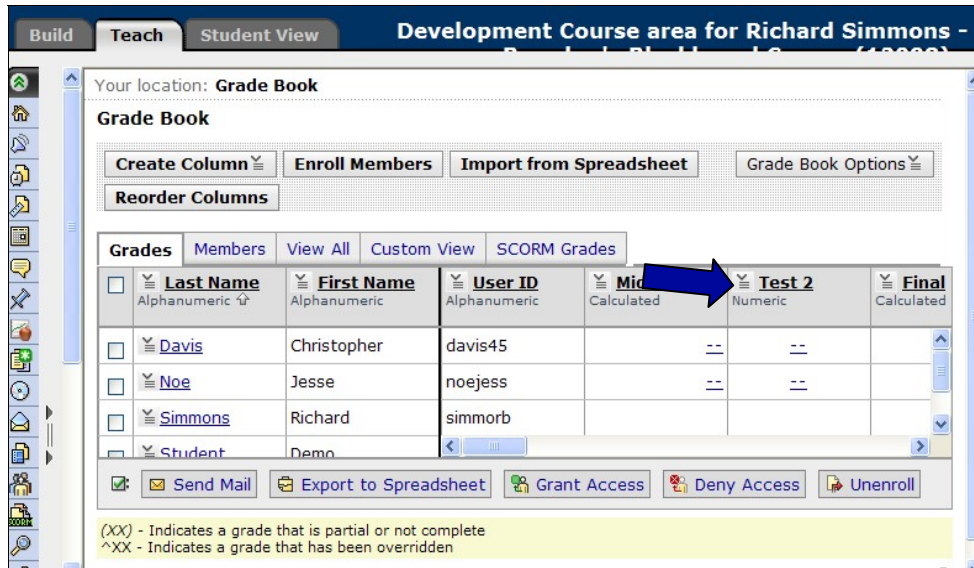
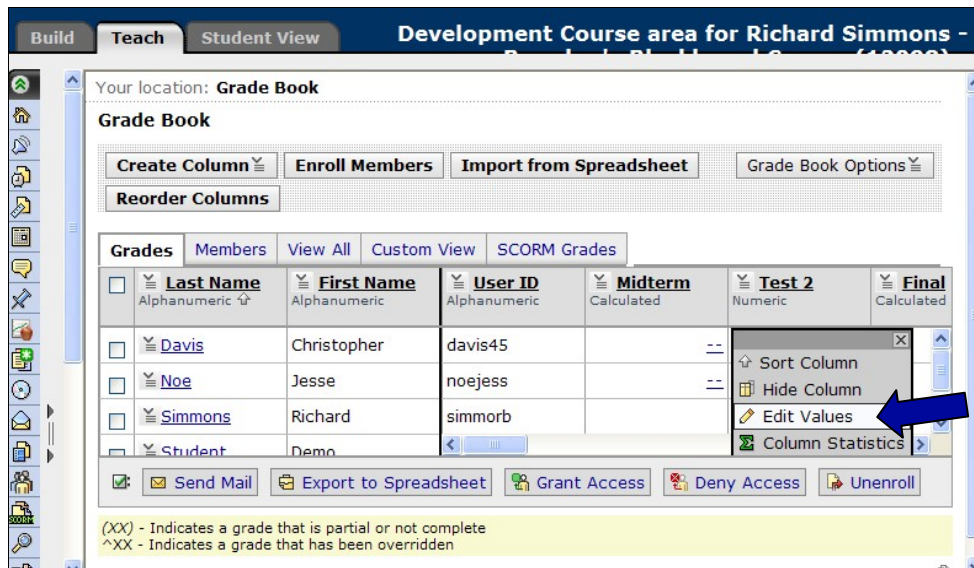


# How to Enter Grades into the Grade Book

1. Click the **Action Link** next to the grade column name. If you need to create grade columns, please see the help on managing the grade book.

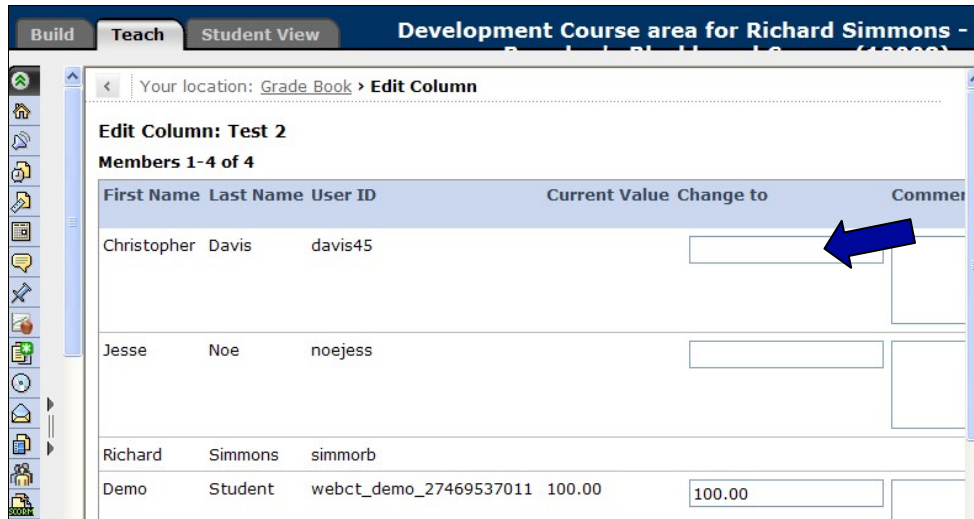


2. Select the **Edit Values** link.

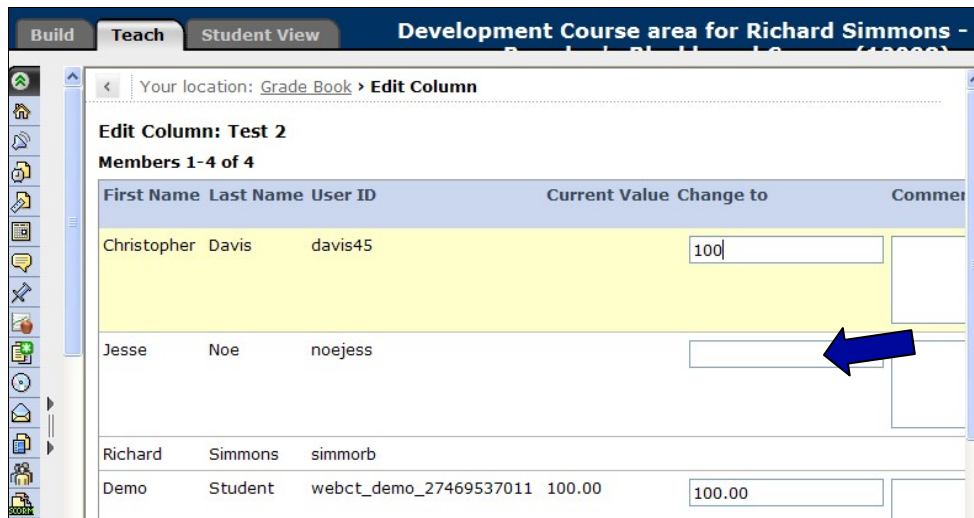


# How to Enter Grades into the Grade Book

3. Select the white box in the **Change to** column for each student and enter the grade.



4. Repeat for all students.



# How to Enter Grades into the Grade Book

- Click the **Save** button.



- Your grades have been entered.

