ENTERING GRADES

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

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

3. Click on the assignment you want to grade:
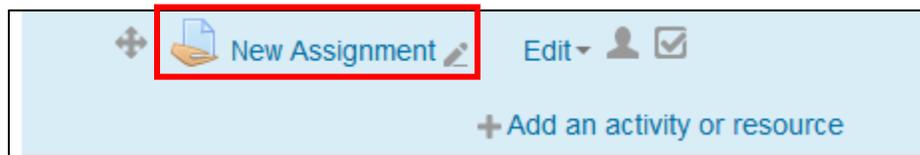
4. Click on View/grade all submissions

5. Click on edit → grade next to the student whose grade you want to enter:
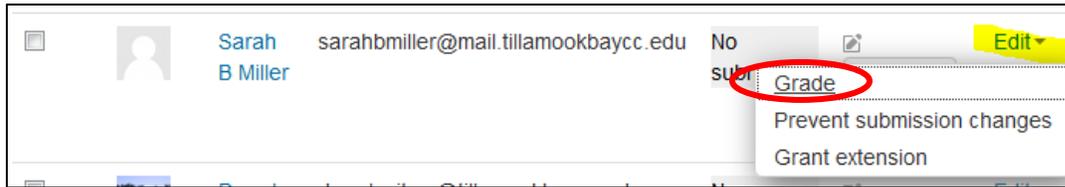
6. Scroll down to "Grade" and you can enter the student's score, as well as enter feedback that is important or as simple as "great job!"
   Note: remember to enter zero if the student did not turn an assignment in. Otherwise, Moodle will not calculate their grade accurately.

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

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.