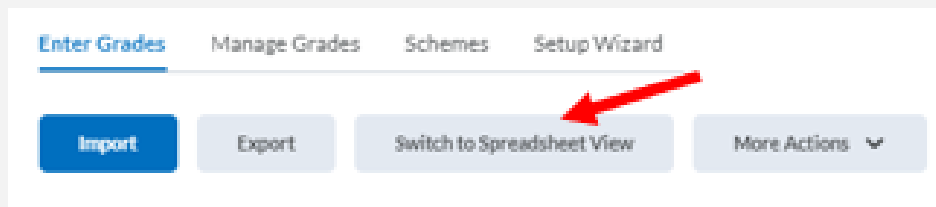


1.5.2 Entering Grades

This tutorial covers how to enter grades for assessments. It assumes you have created a gradebook using **Tutorial 1.5.1**. If you have set up a quiz on Avenue, grades will automatically transfer to the gradebook, otherwise, you have to update them manually. Three options for entering grades are explained (A,B,C).

A: STEP 1

Navigate to **Assessments** --> **Grades** from the Avenue homepage. Under the **Enter Grades** tab, select **Switch to spreadsheet View**.



STEP 2

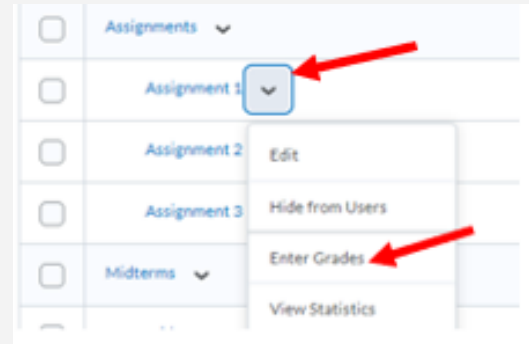
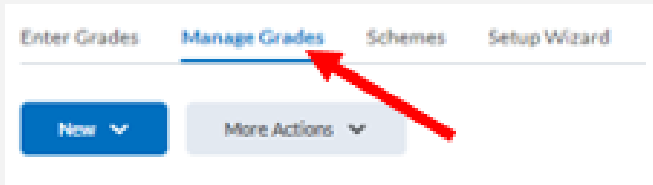
You will now be able to enter in grades for each grade item for each student. Press **Save** periodically.

	Last Name ▲, First Name	Final Grades	Assignments ▼				Midterms ▼			Final Exam ▼
		Final Calculated Grade ▼	Assignment 1 ▼	Assignment 2 ▼	Assignment 3 ▼	Subtotal	Midterm 1 ▼	Midterm 2 ▼	Subtotal	
<input type="checkbox"/>	FLEISIG, ROBERT ▼	-/-	<input type="text"/> /10	<input type="text"/> /10	<input type="text"/> /10	- /10, -	<input type="text"/> /10	<input type="text"/> /10	- /40, -	<input type="text"/> /10
<input type="checkbox"/>	WOHL, GREGORY ▼	-/-	<input type="text"/> /10	<input type="text"/> /10	<input type="text"/> /10	- /10, -	<input type="text"/> /10	<input type="text"/> /10	- /40, -	<input type="text"/> /10

1.5.2 Entering Grades

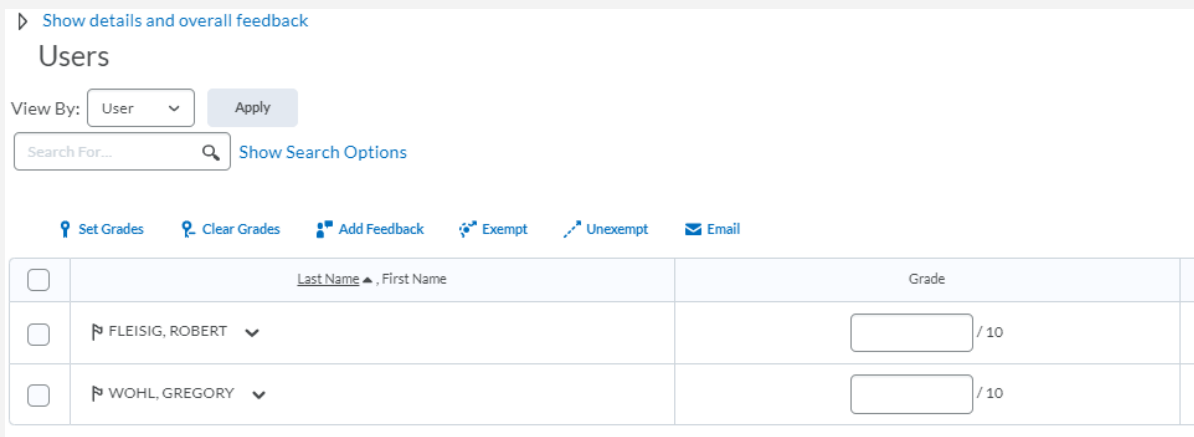
B: STEP 1

Navigate to the **Manage Grades** tab. Select the **drop down arrow** then **Enter Grades** for the item you wish to add grades to.



STEP 2

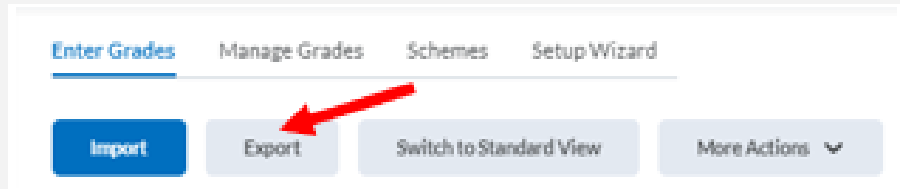
You can now enter marks for the specified grade item for each student.



