

How to Handle Exclamation Marks in Your Grade Book

Assignments that cannot be graded electronically will enter an exclamation mark in your grade book, indicating they must be graded manually. Some examples that would cause this might be essay questions, short answer questions, or complicated math formulas.

The process to enter an actual grade in place of the exclamation mark is demonstrated here.

1. Locate the ! (exclamation mark) in your grade book and click on it.
2. The modified grade window appears.
3. Click on **View** at the right side of the entry.
4. In the next window under Students Work, click on the link for the assignment.
5. Choose to save the file. This option allows you to save a copy of the assignment on your computer.
6. Grade the assignment as you would a paper submitted by your student.
7. In the **Feedback to Student** section, enter the grade in the **Grade** textbox.
8. Enter any comments to the student in the **Comments** textbox immediately below.
9. Attach the graded assignment for return to the student by using the **Browse** button next to **Attach local file**.
10. In the **Instructor Notes** sections you may insert notations to yourself and attach a copy of the graded assignment.
11. Click **Submit** to enter the grade into the grade book.
12. Click **OK** to complete.