How do I enter scores and send them for approval?

Type each student's scores on the sheet for your class and subject, then hand it in for approval when it's complete.

1. Open **Scores**, choose a class, then a subject.
2. Type each student's scores (A for absent, E for exempt). They save as you go.
3. When every score is in, choose **Submit for approval**. If your department has a head who reviews sheets, the button is **Submit for review**, and the sheet goes to them first.

Good to know

- To fill scores offline, choose ⋯ › **Scores from a file** on the sheet (or **Scores from a file** on the class), download the template, fill it in and upload it. You see what changes before anything is saved.
- A sheet sent back shows the note saying what to change.
- Once every subject in a class is approved, its result can be published.

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