






## Mass Entering Gradebook Assignment Scores




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Use this procedure to mass enter scores for a gradebook assignment.

### To mass enter a gradebook assignment scores:

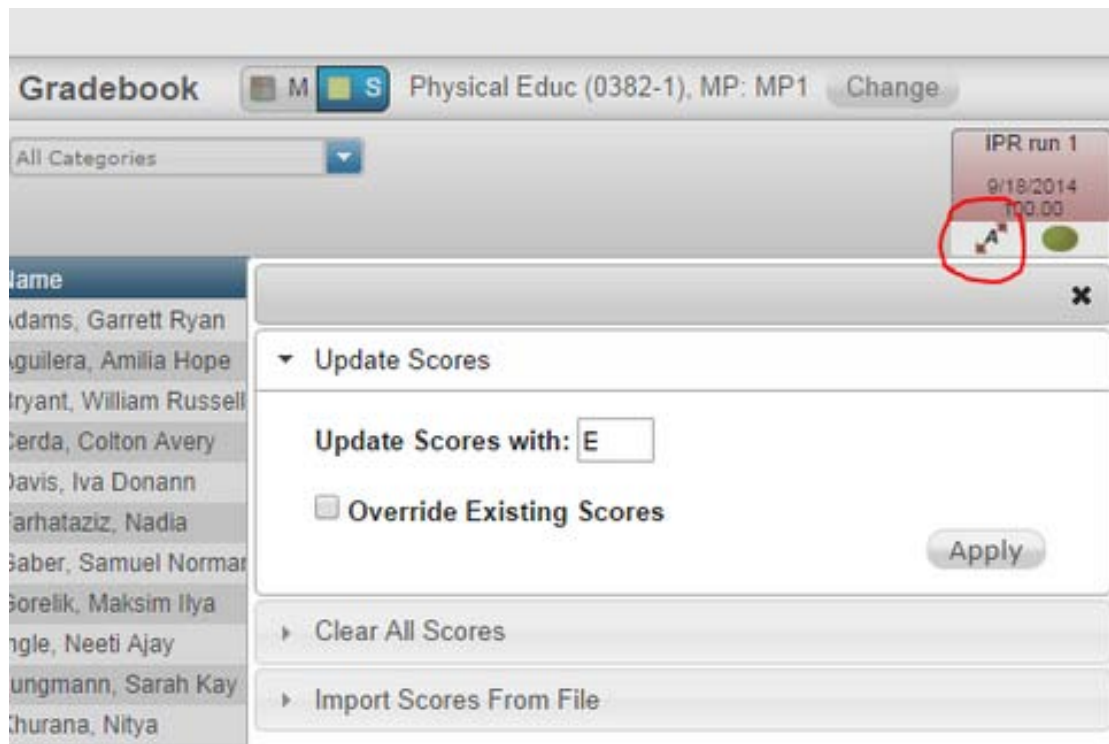
1. From  **Gradebook**, select **Entry** to display the [Gradebook Entry page](#).
2. If you need to update the class or marking period, click **Change** to display the [Class List](#) pop-up, and make your selections.
3. If the assignment is not displayed on the assignment header, select the appropriate category or mark type in the Categories and Marks filter drop-down field.
  - If the assignment header displays , the assignment is graded by rubric, and scores cannot be mass-updated. Refer to [Rubric Score Entry](#) for more information.
4. Click  to open the Mass Update Scores dialog box for the assignment you want to update.
  - If  displays in a cell or group of cells, scores cannot be entered in these cells because the assignment is associated with a rubric, the student was not enrolled in the class on the assignment's due date, or multiple classes are being displayed and the assignment did not apply to this student.
5. Select Update.
6. To override existing scores, check Override Existing Scores; leave unchecked to only update blank scores.
7. Enter the score to load.

A score can be up to a three-digit number or an alpha score that your district has defined. You can double-click the scores entry box to view valid alpha marks. Alpha marks can be used to exclude an assignment from a student's average or to give the student a percentage score.
8. Click **Apply**.
9. If you checked Override Existing Scores, click **Yes** on confirmation prompt.
10. Click , if [Auto Saving](#) is not enabled.

**Note:** A black triangle  in the top-left corner of the score field indicates that the score is not yet saved. You must click  to enter scores in the database, if [Auto Saving](#) is not enabled. A red triangle  in the top-left corner of a

score cell indicates that the current entry is an invalid mark; all invalid marks must be resolved before the gradebook will save scores.

**Caution:** If you navigate away from the Gradebook page prior to saving new entries, data will be lost.



The screenshot shows a web-based Gradebook interface. At the top, there's a header with the title "Gradebook", a status bar with "M" and "S" icons, and the course name "Physical Educ (0382-1), MP: MP1". Below the header, there's a dropdown menu for "All Categories". On the left, a list of student names is visible, including "Adams, Garrett Ryan", "Guilera, Amilia Hope", "Tryant, William Russell", "Gerda, Colton Avery", "Davis, Iva Donann", "Arhataziz, Nadia", "Saber, Samuel Norman", "Gorelik, Maksim Ilya", "ngle, Neeti Ajay", "ungmann, Sarah Kay", and "Churana, Nitya". On the right, a panel titled "Update Scores" is open. It contains a text input field labeled "Update Scores with:" with the value "E", a checkbox labeled "Override Existing Scores", and an "Apply" button. Below this panel, there are two buttons: "Clear All Scores" and "Import Scores From File". In the top right corner of the student list, a red circle highlights a grade "A" next to a green circle, indicating an invalid mark.

Gradebook M S Physical Educ (0382-1), MP: MP1 Change

All Categories

IPR run 1  
9/18/2014  
100.00

A

Update Scores

Update Scores with: E

☐ Override Existing Scores

Apply

Clear All Scores

Import Scores From File