

Managing the Grade Book

The **Grade Book** allows you to manage members of the section.

- ✓ **Grades:** allows you to create and manage grade-related data in a spreadsheet column format for all students. You can use calculated columns to determine grades and set one column as a mid-term grade and one column as a final grade. Any course assessments or assignments automatically are added as columns. You can determine which columns are released to students in the **Grades** channel of **My GPC WebCT**.
- ✓ **Members:** allows you to enroll and manage WebCT users as members in the section. You can add descriptive text or numerical columns to better describe members, such as previous experience, or knowledge of different languages.
- ✓ **View All:** allows you to view all the columns that are defined and available from both **Grades** and **Members**. This allows you to view all member information at once.
- ✓ **Custom View:** all columns are initially available in this view, but you can hide certain columns to create a view that lists only those data columns that you want to see.
- ✓ **SCORM Grades:** The SCORM Grades tab allows you to view grades for gradable SCORM modules in your section

To Access the Grade Book

1. Click the **Teach** tab, and then click the **Tool View** subtab.
2. Then click the **Grade Book** link.

Viewing the Grade Book

To View Members

1. From the Grade Book screen, click the **Members** button at the top of the screen.

The screenshot shows the WebCT Vista interface for the 'Vista Training - Tracy Adkins Section'. The 'Teach' tab is active, and the 'Tool View' subtab is selected. The 'Grade Book' link is highlighted, and the 'Members' tab is selected. The interface displays a table of members with columns for Last Name, First Name, User Id, and Role. Two members are listed: Tracy Adkins (Section Instruct) and Demo Student (Student). The interface also includes buttons for 'Find Members', 'Show All Members', 'Reorder Columns', 'Send Mail', 'Export to Spreadsheet', 'Export to SIS', 'Grant Access', 'Deny Access', 'Remove', 'Add Members', 'Import from Spreadsheet', and 'View Audit History'.

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User Id Alphanumeric	Role Alphanumeric
<input type="checkbox"/>	Adkins	Tracy	tadkins	Section Instruct
<input type="checkbox"/>	Student_128403	Demo	webct_demo_12	Student

WebCT Vista 3.x

To View Grades

1. From the Grade Book screen, click the **Grades button** at the top of the screen.

The screenshot shows the 'Grade Book' interface in WebCT Vista 3.x. The 'Grades' button is circled in red. The interface includes a navigation bar with 'Build', 'Teach', and 'Student View' tabs. Below the navigation bar, there are tabs for 'Grades', 'Members', 'View All', 'Custom View', and 'SCORM Grades'. The 'Grades' tab is selected. The main area displays a table with the following columns: Last Name, First Name, User Id, Role, Midterm, Final, Release Course, and Final Unit Quiz. The table contains two rows of data:

Last Name	First Name	User Id	Role	Midterm	Final	Release Course	Final Unit Quiz
Adkins	Tracy	tadkins	Section Instruct				
Student 128403	Demo	webct_demo_12	Student	--	--	--	4

To View All Members and All Grades

1. From the Grade Book screen, click the **View All button** at the top of the screen.

The screenshot shows the 'Grade Book' interface in WebCT Vista 3.x. The 'View All' button is circled in red. The interface includes a navigation bar with 'Build', 'Teach', and 'Student View' tabs. Below the navigation bar, there are tabs for 'Grades', 'Members', 'View All', 'Custom View', and 'SCORM Grades'. The 'View All' tab is selected. The main area displays a table with the following columns: Last Name, First Name, User Id, Role, Midterm, Final, Release Course, and Final Unit Quiz. The table contains two rows of data:



Last Name	First Name	User Id	Role	Midterm	Final	Release Course	Final Unit Quiz
Adkins	Tracy	tadkins	Section Instruct				
Student 128403	Demo	webct_demo_12	Student	--	--	--	4

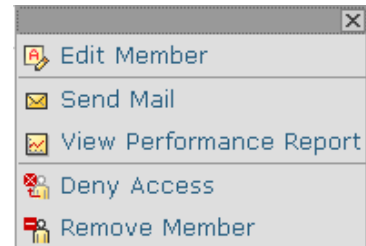
People Links

People links are drop down menus that open up after clicking the drop down arrow next to a student's name. People links appear in areas of Vista such as the Grade book and Discussions. People links can provide immediate access to a student's performance and can give the ability to send Mail to the student from within tools other than the Mail tool among other items.

