

Input marks

Create a [graded item from scratch](#) if you have yet done so.

1. Go to your module.
2. Click **Gradebook**.
3. Click on the title of the graded item.
[Gradebook \(List View\)](#)

Facilitators/Lecturers should check the Continuous Assessment (CA) marks keyed in the Gradebook before allowing their students to view their CA marks. To access the settings, click on the graded item title. To access the contextual menu, click on the graded item header box.

Search Graded Items

+ Add Graded Item

- Gradebook Settings
- Import from Excel
- Export to Excel
- Rearrange Graded Items
- Statistics

| Graded Item | Show Marks/Grades/Comments/Rubrics | Show Highest-Lowest/Average-Median/Percentile |
|---|--|--|
| Test A (Imported From Quiz Based On) Max Marks: 6 Score By Marks | Show Marks: Yes Show Grade: No Show Comments: No Show Rubrics: No | Show Highest-Lowest: No Show Average-Median: No Show Percentile: No |

4. Input the marks, moderation and comments for the students.

Test A (Max mark: 6)

Filter by student name or number

Mark By: Individual Students Check to exclude students from Guest Roster

24 students

Changes to inputs will be automatically saved when entered.
Non-NUS users or users with read manager access cannot make changes on the marks.

| Student | Marks | Moderation | Final Marks | Grades | Comments | Last Marked On | Verified |
|---------|--------------------------------|----------------------|--------------------------------|---------------------------------|----------------------|----------------------|----------|
| | <input type="text" value="3"/> | <input type="text"/> | <input type="text" value="3"/> | <input type="text" value="C+"/> | <input type="text"/> | 17 Apr 2020 10:45 am | ... |

Tip to mark a particular student

You may search for the student to input the results.

Test A (Max mark: 6)

Filter by student name or number

Mark By: Individual Students Check to exclude students from Guest Roster

25 students

Changes to inputs will be automatically saved when entered.
Non-NUS users or users with read manager access cannot make changes on the marks.

| Student | Marks | Moderation | Final Marks | Grades | Comments | Last Marked On | Verified |
|---------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------|----------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 13 Oct | ... |

If the grades showing and you need the grades to display, you may [Set up the grades](#) which will then be auto-computed based on the grading schema.