# How to Enter Midterm Scores into the WebAssign Gradebook

I. Go to CLASS VIEW.	
2. Then click on GRADES.	
Web <b>Assign</b>	
Home Assignments - Questions - Tasto Grades	
Create   🏙 Search 🏾 📫 Messages (63)   🔟 Calendar   🔤	ClassView

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

_			
	Web <b>Assign</b>		
	Home Assignments • Questions • Tasks •	Grades	
	Create   # Search Messages (63)   0	GradeBook	ClassView
		Reports	Construction Construction
		Class Scores	
	ClassView	Class Analysis	
		Add Scores To GradeBook	

## 4. Click on SETTINGS.

Web <b>Assign</b>	
Home Assignments • Q	estions • Tasks • Grades •
Create   🏙 Search	🕽 Messages (63)   🔟 Calendar   🚘 Folders   🧬 Communication 🛛 ClassView
GradeBook MAT 051 sector for Update Settings Wizar	<u>i</u>
Assign	ment Category [# in Category / M = Manual] Final Homework [12] A Weight Toward Final Grade [# dropped] 100 20

#### 5. Click on CATEGORIES

MAT 051, section 000 Basics Final Categories Student View Grading S	cale		
GradeBook Method			
Ose WebAssign's GradeBook.			
O Use my own spreadsheet as a GradeBook.	O Use my own spreadsheet as a GradeBook.		
GradeBook Calculation Settings			
Assignments to use in calculations:	Past Due Assignme		
GradeBook Automatic Update Settings			
Use GradeBook Automatic Updates:	Yes O No		
Time:	Midnight -		
Davs:	Sun V Mon V Tue		

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

GradeBook	deBook Settings		
MAT 051, section 666 Basics   Final   Categories   Student View   Grading Scale			
Category Midterm			
Currently V	Homework Attendance	calculate Midterm averages. [Change]	
Enter or U	Test Average		
Save	CUNY Exam Departmental Final	GradeBook	
	Midterm	←	
Show All		]	

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

GradeBook Settings	
MAT 051, section Basics Final Categories Student View Grading Scale	
Category Midterm -	
Currently WebAssign is not set to calculate Midterm averages. [Change]	
Enter or Update Midterm Averages	
Save Update GradeBook	

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

GradeBook Settings	
MAT 051 section 000	
Basics / Final / Categories / Student View / Grading Scale	
Category Midterm	
Currently WebAssign is not set to calculate Midterm averages. [Change]	
Upload Method	
Enter total value of this category, 100	
Enter averages for each student by hand	
Cliffer averages for each student by fiand.	
Copy and paste averages from a file on your computer.	
<ul> <li>Upload a file containing averages.</li> </ul>	
Next >>	
Save	

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

GradeBook Settings	
MAT 051, section 000*	
Basics Final Categories Student View	Stading Scale
Category Midterm	
Currently WebAssign is not set to calculate Midterm a	verages. [Change]
Enter Averages	
Fullname	Average
Atomoto, Rediction	
anil, jeebue	
batteren	
Section Read	
Duanni Dekan, Hivoje	
Chooma, Hamza	
Cruz, Maria	
Province-decomposition	

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

_			
Π	Next>>	1	
ľ	Save		
L	0.0110		

11. Click on NEXT again.

GradeBook Settings	
MAT 051, section 660	
Basics Final	ategories / Student View / Grading Scale
Category Midtern	• •
Currently WebAss gn is	not set to calculate Midterm averages. [Change]
Review	
Fullname 💊 🍙	Average
	100
<< Back Next>>	
Save	

#### 12. Click on UPDATE GRADEBOOK.

GradeBook Settings	
MAT 051, section	
Basics Final	Categories Student View Grading Scale
Category Midterm	
Currently WebAssign	is not set to c Iculate Midterm averages. [Change]
Results	
Averages have been s	uccessfully werded.
Save	Update GradeBook

I

## 13. And then click on SAVE.

GradeBook Settings	
MAT 051, section 069 Basics Final Categories Stud	ent View 🥤 Grading Scale
Category Midterm -	
Currently WebAssign is not set to calculate	Midterm averages. [Change]
Enter or Update Midterm Averages	
Save 🛛 Update Grade	pok

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