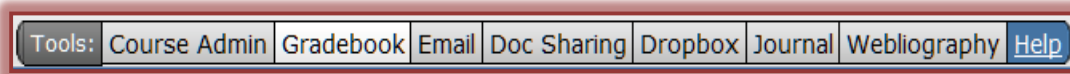


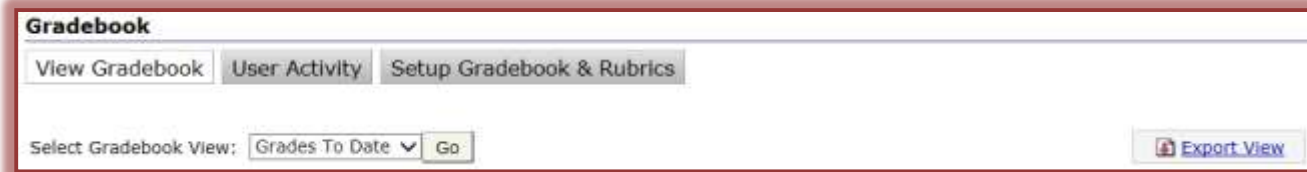
## Gradebook-Quick Grade View

This view is the most efficient way to add grades to the Gradebook. It enables the instructor to assign grades for all students for a single content item.

† Click **Gradebook** on the **Tools Menu** (see illustration below).



† In the **Gradebook** window (see illustration below), click the **Select Gradebook View** list arrow.




† Click the **Week** where the **Content Item** is located.

† Locate the **Content Item** to which the grade is to be assigned.

- ★ The grade can be located from any **Gradebook View**.
- ★ However, it might be easiest to locate the item in the **Week View**.

† Click the link at the top of the **Content Item** column to which the grade is to be assigned (see illustration below).

November 10				
<b>Points Possible:</b>	 <a href="#">Lesson</a> 20 pts.	<a href="#">Low-tech Assistive Technology</a> 30 pts.	Week 11: Earned to Date	Week 11: Total Possible

† The **Quick Grade** window will open (see illustration below).

The 'Quick Grade' window for 'November 10 : Lesson'. It features a table with columns for 'Numeric Grade', 'Letter Grade', 'Dropbox Status', 'Return', and 'Comments'. The 'Numeric Grade' column has a sub-column for 'pts.'. The 'Dropbox Status' column has 'Outbox' and 'Inbox' options. The 'Return' column has a checkbox. The 'Comments' column is empty. A 'Save Changes' button is in the top right corner. A red vertical text box on the left side of the table says 'Student names appear here.'.

	Numeric Grade 20 pts.	Letter Grade	Dropbox Status	Return	Comments
Student names appear here.	pts.		Outbox	<input type="checkbox"/>	
	pts.		Outbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	20 pts.				

† A list of student names will appear in the window.

† Enter a **Numeric** or **Letter** grade for each student.

- ★ Only a letter grade can be entered when in Item Summary view.
- ★ The weighted grade and numeric grade reflects a compilation of multiple content item scores when in Item Summary view.
- ★ If a Dropbox is associated with the grade that is being entered, additional fields will appear in the Quick Grade View.

- ★ **Dropbox Status** - This field shows the instructor whether the item is listed in the **Inbox** or **Outbox** within the Dropbox.
- ★ **Return** - This check box should be selected for the instructor to have the option of returning assignments to all students through the **Dropbox**. When an item is returned to a student, it will appear in the **Outbox**, not the **Inbox**.

† Enter a **Comment** for the student, if desired.

† Click the **Save** button to save the item.

† Click the **Close** (red x) button in the upper-right corner of the window to return to the **Student's Grades**.