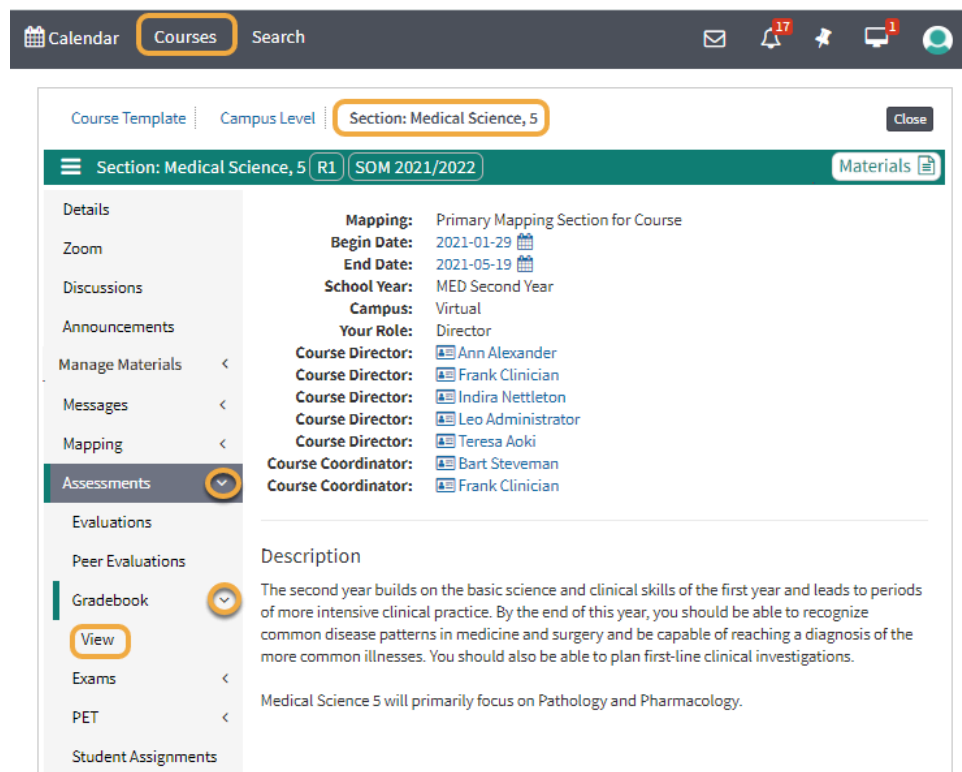# Gradebook: Edit Scores

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

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

Section Gradebook

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.

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.

6. **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

1. Edit the relevant fields. Numeric scores may have up to 2 decimal places to the right of the decimal point.
2. Enter a value to copy to each *selected* student's score for this assignment.
3. 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.