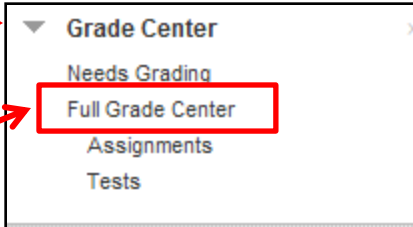


# Entering Grades

The instructions below apply to columns that instructors manually add to the Grade Center. Grades for HuskyCT Tests, Assignments, and graded Discussions, Blogs, and Journals appear in the Grade Center columns automatically created for those activities during the grading process.

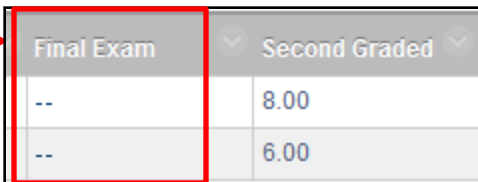
1. Under **Course Management Control Panel**, click **Grade Center**

2. Select **Full Grade Center**



The screenshot shows a dropdown menu for 'Grade Center' with options: 'Needs Grading', 'Full Grade Center' (highlighted with a red box), 'Assignments', and 'Tests'. Red arrows point from the instruction boxes to the 'Grade Center' menu and the 'Full Grade Center' option.

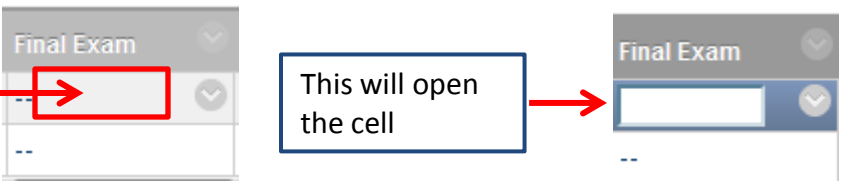
3. Find the **column** where you will enter grades.



The screenshot shows a table with two columns: 'Final Exam' and 'Second Graded'. The 'Final Exam' column is highlighted with a red box. The 'Second Graded' column has a dropdown arrow. Below the column headers, there are two rows with '--' in the 'Final Exam' column and '8.00' and '6.00' in the 'Second Graded' column.

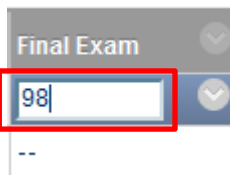
4. Click in the center of the **grade cell** where you want to enter a grade.

This will open the cell



The first screenshot shows a 'Final Exam' column with a red box around a cell containing '--'. A red arrow points to the next screenshot, which shows the cell opening into a text input field. A second red arrow points to a third screenshot showing the text input field with a blue border and a dropdown arrow on the right.

5. **Type the grade** in the white text box

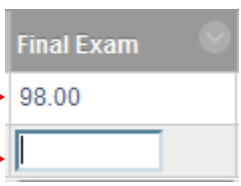


The screenshot shows the 'Final Exam' column with the text input field now containing the number '98'. A red box highlights the input field.

6. **Hit the enter key** on your keyboard. This will **save the grade entered** and will **open the next cell** in the column.

Saved grade →

Next cell open →



The screenshot shows the 'Final Exam' column with the text input field now containing '98.00'. A red box highlights the input field. A red arrow points from the 'Saved grade' text to the '98.00' value. Another red arrow points from the 'Next cell open' text to the next cell in the column, which is now open as a text input field.

**Please note:** If hitting the enter key does not open up the next cell in the column, try using a different browser.

7. Continue this process until all the grades for that column have been entered.