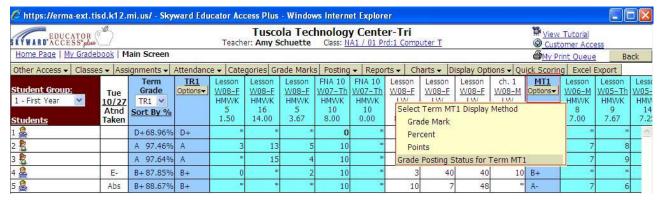
## HOW TO ENTER GRADES WHEN "GRADE ENTRY" HAS ENDED

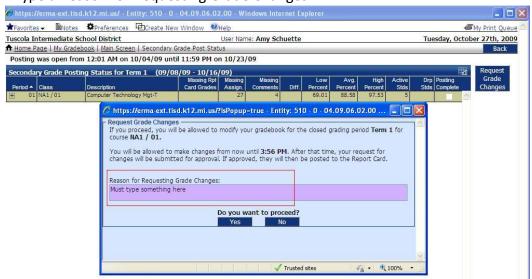
Open your Caro Gradebook.
Under the MT1 Column select "Options" then "Grade Posting Status for Term MT1



Click "Request Grade Changes"



3. Type a Reason for Requesting Grade Changes:



- 4. At this point you may enter your grades.
- When finished repeat Step 1 and be sure to click "Complete Grade Changes".

