

## Customizing the Grade Entry Grid

On the Grades page, you control what assignments appear and in what order, what average and grade columns appear, whether to indicate comments and dropped grades, and whether to show a warning when you enter an assignment grade exceeding maximum points.

1. On the Home page, select the academic year in which to enter grades.
2. On the navigation bar, click **Gradebook**. The gradebook opens to the Grades tab.

Gradebook

Grades tab

Click **Customize** to control what appears in the grade entry grid.

Student Name	1/8 HW 8-1	1/9 HW 8-2	1/10 HW 8-3	1/11 QUIZ 8	1/15 HW 8-4	Homework Average	Quizzes Average	Tests Average	QT3 Average	QT3 Grade	QT3 Posted Grade
Michael B. Andrews	✓	✓	✓	100	✓	100	100	94	97	97	
David A. Cho	✓	✓	M	95	✓	100	95	90	93	93	
Susan R. Culbreth	✓	✓	✓	100	M	95	100	90	94	94	
Keith S. Dowling	✓	✓	✓	75	✓	90	100	70	81	81	
Tory J. Finch	✓	✓	✓	80	M	95	95	87	90	90	
Patrick L. Garrett	✓	✓	✓	85	✓	90	90	84	87	87	
Jesper T. Knudsen	✓	✓	M	95	✓	80	95	90	90	90	
Amy E. Lyster	✓	✓	✓	80	✓	100	80	90	89	89	

3. To select what appears on the grid, click **Customize**. The Customize Gradebook screen appears.

Blackbaud -- Web Page Dialog

**Customize Gradebook**

Assignments To Include

All  Selected

Dates to Include: This Week

Start: End:

Columns To Include

Category Averages  Marking Column Posted Grade

Marking Column Average  Marking Column Letter Grade

Assignment Sort Order: [None]

Show Exceed Maximum Points message  Indicate Comments Present

Indicate Dropped Grades

OK Cancel

4. In the **Assignments to Include** frame, mark **All** or **Selected**. If you mark **Selected**, you can filter the assignments to appear on the grid by the assignment's student due date. Assignments without student due dates are excluded. In the **Dates to Include** field, you can select a general date range such as "Today", "This Week", or "This Month" or select "<Specific Range>" and enter a date range in the **Start** and **End** fields.
5. In the **Columns to Include** frame, mark checkboxes for the grade columns to appear in the grid: **Category Averages**, **Marking Column Average**, **Marking Column Posted Grade**, and **Marking Column Letter Grade**.
6. In the **Assignment Sort Order** field, select "Student Date Due", "Category", or "None".
- If you select "Student Date Due", the assignment columns are in order by the assignment's student date due, then assignment name. Assignments without student due dates appear first in alphabetical order.
  - If you select "Category", the assignment columns are in order by category, then the student's date due. Assignments without student due dates appear first in alphabetical order within each category.
  - If you select "None", the assignments are sorted in the order they appear on the Assignments page.
7. So a warning message appears when you enter an assignment grade over the maximum points, mark **Show Exceed Maximum Points** message.
8. For dropped assignment grades to appear in red, mark **Indicate Dropped Grades**.
9. To change the background color to green for grade entries that have comments, mark **Indicate Comments Present**.
10. To return to the Grades tab, click **OK**.