

Adding Grades

Grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course, such as online tests, exams, and surveys are automatically entered into the Grade Center. Grades from and external sources, such as an Excel spreadsheet, can be uploaded into the Grade Center. Other grades can be manually entered into the Grade Center.

Entering Grades Manually

You have two options for manually entering or changing grades in Grade Center. The first option, allows you to enter or change grades for the entire class and/or individual students in a spreadsheet-like way. The second option allows you to override a student's grade, to attach feedback or grading notes to the grade, and to view Grade History by viewing grade details.

1. On the **Grade Center** page, enter a grade by clicking on the cell in which you would like to put a grade (you may need to scroll to the right to find the column) and type the grade directly into the cell. Press **Enter** to save the grade and move to the cell below.
2. From the drop down menu next to any automatically graded item select **View Grade Details** and **Override** next to **Current Grade Value**. You will then be able to enter the grade.

Uploading Grades for External Sources

Instructors can do off-line grading and then upload grades into Grade Center. Instructors can upload grades from external sources such as a Comma-separated Value .csv file or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data.

1. Select the Action Link (the two arrows pointing downward) in **Work Offline** on the Grade Center page, and click **Upload** or **Download**.
2. Select the **Data to Download** that the desired **Options**.
3. Click **Submit, Download** and **OK**.
4. You may now open the file on your computer and enter grades.
5. The file may be uploaded into the Grade Center by selecting the **Work Offline** on the Grade Center page, and clicking **Upload**.
6. **Choose the File** select the **Delimiter Type** for Auto.
7. Click **Submit**.
8. Select the files to **Upload** and click **Submit**.