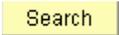
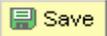


## Grading

This job aid assists you in the grade recording process

- 1 Navigate to **Curriculum Management > Grading > Grade Roster**
- 2 On the **Grade Roster** page, enter your search criteria to retrieve the desired class and click .
- 3 Click the **Grade Roster Type** Tab. Be sure that **Final Grade** is highlighted. Then, click **create**.
- 4 In the **Roster Grade** box beside each student listed, type in the grade or use the  icon to select from the list.
- 5 When you are satisfied with your entries, click the  button. Once all the grades have been entered for all students, then Click the **Return to Search**.
- 5a If you want to print **Grade Roster**, click the  button (use the web browser to print)
- 5b If you want to download the **Grade Roster**, Click the  download icon.