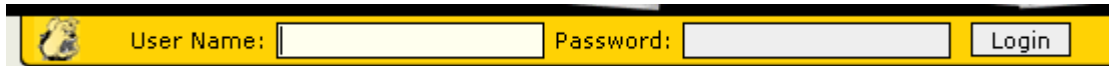


How to Enter Grades via e-Racer

1. Log to TLU Intranet site: <http://tlu.tlu.edu/>

2. Click on **myTLU** link

3. Enter **user name** and **password**...then click Login:



A login form with a yellow background. It contains a globe icon on the left, followed by a text input field labeled "User Name:", another text input field labeled "Password:", and a "Login" button on the right.

4. Click on **Faculty** Tab



5. Scroll down half way to locate **Faculty Course Control** section. Locate the course you are teaching and click on the down menu to select **Grade Entry** option



The "Faculty Course Control" interface. At the top is a yellow header "Faculty Course Control". Below it is a yellow sub-header "Course List for Rodrick Martin Shao". Underneath is a link "View Details". A table lists courses with a dropdown menu open for the first row.

Course	Title	Go Directly To
ISYS 133 01	Applications Software	Select Area ... Select Area ... Course Details Class List Grade Entry Textbooks
THEO 238 01	Religion in the United States	

6. A new page will open up ready for entering grades and **Save** it.