

# Manual Grading



This feature is available to [Site Manager](#) , [Manager](#) , [Course Author](#) , and [Instructor](#) accounts depending on system configuration.

A product may be configured to require manual approval before it is considered complete. It is most often used for blended courses that have an offline element to them. For example, an Instructor running a course may require the participant to email their final project in for review before the completion of the course can be determined.

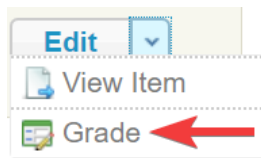
A course author must configure a module asset for manual grading with a defined passing grade. Graded modules must be manually graded using the grading tool.



To grade essay questions, you must be on the test dashboard.

## Navigate to Grading Tool

1. From your home page, open the desired product.
  - ≡ Site Managers: select Library > Products.
2. Select the **Wrench** icon to view all assets in the product and then optionally use the filter to view only the modules.
  - ≡ Site Managers: select **Modules** in the All Assets menu. If you cannot see the menu, show the [Tool Panel](#) .
3. Select **Grade** from a module's **Edit split button** .



4. Optionally use [Filter and Save Searches](#) to locate specific individuals.
5. Optionally [Export](#) the page.

The image below shows the Grading Tool page.

Grading Tool

1 2 3 Next >

Go to page:

Records per page: 25

Records: 67

Export As:

HTML

XLSX

CSV

English

Page Link

List Filter Searches

Name (Username)	Grade %	Comment	Enrollment Number	Enrollment Date	Create Date	Edited Date	Display on Transcript	
Adams , Kevin (kadams@sencia.ca)	<input type="text"/>	<input type="text"/>	1	11/26/2019 04:57:13 AM	02/20/2020 10:12:45 AM	N/A	No	<input type="button" value="Save"/>
Adamson , Aaron (aaron@sencia.ca)	<input type="text"/>	<input type="text"/>	1	11/26/2019 05:00:25 AM	02/20/2020 10:12:45 AM	N/A	No	<input type="button" value="Save"/>
Ahola , Ken (kahola@sencia.ca)	<input type="text"/>	<input type="text"/>	1	11/26/2019 05:00:25 AM	02/20/2020 10:12:45 AM	N/A	No	<input type="button" value="Save"/>

## Grade Individuals

If you need to apply the same grade and date to several individuals at once, see [Set Grade Defaults](#) .

1. Navigate to the [Grading Tool](#) .
2. Enter the grade into the **Grade %** field for each individual. A valid entry is a number from 1-100.  
A passing grade must also be equal to or higher than completion rule applied to the module.  
Upon saving, the system will apply the current date and time (Eastern Time Zone).

Grading Tool

1 2 3 Next >

Go to page:  Go

Records per page: 25

Records: 67

Expert As:

HTML

XLSX

CSV

English

Page Link

List

Filter

Searches

Name (Username)	Grade %	Comment	Enrollment Number	Enrollment Date	Create Date	Edited Date	Display on Transcript	
Adams , Kevin (kadams@sencia.ca)	<input type="text"/>	<input type="text"/>	1	11/26/2019 04:57:13 AM	02/20/2020 10:12:45 AM	N/A	No	Save
Adamson , Aaron (aaron@sencia.ca)	<input type="text"/>	<input type="text"/>	1	11/26/2019 05:00:25 AM	02/20/2020 10:12:45 AM	N/A	No	Save
Ahola , Ken (kahola@sencia.ca)	<input type="text"/>	<input type="text"/>	1	11/26/2019 05:00:25 AM	02/20/2020 10:12:45 AM	N/A	No	Save

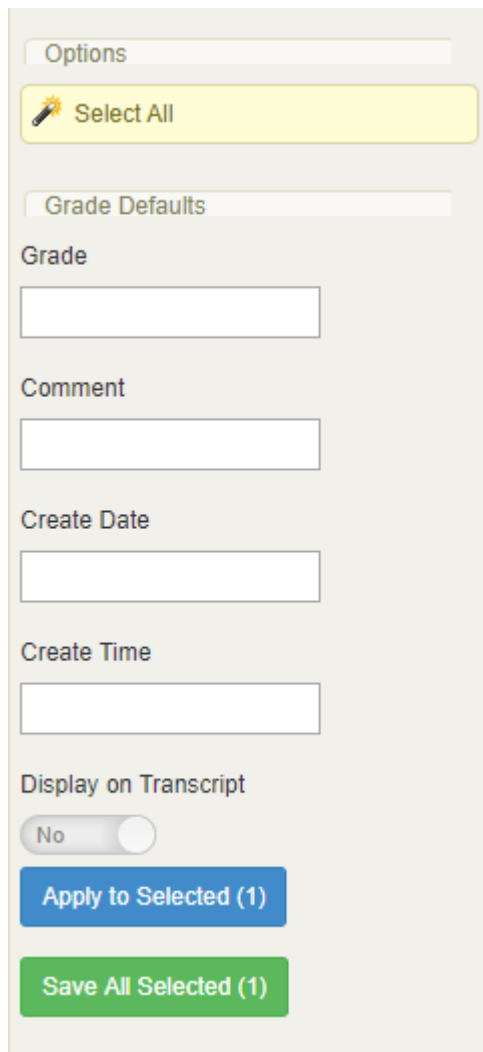
- Opt to add a **Comment** about the mark you entered. Comments are visible on reports, but are not visible to the graded individuals. The grader's name or reason for grade edit are examples of useful comments.
- Use the **Create Date** field to bypass the automatic date and time stamp. You can postdate (apply a future date) or backdate (apply a past date) grades. This is useful to correct data entry errors, enter the completion date rather than the date of entry, or to apply grades prior to completion.
- Set **Display on Transcript** to Yes to show the grade on the learner's transcript. This is relevant only for systems that use the transcript feature.
- Save** to apply the grades you have entered.
- If you modified the date of the grade, the system will require confirmation. Select **Continue** to apply the modified date or **Cancel** to discard the change.

