



skillsbased_assignment_grades_body

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☐ Select the course-section you want to enter assignment grades for:

Semester	The current semester is displayed by default. You can select another semester.
Cycle	The current cycle is displayed by default. You can select another cycle.
Course-Section	<p>Select the course-section you want to enter assignment grades for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.</p> <p>NOTES:</p> <p>If the course is marked as ready to post on Grades > Cycle Grades, the message "[READY]" is displayed next to the course.</p> <p>If course groups have been created on Settings > Manage Course Groups > Course Grouping, the groups are listed, as well as the individual courses. Any group that does not have courses associated with it is not listed.</p>

☐ Click **Retrieve**.

The students and assignments are displayed according to your selections in the previous steps. Students are sorted by last name, unless you have specified a custom sort order on [Settings > Arrange Student Order](#).







☐ You can further filter the students and assignments displayed:

Category	<p>Select the category to enter assignment grades for, or select <i>All Categories</i>. These categories are set up on Settings > Manage Categories.</p> <p>If a color has been assigned to the category on the Manage Categories page, the assigned color is displayed.</p>
Assignment	Select the assignment you want to enter grades for, or select <i>All Assignments</i> .
Student	Select the student you want to filter by, or select <i>All Students</i> .

The grid lists all students currently enrolled in the course-section and the assignments according to your selections.


[The columns can be re-sorted.](#)

The columns can be sorted according to your preferences.

- An up arrow  indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box  is displayed in the column heading.
- To resort the list by another column heading, click  in the column heading. The column is sorted in ascending order, as indicated by  in the column heading.
- To sort the column in descending order, click  again. The sort arrow changes direction .

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

NOTE: Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

Student ID	The student's ID is displayed. Click the student ID to view the student's profile .
	The Star of Life icon is displayed for any student who has medical circumstances you should be aware of. To view details, click the student ID to view the student's profile (Medical Alerts section).
Category	<p>The category for the assignment is displayed first in the column heading row, above the assignment name.</p> <p>The assignments are color-coded according to the category. If a color is assigned to the category on Settings > Administer Categories, the column displays the selected color.</p>
Assignment Name	The assignment name is displayed in the column heading below the category name.

☐ Enter the grades in the grid.

NOTE:

- You can navigate through the grade fields [using the keyboard](#)

Press ENTER after you type each grade to move down the list to the next student. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.

Press TAB to move across the list to the next assignment. You can press SHIFT+TAB to move back to the left.

Save Data:

Any data that has changed since the last time you saved your grades is indicated by gray shading in the table cell.

NOTE: Be aware that you may have changed data that is not currently displayed on the page. All changes are saved, including those that are not visible on the page. For example, if

you are currently viewing skills-based grades for one student, but you previously entered grades for other students, the grades for all students are saved, regardless of what is displayed on the page at the time you save the data.

PIN Type your four-digit personal identification number (PIN).

☐ Click **Save**.