University of the Highlands and Islands
Oilthigh na Gàidhealtachd agus nan Eilean

Educational Development Unit
Aonad Leasachadh Foghlaim

Entering marks in the Brightspace Grades tool

Many tools in Brightspace such as the Assignments or Quiz tool will allow you to create a link between an assignment or quiz which means that any mark for this assignment or quiz will be automatically recorded in the gradebook. However, you can also enter grades manually. Follow this guide to learn how to do this.

To start entering marks in the Brightspace Grades tool, navigate to **Course Tools** and then **Grades**. (Figure 1)
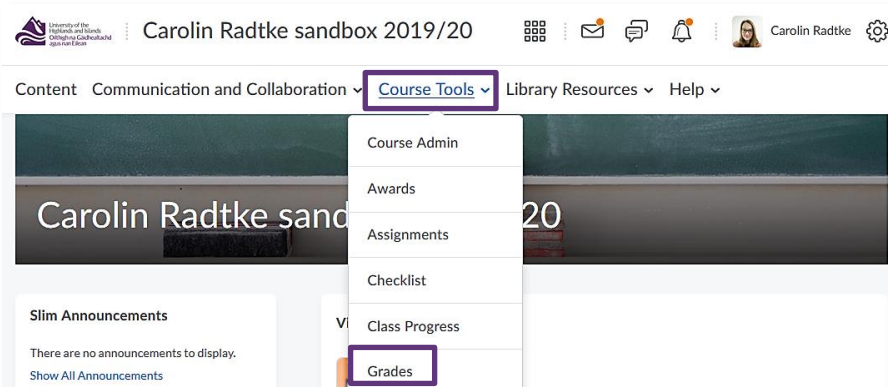

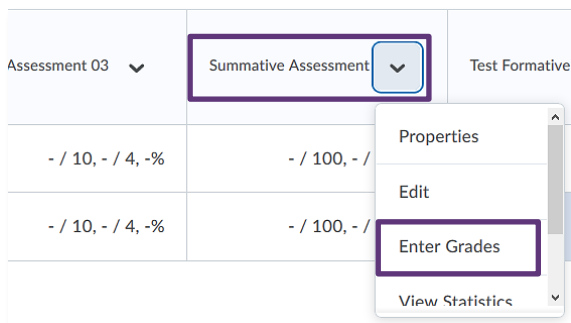**Figure 1: Module/Unit homepage with Course Tools drop-down menu**

This will take you to the Brightspace Grades tool. Next, navigate to the grade item you would like to enter marks for, click on the drop-down menu next to the grade item, and select 'Enter Grades'. (Figure 2) You may select any grade item to mark. This guide will use a grade item called Summative Assessment as an example.

Figure 2: Sample grade item with drop-down menu from which you can select Enter Grades

Now, you can either look for the user you would like to enter a mark for by using the search function on the top of the page (1), or locate them in the classlist (2). Once you have found them, enter their mark (3) in the 'Grade area'. (Figure 3) When you are done, click 'Save and Close'. (Figure 4)
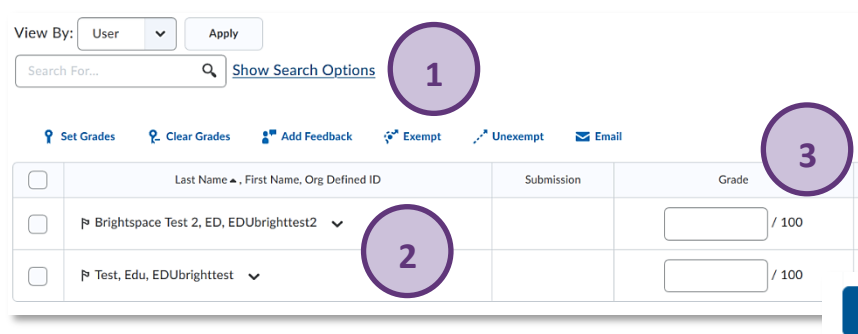

Figure 4:
Enter grade area for grade item Summative Assessment

Figure 3: Save and Close, Save and Cancel buttons