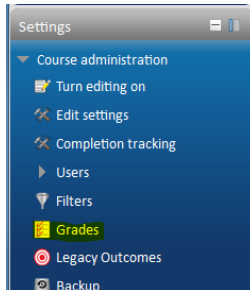


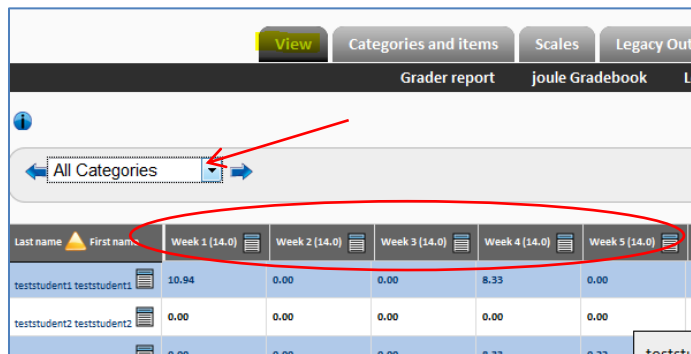


Viewing Grades, Gradebook Categories, and Entering Grades Manually

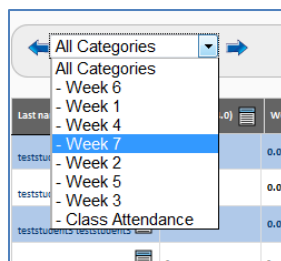
1. Log in to Moodle and open your course.
2. In the Settings Block choose Grades



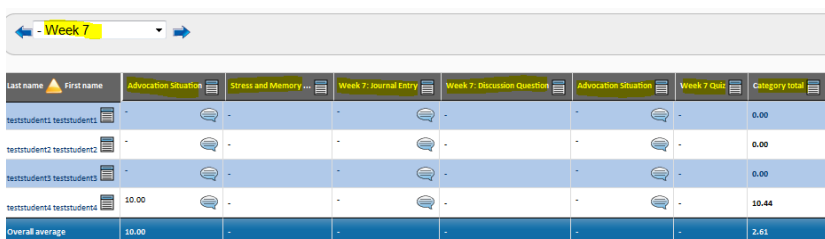
3. Select the View Tab. Below the tabs "All Categories" is selected, showing you all of the categories within the course.



4. To view the items within each category, you must select the category.



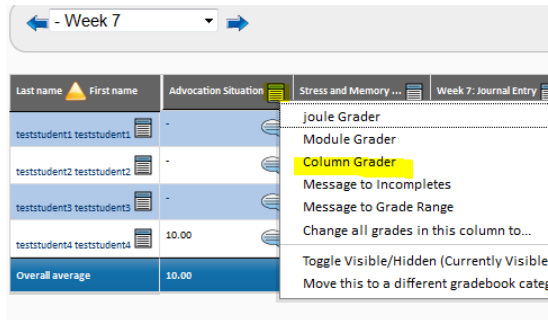
5. All the Assignments for the course will then appear in each column.





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6. Grades that have been scored will appear in the correct box. If you would like to manually enter a grade Choose Column Grader from the icon next to the item.



7. You can quickly enter grades for the students and click Save when you are done.

