

KODIAK QUICK GUIDE: Entering Grades

Overview

The Grades tool allows you to enter assignment grades, track a student’s progress, and calculate final grades. You can set up your gradebook to calculate final grades based on points or with assignments as percentages of the final grade. Students can access the Grades tool to see all their grades in one place.

How to Access Grades

The Grades tool needs to be active in your class. If **Grades** does not appear in your course navbar, go to **Course Admin, Tools**, and select **Grades**. Once Grades appears in your course navbar, click **Grades** in the navbar.

In This Guide

- Entering Grades
- Viewing the Event Log
- Previewing Grades as a Student
- Viewing Grade Statistics

Entering Grades

Using the Grades tool, you can see, enter, and modify all grades for all students in the course on one screen. You can also grade students by grade item, category, or student.

Note: You can also grade quizzes, assignment folders, and discussion topics from within those tools, allowing you to see the student’s work and enter grades on the same screen. If an assignment has an associated grade item, grades you enter in these tools will automatically transfer

Enter Grades Using the Spreadsheet View

The spreadsheet view enables you to enter and modify grades for all students and all assignments on one screen; however, this view will not allow you to leave students feedback on assignments.

1. Click **Grades** in the Course navbar (Figure 1), and then click **Enter Grades**.
2. On the right-hand side, click **Switch to Spreadsheet View** (Figure 2). A table will be displayed that lists grade items as columns and students enrolled in the course as rows.
3. Enter grades in the input fields in the grade spreadsheet.
4. Click **Save**.

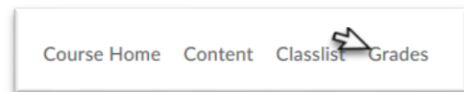


Figure 1

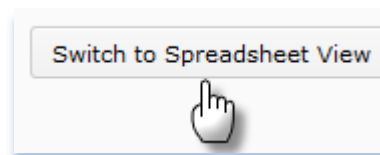


Figure 2

Enter Grades by Student

1. Click **Grades** in the Course navbar, and then click **Enter Grades**.
2. Click the name of the student you wish to enter grades for (Figure 3).
3. Enter grades for the student in the Grade fields for the appropriate grade items.
4. Click **Show Comments** to add text comments that your student can see on individual grade items or with the student's final grade (Figure 4). Enter your comments in the "Feedback" field.
5. When you have finished entering grades, click **Save**.

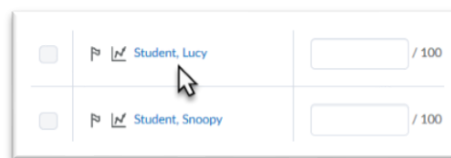


Figure 3

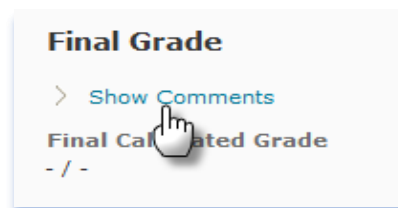


Figure 4

Enter Grades by Grade Item

1. Click **Grades** in the Course navbar. Then click **Enter Grades**.
2. Click the dropdown arrow next to the item you'd like to grade, and then select **Grade All** (Figure 5).
3. Enter grades in the "Grade" fields.
4. If you want to add comments on a student's performance, click the comment icon in the "Feedback" column.
5. Click **Save**.

Give Multiple Students the Same Grade at the Same Time

If all or most of your students received the same grade on an assignment, you can give several students the same grade at once as a time saver.

1. Click **Grades** in the Course navbar. Then click **Enter Grades**.
2. Click the dropdown arrow next to the item you'd like to grade, and then select **Enter Grades** from the dropdown menu (Figure 5).
3. Select the checkboxes next to the students you are assigning the same grade.

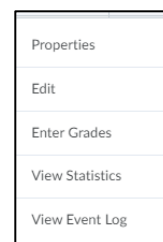
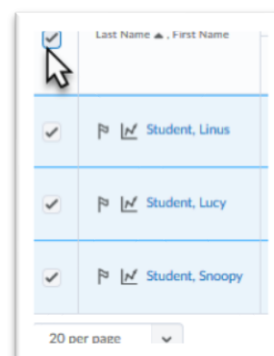


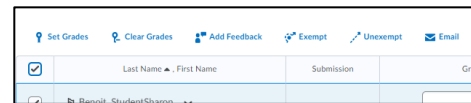
Figure 5

Note: Select the checkbox above the student list to select all students (Figure 6).



4. Click **Set Grades** above the student list (Figure 7). A pop-up window will open.
5. Enter a grade in the text field.
6. Click **Save**.

Figure 6



Viewing the Event Log

The event log allows you to see past grade changes. You can use it to recover previously entered grades if they were accidentally overwritten.

1. Click **Grades** in the Course navbar. Then click **Enter Grades**.
2. Click the dropdown arrow next to the item you'd like to view, and then select **Event Log** (Figure 8).

Figure 7

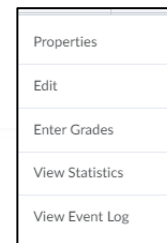
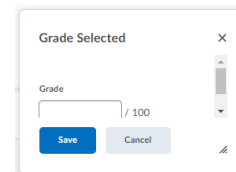


Figure 8

Previewing Grades as a Student

1. Click **Grades** in the Course navbar. Then click **Enter Grades**.
2. Click the name of the student whose view you want to preview (Figure 3).
3. Click the dropdown arrow next to the student's name, and then select **Preview** (Figure 9). A pop-up window will open. This is what the student will see when he or she clicks Grades in the course navbar.

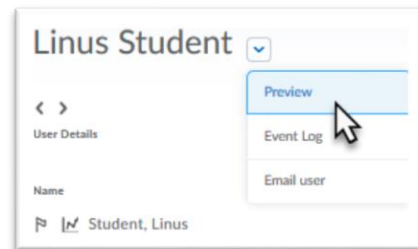


Figure 9

Viewing Grade Statistics

You can access a statistics page for individual grade items, for grade categories, or for the final grade from the main grades spreadsheet. The statistics page shows the class average, the minimum grade, the maximum grade, and a graph of the distribution of grades.

1. Click **Grades** in the Course navbar. Then click **Enter Grades**.
2. Click the dropdown arrow next to the name of the grade item or category, and then select **Statistics** (Figure 10). The "Statistics" page will open and display the "Class Statistics" tab.
3. Click the **User Statistics** tab (Figure 11) if you would like to view a list of grades assigned to all students in the class by grade item.

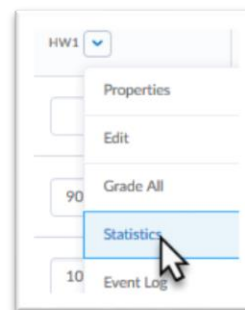


Figure 10

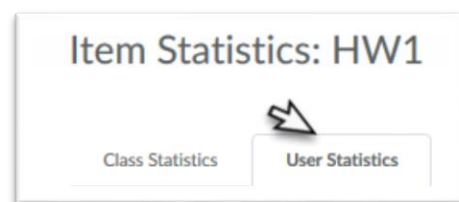


Figure 11

