



## WHERE IS IT?



Grade Reports > Assess / Contribute

## How to use the assessment grid

- Assessment is connected via course affiliation. Select the course from the drop down menu
- 2. Then check the assessment period (Term).
- 3. Choose whether to assess in the grid view, or in the individual list view by using the dropdown option list.
- 4. Enter the appropriate grade in the cell on the student row.

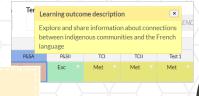
## Grid view List view

- 5. If an achievement scale is used then select from the options in the ick list on the grid.
- 6. Averages and attendance stats cannot be altered on the assessment grid
- 7. Comment boxes can have rich text features to enhance the text
- 8. If you prefer to see the full learning outcomes, then select individual view, otherwise click on the column code headings for a pop up to appear.

## **GOOD TO KNOW**

- Copying and pasting from a tabled format can cause entries to appear in other cells.
  Enter one comment at a time to avoid this.
- Assessments are attached to subject specifications they can be changed easily.
- Fields can be set to mandatory, when filled the status changes to complete.

- Entries can be applied to row and and column by dragging on the bottom right hand corner of the cell.
- Add grades in grid view and finish comments in individual view.
- Check how much space you have for the comments. We can set a limit if required.





Links to Grade reports knowledge base guides