Managing Members

To Grant or Deny Members Access


1. From the Grade Book screen, click the **Members button** at the top of the screen.
2. Next to the student's last name, click the drop down list arrow.
3. Then click the **Grant Access**  or **Deny Access** .




To Remove a Member

1. From the Grade Book screen, click the **Members button** at the top of the screen.
2. Next to the student's last name, click the drop down list arrow.
3. Then click the **Remove Member** button .

To Send a Member Mail

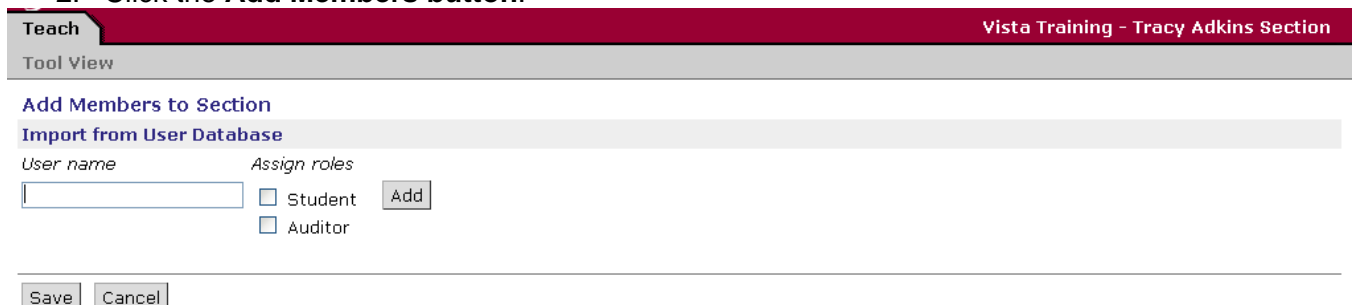
1. From the Grade Book screen, click the **Members button** at the top of the screen.
2. Next to the student's last name, click the drop down list arrow.
3. Then click the Send Mail button .

To View a Performance Report

1. From the Grade Book screen, click the **Members button** at the top of the screen.
2. Next to the student's last name, click the drop down list arrow.
3. Then click the View Performance Report button .

To Add a Member

1. From the Grade Book screen, click the **Members button** at the top of the screen.
2. Click the **Add Members button**.

A screenshot of a web form titled 'Add Members to Section'. At the top, there is a dark red header with 'Teach' on the left and 'Vista Training - Tracy Adkins Section' on the right. Below the header is a grey bar with 'Tool View'. The main form area has a title 'Add Members to Section' and a sub-section 'Import from User Database'. It contains a 'User name' text box, an 'Assign roles' section with two checkboxes: 'Student' and 'Auditor', and an 'Add' button. At the bottom of the form are 'Save' and 'Cancel' buttons.

3. In the User name box, *enter the member's user name*. Then *click the appropriate Assign roles check box*.
4. Click **Add**.

WebCT Vista 3.x

Members Added				
Last Name	First Name	User name	Roles	
<input type="checkbox"/> Student3	Test	student_3	Student	
<input checked="" type="checkbox"/> Remove				

5. Then click **Save**.
6. Then click **OK** to confirm the members were added.

Managing the Grade Book

Creating Columns

To Create a Alphanumeric Column

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. From the Create column drop down list located at the top right of the screen, select **Alphanumeric**, then click the green **Go arrow**.

Teach Vista Training - Tracy Adkins Section

Tool View

Alphanumeric Column

* Column label:

Alignment:

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

* Required field

3. In the Column label box, *enter a name for the column*.
4. If you wish to have this column available to students via the MyGrades tool, then select the **Released to Student check box**, if necessary.
5. Click **Save**.

To Create a Calculated Column

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. From the Create column drop down list located at the top right of the screen, select **Calculated**, then click the green **Go arrow**.

