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

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Document Sharing	Gomez, Joras					
Browser Check	Gonzalez, Anastania S Ibnik, Bbi S	anchez, Vanessa antos, Elizabeth				

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.

MyMathLab"	Instructor Gradebook								
Main Menu									
Course Tools ~	Edit Offline Iten	Edit Offline Item							
A HWTest Assignment	1) Start 2) Item I	1) Start 2) Item Info 0 Enter Scores							
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3 Announcements Manager	Item name Hid	Hem name Hidterm							
A Course Roster (Section	For students enrolled in your course, you can add scores now, or return to this screen later by choosing Manage Items from the Gradebook.								
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8 Study Plan Manager					(100 points				
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	Cisse, Saran			sarancisse1829@pmail.com					
	Costantini, Theresa Rose			teerocee78					
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