Manually enter or change a grade in the grade book. Once grade book editing is turned on, grades can be manually entered or changed by typing or editing in each cell similar to a spreadsheet.

1. Click “Grades” in the “Settings” block
2. Be sure “Grader report” is showing
3. Click the “Turn editing on” button
4. Make your changes
5. Clicking the symbol to the upper right of each cell offers more options.
6. Click the “Update” button so the changes take effect