## Set Grade Defaults

Setting grade defaults can help speed up the manual grading process. Default values can specify grades, comment, and date/time for selected individuals.

- Use the **Options** menu to define grade defaults. If you cannot see the menu, show the [Tool Panel](#)

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2. Select the individuals. Select by individual rows, [Filter and Save Searches](#), or use Select All/Select None from the options menu to narrow your list.
  3. Select **Apply to Selected** to apply the defined defaults to all selected individuals.
  4. Select **Save All Selected** to complete the grading process.



The image shows a sidebar with two main sections: 'Options' and 'Grade Defaults'. The 'Options' section contains a yellow button with a lightning bolt icon and the text 'Select All'. The 'Grade Defaults' section contains several input fields: 'Grade', 'Comment', 'Create Date', and 'Create Time'. Below these fields is a toggle switch for 'Display on Transcript' which is currently set to 'No'. At the bottom of the sidebar are two buttons: a blue button labeled 'Apply to Selected (1)' and a green button labeled 'Save All Selected (1)'.

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## View Grades

There are three methods to view grades.

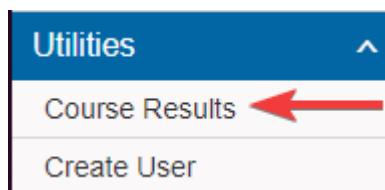
1. Run reports from the [Report Wizard](#). Instructor accounts may have access to grade reports such as:

- [R109](#)
- [R202](#)
- [R204](#)

2. The [Grading Tool](#) .

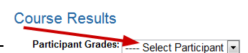
3. Instructor [Utilities menu](#) .

a. Select **Course Results**.



b. Use the drop-down menus to select the individual or module you want to view grades for.

c. Select [Participant Grades](#) to view one individual's grades for the product.



d. Select one of the Grades options to view all the grades for a selected module.

### Course Results

A screenshot of the 'Course Results' page. It shows two dropdown menus: 'Participant Grades' with the option 'Select Participant' and 'Module Grades' with the option 'Select Module'. A red arrow points from the 'Participant Grades' dropdown to the 'Module Grades' dropdown.

## Change or Fix Grades

You can edit grades for graded module assets, such as in the case of a data entry error or to reverse a pass or fail grade. Site Managers may delete entered grades and comments. Select the scenario below that applies.

### Update a Grade without Changing the Pass or Fail Status

1. [Follow the instructions above for grading individuals.](#)

2. Enter the new grade into the **Grade %** field, overwriting the previous entry. The system will warn you if the grade entered is a failing grade.
3. Opt to update the **Comments** field or use the **Create Date** field to overwrite the automatic date stamp.
4. Select **Save** to apply the changes.
5. An alert will warn you of the possible affects of making the change. Confirm the change in alert up by selecting **Continue** to apply the failing grade or **Cancel** to discard the change.

## Reverse a Failed Grade

Use the grade screen to pass an individual with a failing grade.

1. Follow the instructions above for grading individuals.
2. Enter the new passing grade into the **Grade %** field, overwriting the previous entry. The passing grade meet or exceed the module's defined passing grade. The system will warn you if the grade entered is a failing grade.
3. Opt to update the **Comments** field or use the **Create Date** field to overwrite the automatic date stamp.
4. Select **Save** to apply the changes.
5. An alert will warn you of the possible affects of making the change. Select **Continue** to pass the individual or **Cancel** to discard the change.



Reversing a failed grade updates associated product completions, certifications, and training pathways/certification sets. The new pass date is the basis for applicable expiry calculations.

## Reverse a Passed Grade

Use the grade screen to fail an individual with a failing grade.

1. Follow the instructions above for grading individuals.
2. Enter the new failing grade into the **Grade %** field, overwriting the previous entry. The failing grade must be less than module's defined passing grade. The system will warn you if the grade entered is a failing grade.
3. Opt to update the **Comments** field or use the **Create Date** field to overwrite the automatic date stamp.
4. Select **Save** to apply the changes.
5. An alert will warn you of the possible affects of making the change. Select **Continue** to fail the individual or **Cancel** to discard the change.



Reversing a passed grade also reverses results related to module and product completions, certifications earned, and qualifications for training pathways/certification sets.