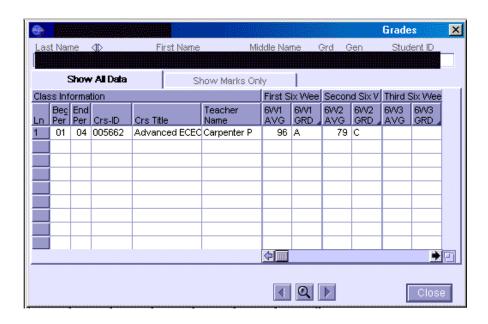
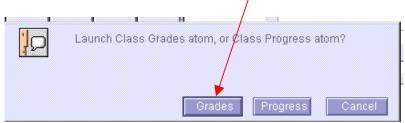
To View Grades and enter hours for a student

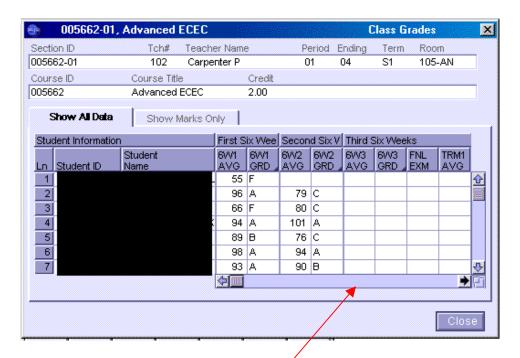
- Open ClassXP and select your class just as you would for taking attendance
- ➢ If you want grades for a particular student, you will need to single click on the student's name.
- > From the menu bar, select **Performance**
- > Select **Student grades** to see information for just one student.



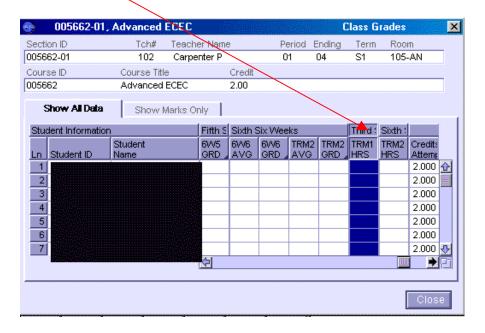
- > Select Class Grades to see the entire class at one time.
 - If you select Class Grades, you will be asked if you want to see grades or progress, select grades.



You should see a screen like this one.



To enter hours for a student, scroll across until you see the heading TRM1 HRS



If you keep hours for students, this is where you need to enter them.