

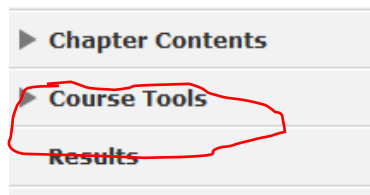
## Posting Scores In MyMathLab Gradebook for Registered Students

- 1) Click on **Course Tools**.
- 2) Click on **HW/Test Assignment Manager**.
- 3) Click on **Offline Categories**.
- 4) Select the **offline assignment** that you need to add scores to.
- 5) Select **Change Scores** from Actions pull-down menu.
- 6) Click on **Go**.
- 7) **Enter your scores** and scroll to bottom.
- 8) Click **Save**.

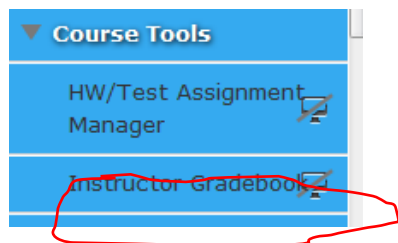
## Posting Scores in MML Grade Book for Students Who Are **NOT** Registered(name in grey)

Students' names listed in grey in MML are students who initially logged-on during the free trial period but have not purchased an access code. **You can still enter their grades.**

1. Click on **Course Tools** on the left.



2. Then click on **Instructor Gradebook**.



3. In the gradebook, at the bottom, you will see students' names listed in grey. Click on **each student's name**.
4. All the students' assignments will appear. Scroll to the bottom of their assignments. You will see:

▲ Midterm (Offline)		--		-- Choose --	Go
▲ CUNY Exam (Offline)		--		-- Choose --	Go
▲ Final (Offline)		--		-- Choose --	Go

5. To the right of "**Midterm (Offline)**," click on "**Choose**," then "**Submit Score**," then click on **GO**.

A box will appear where you can enter the student's grade.

Click the **"?"** icon for additional assistance on this topic.

**Educator phone support: 888-433-8435**

