



For information or assistance, please contact the Instructional Technology Resource Center (ITRC) itrc@brandeis.edu
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Adding Grades to All Students at Once

After you add material to your class, you may want to add a quick note or two to help your students navigate or remember important deadlines, responsibilities. Inside WebCT Vista, you can add these notes in one click.

Remember: adding grades can only happen in the Teach tab.	
1.	Inside the “Teach” tab, click on the “grade book” button
2.	Click on the column header to which you want to add grades (e.g., to add marks for attendance on September 19, click on "Attendance 9/19")
3.	Click on “Edit Values” in the context menu
4.	Enter all the grades — and any comments for your own reference — at once
5.	Press "Save"