Entering Grades

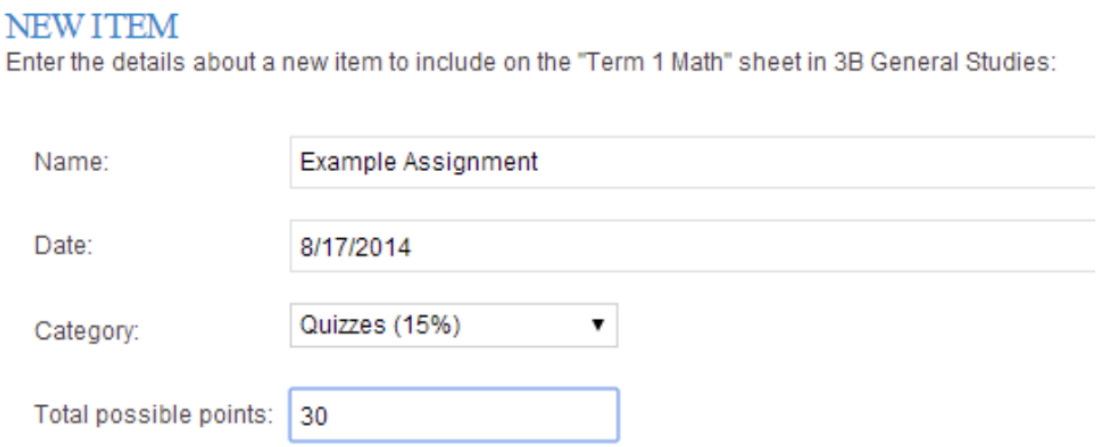
After you've created a sheet, you can start **entering grades**.

1. To add a new grade click 

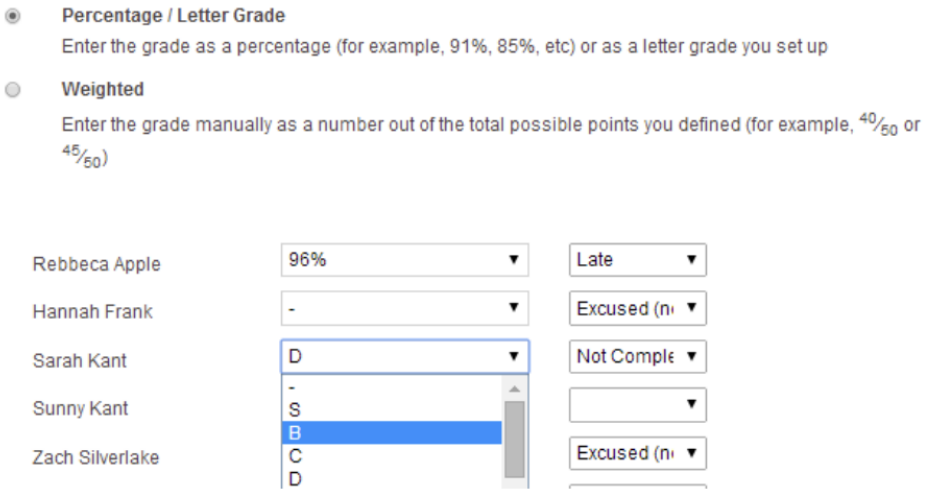
on the top right side.

2. Fill in the **name**, enter the **date**, and select the corresponding **category** (e.g. Quizzes - 15%) for this grade. Then choose the total possible **points** of this assignment.

   Now press **“Continue.”**

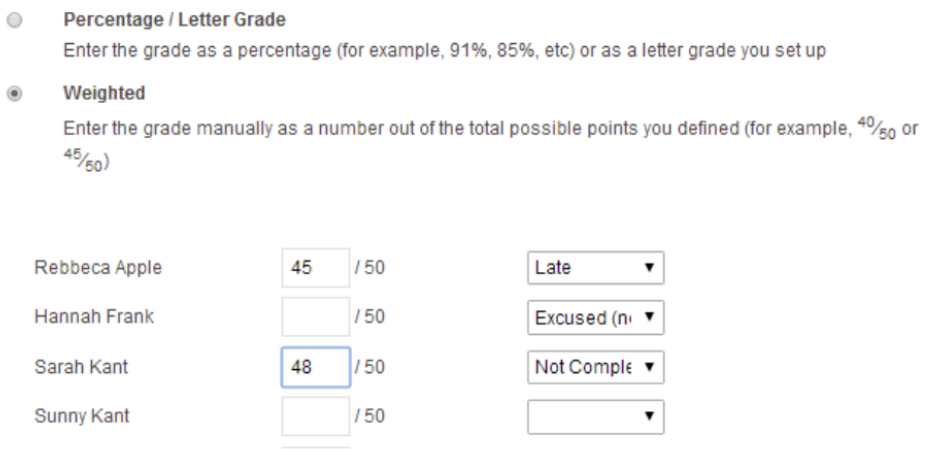


3. Here you have two options when entering grades for each student:
   “Percentage/Letter Grade” or **“Weighted”**:
   •For **“Percentage/Letter,”** you can select a grade from 1% - 100% or from the grade options you defined when creating the sheet (A, B, C, etc).



   •For **“Weighted,”** you will enter the number of points received out of the total possible.

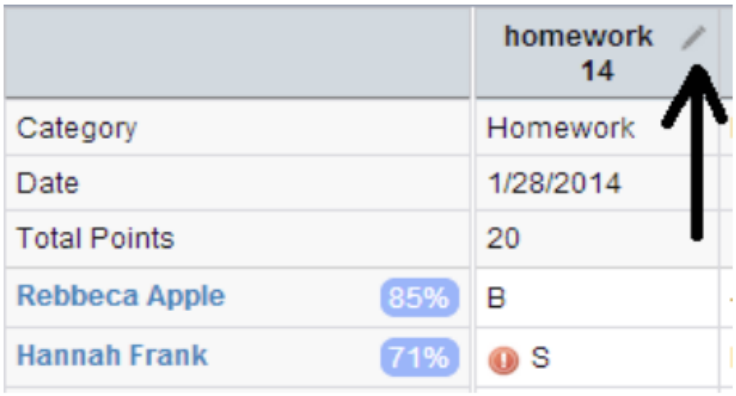
For example, if you entered 20 as the total points possible, a student can receive "something out of 20." For example, 20/20 or 18/20.



4. You can also mark a grade as “Late”, “Excused” or “Not Completed” where applicable. A grade marked as “excused” for a student will not be factored into the grade average.

5. Finally, click **“Save Grades.”**

6. Click the pencil icon next to each assessment to **edit** the scores, change, or delete.



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