

Gradebook - Entering Student Scores

Modified on: Mon, Feb 11, 2019 at 1:22 PM

There are 3 different methods to enter scores – **Scores by Class**, **Scores by Student**, and **Scores by Assignment**. **Quick Data Entry** is available on Scores by Assignment.

NOTE: All scores entered are saved immediately.

The following options for entering scores apply to all of the pages.

- **Excludes Student from Assignments – mark of NA and TX**
- **Missing Assignments**

Exclude Student from Assignment

If a score is not to be included in a student's final grade, Enter **NA** (Not Applicable) or **TX** (Temporarily Excused) in the **Score** field for the assignment selected. This will make the **Max Score** zero for this assignment for the student selected. For example, a student is dropped from the class and does not complete the assignment. The score field will display in **GRAY** if **NA** or **Orange** if **TX** was entered for an assignment and is not included in a student's final grade.

Show Filters						Ch21 IHOS	CN 22-3
Sorting by: Student Name						10/30/2014 #37 : 100	10/30/2014 #38 : 3
	Name	Grd	%	Mark			
1	Alyunan, Tracy	10	93.4	A	NA	TX	

Missing Assignments

Assignments that have been checked as **Grading Completed** but with no scores entered are Missing Assignments. The score field will display in **Orange**.

Show Filters						Ch21 IHOS	CN 22-3
Sorting by: Student Name						10/30/2014 #37 : 10	10/30/2014 #38 : 3
	Name	Grd	%	Mark			
1	Balboa, Michelle P.	10	84.7	B		3	
2	Barr, James J.	9	96.4	A	10.00	3	