Teach Vista Training - Tracy Adkins Section

Tool View

Calculated Column

* Column label:

Alignment:

Decimals:

Maximum value: (Maximum value must be greater than 0 and less than 100000)

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

* Required field

WebCT Vista 3.x

3. In the Column label box, *enter a name for the column.*
4. Choose the appropriate alignment; **Left**, **Center**, or **Right** from the Alignment drop down list.
5. From the Decimals drop down list, choose **0**, **1**, **2**, or **3**.
6. In the Maximum value box, *enter the maximum value* for this calculated column.
7. If you wish to have this column available to students via the MyGrades tool, then select the **Released to Student check box**, if necessary.
8. Click **Save**.

To Create a Letter grade Column

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. From the Create column drop down list located at the top right of the screen, select **Letter grade**, then click the green **Go arrow**.

Teach Vista Training - Tracy Adkins Section
Tool View

Letter Grade Column

* Column label:

Alignment:

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

Based on numeric/calculated column

* Required field

3. In the Column label box, *enter a name for the column.*
4. Choose the appropriate alignment; **Left**, **Center**, or **Right** from the Alignment drop down list.
5. If you wish to have this column available to students via the MyGrades tool, then select the **Released to Student check box**, if necessary.
6. From the Based on numeric/calculated column drop down list *select the numeric or calculated column* that is part of the grade book that you want to use as a basis for assigning a letter grade.
7. Click **Save**.

To Create a Numeric Column

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. From the Create column drop down list located at the top right of the screen, select **Numeric**, then click the green **Go arrow**.

Teach Vista Training - Tracy Adkins Section
Tool View

Numeric Column

* Column label:

Alignment:

Decimals:

Maximum value: (Maximum value must be greater than 0 and less than 100000)

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

* Required field

3. In the Column label box, *enter a name for the column.*

WebCT Vista 3.x

4. Choose the appropriate alignment; **Left**, **Center**, or **Right** from the Alignment drop down list.
5. From the Decimals drop down list, choose **0**, **1**, **2**, or **3**.
6. In the Maximum value box, *enter the maximum value* for this calculated column.
7. If you wish to have this column available to students via the MyGrades tool, then select the **Released to Student check box**, if necessary.
8. Click **Save**.

To Create a Selection list Column

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. From the Create column drop down list located at the top right of the screen, select **Selection list**, then click the green **Go arrow**.

Teach Vista Training - Tracy Adkins Section

Tool View

Selection List Column

* Column label:

Alignment: Left

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

Save Cancel

* Required field

3. In the Column label box, *enter a name for the column*.
4. Choose the appropriate alignment; **Left**, **Center**, or **Right** from the Alignment drop down list.
5. If you wish to have this column available to students via the MyGrades tool, then select the **Released to Student check box**, if necessary.
6. Click **Save**.

To Create a Text Column

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. From the Create column drop down list located at the top right of the screen, select **Text**, then click the green **Go arrow**.

Teach Vista Training - Tracy Adkins Section

Tool View

Text Column

* Column label:

