

To Grade an Assignment

1. Click on the Grade Center link in the Control Panel
2. In the cell with the green ! icon, click on the double down arrows on the right side of the cell and select Grade Details.

CONTENT MANAGEMENT (HSLT.CONTENT MANAGEMENT) > CONTROL PANEL > GRADE CENTER

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the **Enter** key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details.

Add Grade Column
 Add Calculated Column
 Manage
 Email
 Reports
 Grade History

Current View: Full Grade Center | Set as Default Sort Columns By: Layout Position

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Assignment 1	New test
<input type="checkbox"/>	BELL	MIKE	mbel	20978068	March 14, 2008	-	- (-)
<input type="checkbox"/>	Delia	Catherine	cathtest	NY-Strong	May 27, 2008		30.00 (100.00%)
<input type="checkbox"/>	Delia	Catherine E	deliace				
<input type="checkbox"/>	HU	JUN	jhu		March 14, 2008		
<input type="checkbox"/>	student	student1	student1		May 21, 2008		(66.67%)

Selected Rows: 0

Grade Information Bar Icon Legend

3. Click on View Attempt

CONTENT MANAGEMENT (HSLT.CONTENT MANAGEMENT) > CONTROL PANEL > GRADE CENTER > GRADE DETAILS

Grade Details

Column: Assignment 1 ()

User: Catherine Delia (cathtest)

To view the details of another column or user, select the column or user and click Go, or click the next or previous arrows to navigate sequentially. Override a grade by clicking the **override** button. Revert an overridden grade to its previous value by clicking the **revert** button. Modify or clear an attempt grade by clicking the appropriate buttons in the Attempts table.

Current Grade

User Catherine Delia (cathtest)

Student ID NY-Strong

Column Assignment 1 (null)

Grade Type Score

Description


Attempts

Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
May 27, 2008 12:10:48 PM (Needs Grading)	May 27, 2008 12:10:48 PM				<input type="button" value="View Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Modify Attempt"/>

4. Assign the Grade and add comments or notes

2 User's Work

User's Comments here's my assignment

User's Files  [setVTBE-off.doc](#)

3 Feedback to User

Grade out of 10.0

Comments

Attach local file

Currently Attached Files:

4 Instructor Notes

Notes

5. Click Submit when finished.

6. Grade other students' assignments by moving to another student using the left and right arrows in the upper right corner of the page.

Column:

◀ User: