How To Enter Grades

1) Select the “Communication” button from your course Navbar, then select “Grades”.

![Image of course Navbar with Grades highlighted]

2) Make sure the “Enter Grades” tab is selected.

![Image of Enter Grades tab selected]

3) Locate the Grade Column you want to Enter Grades for (Assignment 1 Grades in this example) and select the action button next to the title of the Grade Column name.

![Image of action button next to Grade Column name selected]

4) Select the “Grade All” option from the drop down menu.
5) Enter the individual grade for the student in the box under the “Grade” column.

6) Optional: After entering the grade you can press the “Feedback” Icon to the right of the Grade area to leave individual comments for the student.

7) Press the “Save and Close” button at the bottom of the page. 

**NOTE:** If you have more than one page of student grades to enter, ensure you press the “Save” button at the bottom of page 1 before moving onto page 2, otherwise, the grades on page 1 will not be saved.