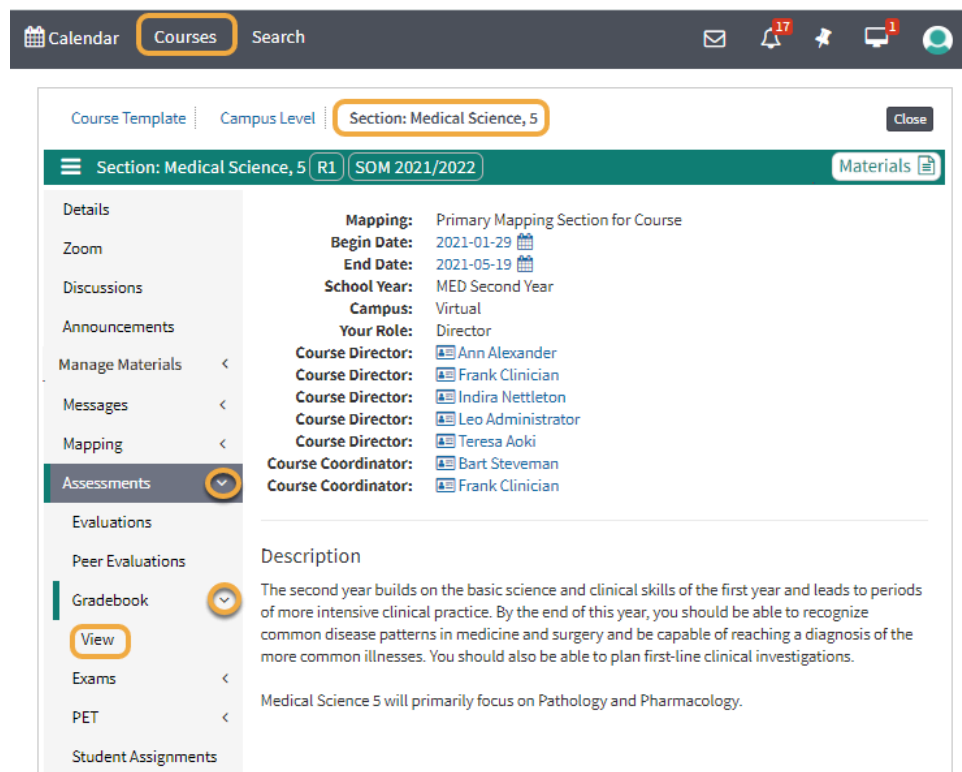


## Gradebook: Edit Scores

This article will show you how to adjust student grades through the Gradebook screen.

**Path: Home > Courses > [Course Screen] > Assessment > Gradebook**



The screenshot displays the Leo User Guide interface. At the top, there is a navigation bar with 'Calendar', 'Courses' (highlighted), and 'Search'. To the right of the navigation bar are icons for email, notifications (17), a star, a monitor (1), and a user profile. Below the navigation bar, the main content area is titled 'Section: Medical Science, 5' with a 'Close' button. The left sidebar contains a list of navigation options: Details, Zoom, Discussions, Announcements, Manage Materials, Messages, Mapping, Assessments (selected), Evaluations, Peer Evaluations, Gradebook (selected), Exams, PET, and Student Assignments. The 'Gradebook' option is further expanded to show 'View'. The main content area displays course details for 'Section: Medical Science, 5' (R1) for 'SOM 2021/2022'. The details include: Mapping: Primary Mapping Section for Course; Begin Date: 2021-01-29; End Date: 2021-05-19; School Year: MED Second Year; Campus: Virtual; Your Role: Director; Course Director: Ann Alexander, Frank Clinician, Indira Nettleton, Leo Administrator, Teresa Aoki; Course Coordinator: Bart Steveman, Frank Clinician. Below the details is a 'Description' section with the text: 'The second year builds on the basic science and clinical skills of the first year and leads to periods of more intensive clinical practice. By the end of this year, you should be able to recognize common disease patterns in medicine and surgery and be capable of reaching a diagnosis of the more common illnesses. You should also be able to plan first-line clinical investigations. Medical Science 5 will primarily focus on Pathology and Pharmacology.'

