

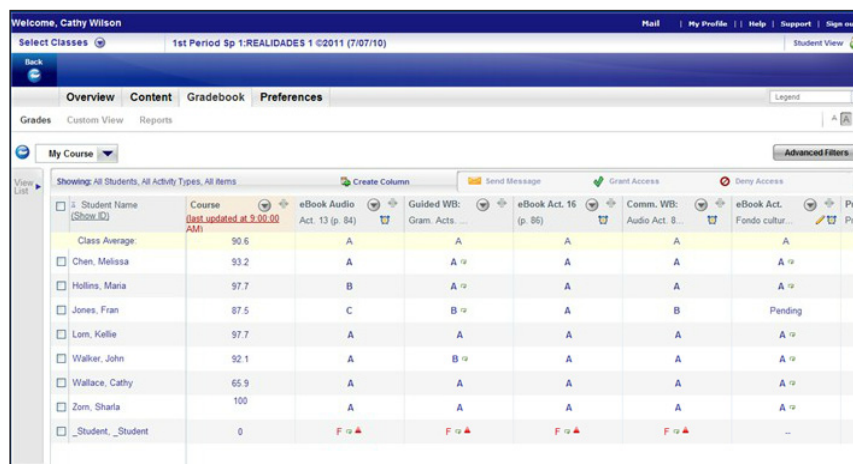
Teachers: Manual Grading and Modifying Grades

Introduction This guide explains manual grading and modifying grades on SuccessNet Plus.

View Class Gradebook

1. Log in to SuccessNet Plus.
2. Select a class.
3. Click **Student Performance** in the Products and Classes channel.

The Gradebook displays the class roster and assignments. The pencil icon indicates that the assignment requires manual grading. Assignments that have been submitted and require manual grading will display as Pending.



Student Name (Show ID)	Course (last updated at 9:00:00 AM)	eBook Audio Act. 13 (p. 84)	Guided WB: Gram. Acts...	eBook Act. 16 (p. 86)	Comm. WB: Audio Act. 8...	eBook Act. Fondo cultur...	Prus Pres
Class Average	90.6	A	A	A	A	A	
Chen, Melissa	93.2	A	A 1/2	A	A	A 1/2	
Hollins, Maria	97.7	B	A 1/2	A	A	A 1/2	
Jones, Fran	87.5	C	B 1/2	A	B	Pending	
Lom, Kellie	97.7	A	A	A	A	A 1/2	
Walker, John	92.1	A	B 1/2	A	A	A 1/2	
Wallace, Cathy	65.9	A	A	A	A	A 1/2	
Zom, Sharla	100	A	A	A	A	A 1/2	
_Student_Student	0	F 1/2	F 1/2	F 1/2	F 1/2	-	

Grade an Individual Assignment

To grade an individual assignment, select **View Grade/Submission** from the Options menu in the student's Gradebook row.

Grade All Submissions

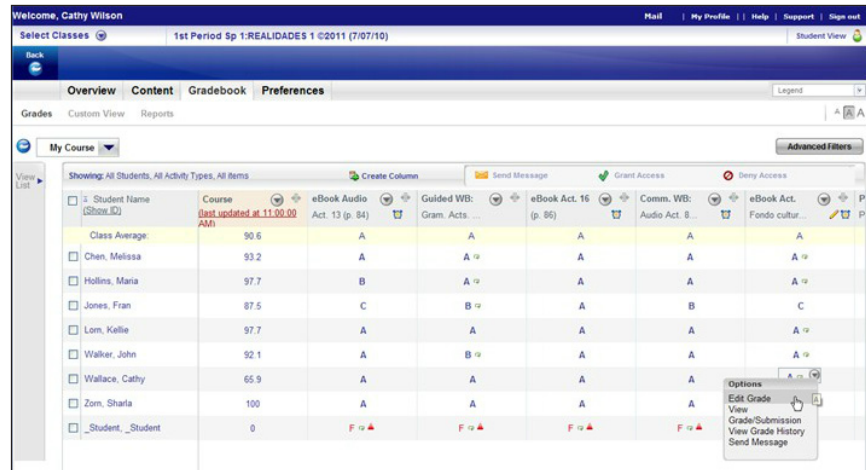
1. Select **View All Submissions** from the assignment Options menu.
2. Click a student's name on the student list to view all of the student's submissions.
3. Read or listen to each response that requires manual scoring.
4. Enter a score for each question. Notice that the maximum score is displayed.
5. Click **Save** after grading each question. The grade now appears under the student's name.
6. Click **Save** after modifying a grade to update it.
7. Click **Save and Next** to save all changes.
8. View and grade the next submission.

Modify Grades for All Submissions

1. Select **Edit Grades** from the assignment Options menu.
2. Enable **Assign global grade** to assign the same grade to all students.
3. To enter grades individually, enter the number of points earned and the total number of points possible for each student.
4. Click **Save**.

Edit Grades for Individual Students

1. Select **Edit Grade** from the Options menu in the student's Gradebook row.



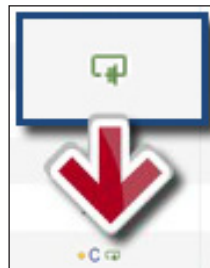
The screenshot shows a gradebook interface with a table of student grades. The table has columns for Student Name, Course, and various assignment types. A context menu is open over the 'eBook Act. 15' column for the student 'Zorn, Sharia', showing options like 'Edit Grade', 'View Grade/Submission', 'View Grade History', and 'Send Message'. The 'Edit Grade' option is highlighted.

Student Name (Show ID)	Course (Last updated at 11:00:00 AM)	eBook Audio Act. 13 (p. 84)	Guided WB: Gram. Acts ...	eBook Act. 15 (p. 86)	Comm. WB: Audio Act. 8.	eBook Act. Fondo cultur...
Class Average:	90.6	A	A	A	A	A
<input type="checkbox"/> Chen, Melissa	93.2	A	A ↻	A	A	A ↻
<input type="checkbox"/> Hollins, Maria	97.7	B	A ↻	A	A	A ↻
<input type="checkbox"/> Jones, Fran	87.5	C	B ↻	A	B	C
<input type="checkbox"/> Lom, Kellie	97.7	A	A	A	A	A ↻
<input type="checkbox"/> Walker, John	92.1	A	B ↻	A	A	A ↻
<input type="checkbox"/> Wallace, Cathy	65.9	A	A	A	A	A
<input type="checkbox"/> Zorn, Sharia	100	A	A	A	A	A
<input type="checkbox"/> _Student_Student	0	F ↻ ▲	F ↻ ▲	F ↻ ▲	F ↻ ▲	F ↻ ▲

2. Enter the number of points earned and the total number of points possible and the percentage grade appears.
3. Add comments to explain why the grade was changed if desired (students do not see these comments).
4. Click **Update** to return to Gradebook.

Additional Information

- The circular arrow identifies that the grade was modified.



- To see when a grade was edited or modified and by whom, select **View Grade History** from the Options menu.