Grade Individuals
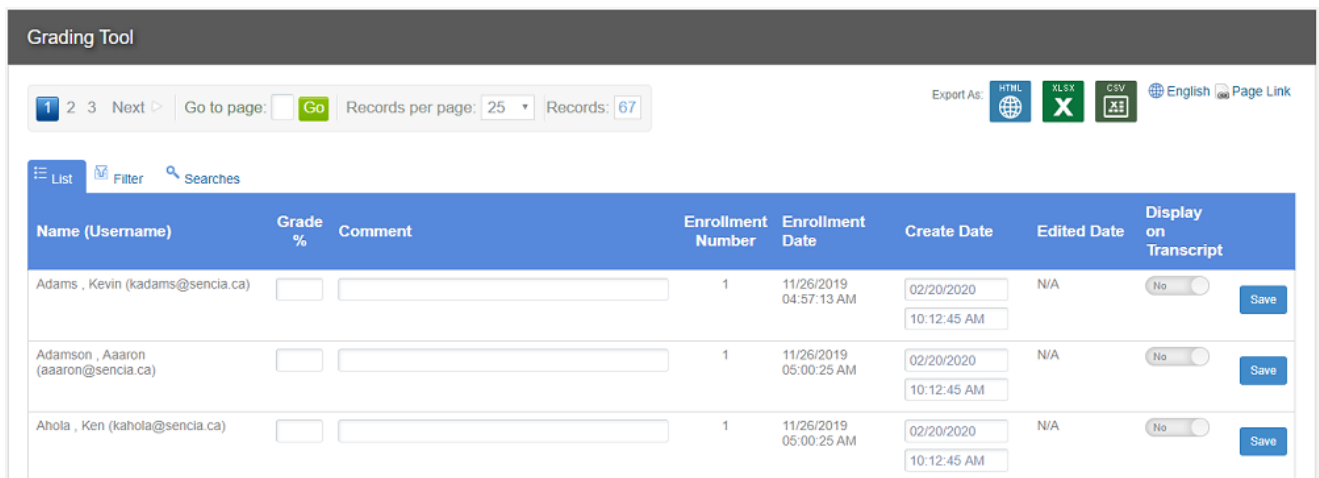
If you need to apply the same grade and date to several individuals at once, see Set Grade Defaults .

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).

3. 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.

4. 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.

5. 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.

6. **Save** to apply the grades you have entered.

7. If you modfied the date of the grade, the system will require confirmation. Select **Continue** to

   apply the modified date or **Cancel** to discard the change.