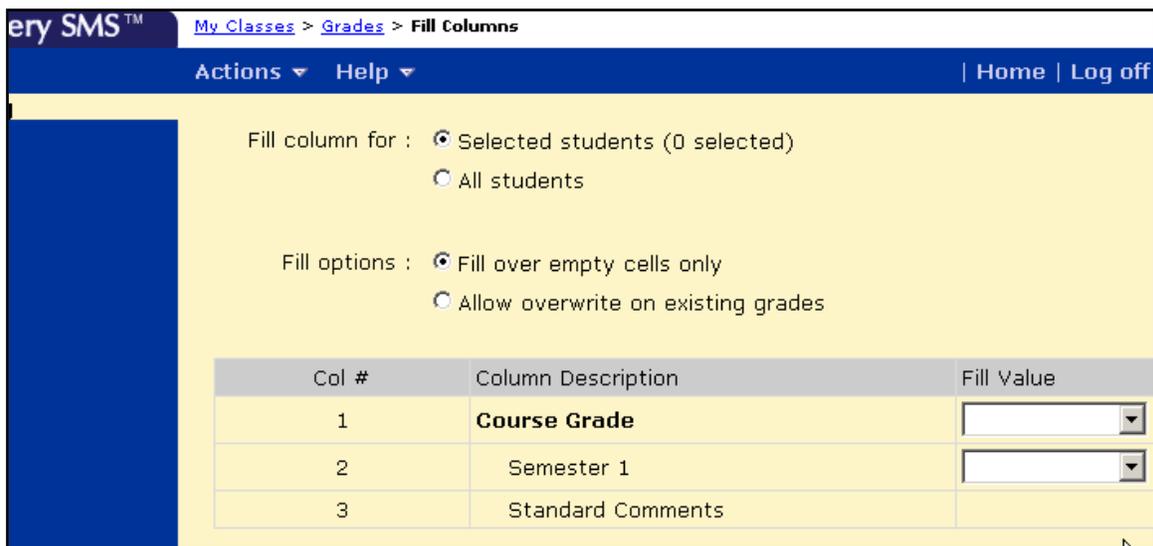


Filling a Column of Grades in SMS

You have the ability to fill columns with one grade. This often makes entering grades directly into SMS much easier.

1. Log into SMS and click on **Grading** for one of your classes.
2. Go to **Edit** and click on **Fill Columns**.
3. You get the screen shown below. Fill in the mark as appropriate and then go back and make changes to students whose grades are different from what you filled into the whole column.



ery SMS™ [My Classes](#) > [Grades](#) > [Fill Columns](#)

Actions ▾ Help ▾ | Home | Log off

Fill column for : Selected students (0 selected)
 All students

Fill options : Fill over empty cells only
 Allow overwrite on existing grades

Col #	Column Description	Fill Value
1	Course Grade	<input type="text"/>
2	Semester 1	<input type="text"/>
3	Standard Comments	<input type="text"/>