

## STEP 1

### Click on Grades

 Teaching Online Training

[Course Home](#) [Lessons](#) [Calendar](#) [Grades](#) [Course Tools](#) [SSC Resources](#)

[Setup Wizard](#)

[Worksheet View](#) [More Actions](#)

[Options](#)

## STEP 2

### Right click on View Actions for Total Percentage

 [Show Search Options](#)

| er ▲             | Final Grades                                                                                       | Introduce Yourself ▼                                                                             | Intro |
|------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------|
|                  | Total Percentage ▼                                                                                 |                                                                                                  |       |
| cCrea, Mallory ▼ | - / -, -%       | - / 10, -%                                                                                       |       |
| , Hamid ▼        | - / -, -%       | - / 10, -%                                                                                       |       |
| Tyler ▼          | 10 / 10, 100 %  |  - / 10, -% |       |

### STEP 3

#### Click on Enter Grades

| Learner              | Final Grades     | Introduce Yourself | Introduction to Teaching Online |
|----------------------|------------------|--------------------|---------------------------------|
|                      | Total Percentage |                    |                                 |
| Bair-McCrea, Mallory | - / -, -%        | - / 10, -%         |                                 |
| Nawaz, Hamid         | - / -, -%        | - / 10, -%         |                                 |
| Hamid, Nawaz         | 10 / 10, 100%    | - / 10, -%         |                                 |
| Hamid, Nawaz         | - / -, -%        | - / 10, -%         |                                 |
| Hamid, Nawaz         | - / -, -%        | - / 10, -%         |                                 |

Edit

Enter Grades

View Statistics

View Event Log

### STEP 4

#### Check Select all rows

Search For...

Show Search Options

Set Grades

Clear Grades

Add Feedback

Email

Release

| <input checked="" type="checkbox"/> | Learner              | Total Percentage |
|-------------------------------------|----------------------|------------------|
|                                     |                      | Grade            |
| <input checked="" type="checkbox"/> | Bair-McCrea, Mallory | - / -            |
| <input checked="" type="checkbox"/> | Nawaz, Hamid         | - / -            |

STEP 5

Click on Release/Unrelease

all feedback

Show Search Options

Grades

Add Feedback

Email

Release/Unrelease

| Learner | Total Percentage |        |  |
|---------|------------------|--------|--|
|         | Grade            | Scheme |  |
| fallory | - / -            | -%     |  |

STEP 6

Click on Save and Close

|                                     |               |         |       |
|-------------------------------------|---------------|---------|-------|
| <input checked="" type="checkbox"/> | 🚩 Owen, Tyler | 10 / 10 | 100 % |
| <input checked="" type="checkbox"/> | 🚩 Smith, Jeff | - / -   | -%    |
| <input checked="" type="checkbox"/> | 🚩 Wood, David | - / -   | -%    |

Save and Close

Save

Cancel

## STEP 7

### Click on Yes

