Score/Modify Grade an Assignment

1 Open up the appropriate	1 Grand Wy Print Queue 4 Back
gradebook	Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Juick Score Export Term Grade P1 C 01 Multip Options Gradm Work-Tite Work-Tite Work-Tite Options Vocabu Usiten Work-Tite Work-Tite
Click Quick Scoring from the top	Ten My Print Queue 4 Bac
menu bar	Charts Display Options Quick. Scoring Export Vocabu Subjec Vocabu Listen Phonic Vocabu High 1 W05-F W05-F W05-F W05-F W05-F W04-Tn W04-T 09/23 09/23 09/22 09/21 09/15 09/15 09/13 QUIZ QUIZ QUIZ QUIZ QUIZ QUIZ QUIZ QUIZ 8 10 10 10 8 10 7.24 6.60 6.44 7.68 7.48 9.12
3. Enter/modify scores accordingly	Scoring
	Term Grade Q1 Multip W08-T U1/11 Gramma W07-Th U1/11 Listen W07-Th U0/06 Vocabu W07-Th U0/05 Vocabu W07-Th QUIZ Phonic W07-Th QUIZ Writin W08-F 93 93.00% 4 8 6 8 5 9 5 93 93.00% 4 8 6 8 5 9 5 93 93.00% 4 8 6 8 5 9 5 93 87.00% 4 8 6 8 5 9 5 81 81.00% 4 7 6 8 5 2 5 83 83.00% 1 3 5 8 4 6 5 84 84.00% 2 5 6 8 2 7 5 5
 4. To place a comment for an assignment such as Missing or No Count, either double click in the appropriate cell or click in the cell and click the "Show Cell Details" button on the right side of the screen 5. Click the drop down arrow in the 	Description: Phonics Phone Bac Due Date: Fri, Sep 30 2016 Week: Week 06 - Friday Score: 9 of 10 Special Code No Count Missing Comment XT - Extra Time
Special Code box	
 6. For No Count assignment: in addition to the Special Code comment, place a check mark next to No Count 7. For Missing assignments: in addition to the Special Code comment, place a check mark next to Missing 	Description: Phonics Bac Due Date: Fri, Sep 30 2016 Week: Week 06 - Friday Score: 9 of 10 Special Code: 0 No Count: 0 Missing: 0 Comment: 0
 Add any specific comment for this specific assignment and student in the bottom Comment box 	
9. Click Save	