## Enter Grades by Student

- 1. **Click** Grades in the Course navbar, and then click Enter Grades.
- 2. Click the name of the student you wish to enter grades for (Figure 3).
- 3. Enter grades for the student in the Grade fields for the appropriate grade items.
- 4. Click Show Comments to add text comments that your student can see on individual grade items or with the

- 4. Click Set Grades above the student list (Figure 7). A pop-up window will open.
- 5. Enter a grade in the text field.
- 6. **Click** Save.

### Viewing the Event Log

The event log allows you to see past grade changes. You can use it to recover previously entered grades if they were accidentally overwritten.

- 1. **Click** Grades in the Course navbar. Then click Enter Grades.
- 2. Click the dropdown arrow next to the item yo view, and then select Event Log (Figure 8).

# Properties Edit Enter Casedes

Grade Selected

### Previewing Grades as a Student

- 1. Click Grades in the Course navbar. Then click Enter Grades.
- 2. Click the name of the student whose view you want to preview (Figure 3).
- 3.

and then select Preview (Figure 9). A pop-up window will open. This is what the student will see when he or she clicks Grades in the course navbar.

### Viewing Grade Statistics

You can access a statistics page for individual grade items, for grade categories, or for the final grade from the main grades spreadsheet. The statistics page shows the class average, the minimum grade, the maximum grade, and a graph of the distribution of grades.

- 1. **Click** Grades in the Course navbar. Then click Enter Grades.
- 2. Click the dropdown arrow next to the name of the grade item or category, and then select Statistics
- 3. Click the User Statistics tab (Figure 11) if you would like to view a list of grades assigned to all students in the class by grade item.





