
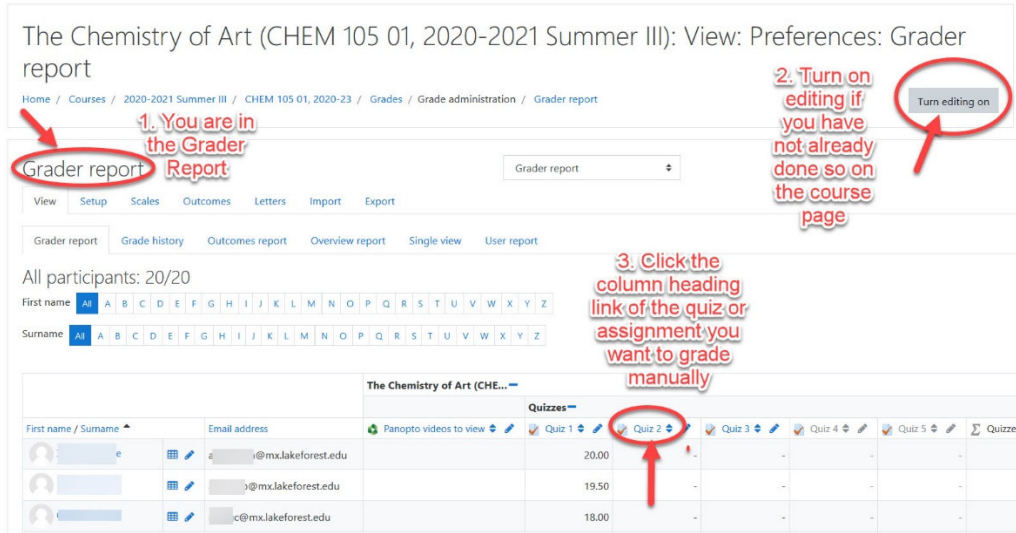


How to Add Grades Manually in Moodle

1. Select **Course Management** (black gear icon , top right), the *Course Management* panel will open.
2. On the *Course Management* panel, under *Grading*, select **Grader report**. The *Grader Report* page will open.
3. With the gradebook on the *Grader report* tab, click **Turn editing on** (top right).



The Chemistry of Art (CHEM 105 01, 2020-2021 Summer III): View: Preferences: Grader report

Home / Courses / 2020-2021 Summer III / CHEM 105 01, 2020-23 / Grades / Grade administration / Grader report

Grader report

View Setup Scales Outcomes Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

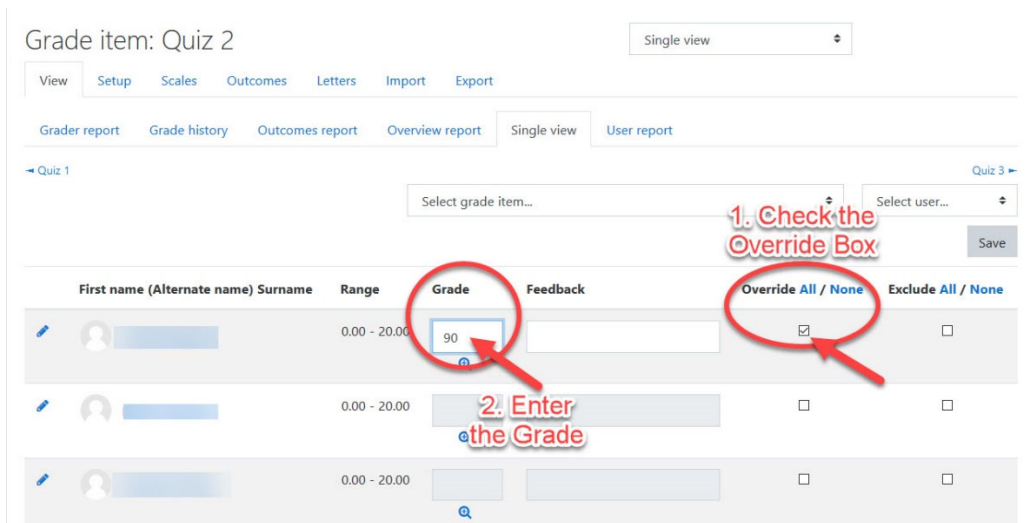
All participants: 20/20

First name: [A-Z]

Surname: [A-Z]

The Chemistry of Art (CHE...		Quizzes						
First name / Surname	Email address	Panopto videos to view	Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	Quizzes
[User]	@mx.lakeforest.edu	20.00	19.50	18.00	-	-	-	-
[User]	@mx.lakeforest.edu							
[User]	@mx.lakeforest.edu							

4. Search for the column that you want to edit or override. Manually input grades into blank cells in the table, or edit grades already recorded for particular activities (e., quizzes, etc.).



Grade item: Quiz 2

Single view

View Setup Scales Outcomes Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

← Quiz 1

Select grade item...

Select user...

Save

First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
[User]	0.00 - 20.00	90		<input checked="" type="checkbox"/>	<input type="checkbox"/>
[User]	0.00 - 20.00			<input type="checkbox"/>	<input type="checkbox"/>
[User]	0.00 - 20.00			<input type="checkbox"/>	<input type="checkbox"/>

5. To save changes, click **Save changes** or press **Enter** on your keyboard. If you have edited grades linked to a Moodle activity, Moodle will highlight the cells in orange to show that the grade has been overridden.