Edit and Comment on Student Grades

View and Edit Grade Details

Instructors can review the details any grade item. Instructors can **Enter Grades**, **Edit Grades**, **Manually Override** a grade**, View Column Details**, and review the **Grade History** (to review who has edited a grade). Other details include the **Current Grade,** whether or not the grade has been changed (**Overridden**), grade feedback (**Feedback to User**), and instructor notes (**Grading Notes**). In addition, the instructor has the option of reviewing grades by **User** or by **Column.**
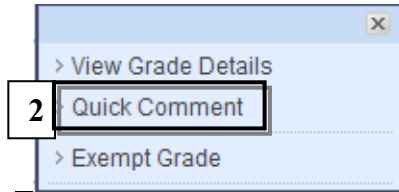

1. In the **Grade Center Action Bar**, move the cursor over an entered grade.
2. Click the **Action Button** , and then select **View Grade Details.**

3. Click **Revert** to change an Overridden Grade back to the original value.
4. Click the **Current Grade** value window to enter a grade in the column, or to change the grade value.
5. Click the **Feedback to User** window to add comments for the user to read.
6. Click the **Grading Notes window** to add comments for the instructor or grader to review.
7. Click the **Manually Override tab** to enter an **Override Grade.**
8. Click the **View Column Details** tab to view grade details such as **Average Score** and **Median Score.**
9. Click the **Grade History tab** to see who has edited **(Overridden) the** grade, as well as when it was edited.
10. Click the **arrow buttons** to move to the **next user** or **next column.**
11. Click **Save** to save any changes to this page.

Quick Comment

Adding comments to a grade provides additional feedback to students on their performance. It is also a way instructors can explain grading decisions. Comments may be added to any grade entry. However, *it is necessary to have a grade entered before adding comments*. Comments are entered on either the Grade Details page or the from the Quick Comment option in the Grade Center.

- Comments entered in the **Feedback to User** textbox appear to students when they access the grades.
- Comments entered in the **Grading Notes** textbox cannot be accessed by students.

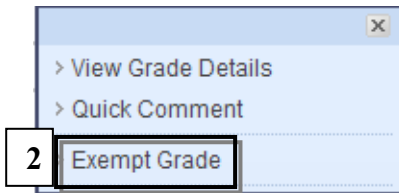|	
> View Grade Details 2 Quick Comment > Exempt Grade	1. In the **Grade Center Action Bar**, move the cursor over an entered grade. 2. Click the **Action Button**, and then select **Quick Comment**.
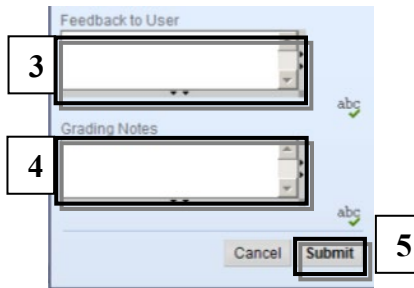
Feedback to User 3 [ ] Grading Notes 4 [ ] Cancel Submit 5	3. Enter text in the **Feedback to User.** (for student) 4. Enter text in the **Grading Notes** text boxes. (Instructor only) 5. Click **Submit**.

Exempt Grade

Instructors can exempt students from any grade item. Exempted items are not added into any statistical or total grade calculations. Exempt grades are **ignored** in total and statistical calculations. When a grade has been exempted, the grade cell will display an **Exempted icon.** Comments can be added to any exempted grade.

> View Grade Details > Quick Comment 2 Exempt Grade	1. In the **Grade Center Action Bar**, move the cursor over an entered grade. 2. Click the **Action Button**, and then select **Exempt Grade.** 3. To clear the Exemption, Click the **Action Button**, and click **Clear Exemption**.

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