

# GRADEBOOK: ENTERING GRADES

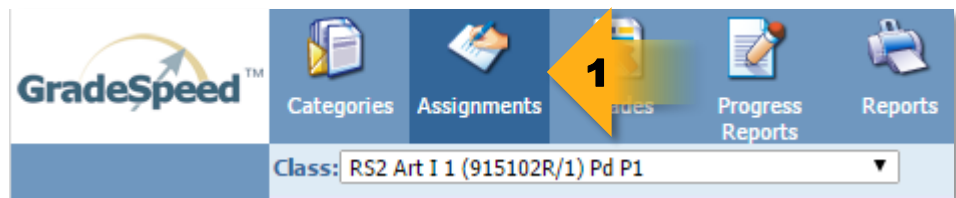
## Quick Start Guide

This Quick Start Guide will take you through the process of entering grades for individual assignments, in both the Assignments module and Grades module.

Note: Grading categories must be established and an assignment must be created before grades can be entered. See *QSG Modifying Grading Categories* and *QSG Creating an Assignment* for details.

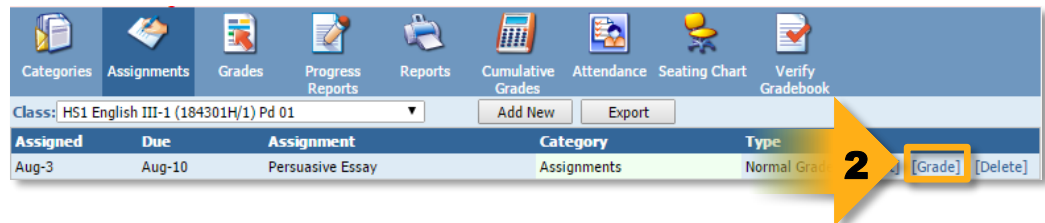
### Open the Assignments Screen

1. In the menu bar, click "Assignments."



### Find the Desired Assignment

2. Find the desired assignment and click [Grade] to record grades.



### Enter Grade Detail

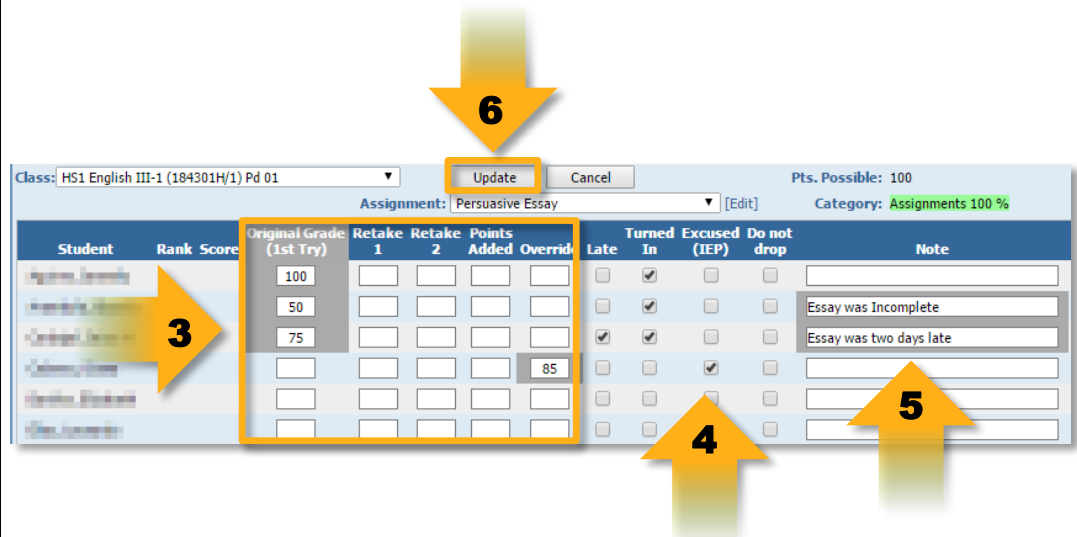
3. Enter grade value(s).