Alignment: Left

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

Save Cancel


* Required field

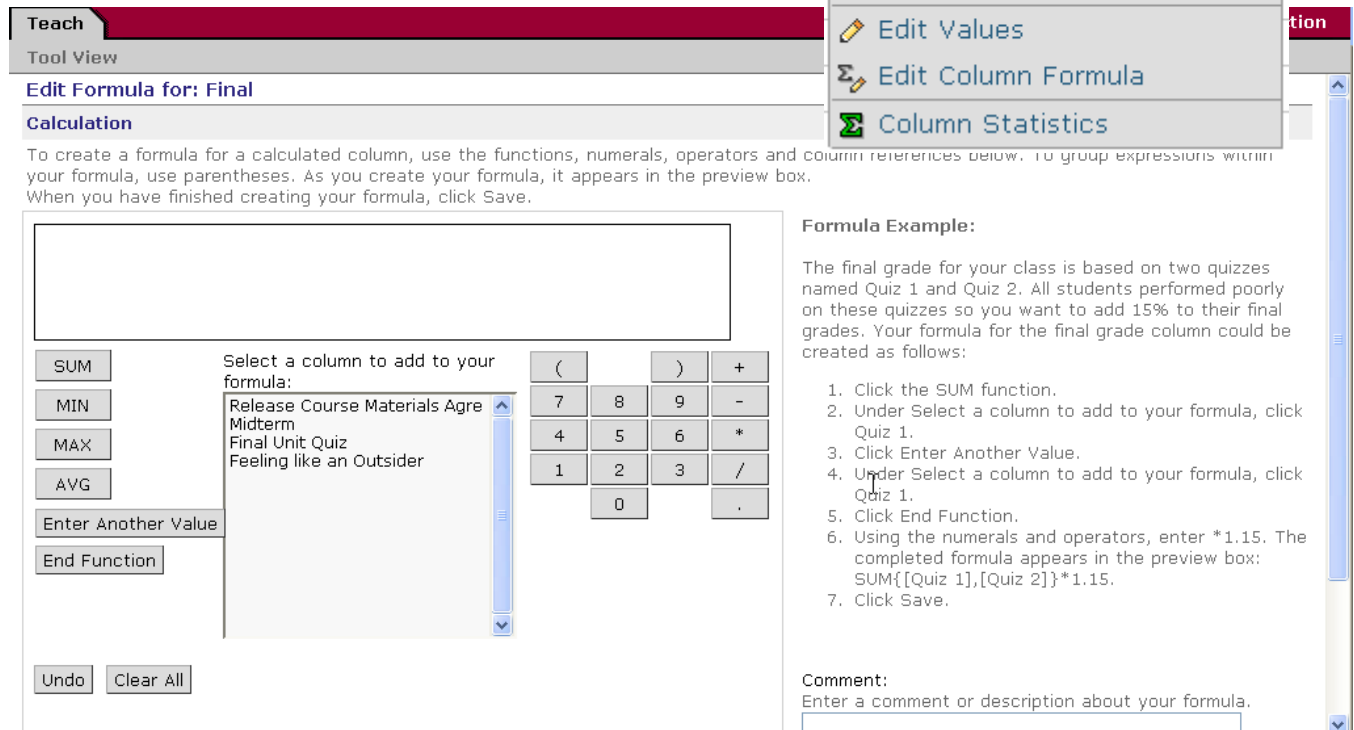
7. In the Column label box, *enter a name for the column*.
8. Choose the appropriate alignment; **Left**, **Center**, or **Right** from the Alignment drop down list.
9. If you wish to have this column available to students via the MyGrades tool, then select the **Released to Student check box**, if necessary.
10. Click **Save**.

Editing Columns

To Edit a Formula in a Calculated Column

WebCT Vista 3.x

1. Locate the calculated column in the grade book.
2. Next to the column label, click the drop down list arrow.
3. Then click the **Edit Column Formula** button .



Formula Example:

The final grade for your class is based on two quizzes named Quiz 1 and Quiz 2. All students performed poorly on these quizzes so you want to add 15% to their final grades. Your formula for the final grade column could be created as follows:

1. Click the SUM function.
2. Under Select a column to add to your formula, click Quiz 1.
3. Click Enter Another Value.
4. Under Select a column to add to your formula, click Quiz 1.
5. Click End Function.
6. Using the numerals and operators, enter *1.15. The completed formula appears in the preview box: SUM{[Quiz 1],[Quiz 2]}*1.15.
7. Click Save.

Comment:
Enter a comment or description about your formula.

4. Write out your formula on paper, exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.
(This formula creator is best suited for entering a formula all at once. The only editing is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.)
5. Create the formula in Grade Book by clicking the number buttons, the mathematical operator buttons, and/or the function buttons. Once you click any button, its value is transferred to the large text box. (You can only enter characters by clicking the buttons on the screen. You cannot use your keyboard.)
 - a. To enter a number, *click that number's button.*
 - b. To add mathematical operators, *click the + (add), - (subtract), * (multiply), or / (divide) buttons.*
 - c. To insert a function, *click any of the function buttons.* Functions can only be inserted following an operation or left parenthesis. Each function is entered in this syntax: FUNCTION{argument1,argument2,etc.}. You can add the following four functions to your formula:
 - SUM: returns the sum of the arguments within the SUM function braces.
 - MAX: returns the maximum value of the arguments within the MAX function braces.
 - MIN: returns the minimum value of the arguments within the MIN function braces.
 - AVG: returns the average value of the arguments within the AVG function braces.

