

PART 3: Enter Grades



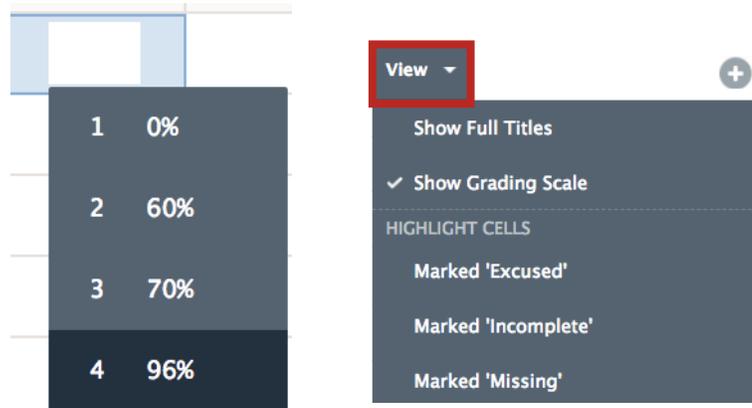
Purpose: Entering grades in the Schoology gradebook is required for the Elementary Grade PassBack (EGP) App.

Navigation: From your Course home page, click Gradebook. Enter grades in one of the following manners:

Option 1

Type grades one cell at a time or select grades from the pop-up window. You can use the arrow and tab keys to navigate between cells.

To enable/disable the pop-up window, click the drop down menu next to View and click Show Grading Scale.



Option 2

This feature will allow you to give students the same grade for a specific assignment if most or all students have earned the same grade. Individual student grades can be changed, if necessary.

To Set All Grades, click the three vertical dots near the assignment name and select Set All Grades.

In the pop-up window enter the desired grade and click Confirm.

Note: This feature does not work when the assignment is graded with a rubric. For directions on how to create a rubric, please refer to the following job aid: bit.ly/LAUSDrubrics

