

## How to Handle Exclamation Marks in Your Gradebook

Assignments that cannot be graded electronically will enter an exclamation mark in your gradebook, 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 gradebook and click on it. The **Modify Grade** window appears.
2. Click on **View** at the right side of the entry.
3. In the next window under **Student's Work**, click on the link for the assignment.
4. Choose to save the file. This option allows you to save a copy of the file on your computer.
5. Grade the assignment as you would a paper submitted by your student.
6. Enter the grade in the box labeled **Grade** in the **Feedback to Student** section.
7. Enter any comments to the student in the Comments box immediately below.
8. Attach the graded assignment for return to the student by using the **Browse** button next to **Attach local file**.
9. In the **Instructor Notes** section you may insert notations to yourself and attach a copy of the graded assignment.
10. Click **Submit** to enter the grade in the gradebook.
11. Click **OK** to complete the transaction.