 2019 Sorbonne Learn.

	Atte	mpt	s	Manual Ove	rride	C	Columr	n Det	ails		Gr	ade	His	tory														
Curr -	rent (Gra	de Va	alue																								
т	T	Т	Ŧ	Paragraph	• Δ	rial		30	12nf)			:=		12	-	T	.	0	- /	>						; !	ы.,	2
×	n	Ĥ	0		= =	= =	►= <	-	г., рт,		D	25	≻¶⊺	3			_		ABC						T		1	
		1	~	fr ♦ Mashup	= - s -	= = ¶ "			î.	×											HTML	CSS						
																												*
Path	n: p																									Wor	ds:0	•
Gra	dina	Not	es																									
Т	T	Т	Ŧ	Paragraph	• A	rial	Ŧ	3 (12pt)			:=	-	1223	Ŧ	Т		ø	- 0	>					Ţ	i :	83	~
ж	D	Û	Q	io e E	= =				Г Т	x	0	25	►¶	¶*	¢ -				ABC	-								
0	Ø	2.4	►	∫ _x ♦ Mashup	s v	¶ 66	©	;;	Ĵ.	▦											HTML	CSS						
																												+
Path	n: p																									Wor	ds:0	1.
																							Car	ncel		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