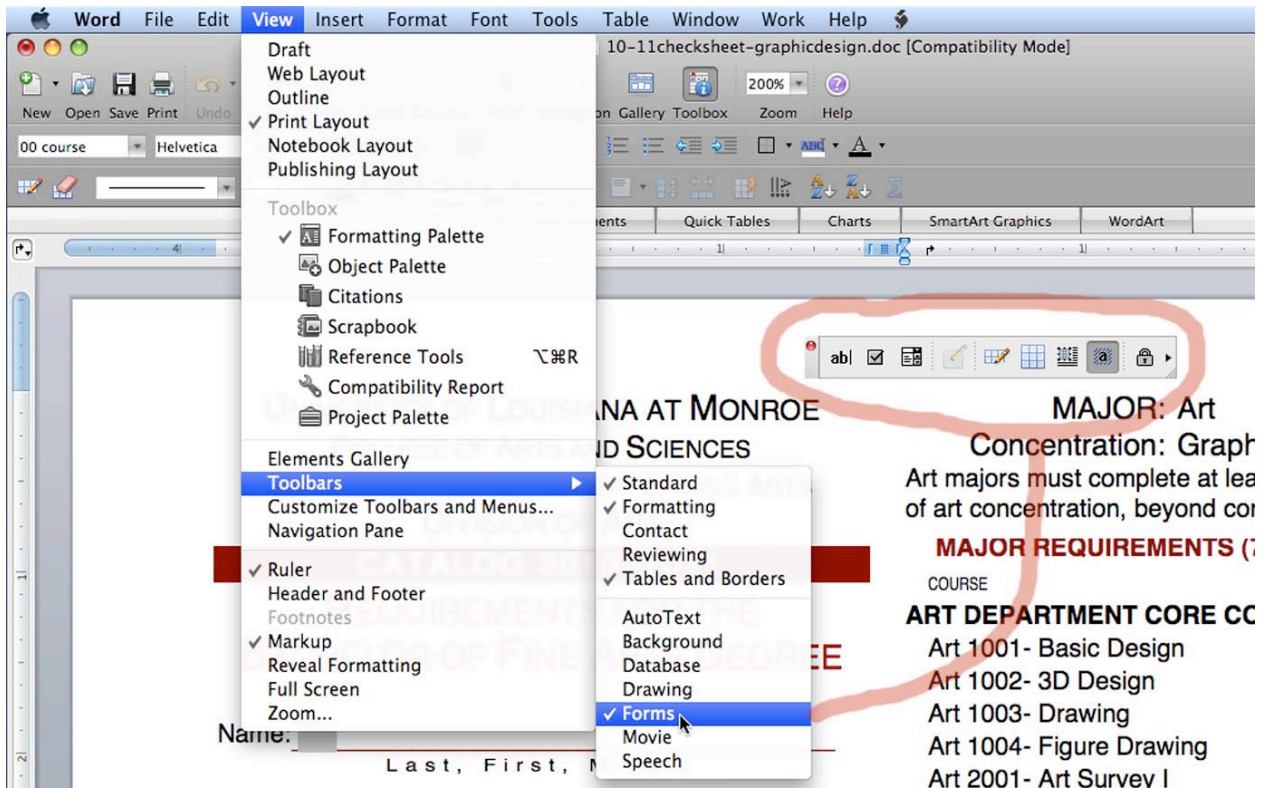


## Modifying a form

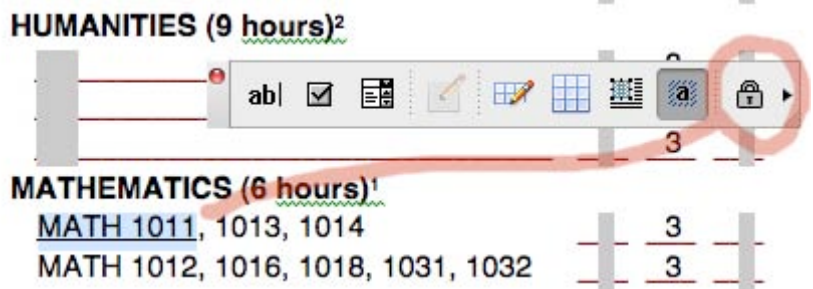
On a protected Microsoft Word Form Field document you cannot change anything outside of the shaded fields.

Use the “Forms” toolbar to unprotect the form.



To unprotect the form click the shaded padlock.

Changes can now be made to the unprotected form such as indicating a specific course taken by a student by selecting the course and underlining it .



Click the unshaded padlock to protect the form and reactivate the form fields. With the form protected you can proceed through the shaded fields to enter grades.