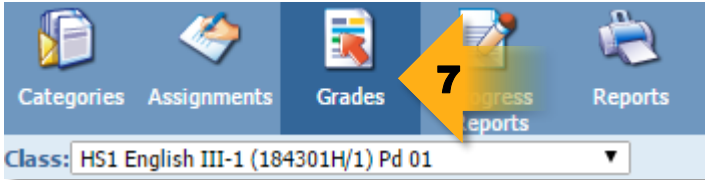
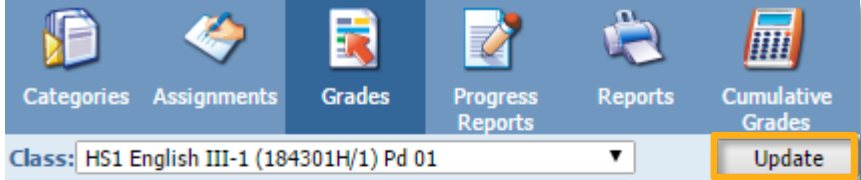
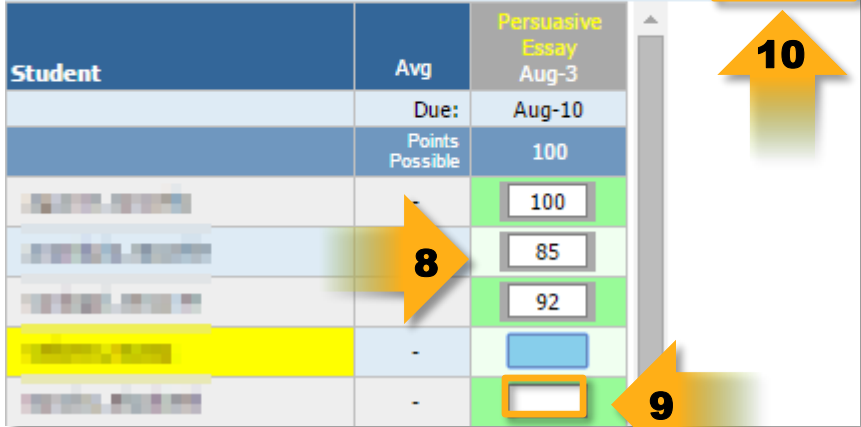
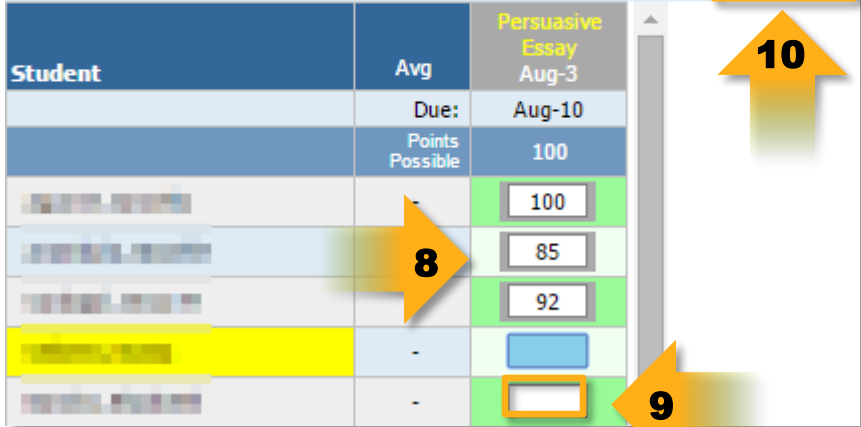
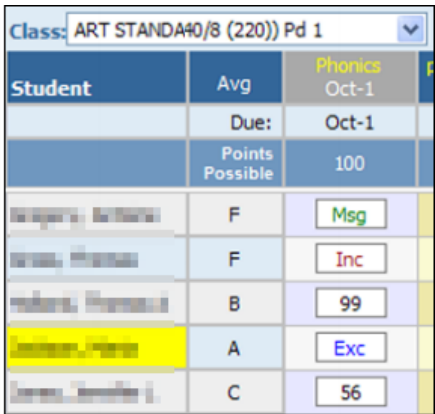
4. Check the appropriate boxes.

5. Add a note if desired.

*Note: The message will appear in both parent and student portals.*

6. Click **Update**.



<p><b>Open the Grades Screen</b></p> <p>7. In the menu bar, click “<b>Grades.</b>”</p>	
<p><b>Enter Grades</b></p> <p>8. Find the desired assignment.</p>	
<p>9. Enter the grades in the empty fields provided.</p>	
<p>10. Click <input type="button" value="Update"/> to save changes.</p>	
<p><b>Entering Missing, Excused, or Incomplete Grades</b></p> <p>11. To enter a grade as missing, <b>enter “m”</b> in the cell.</p> <p>To enter a grade as excused, <b>enter “e”</b> in the cell.</p> <p>To enter a grade as incomplete, <b>enter “i”</b> in the cell.</p>	
<p>12. Click <input type="button" value="Update"/> to save changes.</p>	<p><b>Missing grades (Msg) will be calculated as a “zero”.</b></p> <p><b>Excused (Exc) grades will be calculated as a blank grade, and will not affect the student’s average.</b></p> <p><b>Incomplete (Inc) grades will be calculated as a blank grade, and will not affect the student’s average.</b></p>