
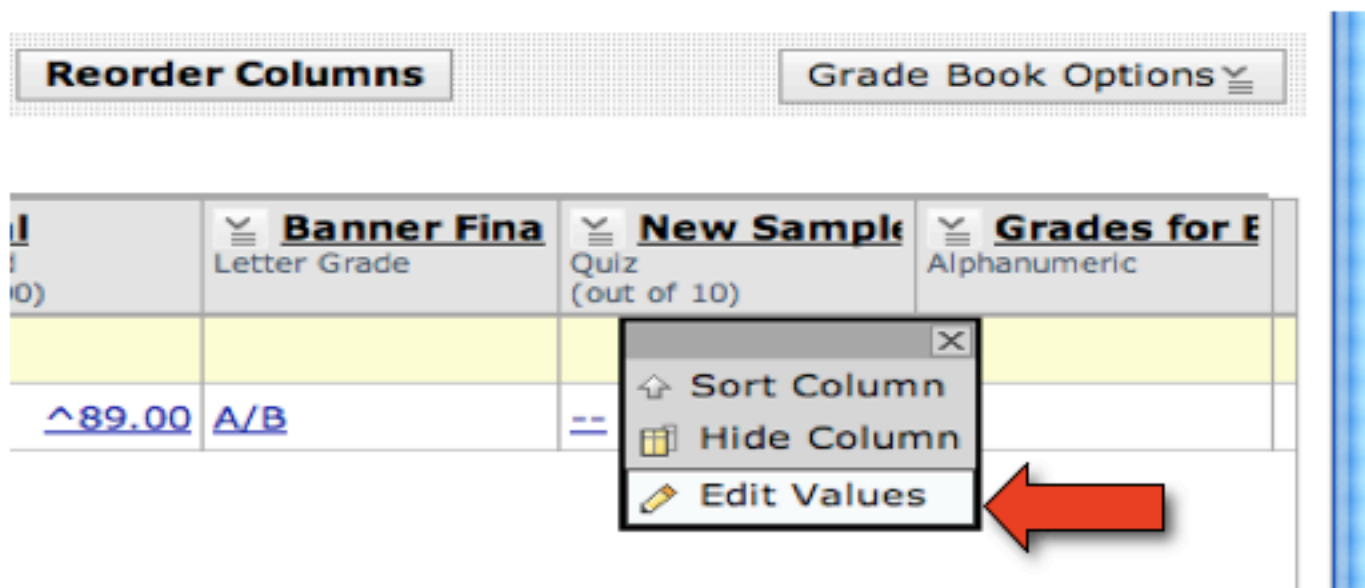


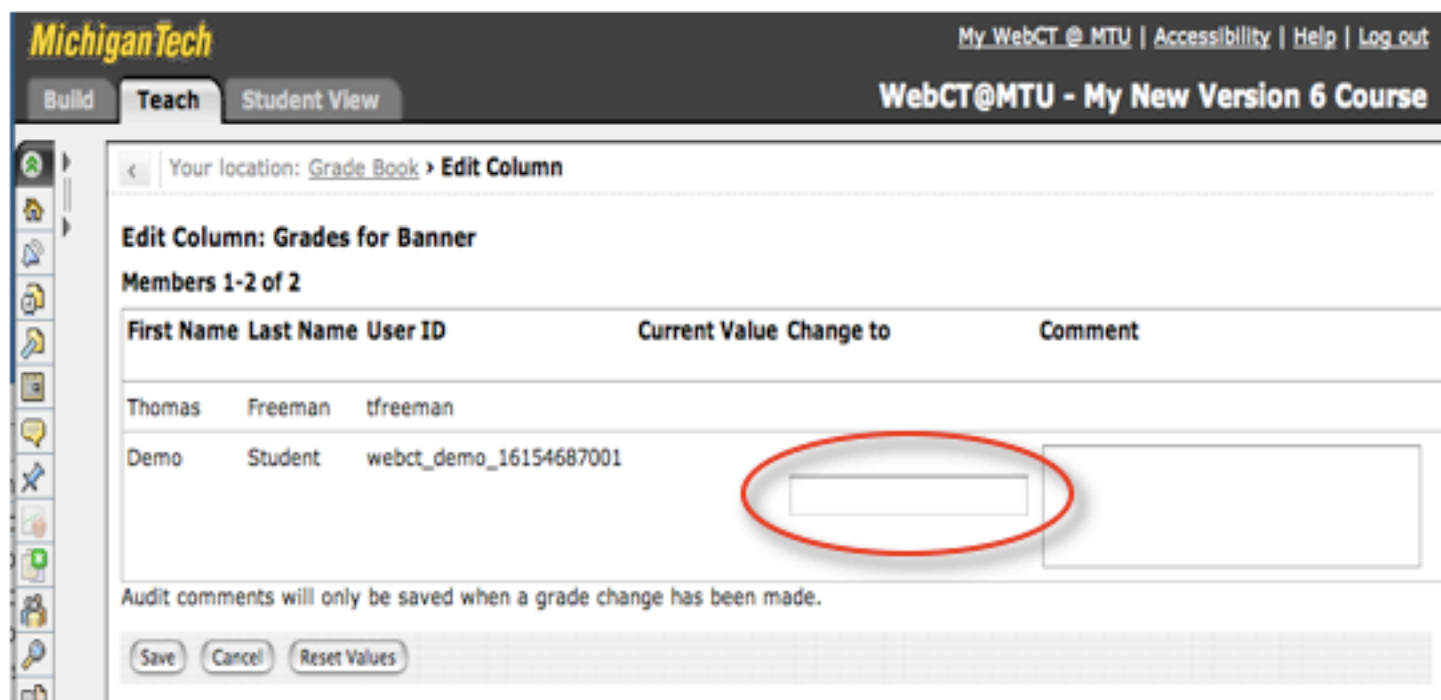
Entering Grades or Column Values for a class

Click on the name of the column or its Action Links Icon  to reveal the Action Links pull down menu and select "**Edit Values**" to enter grades.



The screenshot shows the top of a web application with two buttons: "Reorder Columns" and "Grade Book Options". Below these is a table with columns: "Banner Final", "New Sample", and "Grades for Banner". The "Banner Final" column has a value of "A/B" and a grade of "89.00". A dropdown menu is open over the "Banner Final" column, showing options: "Sort Column", "Hide Column", and "Edit Values". A red arrow points to the "Edit Values" option.

This will open the **Edit Column** screen. All the students in that section of your course will be listed vertically here. Enter their grades in the first text box under the heading **Change to**. (If the column already had grades they would be listed under **Current Value**) Then click the **Save** button at the bottom when you have completed entering grades.



The screenshot shows the "Edit Column" screen in WebCT@MTU. The page header includes "Michigan Tech" and "My WebCT @ MTU | Accessibility | Help | Log out". The navigation bar shows "Build", "Teach", and "Student View". The main content area is titled "Edit Column: Grades for Banner" and shows "Members 1-2 of 2". A table lists the members with columns for "First Name", "Last Name", "User ID", "Current Value", "Change to", and "Comment". The "Change to" column for the second member, "Demo Student", has a red circle around the input field. At the bottom, there are buttons for "Save", "Cancel", and "Reset Values".

First Name	Last Name	User ID	Current Value	Change to	Comment
Thomas	Freeman	tfreeman			
Demo	Student	webct_demo_16154687001		<input type="text"/>	