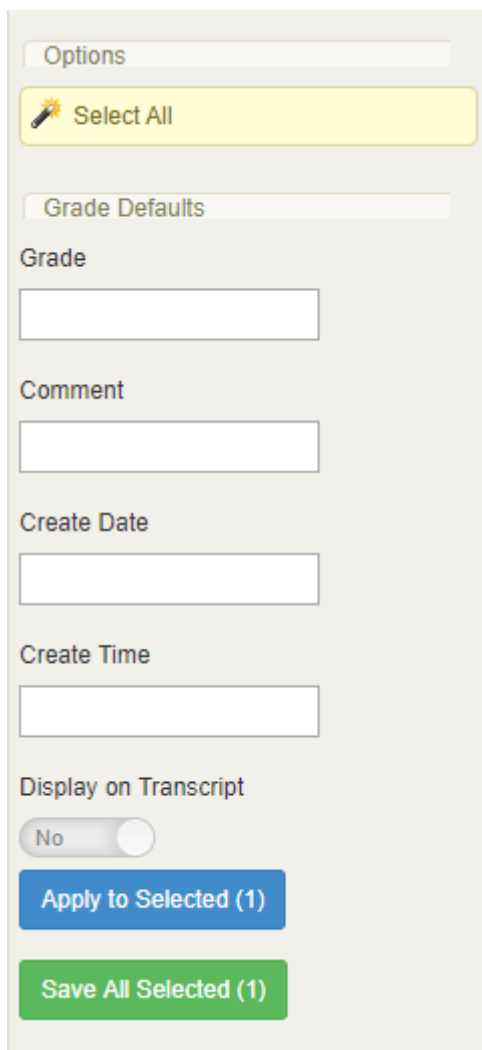


Set Grade Defaults

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

1. Use the **Options** menu to define grade defaults. If you cannot see the menu, show the [Tool Panel](#).
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 screenshot shows a vertical sidebar menu with a light beige background. At the top is a tab labeled 'Options'. Below it is a yellow button with a sun icon and the text 'Select All'. Underneath is another tab labeled 'Grade Defaults'. This section contains four text 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)'.