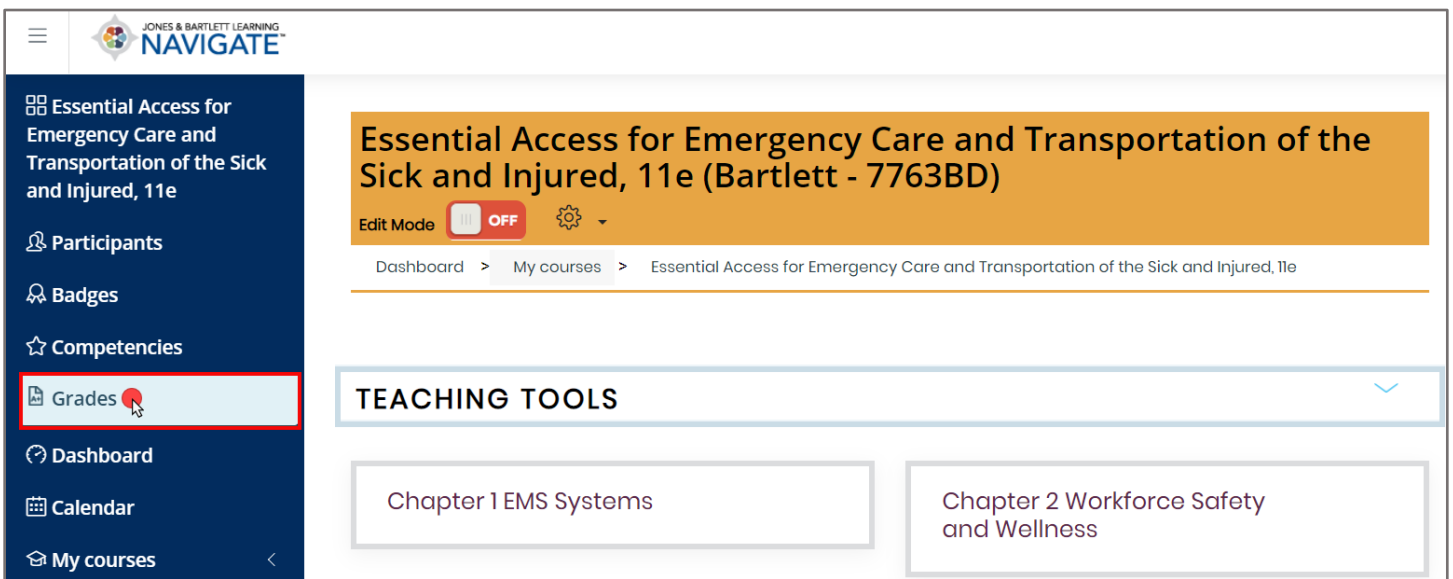


# How to Manually Enter or Change Grades in the Gradebook

*This document contains instructions on how to manually enter or change grades in the gradebook through the Grader report and Single View Tab.*

1. There are two options for manually adjusting or entering grades in the course's gradebook. Both are covered in this document.
2. On the course page, click the **Grades** button in the **Navigation drawer** on the left side of the screen.




The screenshot displays the course interface in the NAVIGATE system. On the left, a dark blue navigation drawer is open, listing various course management options. The 'Grades' option, represented by a document icon, is highlighted with a red rectangular box. The main content area features a course title banner for 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)'. Below the banner, there is an 'Edit Mode' toggle set to 'OFF' and a settings gear icon. A breadcrumb trail indicates the current location: 'Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e'. A 'TEACHING TOOLS' section is visible, containing two boxes for 'Chapter 1 EMS Systems' and 'Chapter 2 Workforce Safety and Wellness'.

- To make changes to the **Grader report**, click the **Turn editing on** button in the top-right corner of the page. The page will refresh and display editable fields for entering or changing each student's score for any graded activity.

**Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD): View: Preferences: Grader report**

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Grades >

Grade administration > Grader report

 **Turn editing on**

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### Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

All participants: 4/4

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

4. Locate the grade you want to enter or change by scrolling vertically to locate the desired student's name, then scroll horizontally to display the desired activity. Both the student name column and activity name row remain fixed, so you always see the naming when scrolling to locate an individual grade. You may also click the letters to the right of **First name** or **Surname** at the top of the Grader report to help narrow your scope.

**Grader report**

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

All participants: 2/2

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Use to help narrow down the displayed names.

Manually enter grades here

Essential Access for Emer...		Quizzes		
		<input type="checkbox"/> Chapter 1 Quiz	<input type="checkbox"/> Chapter 2 Quiz	<input type="checkbox"/> Quizzes total
Controls				
Lisa Adams	ladams@ascendlearning.com	85		
John Smith	jsmith@ascendlearning.com	90		
Overall average		-	-	-

Save changes

- To edit or enter a grade, click in the grade field for the desired student and activity, and type in the desired score.

