Viewing Students’ Grades

View Grade Details

On the Grade Details page, you can view a student’s attempts and grade history, assign and edit a grade, and clear and exempt grades. The video below shows how to view a student’s attempts and grade history, assign and edit a grade, and clear and exempt grades.

How can I assign a grade from the Grade Details page?

1. On the Grade Details page in the Attempts tab, select Grade Attempt.
2. Provide a grade.
3. Select Save and Exit to return to the main Grade Center page.

-OR-

Select Save and Next to display the next attempt.

What are the Grade Details Tabs?

At the top of the Grade Details page, the Current Grade section displays the current score or an icon such as Needs Grading.
How do I exempt a student’s grade?

If you select Exempt, this grade is excluded from a student's Grade Center calculations.

How do I view student’s attempts?

Select View Attempts to access all the attempts associated with this item. The example shows a student’s test, from here you can review the test and the answers.
Note the “Test Information” Click on the down arrow and you will see similar information. Along with this information about this attempt, if you click on “Access Log” you will get a more detailed information on how the student took the test. See below.
Attemps Tab

The Attemps tab lists all submitted attempts. You can view each attempt's submission date, feedback, and grading notes to yourself.

For each attempt, you can grade, clear, or edit the grade. You can also ignore an attempt to keep it but omit the score from Grade Center calculations. The attempt isn't counted toward the number of allowed attempts.
Grade Center

Use the Delete menu to select one or all attempts to delete.

If a student submits the maximum number of attempts, Allow Additional Attempt appears so that you can permit another submission.

Manual Override Tab

On the Manual Override tab, you can assign a new grade for an item. Type a new grade in the Override Grade box. You can also provide Feedback to User and Grading Notes, and attach files in the editor.

Column Details Tab

The Column Details tab presents information about a Grade Center column such as name, description, primary display, and average score.

Grade History Tab

On the Grade History tab, the two most recent actions appear by default. Select View Complete History to see more.

<table>
<thead>
<tr>
<th>Attempts</th>
<th>Manual Override</th>
<th>Column Details</th>
<th>Grade History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Last Edited by</td>
<td>Value</td>
<td>Comments</td>
</tr>
<tr>
<td>Dec 4, 2015 4:15:12 PM</td>
<td>Cathy Chu</td>
<td>User Exempted</td>
<td></td>
</tr>
<tr>
<td>Dec 4, 2015 1:09:35 PM</td>
<td>Cathy Chu</td>
<td>Attempt Grade 45</td>
<td></td>
</tr>
</tbody>
</table>

Can I control when students see their grades and feedback?

You can hide a column from students' My Grades pages while you assign grades and feedback. When you hide a column from your students, you still see it in the Grade Center grid.

1. From the Grade Center, access a column's menu and select Edit Column Information.
2. On the Edit Column page, navigate to the Options section.
3. Select No for Include this column in Grade Center calculations and Show this column to students.
4. Select Submit.
Grade Center

The graded work won't appear to students on their My Grades pages. If a student accesses the graded work from inside a content area, no grade or feedback appears.

In the Grade Center grid, the column appears with the Column Not Visible to Users icon next to the column title.

When you're ready to release grades and feedback to students, access the Edit Column page and select Yes for the two options.