1. Log on to Odyssey
2. Press the <Enter> key to enter Odyssey

3. Enter your Odyssey UserID & Password and hit the <Enter> key
Grade Entry Procedures

4. Type S in the line next to PROD and hit the <Enter> key

5. From the Production screen, Type OD and hit the <Enter> key
Grade Entry Procedures

6. From the Odyssey Main Menu, Type **ST** and hit the <Enter> key

7. Enter your Campus/Center location (1-North 2-Kendall, etc.) and hit the <Enter> key
8. From the Student Information Screen, Type **RG** and hit the <Enter> key(*or use the Direct Command)

9. From the Registration Menu, Type **CA** and hit the <Enter> key
10. From the Class Administration Menu, Type MR for Maintain Roster, hit Tab, type the Sequence Number for your class and hit the <Enter> key.

* Please note that you must enter the last date of attendance for students who are receiving a grade of F, U, or I.
11. From the Maintain Class Roster Screen, hit the <Home> key to type in the first grade

* Use the <Tab> key to move from one line to the next to type in each grade.

12. After all the grades for the first screen have been entered, hit the <F8> key. Wait for the following message: Changes modified successfully, then hit <F8> again or <Enter> to scroll to the next page.

13. Continue this process until ALL grades are entered and you see the END OF DATA

* When you have completed the final grade roll, press the <Enter> key, then <F2>