

Gradebook: Single View tab for Overrides

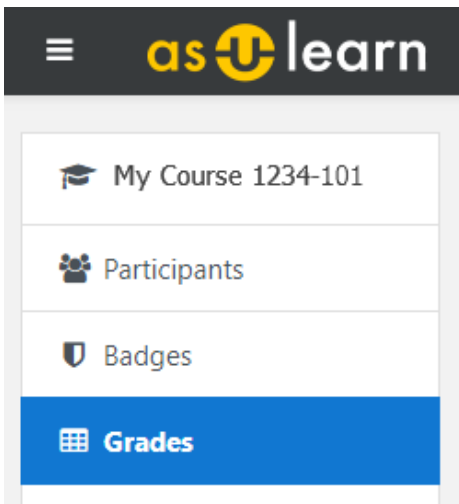
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Single View grading in the AsULearn gradebook lets instructors

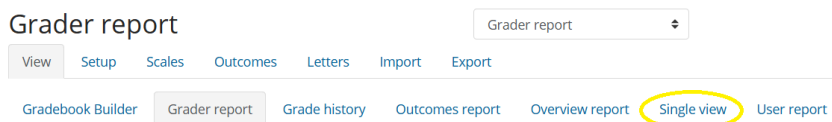
- quickly edit grades for a single student or activity
- insert a specific value for all empty grade items
- enter feedback comments
- [perform bulk overrides](#) of grades, and
- [exclude grades](#) from calculations.

Open the Single View Grading tab

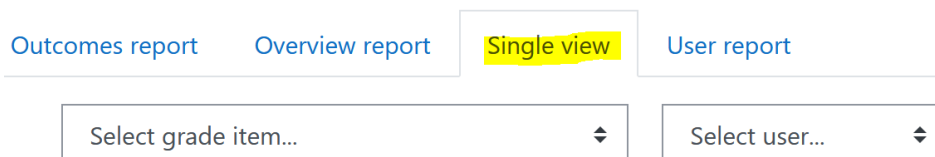
1. On your course page, click the **hamburger** icon (top left) to open the drawer, then click **Grades** in the menu.



2. In the navigation tabs at the top of the screen, click **View** on the top row, click **Single view** on the second row.



3. On the **Single view** tab:



- To enter grades for a particular grade item, click **Select grade item...** then the title of the item from the dropdown menu.
- To grade an individual student, select a student name from the **Select user...** dropdown menu.





The Single View tab will display a listing of all the students for the grade item or all the grade items for the student.

 **TIP**

You can navigate to the next or previous grade item or student using the links at the top of the **Single view** tab above the listing.

Modify Grades on the Single View Grading Page

After selecting a grade item or a student you can edit overrides, grades, feedback, and exclusions.

First name (Alternate name) Last name	Range	Grade	Feedback	Override All / None	Exclude All / None
  Woodhugh Bugoff	0.00 - 10.00	<input type="text" value="9"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
  Grumpy Cat	0.00 - 10.00	<input type="text" value="7"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. In the **Override** column, select the check boxes for the items or students whose grades you wish to modify, or in the column heading, click **All** to make all grades editable.
NOTE: Manually created Grade items do not require this step.
2. In the **Grade** and **Feedback** columns, enter or edit existing grades and feedback.
3. Click **Save** (at top or below listing) to save grade changes. A confirmation message will appear: click **Continue** to refresh the Single View grading page.

When you return to the Grader report, overridden grade items will be displayed with an orange background and marked "Overridden" to indicate grades have been edited in the gradebook.

NOTE: If you enter mistaken grades and wish to start over, see [Remove Overrides from Grade Items](#), below.

Perform Bulk Insert

With bulk insert instructors can enter the same grade for multiple items or students based on specific criteria. For example, following a quiz, the teacher may want to enter a zero score for any student who failed to take it by using these steps.

1. From the Single View for the activity in the gradebook, select the **Perform bulk insert** checkbox below the grade items or students listed.
2. Set **For to Empty grades** (default) which means the insert will only happen for students without existing scores.
3. Set **Insert value** to 0 (default) for the zero score in our example.

Perform bulk insert

For ▼ Insert value

4. Click **Save** (to the right) to perform the bulk insert.

When you return to the Grader report, overridden grade items will be displayed with an orange background and marked "Overridden" to indicate grades have been edited in the gradebook.

NOTE: If you enter mistaken grades and wish to start over, see [Remove Overrides from Grade Items](#), below.

Exclude Grades from Category Calculations

On the Single View page you can exclude grade items that would otherwise be included in grade calculations. This can be used to excuse a student from a graded activity, or to show students a grade for an activity such as a practice quiz that will not count towards their final grade.

A grade that is excluded

- will not be part of the aggregation calculation that you have selected for the category
 - will not be included for any "drop the lowest" category settings you have established
 - will not be included in the Course Total.
1. [Open a Single View grading page](#) for a grade item or student, as described above.
 2. In the **Exclude** from totals column (at right), select check boxes to exclude grades from being calculated in Category (and Course) Totals. To exclude all items or an item for all students, click **All**; click **None** to deselect.
 3. Click **Save** (at top or below listing) to save changes. A confirmation message will appear: click **Continue** to refresh the Single View grading page.

When you return to the Grader report, excluded grades will be marked as **Excluded**.
To clear exclusions, return to the Single View grading page, uncheck the item(s), and click **Save**.

Remove Overrides from Grade Items

On the Single View page you can quickly remove overridden grades for grade items. This is especially useful if you've accidentally overridden values in a calculated grade item such as a category total.

1. [Open a Single View grading page](#) for a student or grade item, as described above.
2. In the **Override** grade column, uncheck the items for which to clear overrides. To remove overrides from all items, click **None**.
3. When finished, click **Save** (at top or below listing). A confirmation message will appear: click **Continue** to refresh the Single View page.

Any grade items that were previously overridden revert to the previous value—either blank (if entered in the gradebook), to the grade provided from within a Moodle activity (such as an Assignment, Forum, or Quiz), or the calculated value in the case of category totals.

When you return to the Grader Report, items for which you cleared overrides will no longer be marked "Overridden" and the grade cells will no longer have an orange background.

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