Entering Mid-Semester Grades in the Canvas Gradebook

1. In Course Navigation, click the Grades link.

![Course Navigation](image)

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

![Mid-Semester Grade](image)

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.