Mass Entering Gradebook Assignment Scores

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

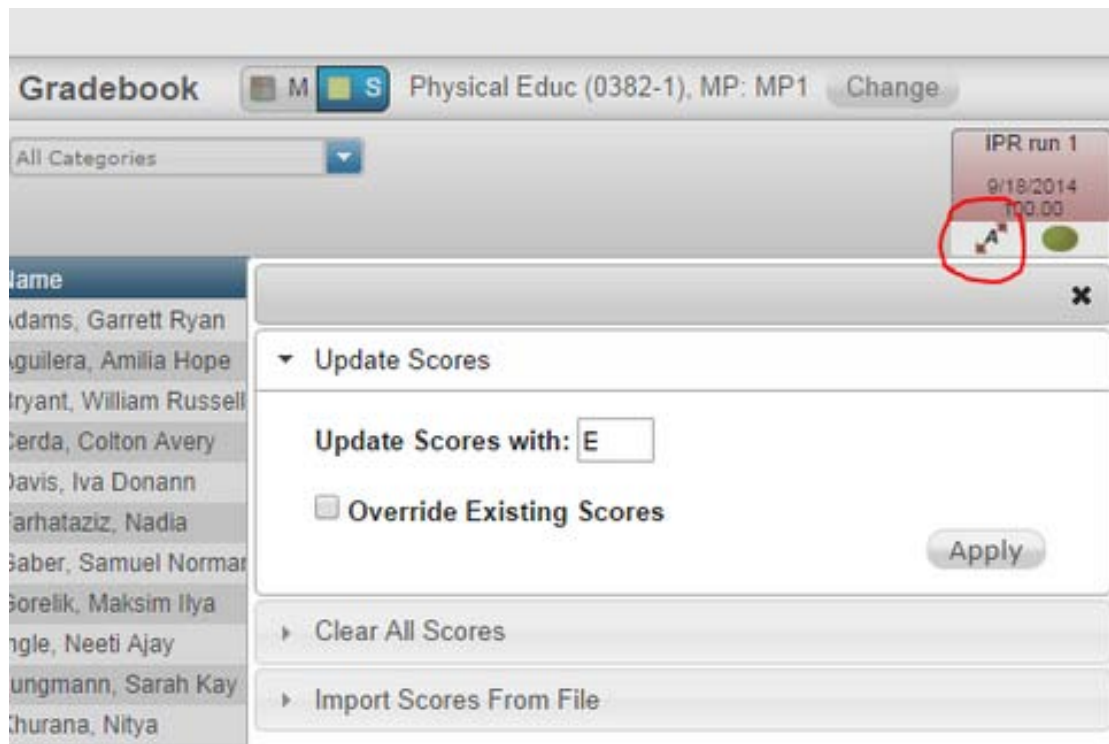**To mass enter a gradebook assignment scores:**

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.