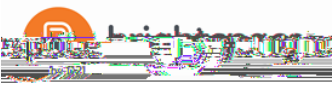


With the points system you do not need categories because it is the Max. Points assigned to an individual grade item that counts toward the final grade.

1. Click at the top of the page.

1. From the Manage Grades area, click then .



2. Look for any errors and click on the grade item name to make any revisions.

1. Click on "Enter Grades" from the list at the top of the page.

2. There are three ways to enter a student's grade from the grade area.

a. Click on the drop-down menu for the grade item you are entering grades and choose
from the list.

b. Click on the name of the student to get a complete list of the grade items.