1.5.2 Entering Grades

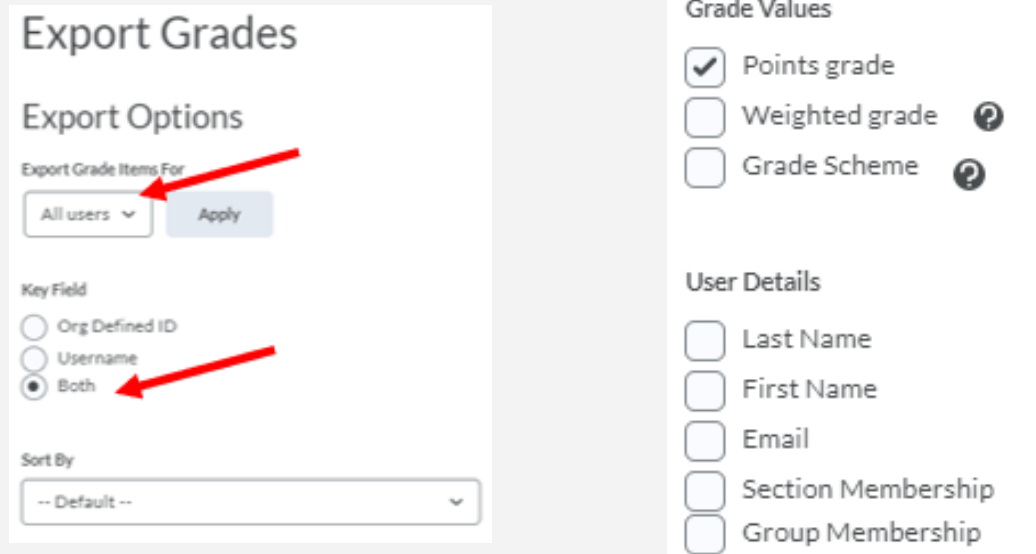
C: STEP 1

Navigate to the **Enter Grades** tab. You can choose to import grades using the **Import** feature. First you must get a template of the correct excel file. Select **Export**.



STEP 2

Select **All users** under **Export Grade Items For** and **Both** under **Key Field**.



Export Grades

Export Options

Export Grade Items For:

Key Field:

- Org Defined ID
- Username
- Both

Sort By:

Grade Values

- Points grade
- Weighted grade
- Grade Scheme

User Details

- Last Name
- First Name
- Email
- Section Membership
- Group Membership

1.5.2 Entering Grades

STEP 3

Make sure all items are selected, press **Export to CSV**. When ready, select **Download**.

Choose Grades to Export

<input checked="" type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Assignments	
<input checked="" type="checkbox"/>	Assignment 1	Numeric
<input checked="" type="checkbox"/>	Assignment 2	Numeric
<input checked="" type="checkbox"/>	Assignment 3	Numeric
<input checked="" type="checkbox"/>	Subtotal	
<input checked="" type="checkbox"/>	Midterms	
<input checked="" type="checkbox"/>	Midterm 1	Numeric
<input checked="" type="checkbox"/>	Midterm 2	Numeric
<input checked="" type="checkbox"/>	Subtotal	
<input checked="" type="checkbox"/>	Final Exam	Numeric
<input checked="" type="checkbox"/>	Final Calculated Grade	
<input checked="" type="checkbox"/>	Final Adjusted Grade	

STEP 4

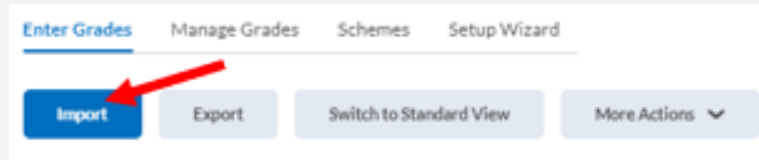
4) Open the file you downloaded, you should see the following excel file. Input grades into this excel file. You only have to input grades for the grade items, so in this case, up to column L.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	OrgDefine	Username	Assignme	Assignme	Assignme	Assignme	Assignme	Midterm 1	Midterm 2	Midterms	Midterms	Final Exan	Calculatec	Calculatec	Adjusted	Adjusted	End-of-Line	Indicator
2	#robert	#robert															#	
3	#wohlg	#wohlg															#	
4																		

1.5.2 Entering Grades

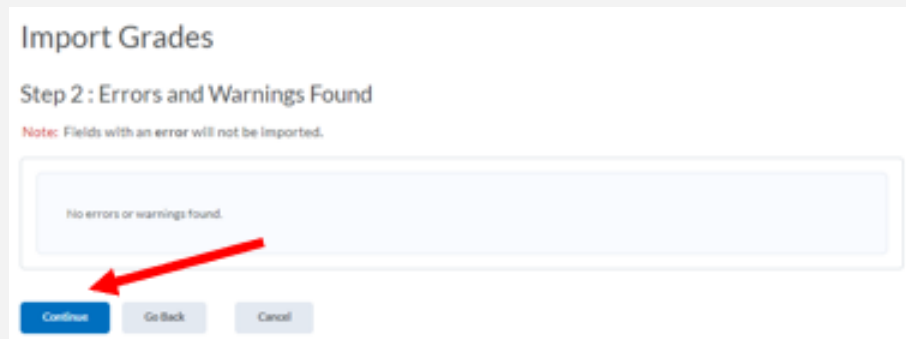
STEP 5

When you have inputted your grades into the excel sheet and are ready to transfer back to Avenue, select **Import**.



STEP 6

Choose your file and press **Continue**. If there are no errors with your excel file, you will see the following:



STEP 7

You can now preview your import and make sure everything is correct. Select **Import** when done.



Note: When you have entered in all grades for each item, Avenue will automatically calculate the final grade for you.