



## Enter Grades

If you decide that you don't want to associate activities to the gradebook and you would rather grade 'manually,' that is also an option.

You will still create grade categories and items for a functioning gradebook, you will just skip the associating step in the settings of any activity.

1. Once you have gone through the activities and have collected your grades, you can navigate to the Gradebook by clicking Progress in the navbar and selecting Gradebook.
2. Select "Switch to Spreadsheet View."

Course Home Content Assessments Communication Pro

**Enter Grades** Manage Grades Schemes Setup Wizard

Import Export **Switch to Spreadsheet View** More Actions

Search For... Show Search Options

Email

	Last Name ▲, First Name	Final Grades		
		Final Calculated Grade ▼	Quiz Ch 1 ▼	Quiz Ch 2 ▼
<input type="checkbox"/>	McAfee, Student ▼	67.39 % ◊	? 0 / 30, 0 %	28 / 30, 93.33 %

20 per page ▼

This brings up the grade items in the Gradebook with boxes that you can directly

enter the grade into. When you are done adding your grades, click Save and Switch to Standard View.

Course Home Content Assessments Communication Progress

Enter Grades Manage Grades Schemes Setup Wizard

Import Export **Switch to Standard View** More Actions

Search For... Show Search Options

Email

	Last Name ▲, First Name	Final Grades		
		Final Calculated Grade ▼	Quiz Ch 1 ▼	Quiz Ch 2 ▼
<input type="checkbox"/>	McAfee, Student ▼	67.39 %	<input type="text" value="0"/> / 30	<input type="text" value="28"/> / 30

20 per page

**Save** Cancel

The video [here](#) shows this process in action.

**Note:** If you use this method, auto-graded tests will not populate in the Gradebook automatically. They have to be associated with a Grade Item. You can gather the auto grades and manually populate them in the Gradebook if you prefer this method.

