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:	XLSX CSV	🌐 English 🍙 Page Link
E List Filter Searches							
Name (Username)	Grade %	Comment	Enrollment Number	Enrollment Date	Create Date	Edited Date	Display on Transcript
Adams , Kevin (kadams@sencia.ca)] 1	11/26/2019 04:57:13 AM	02/20/2020 10:12:45 AM	N/A	No Save
Adamson, Aaaron (aaaron@sencia.ca)] 1	11/26/2019 05:00:25 AM	02/20/2020 10:12:45 AM	N/A	No
Ahola , Ken (kahola@sencia.ca)			1	11/26/2019 05:00:25 AM	02/20/2020 10:12:45 AM	N/A	No Save