This handout contains the exact same information as the corresponding Blackboard Learn Grade Center videos which are available at http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

Add and Edit Grade Values

☐ Step-by-step

- To get started, make sure to be on the Full Grade Center page
- To enter a grade manually for a student, hover over a cell that lines up with both the proper grade column and student row. For this tutorial, the Participation column will be used, which was created in G03-Created a Gradable Column

- Click in the cell, which displays two hyphen symbols, indicating it is blank. A text field will take the place of hyphens, and allow a grade to be entered. For this tutorial, “15” will be used for the value

- To complete the entry of the grade, press the Enter key on the keyboard

  Note: If there were multiple student rows, another text field would appear in the cell below the cell in which the first value was entered

- To change a grade in any cell, click the cell again and then highlight the current value in the cell. Then type in a new value, such as 16, to replace it. To complete the change of value, press the Enter key on the keyboard