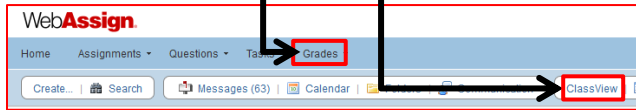


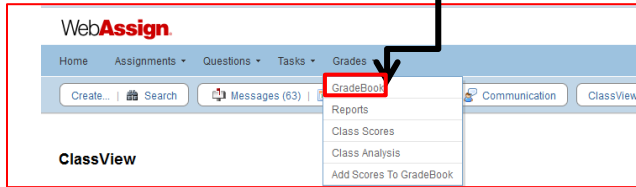
➤ How to Enter Midterm Scores into the WebAssign Gradebook

1. Go to **CLASS VIEW**.

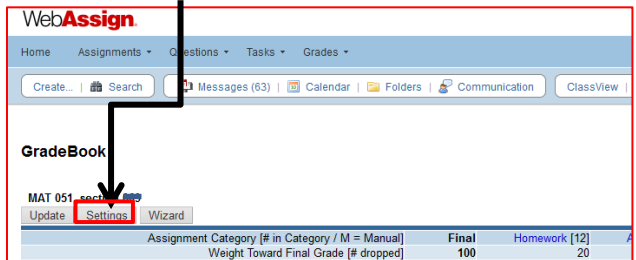
2. Then click on **GRADES**.



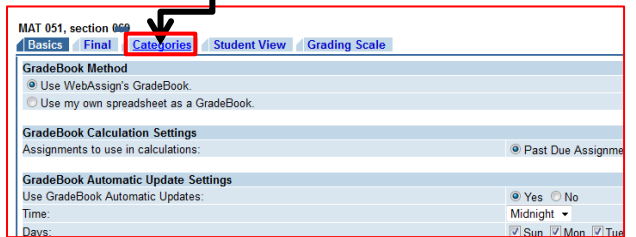
3. From the drop down menu, click on **GRADEBOOK**.



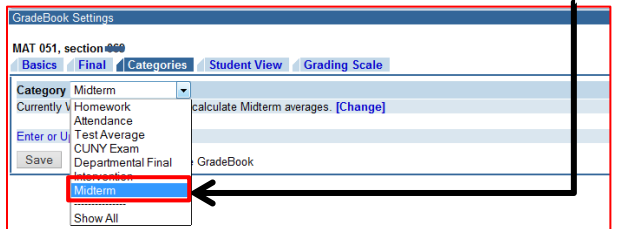
4. Click on **SETTINGS**.



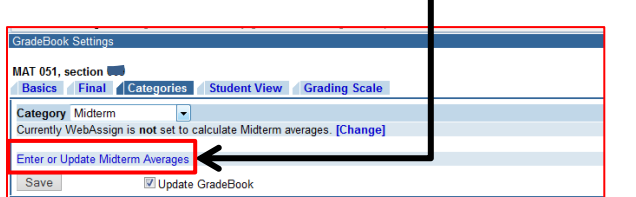
5. Click on **CATEGORIES**.



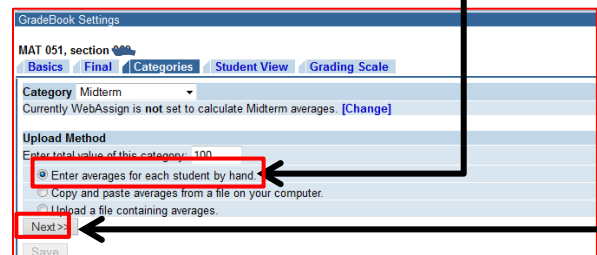
6. From the drop down menu, change the category to **MIDTERM**.



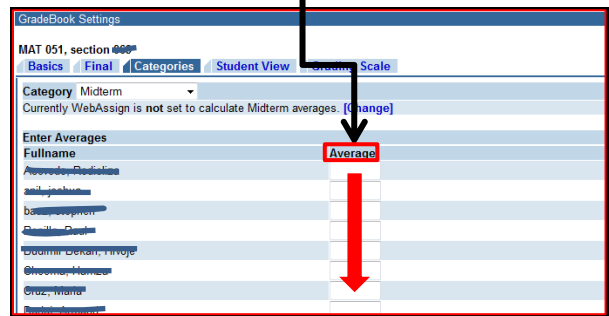
7. Click on **"Enter or Update Midterm Averages"**



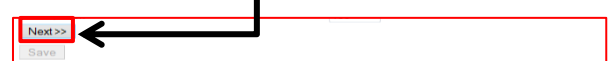
8. Click on **"Enter Averages for Each Student by Hand"**, then click on **NEXT**.



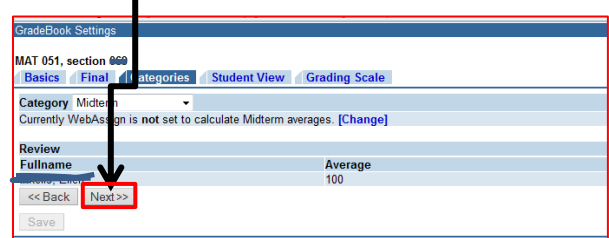
9. Enter midterm scores (in "average" column) by hand.



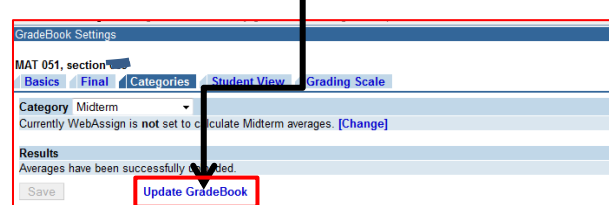
10. Make sure to click on **NEXT** (at the bottom of list of names).



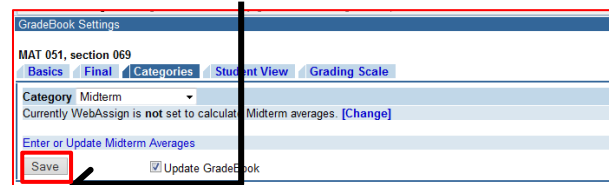
11. Click on **NEXT** again.



12. Click on **UPDATE GRADEBOOK**.



13. And then click on **SAVE**.



To see posted scores, click on **GRADES > GRADEBOOK**.

