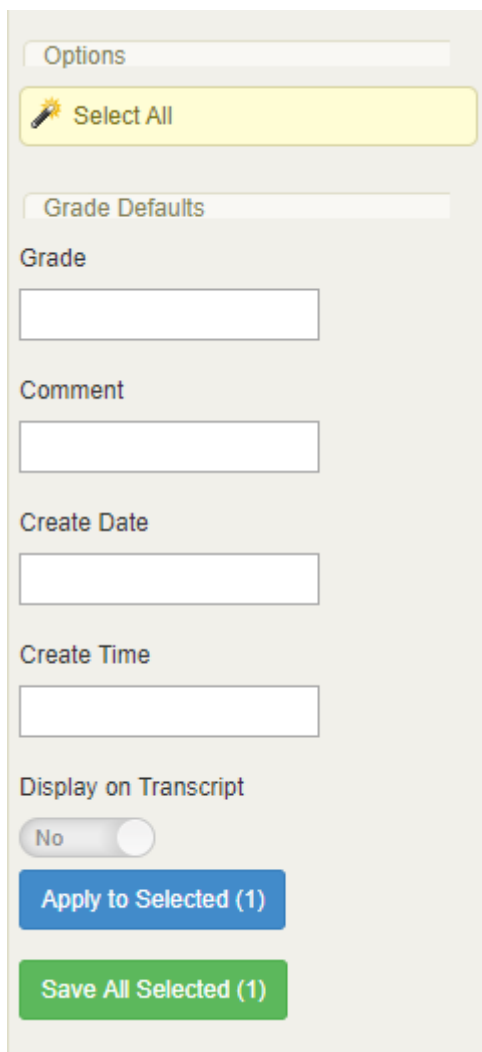


Set Grade Defaults

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 image shows a software interface for setting grade defaults. It features a light gray background with several sections:

- Options**: A dropdown menu is open, showing a yellow button with a lightning bolt icon and the text "Select All".
- Grade Defaults**: A section with four input fields:
 - Grade**: An empty text input field.
 - Comment**: An empty text input field.
 - Create Date**: An empty text input field.
 - Create Time**: An empty text input field.
- Display on Transcript**: A toggle switch currently set to "No".
- Buttons**: Two buttons at the bottom: a blue button labeled "Apply to Selected (1)" and a green button labeled "Save All Selected (1)".