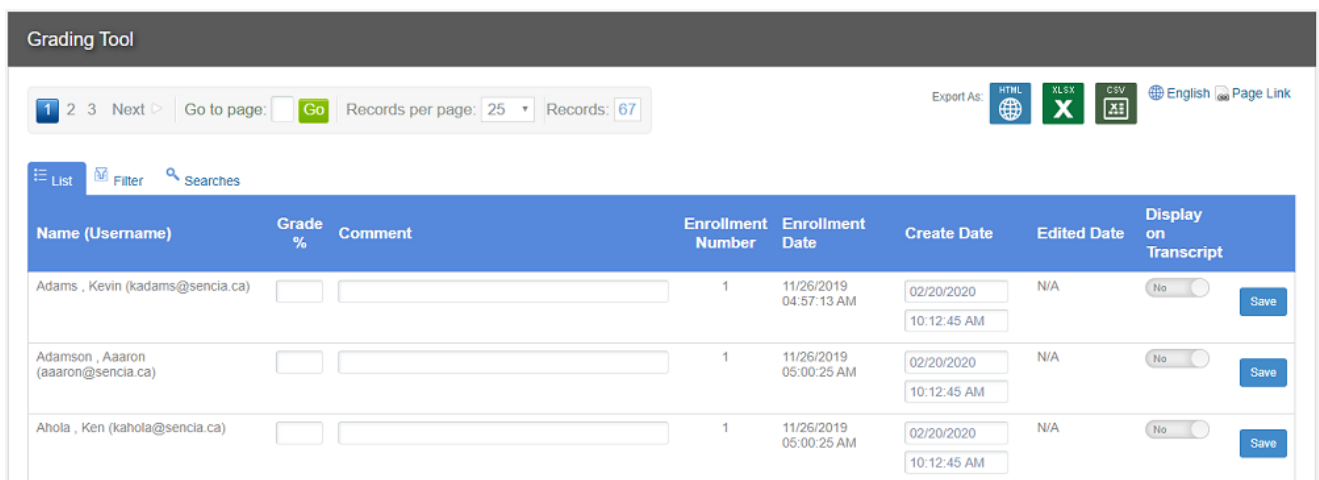


Grade Individuals

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).



The screenshot shows the 'Grading Tool' interface. At the top, there are navigation controls: '1 2 3 Next >' and 'Go to page: [input] Go'. Below that, 'Records per page: 25' and 'Records: 67'. On the right, there are export options: 'Expert As: HTML, XLSX, CSV' and 'English Page Link'. The main area is a table with the following columns: 'Name (Username)', 'Grade %', 'Comment', 'Enrollment Number', 'Enrollment Date', 'Create Date', 'Edited Date', and 'Display on Transcript'. Three rows are visible, each with a 'Save' button.

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	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> No <input type="button" value="Save"/>

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 modified the date of the grade, the system will require confirmation. Select **Continue** to apply the modified date or **Cancel** to discard the change.