



## Enter Grades

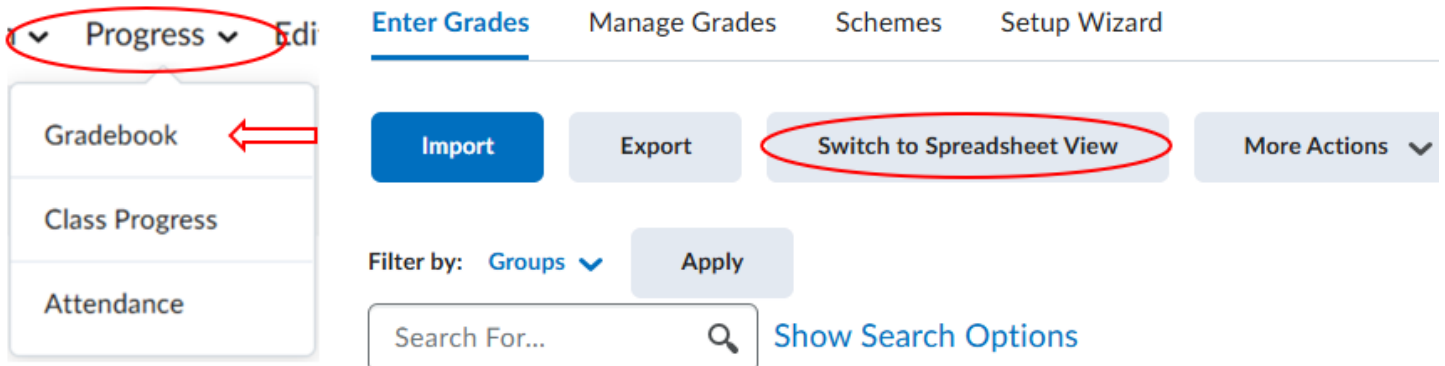
### Why Do I Need This Workflow?

If you prefer not to associate activities with the gradebook, you can grade manually. You will still need to create grade categories and items for a functioning gradebook, but you can skip the associating step in the settings of any activity.

### Workflow Steps:


#### Step one:



Once you have gone through the activities and have collected your grades, navigate to the Gradebook by clicking **Progress** in the navbar, then select **Gradebook**. In the **Enter Grades** tab, select **Switch to Spreadsheet View**.



## Step two:

Selecting **Switch to Spreadsheet** displays grade items in the Gradebook with fields where you can enter grades directly. When finished, click **Save**, then **Switch to Standard View** to go back to the Enter Grades page.

 Email

<input type="checkbox"/>	Learner ▲	Final Grades	
		Final Calculated Grade ▼	HW 1 ▼
<input type="checkbox"/>	  Ellerkamp, Student ▼	7 / 10, 70 % ◊	70 / 100
			Assignment 1: Cover Letters ▼
			/ 100

## Note:

If you use this method, auto-graded tests will not populate in the Gradebook automatically. They must be associated with a grade item. Alternatively, you can manually enter the auto-graded scores into the Gradebook.