To enter a function:

WebCT Vista 3.x

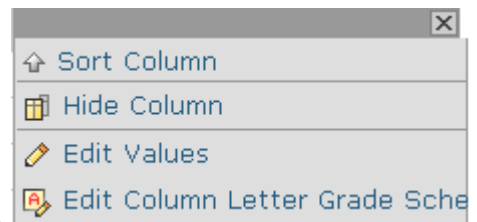
At a valid point in the formula, *click the function button*. The function name and its left brace are inserted. *Enter the function's first argument*. To enter a column name, *select the column name*. You could also create a mathematical operation as one of the function's arguments. To enter another argument, click **Enter Another Value**. A comma is inserted. (Each argument that you enter is separated from the previous by a comma.) To complete the function, click **End Function**. To nest an argument, click the **Left Parenthesis button** before you enter the nested argument. Click the **Right Parenthesis button** to close the nested argument. You can use multiple levels of parentheses to nest arguments, but you must keep track yourself, that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.


- d. You can clear the last entry by clicking **Undo**.
- e. To clear the entire formula, click **Clear All**.
- f. To insert a column name into the formula, *choose a column* from the Select column to add to your formula list. . The column name appears in the formula box.
- g. To save the formula, click **Save**.

Once you have added a calculated column, you can override column values by changing one value for one student for a selected column.

To Edit a Column Letter Grade Scheme in a Letter grade Column

1. Locate the letter grade column in the grade book.



2. Next to the column label, click the drop down list arrow.
3. Then click the **Edit Column Letter Grade Scheme** button .

Build TAdkins_TRNG1001_Template

Basic View

Edit Letter Grade Scheme for: final letter grade

Base letter grade on column: Final

Grade	Range	options ?
<input type="radio"/> A+	100 and above	
<input type="radio"/> A	90 or greater, and less than 100	<input type="button" value="X"/>
<input type="radio"/> B	80 or greater, and less than 90	<input type="button" value="X"/>
<input type="radio"/> C	70 or greater, and less than 80	<input type="button" value="X"/>
<input type="radio"/> D	60 or greater, and less than 70	<input type="button" value="X"/>
<input type="radio"/> E	50 or greater, and less than 60	<input type="button" value="X"/>
<input type="radio"/> F	less than 50	

(insert above selected grade)

Comment:

1. Do one of the following:
 - a. Use the default letter grade scheme.
Click **Use Default Scheme** to populate the letter grade scheme with the current default letter grades and ranges.
 - b. Create a custom letter grade scheme:
Under Grade, *click in any text box* to edit that letter grade. Under Range, *enter the lower limit* for each letter grade.
EXAMPLE: If you have two rows that are A: 100 and B: 85, this means that if an A will be granted to the student who has a value of 86 to 100 in the column on which this letter grade column is based.
If you need to add a letter grade, *select the radio button in the row below where you want to insert the new grade* and click **Add Grade**. A blank row appears. *Enter the grade and lower numerical limit for the new grade.*
To delete a row click its **Delete button** . The letter grade is deleted without confirmation.
In the Comment box, for auditing history, you can *enter a comment* as to why the grade scheme was changed.
If you want to set this scheme as the default on which all future letter grade columns for this section will be based, click **Save and Set as Default**. Otherwise, click **Save**.

To Edit a Selection List in a Selection list Column

1. Locate the selection list column in the grade book.
2. Next to the column label, click the drop down list arrow.
3. Then click the **Edit Column Selection List button**

Teach Vista Training - Tracy Adkins Section


Tool View

Edit Selection List for: Rank

Move	Item	options ?
<input type="checkbox"/>	<input type="text" value=""/>	<input type="button" value="X"/>

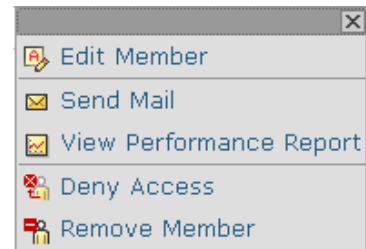
(insert above first selected item)

WebCT Vista 3.x

4. In each text box, *edit the value* that you want to appear in the list.
5. Click **Add Item** repeatedly to add as many more rows as you need. *Enter a value* in each text box. The values will display in the order that they appear in this list.
6. To delete an entry, click its **Delete button** .
7. Click **Save**.

