Grades

You may publish grade information of tests and assignments handed out in manaba; grade information may include scores and feedback. You may also register grades of extracurricular activities, practical training, labs or attendance.

Register grades

Register grades of tests and assignments

1. Register grades of a test or an assignment from the administration page.
   * Please refer to "Score and register grades of a test" to register test grades.
   * Please refer to Evaluate submissions / Register grades to register assignment grades.
2. 2 Click **Grades** tab in the course menu and open Grades Administration page. All grades registered from Tests Administration page and Assignments Administration page are automatically listed in the Grades area.

Register other grades

1. Click **Add Grades** from Grades Administration page.
2. Enter the title of the grade.
3. Enter the start date and end date of the test / assignment. (optional)
4. Download Grade Registration Sheet.
5. Enter in either "#Score","#Rating" or "#Comment" on the Grade Registration Sheet.
   * Steps to fill out the sheet are explained inside this sheet.
6. Click **Upload** and upload the Grade Registration Sheet you have filled out.
   On this sheet, registration is possible only for the line in which information is entered in one of "#Score", "#Rating" and "#Comment".
   If you would like to register a score of 0, please input 0 in "# Score".

   > ⚠ If you do not register any grades, you can not publish it.

   > ⚠ Saving the grades does not make it available to your students. You must now publish the grades to let your students know about them.

7. Once grade registration is completed, **Download registered grades to confirm** section will appear. Click **Download** and check the grade data you uploaded.
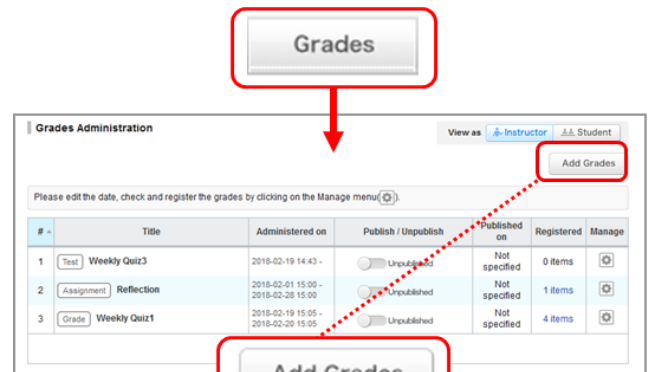
Grades Administration page
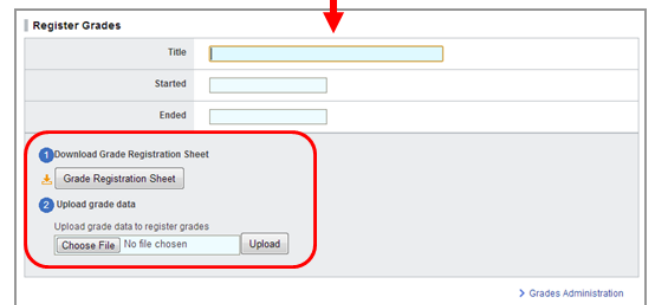
Register Grades page

Publish grades to students

In order to publish registered grades to students, click ⚪ in Grades Administration page.

- Should you wish to send a reminder message, click **Publish and send reminder.**
- Use **Student** button to view the list of grades which are published to students.

⚠ Check uploaded grade data thoroughly before you publish grades.

Instructor screen

Student screen

Overwrite grades / Download grades

Follow the steps below in order to change scores or comments of a test or assignment.

A : Register grades on the web

1. Click ⚙ on Grades Administration page and select **Submission Status**.
2. Click the user's name you would like to score and the user's Register Grades page will be opened.
3. Click **Update** once you fill out the necessary fields.

💡 To delete all items of registered grades, please click the "Delete Grade" button.
If you want to return only registered "#Score" to "Unscored" not all items, please confirm the next "B : Register grades using an Excel sheet".

Grades Administration page

B : Register grades using an Excel sheet

You can not use the Excel sheet to delete all items of registered grades.
The method of correcting the registered grade is as follows.

1. Click ⚙ on Grades Administration page and select Manage Grades.
2. Upload Grade Registration sheet again from **Upload** and the grade data will be updated with new data.
3. Once update is completed, click **Download** and check grade data you uploaded.

On the Grade Registration sheet, overwrite registration is possible only for the line in which information is entered in one of "#Score", "#Rating" and "#Comment". Even if all the items are left blank, the results of registered students will not be deleted.

To return the registered "#Score" to "Unscored", make "#Score" cell blank and enter text or numerical values in either "#Rating" or "#Comment" Please register.
To register "#Rating" or "#Comment" in addition to "#Score" already registered, leave "#Score" cell entered Please upload.

Grades List page

Register Grades page

Download all grades

Click **Export All Grades** from Grades Administration page. You may download all the grades registered in manaba at the moment.

💡 If you check **Include students' rating** column, you can download not only total score but also "rating".

Grades Administration page

Export All Grades