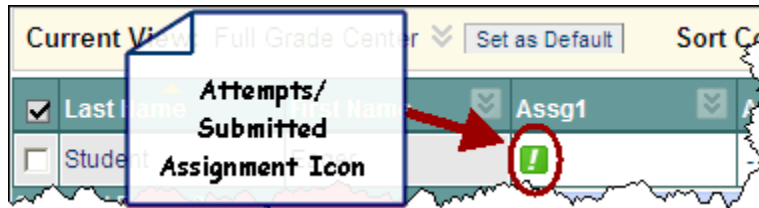


Entering Grades in the Same Column

(For Submitted Assignments -- aka, Attempts, Exclamation Mark)

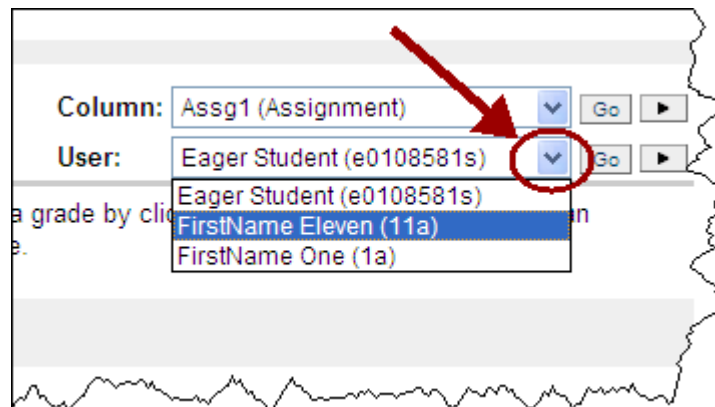


Question: Is there an easier way to enter several grades in the same column *for submitted assignments*?

To enter a grade for a submitted assignment, I have to click on Grade Details, click on View Attempt, enter the grade, click on Submit and click on Ok. If that were not enough, when I click on Ok, I am taken back *not* to the cell of the column I was working on but back to the default Grade Center view, i.e., far left, top row. I then have to scroll to locate the next student that has submitted an assignment and repeat the whole process.

Answer: There is an easier way.

1. To enter grades for submitted assignment, click on **Grade Details**, click on **View Attempt**, enter the grade, click on **Submit**, **but DO NOT click on Ok**.
2. Notice that at the top of the **Grade Details** page, on the right hand side, there are two drop-down menus, one for **Column** and one for **User**. Click on the **User** drop-down menu, select the appropriate student and enter the grade for that student. Repeat this process as many times as needed.



Note 1: If you previously graded some students' assignments, before following the steps shown above, you may want to make a list of the students whose submitted assignments are not yet graded.

Note 2: Another option is to download all ungraded assignments by clicking on a column's drop-down menu, clicking on **Assignment File Download**, clicking on **Select Ungraded** and clicking on **Submit**. Once you have downloaded, unzipped, and graded the assignments, follow the steps shown above.