To Edit a Member Record

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Next to the student's last name, click the drop down list arrow.
3. Then click the **Edit Member button** .



Teach Vista Training - Tracy Adkins Section

Tool View

Edit Member

Name: Student1, Test

User name: student_1

Roles: Student

Course Access: Has access to this course No access.

Midterm: -- Change to: Comment:

Final: -- Change to: Comment:


Release Course Materials Agree: -- Change to: Comment:

Final Unit Quiz: -- Change to: Comment:

Feeling like an Outsider: -- Change to: Comment:


4. In the Change to box, *enter the appropriate values*, text, or choose the appropriate item from the drop down lists.
5. In the Comment box, *enter comments* about why the entry was changed, if necessary.
6. Click **Save**.

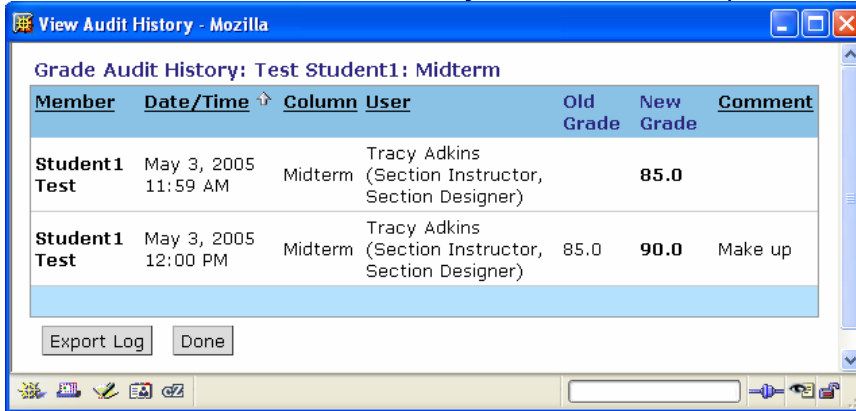
To Edit a Column

1. Locate the appropriate column in the grade book.
2. Next to the column label, click the drop down list arrow.
3. Then click the **Edit Values button** .
4. In the Change to column of the Edit Column screen, *enter the appropriate values*, text, or choose the appropriate item from the drop down lists.
5. In the Comment column, *enter comments* about why the entry was changed, if necessary.
6. Click **Save**.

WebCT Vista 3.x

To View Audit History

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Next to the student's last name, click the drop down list arrow.
3. Then click the **Edit Member button** .
4. Click the **View Audit History button** that corresponds to the appropriate column.



5. Click **Done** to close the window.
6. Then click **Save**.

Modifying Columns

Build Teach **Student View** Vista Training - Tracy Adkins Section

Course View Tool View - Select -

Column Settings


Back to Grade Book Create column: - Select type -

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
options ?													
Label:	First Name	Last Name	User Id	Role	Feeling like an Outsider	Final	Final Letter	Final Unit Quiz	Midterm	Release Course Materials Agre	Rank	Essay 1	
Type:	Alpha	Alpha	Alpha	Alpha	Num	Calc	Letter	Quiz	Calc	Quiz	Select	Num	
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	
Released to Student:	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Grade Column:	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Decimals:					0	2		0	2	0		2	
Maximum value:					100	N/A		10	N/A	1		100	

Delete Release Do Not Release
 - Align - - Decimals - - Grade: -

Back to Grade Book Create column: - Select type -

To Delete Columns

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. Then click the **Delete button**  that corresponds to the column you wish to delete.
4. Click **OK** to continue with the deletion.

To Release Columns for Student Viewing via the MyGrades Tool

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. *Select the check box(es)* that correspond to the column(s) you wish to release to students.
4. Then click the **Release button**.

