

Set Up Grade Book for New Courses



Important – Prior to beginning this process, decide which assignment categories and category codes you want to use in these courses. (Homework =HW, Classwork = CW, etc.) If possible, use the same categories and codes you did with your previous courses. This will allow you to be able to import in assignments from your previous courses (assignment description, attachments, etc.)

1. Select Class

Grade	Class	Description
Quarter 1	2722/01	Social Studies (7) (Pds: 2-3 Enr: 24)
Grade B	2722/02	Social Studies (7) (Pds: 7-8 Enr: 24)
	2722/03	Social Studies (7) (Pds: 10-11 Enr: 24)
Quarter 2		

2. Go to Grade Book Set Up / Set Averaging Method

Grade Book	Attendance	Discipline	My Account
Summary Grid			
Student Roster			
Assignments			
Assign Grades			
Grade Book Setup			
Grade Book Reports			
Grade Book Operations			

Set Averaging Method
Set Up Categories (this course only)
Set Up Categories (multiple courses)

3. Select Total Points or Weighted Categories and click Save .

Grade Book - Grade Book Setup - Set Averaging Method

Class: Social Studies (7) Crs/Sec: 2722 - 04 Room: C230 Periods: 2 -3 Enrollment: 25

Select either 'By average of weighted category averages' (weighted) or 'By total points' (non-weighted) from the list box below and click the 'Save' button.

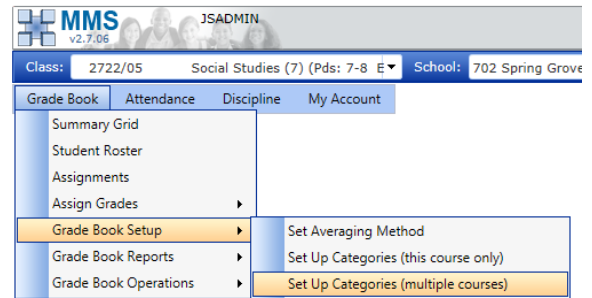
This selection determines whether the Grade Book computes a marking period average based on the student's average in each grading category you set up, or whether it computes the average based simply on the student's total points scored in all assignments, regardless of category. This setting applies for the whole year. Once you have made your selection you will not need to set it again.

Select marking period average method:

- Select One -
By total points
By average of weighted category averages

4. Repeat steps # 1 - 3 for all courses in Trimester 1. (You can not access courses that start in a different Quarter)

Proceed after completing steps # 1 – 3 for all courses



5. Go to **Grade Book / Set Up Categories (multiple courses)**

6. Enter in the **Category Code** and **Category Name**. Select all Trimesters.

7. Select the courses to insert the category into.

Grade Book - Grade Book Setup - Set Up Categories (multiple courses)

Class: COMP ENGLISH 12 Crs/Sec: 3242-05 Room: 324 Periods: 6-7 Enrollment: 22

Complete the form below and click the 'Add Category' button to enter the information into the system.

Note: If you already have categories set for any of the courses you have selected, this action **WILL** append this information in the system. If a course is unavailable for selection, the reason is given in parentheses.

Category Code:

Category Name:

Marking Period: Qt1 Qt2 Qt3 Qt4

Check to add Category and Marking Period to course, uncheck to remove.

AP ENG LIT & COMP - 3247 - Sec 01 (NOT SET) YEARBOOK - 3009 - Sec 01 (NOT SET)

COMP ENG 12 HONORS - 3244 - Sec 01 GRAD PROJECT 1 - 3955 - Sec 78 (NOT SET)

COMP ENGLISH 12 - 3242 - Sec 05 GRAD PROJECT 2 - 3956 - Sec 78 (NOT SET)

AP ENG LIT & COMP - 3247 - Sec 02 (NOT SET)

8. Click **Add Category**

9. Repeat steps # 6-8 for all category codes.

10. To view the categories for each course, go to Gradebook → Gradebook set up → Set Up Categories (this course only)

You can only view one course at a time.

Grade Book - Grade Book Setup - Set Up Categories (this course only)

Class: COMP ENGLISH 12 Crs/Sec: 3242-05 Room: 324 Periods: 6-7 Enrollment: 22

Complete the form below and click the 'Add Category' button to enter the information into the system.

Note: The Marking Period cannot be changed for categories that already have assignments created for them.

Category Code:

Category Name:

Marking Period: Qt1 Qt2 Qt3 Qt4

Categories:

CODE	NAME	MP		
CW	Class Work	Qt1	Edit	Delete
CW	Class Work	Qt2	Edit	Delete
CW	Class Work	Qt3	Edit	Delete
CW	Class Work	Qt4	Edit	Delete