

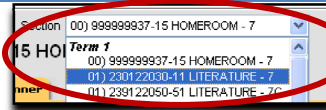
Beginning of Semester Setup

Step-by-Step Instructions for One-time Setup (Preferences & Categories)

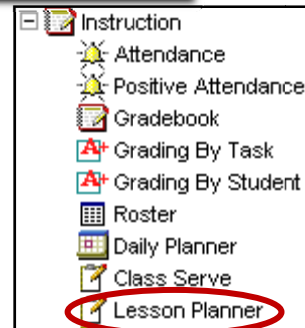
The following are steps to setup your gradebook at the beginning of the semester. This is to be completed only one time. *These steps are the same regardless if you use weights, points or percentages.*

Step 1 – Set the Preferences

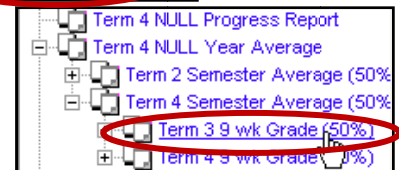
1. Choose the **Section** from the pull-down menu.



2. Click on **Lesson Planner** on the menu located on the left.



3. Click on the correct **Term** (click the name, not the icon).



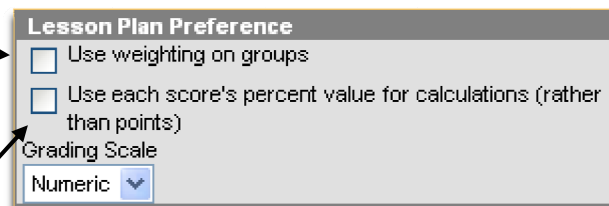
4. Select your Preferences

Weighting – check this box IF you use it. If you do **NOT** use weights, leave it unchecked.

Scores – If you use percentages (i.e. A test had 50 questions and the student missed 2. I gave them a 90 in the gradebook) check this box.

If you use total points (using example above, I put a 48 in the gradebook) do **NOT** check this box.

Click Save!



***You need to complete this for every section and each 9 week grading term!
When you have completed each section, move on to Step 2.***

Beginning of Semester Setup

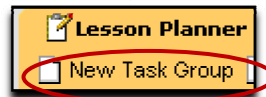
Step-by-Step Instructions for One-time Setup
(Preferences & Categories)

Step 2 – Set Up Groups (Categories)

1. Click on **Lesson Planner** on the left side.

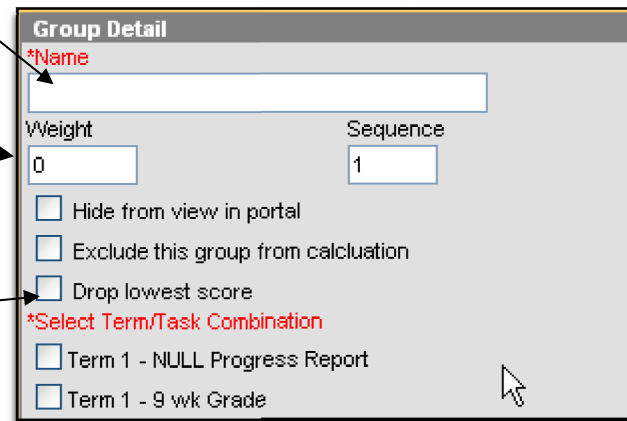


2. Click on **New Task Group** on the top bar located on the right.



3. Give your Group (category) a name.
Ex – Homework, Test, Quiz, etc.

- If you use weighting, put the weight percentage in. If you do **NOT** use weights, leave it at 0.
- If you plan to drop the lowest score, make sure you check this box **NOW!** You can uncheck it later if you need to.
- Select the correct term(s) you are putting this group in. The only terms you should select this year are:
Term 3 – 9 wk Grade
Term 4 – 9 wk Grade
- Click **SAVE!**



Group Detail

*Name

Weight Sequence

Hide from view in portal

Exclude this group from calculation

Drop lowest score

*Select Term/Task Combination

Term 1 - NULL Progress Report

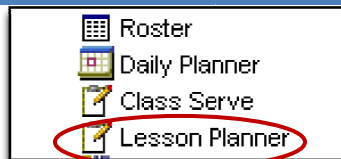
Term 1 - 9 wk Grade

Repeat Steps 1 – 3 for all Groups (categories) that you want to create for this one section. Next we will copy these categories to all of your sections.

Step 2a – Copy Groups (Categories) to all Sections

*Make sure you are in the section in which you made the categories.

1. Click on Lesson Planner on the left.
2. Click on Lesson Plan Copier



Beginning of Semester Setup

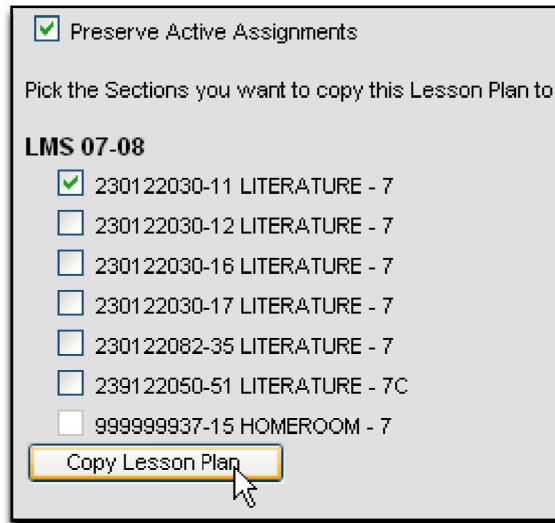
Step-by-Step Instructions for One-time Setup (Preferences & Categories)

The screen to the right appears.

Preserve Active Assignments – check this box if you want your assignments to be active in your gradebook. If you leave it unchecked, the assignments will not show up in your gradebook.

Select the sections that you want to copy your categories to.

Click – **Copy Lesson Plan**



Preserve Active Assignments

Pick the Sections you want to copy this Lesson Plan to.

LMS 07-08

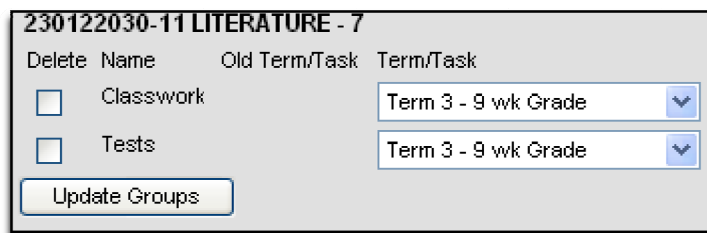
- 230122030-11 LITERATURE - 7
- 230122030-12 LITERATURE - 7
- 230122030-16 LITERATURE - 7
- 230122030-17 LITERATURE - 7
- 230122082-35 LITERATURE - 7
- 239122050-51 LITERATURE - 7C
- 999999937-15 HOMEROOM - 7

Copy Lesson Plan

The next screen wants you to verify where you will be placing your categories.

If correct, just click – **Update Groups**.

If you do NOT want it copied, then place a check mark in the box under the delete column.



230122030-11 LITERATURE - 7

Delete	Name	Old Term/Task	Term/Task
<input type="checkbox"/>	Classwork		Term 3 - 9 wk Grade
<input type="checkbox"/>	Tests		Term 3 - 9 wk Grade

Update Groups

You have completed your one-time setup for your sections and created your categories. Next, create your assignments.