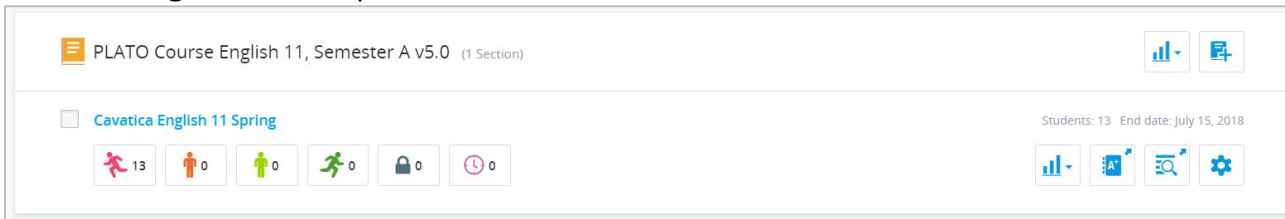


View the Gradebook for a Course Section

From the **My Course Sections** page, click the **Open Gradebook** icon next to the course section name. The gradebook opens in a new tab.



Section Gradebook Overview

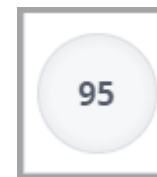
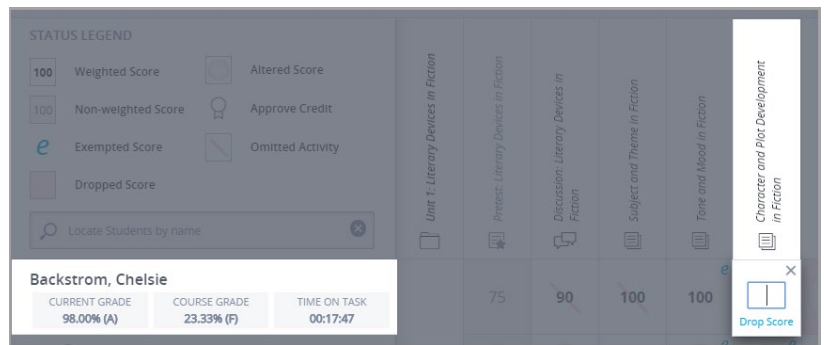
Section Gradebook Status Legend	
Weighted Score	Regular scores that contribute to student’s Current & Course Grades.
Non-Weighted Score	Certain categories are not weighted and do not contribute to student’s Current & Course Grades.
Exempted Score	The activity was exempted due to pretest results or by the instructor; score is 100%.
Dropped Score	Score has been dropped by instructor and does not contribute to student’s Current & Course Grades.
Altered Score	Score has been edited by instructor and is reflected in student curriculum details.
Approve Credit	Approve credit is enabled. Green credit icon shows instructor has approved student to receive credit.
Omitted Activity	Activity has been omitted; score does not contribute student’s Current & Course Grades.

Example Section Gradebook:



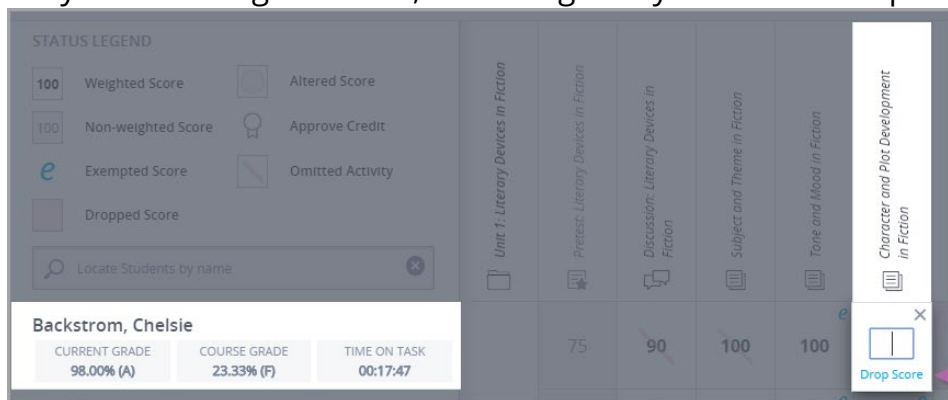
Edit Assignment Scores in the Gradebook

1. From the **My Course Sections** page, click the **Open Gradebook** icon next to the course section name. The gradebook opens in a new tab.
2. Click the score you want to edit. The student's name and the score are highlighted.
3. Enter the new score, and hit the **Enter** key on your keyboard. The student's new score has a gray circle around it, indicating that it has been manually edited.



Drop a Score

1. Click the **Gradebook** icon for the section you'll be dropping grades from.
2. On your section gradebook, click the grade you want to drop.



3. Click **Drop Score**. The grade remains visible, but the pink highlight indicates the score has been dropped from the overall grade calculation.

