Gradebook: Single View tab for Overrides

Click on an image to view it at full size.

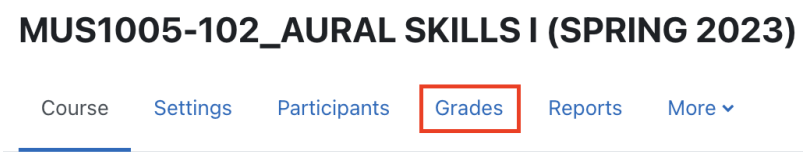
Single View in the gradebook allow instructors to:

- 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.

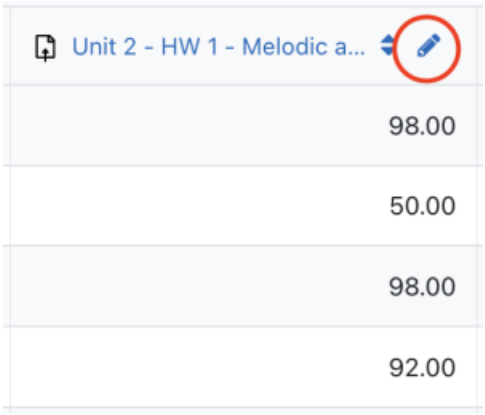
Video walkthrough of accessing and using the gradebook's **Single view**:

Accessing Single View in the Gradebook

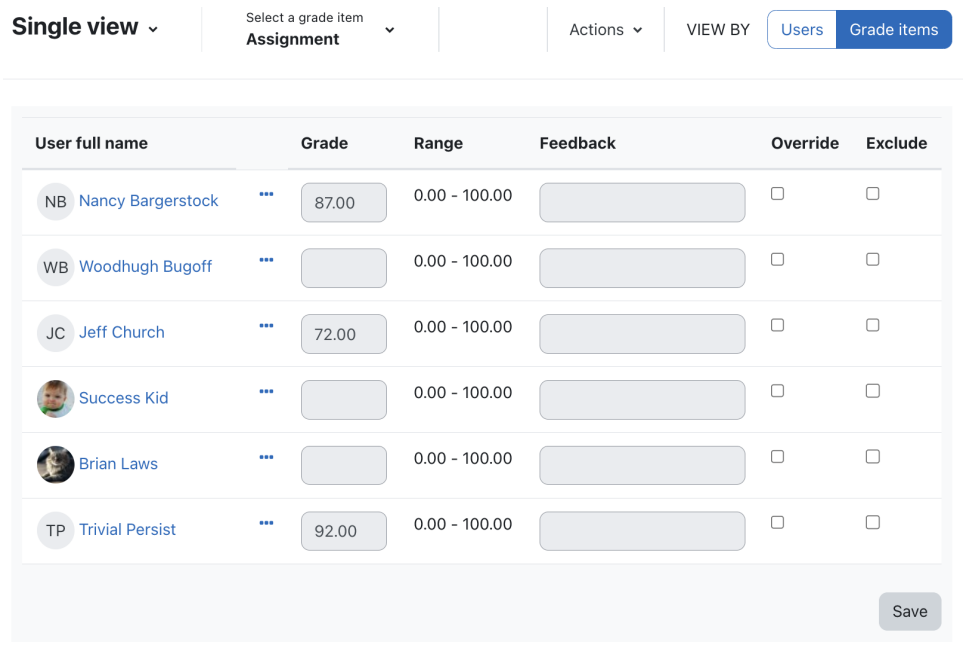
1. On your course page, click the **hamburger** icon (top left) to open the drawer, then click **Grades** in the menu.



2. Scroll to the right in your gradebook and notice that each column heading has a pencil icon:



3. Click the pencil icon and you'll be taken to the Single View for that activity or grade item. Note that you can choose to use Single view by grade items or by users. It will display a listing of all the students for the selected grade item or all the grade items for a selected student. Below is the Single view for an assignment:

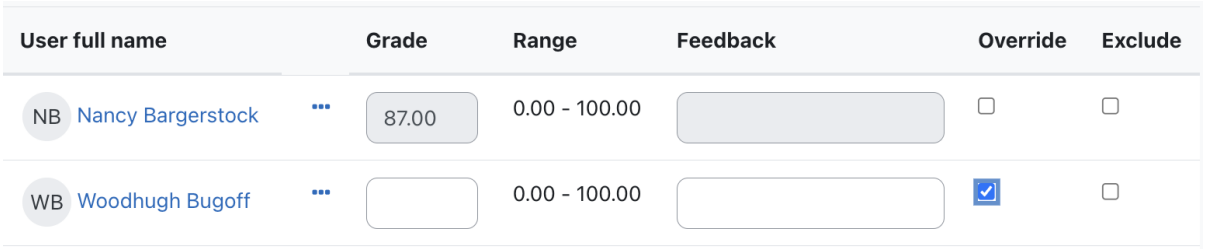


TIP

*You can navigate to the next or previous grade item or student using the links at the bottom of the **Single view** window.*

