

Viewing and Changing Grades

After you have added assignments to your course, students can begin working on them, and you can monitor their progress. iLrn automatically grades all electronically-gradable items, marks items that must be manually graded, and then calculates the final grade or grade-to-date.

You can see the current grades by creating gradebook reports that you view online or in print.

To view grade reports for a course:

1. From the menu, click **Course Management > My Courses**.
2. Click the **Gradebook** tab.
3. In the **Selected Course** list, click a course.
4. On the toolbar, click a report in the drop-down list.
5. Select options for the report, and then click **View Report**.

To change a student score for an assignment:

1. From the menu, click **Course Management > My Courses**.
2. Click the **Gradebook** tab.
3. In the **Selected Course** list, click a course.
4. On the toolbar, click an assignment in the drop-down list.
5. (Optional) Sort the Assignment List using the **Sort By** options or by clicking a column header.
6. In the **Assignment Score** column, click a score next to the student name.
7. In the **Score** box, enter the new score.
8. To save changes and continue working, click **Save** on the toolbar.
9. To enter the changed score and return to the Gradebook, click **Save changes and return to the gradebook** on the toolbar.
10. To view scores for another student, click **Previous** or **Next**.

To export grade reports to Excel:

1. From the menu, click **Course Management > My Courses**.
2. Click the **Gradebook** tab.
3. In the **Selected Course** list, click a course.
4. On the toolbar, click a report in the drop-down list.
5. For the **Output Type** option, click **Spreadsheet Compatible**. This report will be a tab-delimited text file (.txt format) that can be read by Excel.