# How to enter grades for Virtual Classes

Make sure you are using **CAMPUS TOOLS**
Click on the **SEARCH** tab
Select **COURSE/SECTION**
Click **ADVANCED SEARCH**
In the DEPARTMENT drop down box select **VIRTUALS**
Click **SEARCH**



Select the **appropriate class**
Click on the section taught by **COMPUTER**
Click on the GRADING BY TASK TAB
Select the correct **Task (QTR2 for the second nine weeks)**
The roster will appear for that class
Enter the appropriate **Percent/Score and comments** if needed
Click **SAVE**