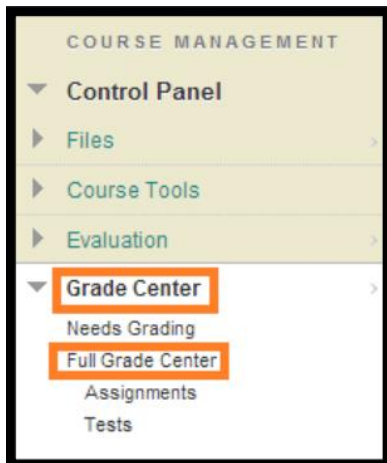




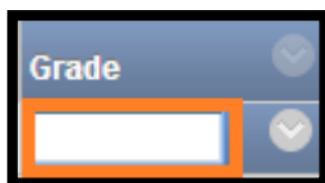
Entering a Grade from the Grade Center

1. Access the Grade Center: From the Control Panel menu, click Grade

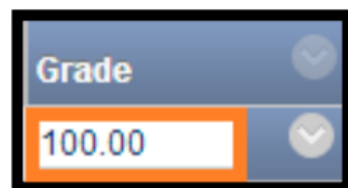
Center>>Full Grade Center



2. Move the cursor over the desired cell and click once. This will highlight the content of the cell in edit mode. If you click again, the cursor will be placed after the dash, resulting in a negative value. If this occurs, either select the content or backspace over it.



3. Type the score.



4. Press Enter. The score will be saved. Your cursor will move to the next student on that column, in edit mode.