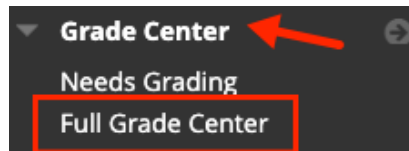


EDIT STUDENT GRADES

It may be necessary to change a student's grade in the grade center, such as if the incorrect grade was originally entered.

Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. In the Grade Center, navigate to the appropriate student name and Grade Center column. Click on the **cell** to edit as this will highlight the cell.

FIRST NAME	MIDTERM EXAM WEEK 7
Mary	9.00
John	85.00

3. **Type** in the new grade over the existing grade and hit the **return or enter** key when done. A new grade has been entered and is automatically saved.

FIRST NAME	MIDTERM EXAM WEEK 7
Mary	90.00
John	85.00