

# Navigate to Grading Tool

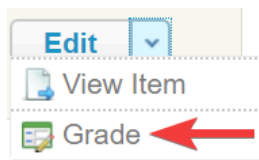
1. From your home page, open the desired product.

≡ 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](#) .

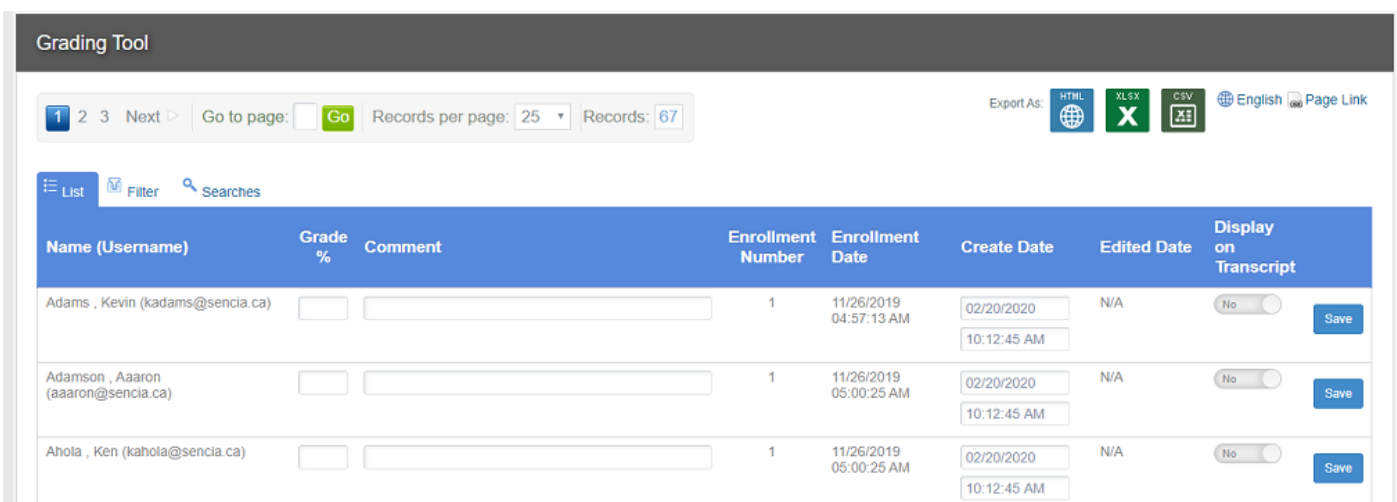
3. Select **Grade** from a module's **Edit split button** .



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:  Go 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="checkbox"/> 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="checkbox"/> 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="checkbox"/> Save