Faculty: Enter Grades in the Gradebook

Hart Wilson - 2025-12-18 - Comments (0) - Faculty

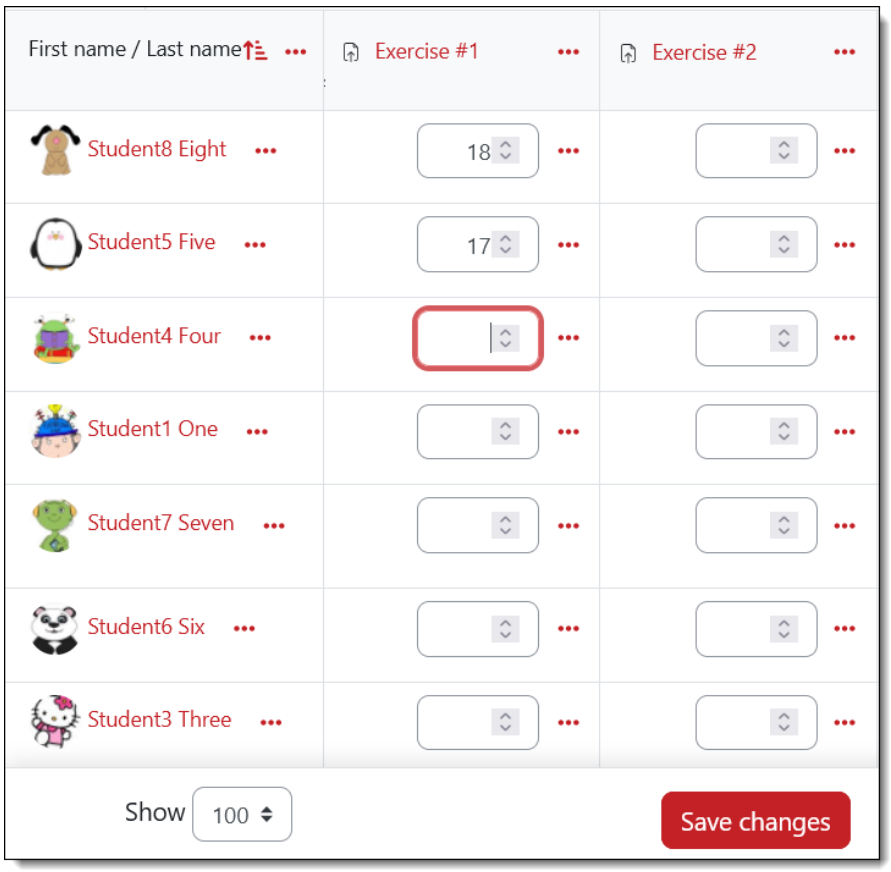
Grades can be entered **via an activity link** such as an assignment or forum or recorded **automatically** like quizzes and questionnaires. You can also enter grades in your gradebook, either directly in the case of a manually created grade item or by overriding the scoring link associated with a graded activity.

Enter Grades Via Single View

Entering grades manually in the **Grader report** view as described below is an immediate option — open the gradebook, find the item, and start entering grades. It's a bit cumbersome, however, if you have numerous scores to record, and the Grader report view requires multiple steps to add feedback to students. If you have a lot of scores to enter, we recommend using the **Single view** grade entry option which allows you to tab between score and feedback fields and bulk enter the same score for a bunch of students with one click. It’s especially useful for entering 0’s for unsubmitted work. Here’s **how to use Single view**.

Enter Grades in the Grader Report View

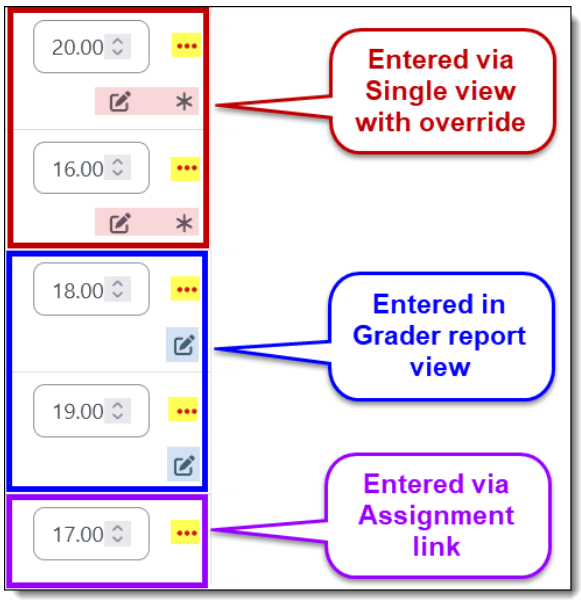
1. With editing turned on in your course, click on the **Grades** link at the top of your main course page.
2. Use the horizontal scroll bar at the bottom of the screen (not page!) to locate the item that you wish to score.
3. Enter a score, then move your cursor to the next student to enter their score (tabbing takes you to the next graded item, not the next student).
4. Be sure to **Save** your changes before leaving the page.



Identify Grading Methods

You can tell how scores were entered by checking the **Grader report** view.

- Scores entered via the **Single view** method will display an editing pencil icon and an asterisk to indicate that the score was overridden. (The override indicator will appear for any score that *could* have been graded within an activity link—assignments, quizzes, forums, etc. Any items that you create manually in the gradebook are expected to be graded in the gradebook, so overrides aren't necessary.)
- Scores entered in the **Grader report** are accompanied by an editing pencil icon, but no override asterisk.
- Scores recorded within the **activity link** from the main course page appear without any additional icons.



Click on the three-dot **Cell actions** icon to edit a score—hide it for a period of time or add feedback.

Related Articles

See these instructions to learn how to remove the override for a score that was manually entered to allow the auto-generated score to be recorded in its place.
Get to know the Grader report view.