First name / Surname ^		Email address	Chapter 1 Quiz	Chapter 2 Quiz	Quizzes total
Controls					
Lisa Adams	ladams@ascendlearning.com	85.00	92	85.00	
John Smith	jsmith@ascendlearning.com	90.00	87	90.00	
Overall average			87.50	-	87.50

- When you are satisfied with your entries or changes, scroll to the bottom of the grader report, if necessary, and click **Save Changes**. Your changes will be saved to the gradebook.

First name / Surname ^		Email address	Chapter 1 Quiz	Chapter 2 Quiz	Quizzes total
Controls					
Lisa Adams	ladams@ascendlearning.com	85.00	92	85.00	
John Smith	jsmith@ascendlearning.com	90.00	87	90.00	
Overall average			87.50	-	87.50

**Save changes**

- Finally, click the **Turn editing off** button to close the editing mode.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD): View: Preferences: Grader report

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Grades > Grade administration > Grader report

**Turn editing off**

Grader report

View Setup Scales Letters Import Export

8. Alternatively, you may click on the **Single view** tab on the **Grades** page and use the dropdown for **Select grade item...** or **Select user...** to jump to a specific activity or student respectively.

Grade user or grade item

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics **Single view** User report

Items per page 100

Select grade item... Select user...  
 Select user...  
 Lisa Adams  
 John Smith

Sort by grade item or student with these dropdowns

9. Click the checkbox to the right of the student's or activity's name under the **Override** column. This will unlock the field under the **Grade** column, where you may now enter in a score of your choosing.

Lisa Adams Message Add to your contacts

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics **Single view** User report

John Smith Select grade item... Select user... Save

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
<input type="checkbox"/> Chapter 1 Quiz	Quizzes	0.00 - 100.00	85.00		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Chapter 2 Quiz	Quizzes	0.00 - 100.00	92.00		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Quizzes total	Quizzes	0.00 - 200.00	88.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>

With Override box checked, this field is now editable

10. Continue to make any additional changes as needed and then click the **Save** button to apply your changes.

**Lisa Adams** Message Add to your contacts

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

Select grade item... Select user... John Smith

**Save**

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
Chapter 1 Quiz	Quizzes	0.00 - 100.00	85.00		<input type="checkbox"/>	<input type="checkbox"/>
Chapter 2 Quiz	Quizzes	0.00 - 100.00	92.00		<input type="checkbox"/>	<input type="checkbox"/>
Quizzes total	Quizzes	0.00 - 200.00	88.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>

11. You may also choose to automatically assign a score to all students or activities on the page by scrolling down and checking the **Perform bulk insert** checkbox.

Chapter 3 Quiz

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

0.00 - 100.00

Course total

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

0.00 - 1003.00

124.00

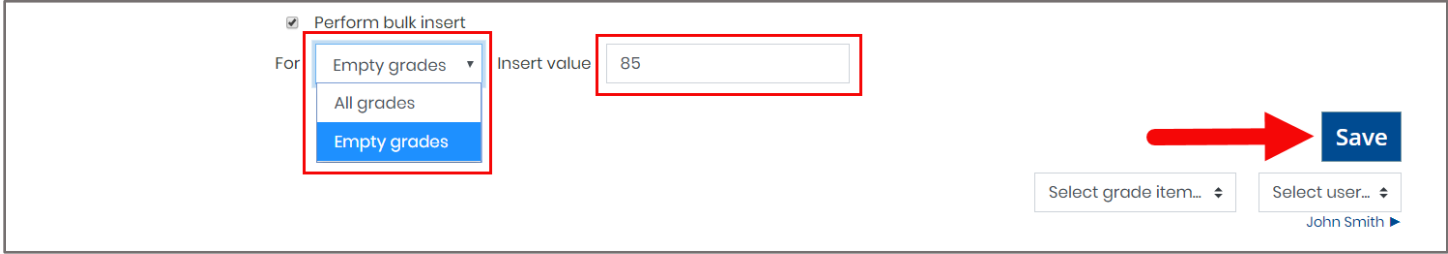
Perform bulk insert

For  Insert value

**Save**

Select grade item... Select user... Michelle Doe

12. Use the **For** dropdown menu to choose whether the change should apply to “empty grades” only or “all grades,” enter the desired score in the **Insert value** field, and then click the **Save** button to apply your entry to the applicable students or activities on the page.



The screenshot shows a web interface for a bulk insert operation. At the top left, there is a checked checkbox labeled "Perform bulk insert". Below it, the word "For" is followed by a dropdown menu. The dropdown menu is open, showing three options: "Empty grades" (selected and highlighted in blue), "All grades", and "Empty grades". A red box highlights the entire dropdown menu. To the right of the dropdown is the text "Insert value" followed by a text input field containing the number "85". A red box highlights the input field. To the right of the input field is a blue "Save" button. A red arrow points from the "Save" button towards the right. Below the "Save" button are two more dropdown menus: "Select grade item..." and "Select user...". The "Select user..." dropdown shows the name "John Smith" with a small blue triangle to its right.