# Add Grades Manually to the Grade Book

Grades transfer to the grade book in one of two ways. Either they are sent to the grade book from quizzes, assignments, or discussions, or they are manually entered in the grade book. The instructions in the Quizzes, Assignments, and Discussions modules cover how to set up the transfer of grades from those tools to the grade book. The following explains how to add grades manually.

## Enter Grades in the Gradebook

* From the Evaluation group, select Grades.
* Choose either Switch to Spreadsheet View or click the action arrow for a category or column and select "Grade all."
* Place students' grades in the blanks beside their names.
* Click on Save.
* Click on Yes.

## Select Items to Display for the Instructor's View

This feature allows you to control which grade columns display in your grade book.

* From the Evaluation group, select Grades;
* Click the Manage Columns button.
* Uncheck any columns that you do not want to display in your view of the grade book.
* Click on Save.