Manually Posting Grades on Nexus

Logging In:

Start by logging in and clicking on the course you wish to post grades for. After you have clicked on the course, the bottom left corner of your screen should contain a Settings menu. Click on Grades.

![Settings menu](image1.jpg)

Now click on Categories and items and choose the Simple view option. At the bottom of the Simple view page you should see an Add grade item button. Click it and proceed to enter the name of the assignment, exam, or final course grade you are entering.

Click on Save changes when finished.

![Add grade item](image2.jpg)
Click on the Grades option under settings once again.

Make sure that the **Grader report** option is selected, top left of the grade sheet. Click on the Turn editing on button and you can now begin to enter grades.

After you have entered all the grades don’t forget to click **Update** at the bottom of the spreadsheet.