Modify Grades on the Single View Grading Page

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

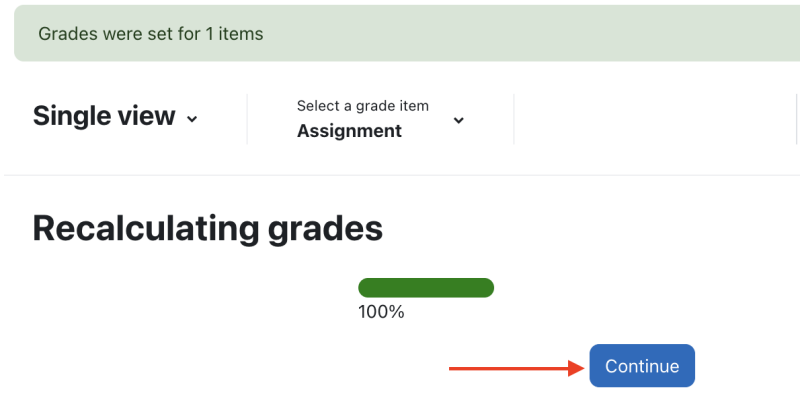


1. In the **Override** column, select the check boxes for the items or students whose grades you wish to modify, or with **Edit mode enabled**, use the Actions dropdown menu at the top to selecy **Override all** to make all grades editable. **NOTE:** Manually created **Grade items** do not require this step.

   Activities vs Grade Items

   Activities in the gradebook (like quizzes, assignments, questionnaires, forums with whole forum grading enabled, etc) are most often graded from the activity itself, but you can also override those grades from Single View, or just decide to grade them from there. A **Grade item** you've added to the gradebook requires no override, since it is just a 'dumb' column inserted to hold a number, not connected to any activity in your course.

2. In the **Grade** and **Feedback** columns, enter or edit existing grades and feedback.
3. Click **Save** (at the bottom right) 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** (and turn **Edit mode off** - below left), overridden grade items will be displayed with an orange background to indicate grades have been edited in the gradebook (rather than from the activity itself). When you return to **Single View** (below right), there will be a check in the Override column to remind you that you overrode those grades.

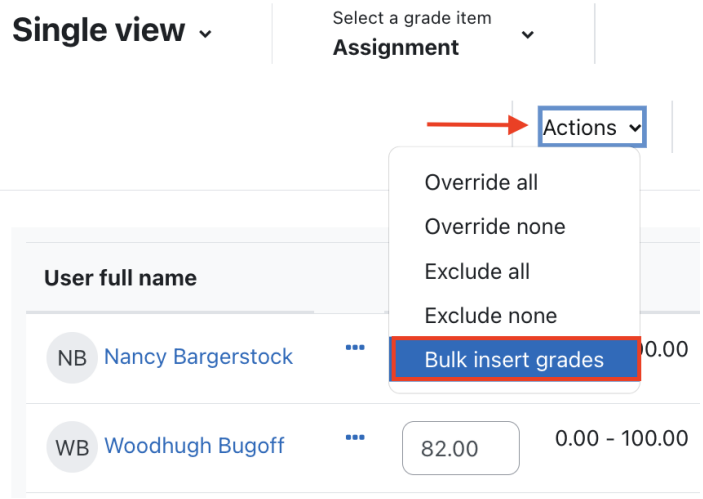


NOTE: If you enter mistaken grades and wish to start over, see Remove Overrides from Grade Items, below.

Perform Bulk Insert

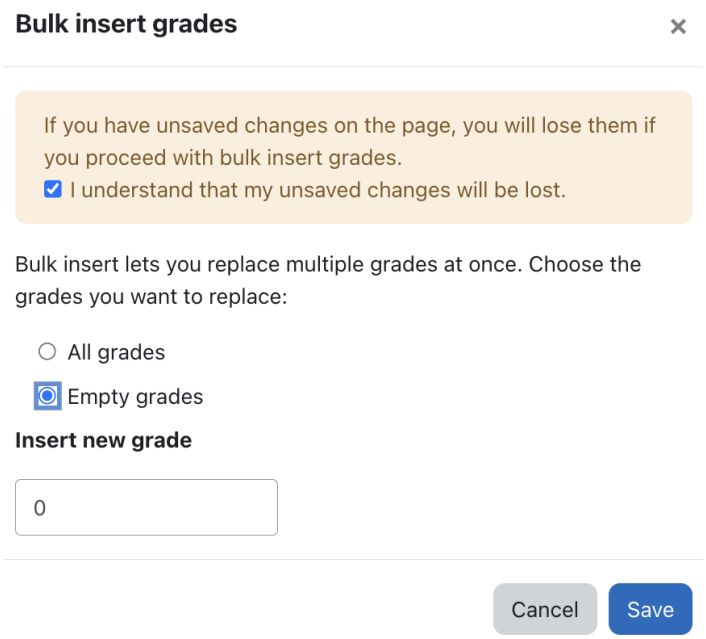
With Single view's **Bulk insert grades**, instructors can enter the same grade for multiple items or students based on specific criteria. For example, following a quiz, the teacher may want to enter a zero score for any student who failed to take it by using these steps. Here's a video walkthrough of this useful process, followed by the step-by-step below:

1. From the Single View for the activity in the gradebook with **Edit mode on**, use the Actions dropdown menu to select the **Bulk insert grades**.



