How to Enter a Grade in Grade Center

1. Make sure **Edit Mode** is ON.
2. If **Control Panel** is not expanded, please click on the words **Control Panel** to expand it.
3. Click **Evaluation**.
4. Click **Grade Center**.
5. Scroll using the horizontal scroll bar to your grading column.
6. Click once inside the grade cell that corresponds with the student.
7. Type the grade.
8. Press **Enter**.