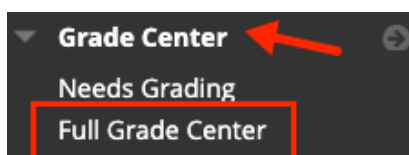


ENTER STUDENT GRADES

Instructors should plan to grade student submitted assignments within 7 days.

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 column you wish to enter grades for. **Double click** on the student name and **enter a grade** for that assignment.

| FIRST NAME | MIDTERM EXAM WEEK 7 |
|------------|---------------------|
| Mary | 90 |
| John | -- |
| DD | -- |
| Jillian | -- |

3. Press the **return or enter key** to save the grade. The grade appears in the Grade Center column and is available to students as long as the column is not hidden from them.

| FIRST NAME | MIDTERM EXAM WEEK 7 |
|------------|---------------------|
| Mary | 90.00 |
| John | 85.00 |
| DD | 90.00 |
| Jillian | 100.00 |

4. Repeat these steps to enter more grades. The grades automatically save when you hit return or enter.