ENTERING GRADES

1. Always turn editing on before you make any changes in Moodle:

Home				Sarah Miller	
Sample Course (For internal use only.)					
Home Monline (OL) Courses	Sample Course Sample Course		Turn editing on	
NAVIGATION	- <		Your progress 🕐	POLICIES AND	
Home Dashboard		Welcome to [in	sert course	SUPPORT Career Education Advising	
Site pages		name here]		Disability Services	

2. Scroll down to the week where you want to enter grades and click to open it:

	 Publish Reset Question bank Repositories 	5 🕈	Week 5 28 May - 3 June - Toggle	ë Edit
- b	Switch role to			

3. Click on the assignment you want to grade:

Φ	닗 New Assignment 🖉	Edit - 💄 🗹
		Add an activity or resource

4. Click on View/grade all submissions

New Assignment	
Grading summary	
Participants	5
Submitted	0
Needs grading	0
Due date	Friday, 8 June 2018, 12:00 AM
Time remaining	6 days 15 hours
	View/grade all submissions

5. Click on edit \rightarrow grade next to the student whose grade you want to enter:



 Scroll down to "Grade" and you can enter the student's score, as well as enter feedback that is important or as simple as "great job!"

Note: remember to enter zero if the student did not turn an assignment in. Otherwise, Moodle will not calculate their grade accurately.

Grade				
Grade out of 100 ⑦				
Current grade in gra	adebook			
Grading student				
2 out of 5				
Feedback comments				
Paragraph 💌	BI			

7. You can choose to notify students of your feedback by selecting Yes in the Notify Students Dropdown:



8. Finally, choose any of the options at the bottom of the page:

Save changes - Save and remain on the page.

- Save and show next
- Save and show the next student to grade.
- Cancel
 Cancel any changes you've made instead of saving.
- Previous Next Use these if you are navigating between students and you aren't making changes, or if you've saved changes and you're ready to move on.