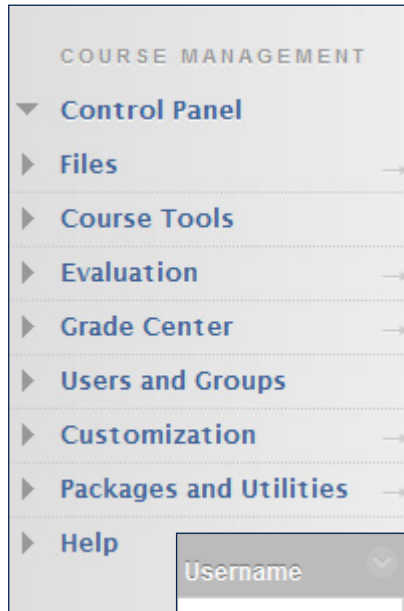


Setting an External Grade



1. From the Control Panel, open the Grade Center by clicking the right arrow.
2. Locate the Total column and click the down chevron.
3. Click Set as External Grade.

Username	Student ID	Last Access	Availability	Total
bbcoursdev17		February 21, 201	Available	
bbcoursdev38			Ava	

4. You will see a green check mark and will be able to view the Total column when posting final grades.

▼ Total
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