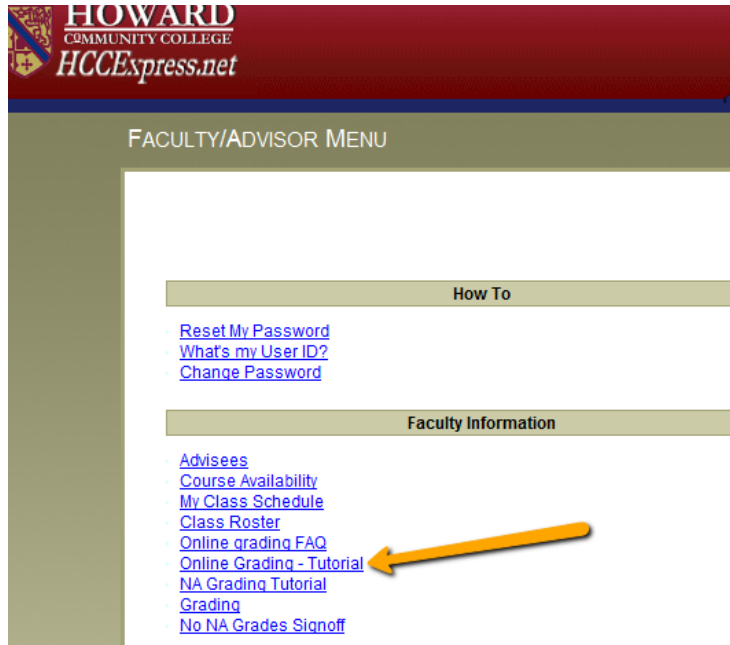


Enter your grades on HCC Express. If you need help, log into <http://www.howardcc.edu/admissions/register/hccexpress.html> and go to the Faculty/Advisor Menu and click ONLINE GRADING TUTORIAL.



Once you have entered your grades on HCC Express, take a screen shot of the submission (showing the student name and grade earned).

HOLD the Fn key and the PrtSc keys down together to capture what's on your screen.
PASTE the image (Ctrl V) onto the new sheet you have created in Excel.

Rename the last sheet SCREEN SHOT.