

1. Select the “**Grades**” option from the top navigation bar. A drop down menu will appear with a list of all your groups. Select the group whose gradebook you would like to access.
2. For any assignment you post to your group, a column will be added in the gradebook. Once a student’s assignment has been graded, **the grade will automatically populate** in the gradebook.
3. You can **edit the grade** directly in the gradebook simply by placing your cursor on the grade.
4. You can also **view the assignment** associated with the grade, by selecting the “**see work**” link (You must click on the grade first in order to see the link.) *Note that assignment and quiz grades will only show up in the gradebook if it is assigned to the entire group. It will not show up if it is given to an individual student.*

Edmodo also allows you to add grades for assignments not posted through Edmodo.

5. Select the “**Add grade**” button at the top right corner of the gradebook page. Provide the title of the assignment and the total number of points possible for that assignment.

To export grades into an Excel spreadsheet:

6. Select the “**Export (CVS)**” button at the top right corner of the Gradebook page.

The screenshot shows the Edmodo Gradebook interface for a group named "Edmodo Training". The interface includes a table of student grades and two buttons at the top right: "Add Grade" and "Export (CVS)".

Student	Total	State Capitals	Poetry	Untitled quiz -2012- Chapter 1 Review 01-19-12-02-55
Allen, K	0%	-	-	-
asheim, carol	100%	-	-	1/1
Doan, Shalese	0%	-	-	-
Dodrill, Tracey	100%	-	-	1/1
Fritts, Bernie	0%	-	Turned In	-
Jordan, Lori	0%	-	-	0/1
Lee, Jennifer	100%	-	-	1/1
Leonard, Susan	100%	-	-	1/1
McBride, Mary	100%	-	-	1/1
Moore, Bruce	100%	-	-	1/1

Callout 2 points to the "Total" column header. Callout 3 points to the grade "1/1" for Tracey Dodrill. Callout 5 points to the "Add Grade" button. Callout 6 points to the "Export (CVS)" button.

Badges

Badges enable teachers to provide recognition to students for their achievements. Teachers can choose to award a student with an Edmodo created badge, or create their own custom badges.