



QUERCUS TIPS

ENTER OR EDIT GRADES IN THE GRADEBOOK

Do you want to manually enter or edit grades for an assignment in the Gradebook?

You can manually enter and edit grades directly in the Gradebook column for an Assignment.

Enter Assignment Grades Directly in Gradebook Column

1. In Course Navigation, click on **Grades**.
2. Click the **assignment cell** located in the row of the student whose score you want to enter.
3. Enter the **desired score** in the cell, according to the assignment's Display Grade setting (typically, this will be Points)
4. To **save the new score**, press the Return key (on a MAC keyboard) or the Enter key (on a PC keyboard) or click on another cell in the Gradebook.

The screenshot shows a table with two columns: 'Student Name' and 'Group Assignment 1'. The 'Student Name' column contains a blurred student name. The 'Group Assignment 1' column has a sub-header 'Out of 40 MANUAL'. Below this, there is a cell containing a text input field with the number '35' and a '/40' label to its right. A red arrow points from the text in step 3 of the instructions to the input field containing '35'. A red rectangle highlights the input field and the '/40' label.

Student Name	Group Assignment 1 Out of 40 MANUAL
[Blurred Student Name]	<input type="text" value="35"/> /40

 Learn more about [Entering and Editing Grades in the Gradebook](#)

 Get help from your [Divisional Quercus Support Contact](#)