




My.Wartburg... *Tips to make your teaching life easier!*

Gradebook – Manual Method (You enter each student's final grade by hand)

- 1) Open My.Wartburg and open your course
- 2) Click on **Gradebook**
- 3) Click on  **Change weighting method**
- 4) Select  **The Manual Method**
You enter each student's final grade by hand.
- 5) Click on **Gradebook** again
- 6) Choose to include or not include **attendance**
 1. Click on Evaluations 
 2. Next to attendance, click on the green check mark to include attendance or click on the red x to not include attendance
- 7) Enter student grades in percentage form or letter grade form