

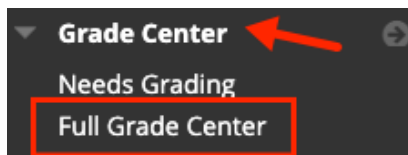
# ENTER STUDENT GRADES

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

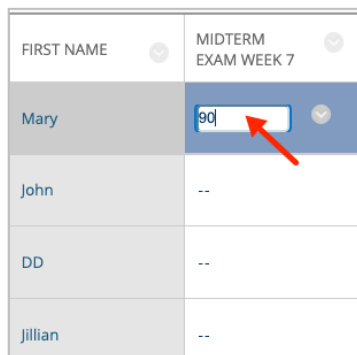
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## Instructions

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



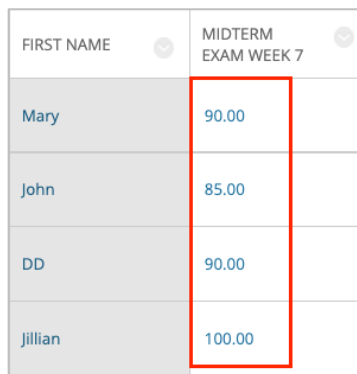
2. In the Grade Center, navigate to the column you wish to enter grades for. **Double click** on the student name and **enter a grade** for that assignment.



A screenshot of a table with two columns: 'FIRST NAME' and 'MIDTERM EXAM WEEK 7'. The table contains four rows of student data. The first row, for 'Mary', has a blue background and an input field containing the number '90'. A red arrow points to this input field. The other rows are for 'John', 'DD', and 'Jillian', each with a '--' in the second column.

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.



A screenshot of the same table as above, but now the grades are saved. The 'MIDTERM EXAM WEEK 7' column contains the values '90.00', '85.00', '90.00', and '100.00' for the students Mary, John, DD, and Jillian respectively. A red rectangular box highlights the entire 'MIDTERM EXAM WEEK 7' column.

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.