

Manually grading an assignment

1. **Manually grade an assignment** (i.e., class participation), From the Full Grade Center click on the box you want to grade (it will have a blue outline), enter a score, and then hit the Enter key.

Grade Information Bar Grade Type: Grade | Points Possible: 10.00 | Displayed As: Score | Visible to Users: Yes

Last Name	First Name	design 1 projec	Essay #3	Essay 2	Talk about Test	frida
Evans	Elizabeth	--	--	--	--	--
Frisque	Justin (Test Student)	--	100.00	50.00	--	--
Gallanis	Susan (Test Student)	--	--	85.00	80	--
Lecato	Kaitlin	--	--	--	--	--
Zipay	Katherine	--	--	--	--	--

Selected Rows: 0

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