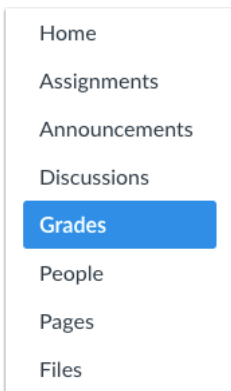
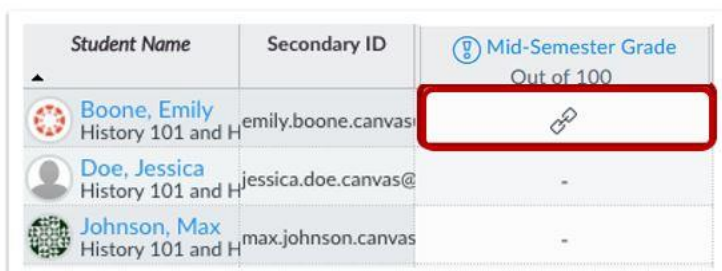


Entering Mid-Semester Grades in the Canvas Gradebook

1. In Course Navigation, click the Grades link.



2. In the Mid-Semester Grade column, click the cell located in the row of the student whose grade you want to enter.



A screenshot of the Canvas Gradebook table. The table has three columns: Student Name, Secondary ID, and Mid-Semester Grade (Out of 100). The first row is for Emily Boone, with a red box around the grade cell. The second row is for Jessica Doe, and the third row is for Max Johnson.

Student Name	Secondary ID	Mid-Semester Grade Out of 100
Boone, Emily History 101 and H	emily.boone.canvas	<input type="text"/>
Doe, Jessica History 101 and H	jessica.doe.canvas@	-
Johnson, Max History 101 and H	max.johnson.canvas	-

Type or use the arrows to enter the new score in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

3. Repeat this procedure for all the students in your course.
4. If you need to revise a score that you entered incorrectly, simply click into the cell to replace the attendance value and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Mid-Semester Grade percentages manually entered into the Gradebook are saved automatically.