

Instructions on how to enter grades on MyMathLab for offline exams

- 1- First go to the Instructor Gradebook under Course Tools
- 2- Click on More Gradebook Tools then choose Manage Offline Items

Gradebook Views: All Assignments, Overview by Student, Study Plan, Performance by Chapter

Class Roster: All Students

Student Name	Student ID	Login name
Baptiste-Lewis, Daion		daion.baptiste@yahoo.com
Cise, Seran		serancise1829@gmail.com
Costantini, Theresa Rose		teerosee78
Gomez, Jorge		georgin26@hotmail.com
Gonzalez, Anastasia		anastasia1129
Ibear, Bibi		bibi.ibeat
Jarero, Hector		jarero.hector98@gmail.com
Kemraj, Krishna		krishnakemraj
Locarno, Jennifer		locarnoglam@aol.com
Perez, Mario		m.p.sr1009@gmail.com
Reinoso, Ashley		ashleyreinoso_16@icloud.com
Sanchez, Vanessa		rs2162@aol.com
Santos, Elizabeth		esantos595

- 3- Next to the assignment you want to enter grades for please click Choose then Change Scores
- 4- Now you should see a list of all the enrolled students with boxes next to them. Please enter the grade for each student in the box next to it then click Save.

1 Start 2 Item Info 3 Enter Scores

Book: Borough of Manhattan CC: MAT 008: Basic Math

Gradebook Category: Midterm

Item name: Midterm

Note: You can enter scores manually or upload them from a spreadsheet.

Student Name	Student ID	Login name	Correct Points (100 points total)	Score
Baptiste-Lewis, Daion		daion.baptiste@yahoo.com	<input type="text"/>	
Cise, Seran		serancise1829@gmail.com	<input type="text"/>	
Costantini, Theresa Rose		teerosee78	<input type="text"/>	
Gomez, Jorge		georgin26@hotmail.com	<input type="text"/>	
Gonzalez, Anastasia		anastasia1129	<input type="text"/>	
Ibear, Bibi		bibi.ibeat	<input type="text"/>	
Jarero, Hector		jarero.hector98@gmail.com	<input type="text"/>	
Kemraj, Krishna		krishnakemraj	<input type="text"/>	
Locarno, Jennifer		locarnoglam@aol.com	<input type="text"/>	
Perez, Mario		m.p.sr1009@gmail.com	<input type="text"/>	
Reinoso, Ashley		ashleyreinoso_16@icloud.com	<input type="text"/>	
Sanchez, Vanessa		rs2162@aol.com	<input type="text"/>	
Santos, Elizabeth		esantos595	<input type="text"/>	