

➤ How to Enter Offline Items into the MyMathLab Gradebook

Click **Course Tools** > **HW/Test Assignment Manager** > **Offline Categories**:

MAT 008 - FALL 2014 (MASTER) MyMathLab®

HW/Test Assignment Manager

Coord: MAT 008 - FALL 2014 (MASTER) [0] > HOMEWORK/TEST MANAGER

Manage Course List

Homework/Test Manager: Other Member List Legend ?

Create Assignment Change Dates & Assign Status Set Prerequisites More Assignment Tools

Show All Homework Quizzes & Tests Offline Categories Chapter

Order	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
20	O-11	Midterm (Offline)	▲				Change Scores -- Choose -- Edit Item Info Copy Delete
38	O-11	Final (Offline)	▲				Change Scores -- Choose -- Edit Item Info Copy Delete

This course is based on Borough of Manhattan CC: MAT 008: Basic Math Copyright 2014 Pearson Education

Select the **offline assignment** you need to add scores to and select **Change Scores** from Actions pull-down menu. Click **Go**.

Edit Offline Item Legend ?

1 Start 2 Item Info 3 Enter Scores

Book Borough of Manhattan CC: MAT 008: Basic Math

Gradebook Category Midterm

Item name Midterm

For students enrolled in your course, you can add scores now, or return to this screen later by choosing Manage Items from the Gradebook.

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

Student Name	Student ID	Login name	Correct Points (25 points total)	Score
[Redacted]		amw095	<input type="text"/>	
[Redacted]		aphofjess04	<input type="text"/>	
[Redacted]		semtieb	<input type="text"/>	
[Redacted]		nicholasbritten01	<input type="text"/>	
[Redacted]		monilyn_cacerado@yahoo.com	<input type="text"/>	
[Redacted]		alisonfigueroa45@yahoo.com	<input type="text"/>	
[Redacted]		destiny.garcia40	<input type="text"/>	

Enter your scores and scroll to bottom. Click **Save**.

Click the "?" icon for additional assistance on this topic.
Educator phone support: 888-433-8435

