Assignment Grading

As a teacher, after you have entered the assignments, select the **Grades** tab and make sure the **Gradebook Grades** is selected. Next to the assignment there will the triple dots. Click on that and the points entry screen will open up. Enter the points earned by each student and click Submit. The letter grade will be automatically calculated as per the grade scale that is associated with the course.





Exempting scores of an Assignment

If a student is not applicable in any assignment, that specific assignment can be exempted from the total points in CrownSIS. This feature is used when a student has joined the course later or is absent due to illness or for any reason based on the administrator's decision. To exempt a student from an assignment just enter an Asterix (*) in the points and Save the assignment. Student will be exempted and that score will not count towards report card grades.

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