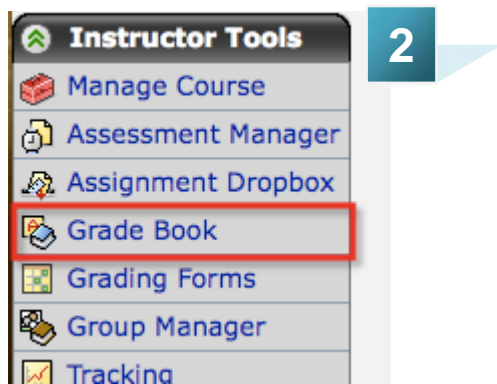


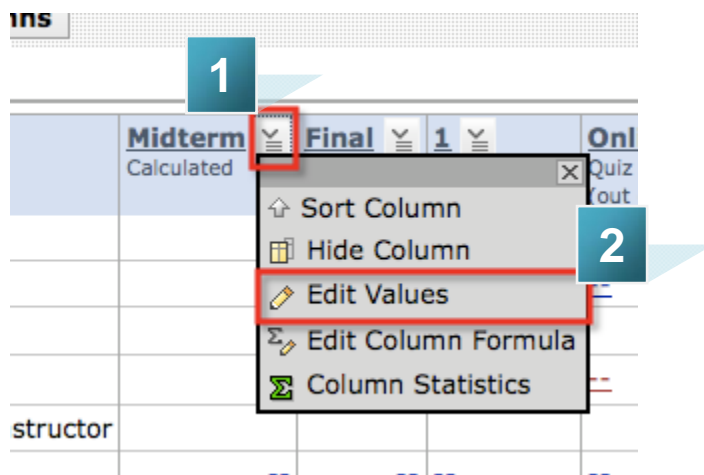


Editing Grade Book Column Values

1. Go to the **Teach** tab (1) and click on **“Gradebook”** (2) below “Instructor Tools”.



2. Click on the **ActionLink** (1) next to the item to be edited (i.e. “Midterm”) and then select **“Edit Values”** (2).



3. Enter a **new grade** in any “**Change to:**” field to change a student’s grade or multiple students’ grades for that item (1). Additional comments can be made in the “**Comment**” field but will only be saved after a changed grade (2).

Edit Column: Midterm

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First Name	Last Name	User ID	Current Value	Change to	Comment
Craig	Chen	student_06		<input type="text" value="98"/>	<input type="text"/>
Lou	Courreia	student_09		<input type="text" value="72"/>	<input type="text"/>

4. Click **Save**.

Audit comments will only be saved when a grade change has been made.