

Post Assignment Grades

Here's how you can post the assignment grades.

1. On the Home screen, click **Post Grades**.
2. On the left sidebar, select the class that you want to post grades for. All of the assignments that have been entered for the class display in the appropriate grading period.



Useful Information

If the assignments don't display, on the toolbar, click **Customize** and select the **Show Assignments** check box.

3. On the toolbar, click the **Grading Period** drop-down list and select a grading period.
4. Enter grades for the assignments. After you enter all grades for one assignment, to move to the next student, press **Enter** on your keyboard.
5. When you're finished entering grades, click **OK**.