2. In the Bulk insert grades modal window that opens, tick the box confirming you understand that you'll lose unsaved Gradebook changes on the page if you have made them. **NOTE**: If you've made changes without saving them at this point, click **Cancel**, save your changes, then return.

Once you tick the box, the window becomes editable.



3. Then, choose **Empty grades** which means the insert will only happen for students without existing scores. Note that you could also select **All grades** if you needed to quickly give all students the same score for an activity or grade item. Then, insert the score you wish to be assigned. In the example above, all students who did not attempt the quiz would be given a zero with one click. This is very useful for keeping the gradebook aggregation accurate!
4. Click **Save** (bottom 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.

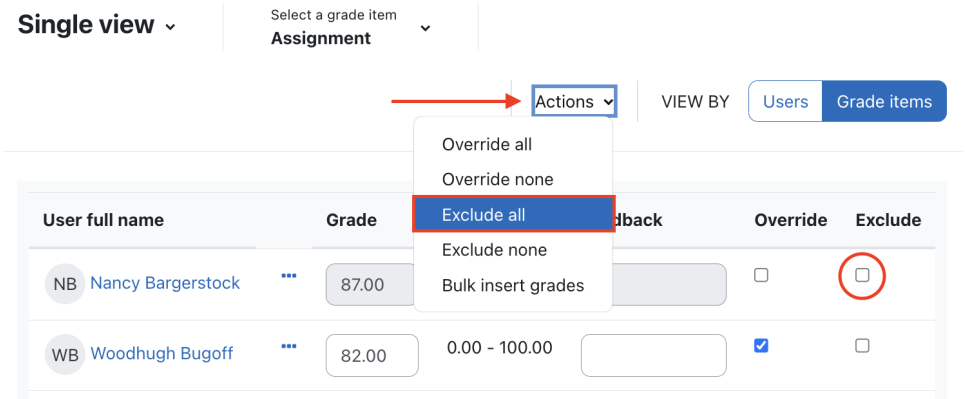
Exclude Grades from Category Calculations

On the Single View page, you can also **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:

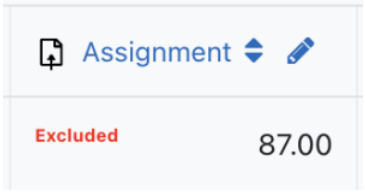
- Will not be part of the aggregation calculation that you have selected for the category
- Will not be included for any "drop the lowest" category settings you have established
- Will not be included in the Course Total

1. Open a Single View grading page for a grade item or student, as described above.
2. You can use the **Actions** menu to select **Exclude** all to exclude that score for all students, or you can **tick the box (or boxes) in the Exclude column** to exclude that score for an individual student or students:



3. Click **Save** (bottom right) 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**, but the score remains as a record.

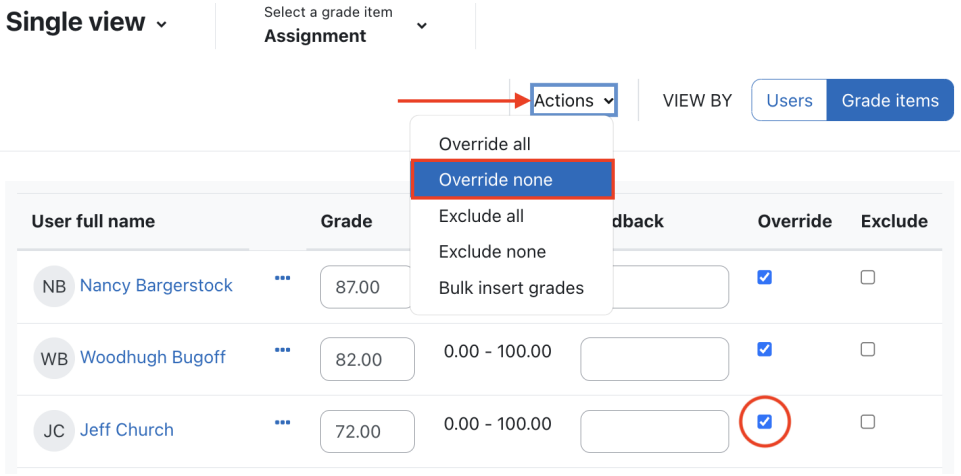


To clear exclusions, return to the Single View grading page, de-check the item(s) in the Exclude column, and click **Save**.

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. With **Edit mode on**, use the **Actions** menu to select **Override none**. to remove all overrides from the activity. Alternatively, you can also elect to simply de-check individual overrides in the Override column:



3. When finished, click **Save** (bottom right). A confirmation message will appear: click **Continue** to refresh the Single View page.

Any grade items that were previously overridden revert to their previous value—either blank (if entered in the gradebook), to the grade provided from within the 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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