## Section Gradebook

Gradebook   Nervous System 2021/2022 - Main Campus <span>Finalized on: 2022-06-28</span> <span>Close</span>										
Options ▾ Manage Categories Manage Assignments Manage Deleted <span>⚙️</span>										
Show <span>All ▾</span> entries <span>Search In Results: <input type="text"/></span>										
Last Name <span>⬆️⬆️</span>	First Name <span>⬆️⬆️</span>	Affiliation <span>⬆️⬆️</span>	Grade <span>⬆️⬆️</span>	Score	Assignments			Course Discussion		
					assignment 1 <span>⚙️</span>	assignment 2 <span>🔒</span> <span>⚙️</span>	Total	Discussion 1 <span>🔒</span> <span>⚙️</span>	Discussion 2 <span>🔒</span>	
Abbott	Ayden	Sample Student	Pass with honors	99%	18	No Score	90%	25	No Score	
Aguirre	Ahmed	Sample Student			20	No Score	100%	20	No Score	
Alvarez	Frank	Sample Student	Fail	78.83%	15	No Score	75%	20	No Score	
Andrade	Vance	Sample Student	Pass	77.60%	20	No Score	100%	25	No Score	
Auer	Rosalia	Sample Student	Pass	78.17%	20	No Score	100%	15	No Score	
Bahringer	Marisol	Sample Student	Pass	94.10%	25	No Score	125%	25	No Score	

1. **Score:** Click the score to open the **Edit Score window** to enter/edit a grade or comment.
2. **Hover Over Final Grade/Score:** Displays a dialog box with information about the Student's grade.
3. **Click on Final Grade (%):** Enter an override score for the student.

💡 **TIP:** You can also click on the settings icon (gear wheel) for each assignment and choose edit scores to open the edit scores window.

Assignments										
Statistics Import Export Scores Edit Scores					assignment 2 <span>🔒</span> <span>⚙️</span>	Total				
Sample Student	Pass with honors	99%		18	No Score	90%				

4. **Assignment Options:** Use these options to access assignment stats, export the assignment scores, import the assignment scores, or edit the scores in the Edit Scores window.
5. **Lock Icon:** The lock icon represents the release status of the assignment. If you see this icon, then the assignment is NOT released and is not visible to students.

- Comment Icon:** If you see this icon, then a comment has been entered for that particular student on that particular assignment.

**TIP:** Hover over the assignment name, or category name in the table to see more information about that particular assignment (percentage, points possible, how many students have a score, etc.) or the category (percentage, critical score, etc.).

## Edit Scores Window

Edit Scores: assignment 1

2

Copy Value:

To Field:

Numeric Value

Go

	Student	Incomplete	Numeric Score	Alpha Score	Comments
<input type="checkbox"/>	Abbott, Ayden	<input type="checkbox"/>	18.00		great job!
<input type="checkbox"/>	Aguirre, Ahmed	<input type="checkbox"/>	20.00		HIGH SCORE!
<input type="checkbox"/>	Alvarez, Frank	<input type="checkbox"/>	15.00		
<input type="checkbox"/>	Andrade, Vance	<input type="checkbox"/>	20.00		
<input type="checkbox"/>	Auer, Rosalia	<input type="checkbox"/>	20.00		
<input type="checkbox"/>	Bahringer, Marisol	<input type="checkbox"/>	25.00		Bonus!
<input type="checkbox"/>	Balistreri, Anissa	<input type="checkbox"/>	20.00		
<input type="checkbox"/>	Ball, Dave	<input type="checkbox"/>	20.00		
<input type="checkbox"/>	Bates, Kurtis	<input type="checkbox"/>	20.00		
<input type="checkbox"/>	Bechtelar, Laila	<input type="checkbox"/>	20.00		
<input type="checkbox"/>	Beltran, Jeremy	<input type="checkbox"/>	20.00		

3

Save

- Edit the relevant fields. Numeric scores may have up to 2 decimal places to the right of the decimal point.
- Enter a value to copy to each *selected* student's score for this assignment.
- Click **Save Record**.

**NOTE:** To remove a student's score, simply delete the values present for that student's numeric score. Alpha score and comments will not affect the student's score calculations.