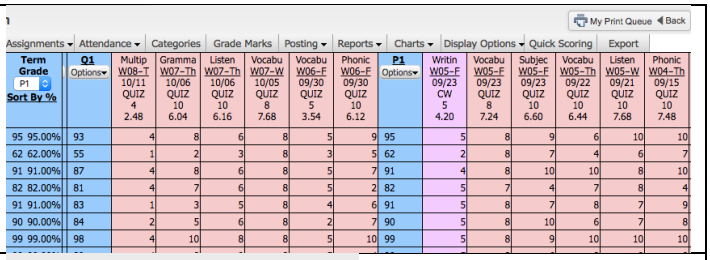
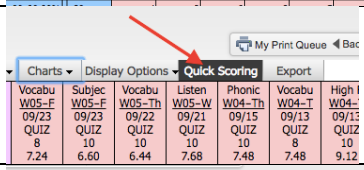
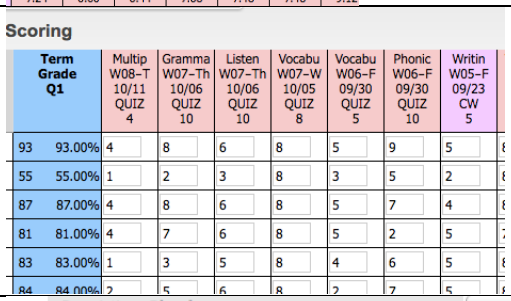
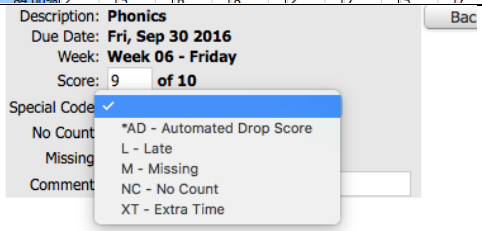
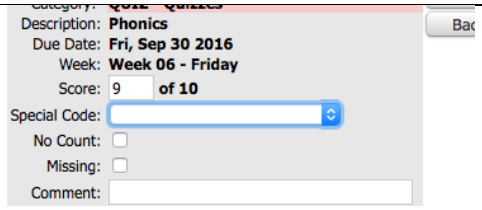
Score/Modify Grade an Assignment

1. Open up the appropriate gradebook	
2. Click Quick Scoring from the top menu bar	
3. Enter/modify scores accordingly	
4. To place a comment for an assignment such as Missing or No Count, either double click in the appropriate cell or click in the cell and click the “Show Cell Details” button on the right side of the screen 5. Click the drop down arrow in the Special Code box	
6. For No Count assignment: in addition to the Special Code comment, place a check mark next to No Count 7. For Missing assignments: in addition to the Special Code comment, place a check mark next to Missing 8. Add any specific comment for this specific assignment and student in the bottom Comment box	
9. Click Save	