

Entering Grades

In order to provide the most flexibility for instructors and other users, 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. Other grades can be manually entered into the Grade Center.

Blackboard Automatically Entered Grades


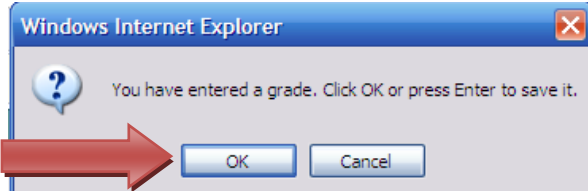
Assessments that are added to the content of a course and are scored online such as online test, quizzes, etc., automatically record the grade for that assessment in the corresponding Grade Center column. Grades that are automatically scored can be modified manually. See Modify Grade handout.

Manually Entering Grades

Grades can be entered in any Grade Center cell in the Grade Center or any Smart View of the Grade Center or from the Grade Detail page.

To enter a grade for a student in the Grade Center, follow these steps:

1. Login to your **Blackboard** course.
2. Click on the **Control Panel**.
3. Once in the control panel, click on the **Grade Center**.
4. Move the cursor over the desired cell and click.
5. Type the student's grade.
6. Press **Enter** to save.
7. If you make a mistake and need to change a grade, just click in the cell again and change the grade.

 Note	<p>Note: If you do not press enter, but try to move forward in your gradbook, a dialog box (like the one below) will appear asking if you want to save the grade entry. Select OK to save the grade and move on.</p> 
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