

## Quick Grade View

This view is the most efficient way to add grades to the Gradebook. It enables the instructor to assign grades for all students for a single content item.

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Locate the **Content Item** to which the grade is to be assigned.
  - The grade can be located from any Gradebook View.
  - However, it might be easiest to locate the item in the Week View.
- ❖ Click the **Content Item** to which the grade is to be assigned.
- ❖ The **Quick Grade** window will open (see illustration below).

Week 1: Discussion				Save Changes
	Numeric Grade 50 pts.	Letter Grade	Share w/ Student? <input type="checkbox"/>	Comments
<a href="#">Gallop, Lance</a>	<input type="text"/> pts.	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<a href="#">Metz, Robert</a>	40 pts.	B-	<input checked="" type="checkbox"/>	Some comments from
	50 pts.			

Save Changes

- ❖ A list of student names will appear in the window.
- ❖ Enter a **Numeric** or **Letter** grade for each student.
  - Only a letter grade can be entered when in Item Summary view.
  - The weighted grade and numeric grade reflects a compilation of multiple content item scores when in Item Summary view.
  - If a Dropbox is associated with the grade that is being entered, additional fields will appear in the Quick Grade View.
    - **Dropbox Status** - This field shows the instructor whether the item is listed in the **Inbox** or **Outbox** within the Dropbox.
    - **Return to Student** - This check box should be selected for the instructor to have the option of returning assignments to all students at the same time or whether all assignments are to be graded before returning any assignments.
- ❖ Enter a **Comment** for the student, if desired.
- ❖ Click **Save Changes**.