

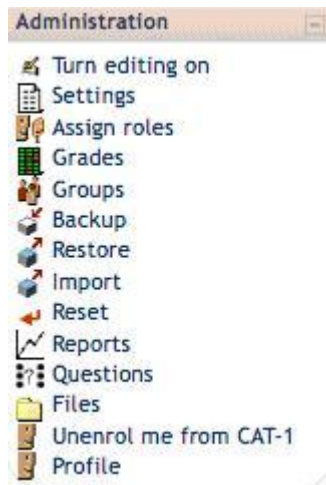
Manually Entering and Editing Grades

Grade items are generated automatically in the Gradebook when an activity (such as a quiz or an assignment) is created within a course. You may select to add an offline assignment to create a placeholder for a hard copy/in-class assignment or you can manually add a grade item within the Gradebook.

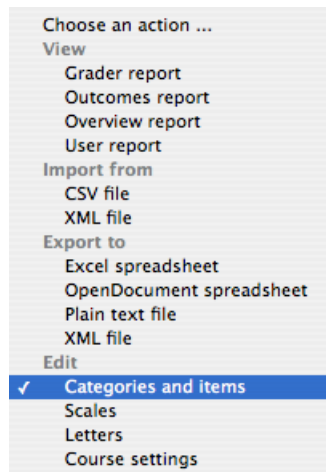
1. Log into iLearn at <http://ilearn.gavilan.edu>
2. Find and click on the name of the course you wish to access.

To manually add a grade item within the Gradebook:

3. Click on the “Grades” link in the **Administration** block.



4. Select **Edit Categories and items** from the “Choose an action...” drop-down menu.



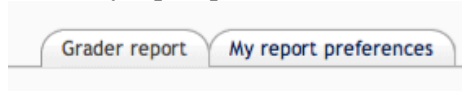
5. At the bottom of the “Edit categories and items” page, select the **Add grade item** button.



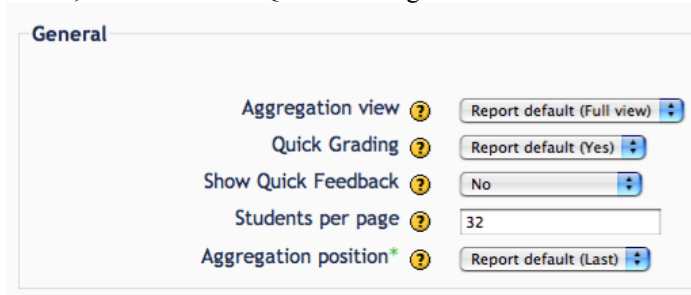
6. Name the new grade item and fill in the fields as desired for grades, etc.
7. The new item will now appear in the Gradebook.

To manually edit students' grades within the Gradebook:

8. Select **Grader report** from the “Choose an action...” drop-down menu.
9. Check your settings under the **My report preferences** tab.



10. In the General box, make sure that “Quick Grading” is set to Yes and click **Save changes**.



11. Click the **Grader report** tab and **Turn editing on**.
12. You will see editing icons and text boxes for manually entering grades. Type a numerical grade in the text box that corresponds to the student and assignment you wish to modify. All grade text boxes are automatically set to a default of 2 decimal points. (i.e 90 becomes 90.00).

Assignment	Assignment For Week 7	Assignment for Week 8	Assignment for Week 9	Assignment for Week 10	test
0.00	0.00-100.00	0.00-100.00	0.00-100.00	0.00-100.00	0.00-100.00
00	90.00	90.00	100.00		
0	85.00	90.00	100.00		
0	95.00	90.00	100.00		
0	90.00	90.00	100.00		

13. Click the **Update** button located at the bottom of the page to save your grades and remain within the editing mode.