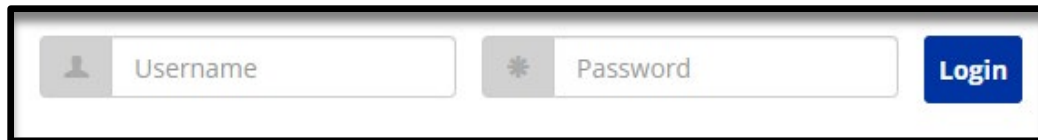


Entering Grades

Login to The Halo (portal.limestone.edu)

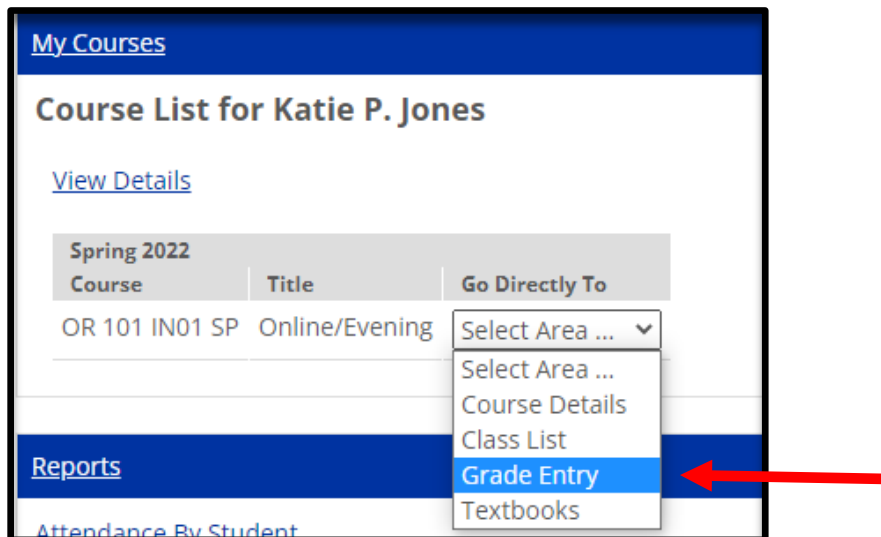


A login form with two input fields: 'Username' and 'Password'. The 'Password' field has a small asterisk icon to its left. To the right of the fields is a blue 'Login' button.

Locate the tab Faculty:

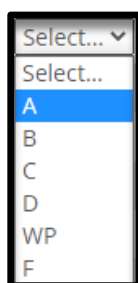


Under My Courses, you will see your Course List, click on the drop down box, click Grade Entry:



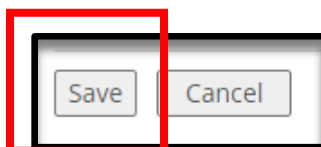
The screenshot shows the 'My Courses' page for Katie P. Jones. It features a 'Course List for Katie P. Jones' section with a 'View Details' link. Below is a table for 'Spring 2022' with columns for 'Course', 'Title', and 'Go Directly To'. The first row is 'OR 101 IN01 SP' with 'Online/Evening' as the title. A dropdown menu is open for the 'Go Directly To' column, showing options: 'Select Area ...', 'Select Area ...', 'Course Details', 'Class List', 'Grade Entry' (highlighted with a red arrow), and 'Textbooks'. A 'Reports' link is visible at the bottom left of the table area.

Enter Final Grades for each student under the Final Grade Column:



A dropdown menu with the following options: 'Select...', 'Select...', 'A' (highlighted), 'B', 'C', 'D', 'WP', and 'F'.

Click Save:



Two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.