WebCT Vista 3.x

To Not Release Columns for Student Viewing via the MyGrades Tool

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. *Select the check box(es)* that correspond to the column(s) you wish to not release to students.
4. Then click the **Do Not Release button**.

To Change Column Alignment

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. *Select the check box(es)* that correspond to the column(s) you wish to change the alignment for.
4. Click the **Align drop down list** and select **Left**, **Center**, or **Right**, and then click the green **Go arrow**.

To Change Decimal Places

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. *Select the check box(es)* that correspond to the column(s) you wish to change the decimal places for.
4. Click the **Decimals drop down list** and select **0, 1, 2, or 3**, and then click the green **Go arrow**.

To Change a Column to a Grade Column

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. *Select the check box(es)* that correspond to the column(s) you wish to change the decimal places for.
4. Click the **Grade drop down list** and select **Yes or No**, and then click the green **Go arrow**.

To Exit the Column Settings Screen

1. From the Column Settings screen, click the **Back to Grade Book button**.

To Change the Order of Columns

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Reorder button** in the upper left.

Vista Training - Tracy Adkins Section

Teach

Tool View

Reorder Columns

Save Cancel

The column order specified below also determines how the grades display to students in My Grades.

Move	Column	Visible
	Last Name	Yes
	First Name	Yes
	<input type="checkbox"/> User Id	Yes
	<input type="checkbox"/> Role	Yes
	<input type="checkbox"/> Midterm	Yes
	<input type="checkbox"/> Final	Yes
	<input type="checkbox"/> Release Course Materials Agree	Yes
	<input type="checkbox"/> Final Unit Quiz	Yes
	<input type="checkbox"/> Feeling like an Outsider	Yes
	<input type="checkbox"/> Final Letter	Yes
	<input type="checkbox"/> Essay 1	Yes

Save Cancel

3. Select the check box that corresponds to the column you wish to move.
4. In the Order column, click the **Insert Selected Items Above button** for the appropriate row above which you want to insert the selected item or click the **Insert Selected Items Below button** for the appropriate row below which you want to insert the selected item.
5. Then click **Save**.

To Hide/Show Columns

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Reorder button** in the upper left.
3. Then look in the Visible column and click the **corresponding status indicator**. Clicking No will change the visibility to Yes. Clicking Yes will change the visibility to No.
4. Then click **Save**.

WebCT Vista 3.x

Making Grades Accessible to Students

There are TWO requirements for making grades accessible to students: 1. Release the column in the grade book. 2. Add the My Grades tool to the course toolbar.

Step 1, releasing the column is covered on page 11.

Step 2 is described below:

To Add the My Grades Tool

1. Click the **Build tab**, and then select either the **Basic or Power View subtab**.
2. Click **My Grades** on the Add to Course Toolbar row to add it to the Course Toolbar. If you did not see the tool listed, click the More Tools link.

Quick Tips

Viewing Grades

When using the WebCT Vista grade book, you'll need to remember the following:

If you want students to be able to view their grades you must

1. Release the columns. This can be done by Teach | Grade book| Column Settings| then change the Release to student option for the appropriate columns.
2. Make the MyGrades tool available on the Course Toolbar. This can be done by Build| Basic View| then add the MyGrades tool to the course toolbar. MyGrades can ONLY be added to the course toolbar.

Student Access

There are varying levels of student access to WebCT Vista and to sections in Vista.

Scenario 1: Cannot login to WebCT Vista.

The student may not have an account yet. Please have the student fill out a help form to check this out: <http://www.gpc.edu/webct/help>



Scenario 2: A student is missing a section on their MyWebCT page.

The student may have registered late and not had their account information updated. This will happen frequently during the drop/add period. Please have the student fill out a help form to check this out: <http://www.gpc.edu/webct/help>

Scenario 3: A student is denied access to a section

The instructor MUST grant students access to their section. The instructor should do this more than one time during the drop/add period.

To Grant or Deny Members Access

1. From the Grade Book screen, click the **Members button** at the top of the screen.
2. Next to the student's last name, click the drop down list arrow.
3. Then click the **Grant Access**  or **Deny Access buttons** .

