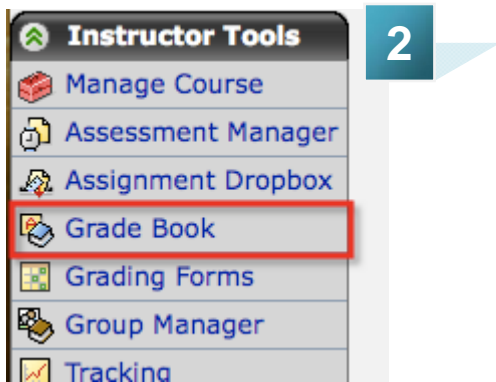




Editing Members in the Gradebook

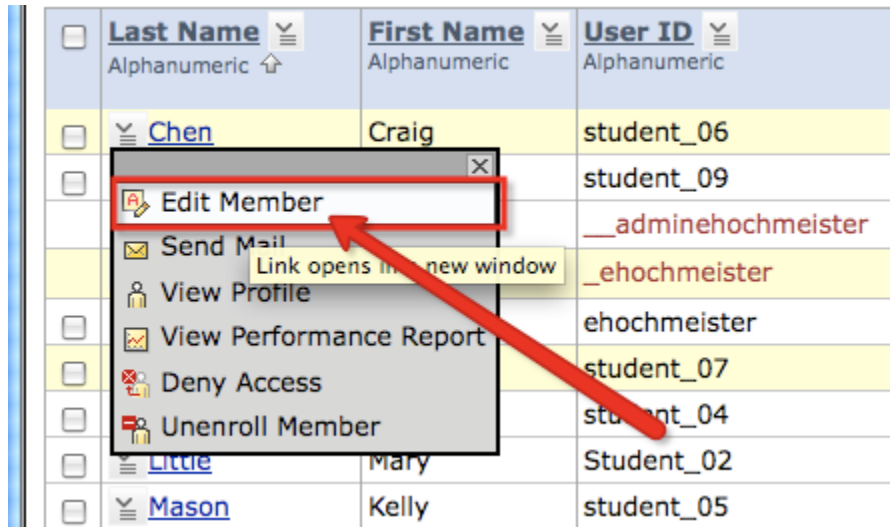
1. Go to the **Teach** tab (1) and click on “**Gradebook**” (2) below “Instructor Tools”.



2. Click on the **ActionLink** next to the student to be edited.

Create Column ▾		Enroll Members		Import					
Grades		Members		View All		Custom View		SCOF	
<input type="checkbox"/>	Last Name ▾ Alphanumeric	<input type="checkbox"/>	First Name ▾ Alphanumeric	<input type="checkbox"/>	User ID ▾ Alphanumeric				
<input type="checkbox"/>	▾ Chen	<input type="checkbox"/>	Craig	<input type="checkbox"/>	student_06				
<input type="checkbox"/>	▾ Courreia	<input type="checkbox"/>	Lou	<input type="checkbox"/>	student_09				

3. Select “**Edit Member**”.



The screenshot shows a table with columns for Last Name, First Name, and User ID. A context menu is open over the first row (Craig Chen, student_06). The 'Edit Member' option is highlighted with a red box and a red arrow. Other options include Send Mail, View Profile, View Performance Report, Deny Access, and Unenroll Member.

Last Name	First Name	User ID
Chen	Craig	student_06
		student_09
		__adminhochmeister
		_ehochmeister
		ehochmeister
		student_07
		student_04
Little	Mary	Student_02
Mason	Kelly	student_05

3. Enter a **new grade** in any “**Change to:**” field to change a student’s grade for corresponding item. Additional comments can be made in the “**Comment**” field but will only be saved after a changed grade.

Edit Member

Name:	Craig Chen	<input type="button" value="View Audit History"/>
User name:	student_06	
Roles:	Student	
Course Access:	<input checked="" type="radio"/> Has access to this course <input type="radio"/> No access.	
Midterm:	--	
	Change to:	Comment:
	<input type="text"/>	<input type="text"/>
		<input type="button" value="View Audit History"/>
Final:	--	
	Change to:	Comment:
	<input type="text"/>	<input type="text"/>
		<input type="button" value="View Audit History"/>
1:	--	
	Change to:	Comment:
	<input type="text"/>	<input type="text"/>
		<input type="button" value="View Audit History"/>
quiz 1:	--	
	Change to:	Comment:
	<input type="text"/>	<input type="text"/>
		<input type="button" value="View Audit History"/>

4. Click **Save**.

Grading Form results are saved immediately.

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

