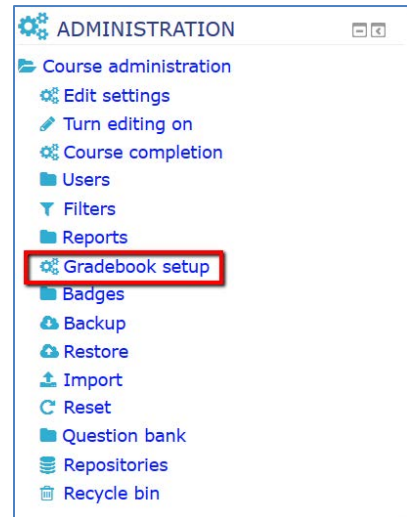


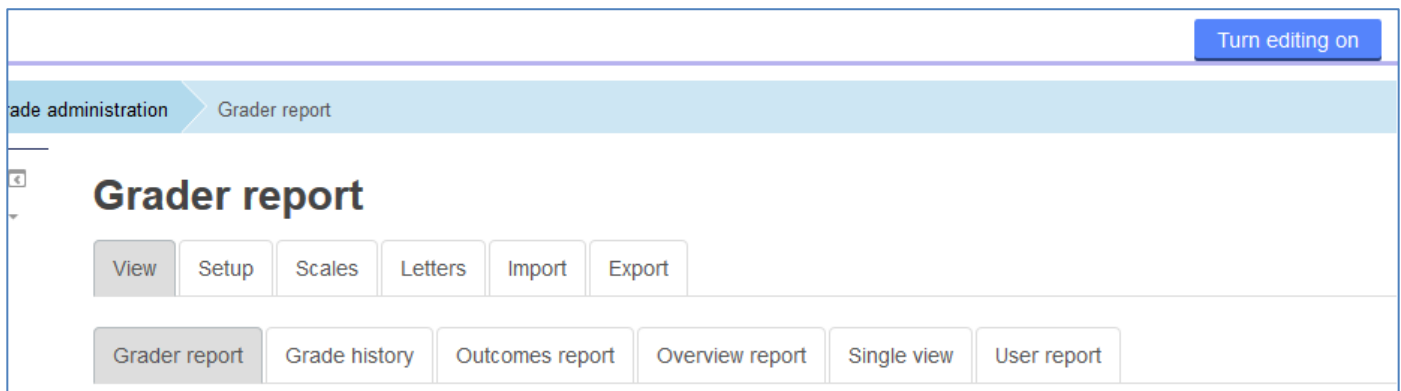
Why Do This

For manual grade items or any situation where you need to modify a grade automatically entered into the gradebook from a quiz/assignment/etc., grades can be inputted directly into the gradebook.

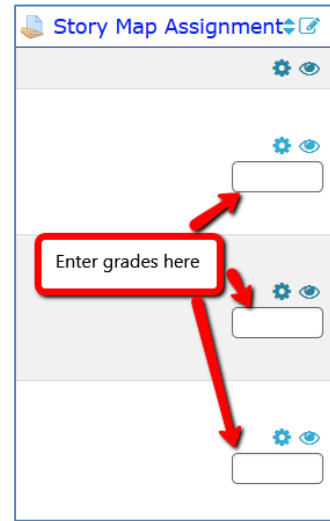
1. Go to the *Administration* block. Select **Gradebook setup**. On the Grade administration page choose **Grader report**.



2. There are two ways to manually input grades. For the first, select **Turn editing on**. This editing button is specific to grading and is not the same as the general “Turn editing on” button on the main page of your course.

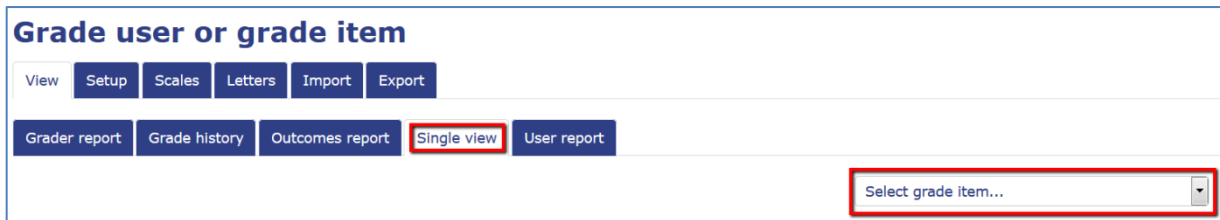


3. Enter a grade into the open box for each student.
4. When finished, click **Save changes** at the bottom of the page.
Caution: Save after each page so as not to lose work.

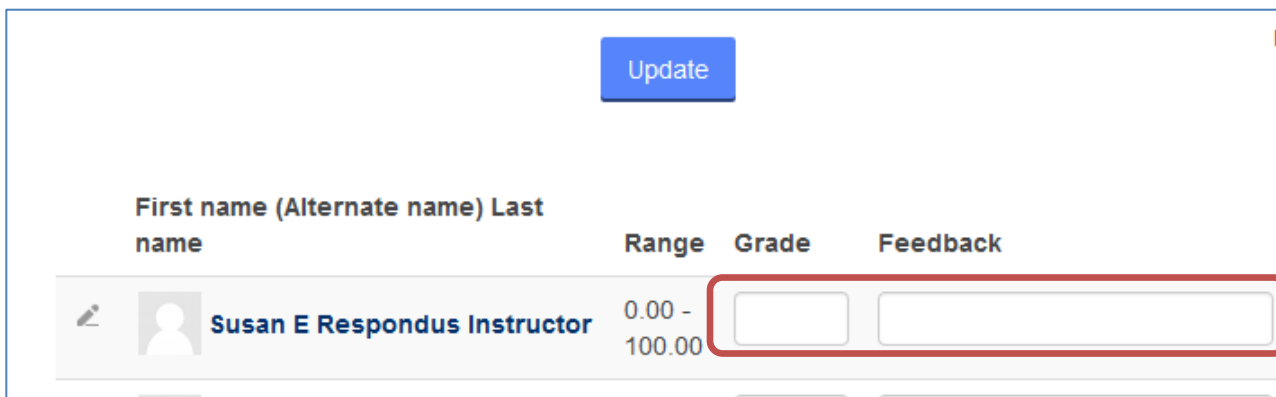


Single View & Entering Feedback

5. The second way to manually input grade items is through Single view. Select the **Single view** tab just above the grade field.



6. Choose the grade item you wish to grade from the dropdown.
7. Enter a grade and feedback (if applicable) in the open boxes for each student.



8. Select **Update** when finished.