

## Adding Grades to txGradebook

1. Login to txGradebook
2. Make sure you have created any groups, then added the correctly weighted categories, and added assignments.
3. Select Grades – Assignment Grades



4. Make sure the Semester and Cycle are displaying correctly. Select the group or course section from the drop down. Click Retrieve Data

Semester:  Cycle:  Course Section:

5. Enter the grades for each student
  - a. Click enter to have your cursor move down to the next student.
  - b. Click tab to move the cursor to the right to the next assignment for the same student.

Student ID	Student name	Cycle average	Practice test Due:None Max: 100
88	T		
97	T		
96	T		
69	T		
93	T		
13	T		
01	T		
10	T		
88	T		
64	T		
19	T		
94	T		
91	T		
62	T		
18	T		
88	T		
27	T		
69	T		
10	T		
25	T		
<b>Overall Averages:</b>			0
			<input type="button" value="Exclude All"/>
			<input type="button" value="0"/> <input type="button" value="Fill"/>

Assignments per Page:  << Previous 1 – 5 Next >>

6. Click on the paper icon by a grade to add specific information for that grade. Click ok when you have completed any documentation. Make sure any comments added are appropriate.

**Grade Properties**

Crossman, Mason R-102068  
test

Exclude  Redo  Late

Accommodated

Print comment

7. After adding grades, enter your PIN and Save.