CI
TL

How do I enter, delete, or exempt grades

1. To enter grades in the new Grade Center double click on a cell and enter the grade. Use the arrow keys to navigate through the cells or enter grade to move down one cell in the column.
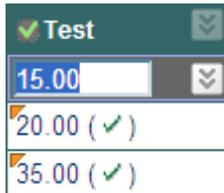
2. To delete grades double click on a cell and hit the **Delete** or backspace keys on your keyboard.

3. To exempt a grade click on the ⊻ icon for a **specific cell** and choose the Exempt Grade option.