

Progressbook: Entering Grades individually

Sometimes, when attempting to enter end-of-term grades for your entire class, you receive error messages and entering grades seems impossible. If this should occur, a work-around that *should* work is to enter them individually. The directions are below.

1 To enter grades, click on the link



2 The normal way to enter grades is to first click "Show All Students."

Do NOT do this.



3 Instead,

- click on one student (1)
- Check the box for that particular term (2)
- Click the equals sign (3)
- Then fill in any more information needed to submit the grade
- Click **Save Next** to save the grade and go to the next student

