

How do I assign TAs approve grade permissions in Stellar Gradebook?

Q: How do I assign TAs approve grade permissions in Stellar Gradebook?

Answer

TAs (and Graders) by default do not have permissions to approve grades. The instructor for the course needs to grant them those permissions if they wish the TAs to have the ability to approve grades in the Stellar Gradebook.

The instructions for giving a TA that permission are:

1. Load the Gradebook.
2. Click on **Settings** link (wheel) beside the help and contact links.
3. Select the **Permissions** tab from the settings page.
4. Under the TA heading, to enter attendance grades, enable/check the **Approve assignment grades** checkbox
5. To edit previously entered attendance grades, enable/check **Change Approved grades** checkbox.

The screenshot shows the 'Permissions' tab in the Stellar Gradebook settings. It is divided into two main sections: 'Instructors and Admins' and 'TAs'. Under 'Instructors and Admins', there are two checked permissions: 'View, assign and approve all grades' and 'Change all Gradebook settings'. Under 'TAs', there are six permissions listed. The first two, 'View / assign all grades' and 'Create / edit assignments', are checked. The remaining four, 'Approve assignment grades', 'Change approved grades', 'Edit grading scheme', and 'Change Gradebook permissions', are unchecked.

Section	Permission	Status
Instructors and Admins	✓ View, assign and approve all grades	Checked
	✓ Change all Gradebook settings	Checked
TAs	✓ View / assign all grades	Checked
	✓ Create / edit assignments	Checked
	<input type="checkbox"/> Approve assignment grades	Unchecked
	<input type="checkbox"/> Change approved grades	Unchecked
	<input type="checkbox"/> Edit grading scheme	Unchecked
	<input type="checkbox"/> Change Gradebook permissions	Unchecked