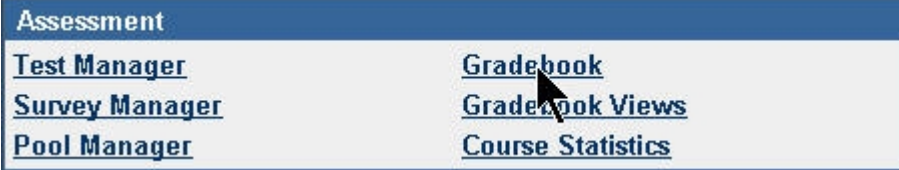

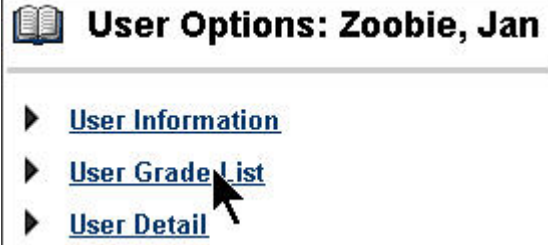





Adding or Adjusting Grades by Students

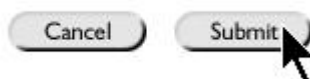
This tutorial will show you how to add grades to the Gradebook for a specific student.

1 Click on Gradebook under Assessment .	 <p>Assessment</p> <ul style="list-style-type: none">Test ManagerSurvey ManagerPool ManagerGradebookGradebook ViewsCourse Statistics
2 To add or adjust grades for a student, click on the student's name.	 <p>▼</p> <p>Student Name (Last, First)</p> <ul style="list-style-type: none">Avondet, CaraCougar, JoeLopez, LiliZoobie, Jan <p>4 Students Displaying records 1 - 4</p>
3 Click on User Grade List .	 <p> User Options: Zoobie, Jan</p> <ul style="list-style-type: none">▶ User Information▶ User Grade List▶ User Detail

4 Add or adjust the grades for the student.

Item Name	Item Date	Last Submitted/Modified	Grade
Assignment #1	Oct 20, 2003	Nov 7, 2003 2:37 PM	8
Research Background Quiz	Oct 29, 2003	Nov 7, 2003 2:37 PM	92
Intro to Nursing 320	Oct 30, 2003	Nov 7, 2003 2:37 PM	15
Unit 1 Quiz	Oct 31, 2003	Nov 7, 2003 2:37 PM	89
Intro to Nursing 320	Nov 4, 2003		
In Class Essay	Nov 4, 2003	Nov 7, 2003 2:37 PM	15
Movie Quiz	Nov 5, 2003	Nov 7, 2003 2:37 PM	18

5 Once all the grades have been added or adjusted, click **Submit**.



6 Click **OK**.



Grade Updated.

Grade successfully updated.

Fri Nov 07 15:31:06 MST 2003



7 Click **OK** again to return to the **Control Panel**.

