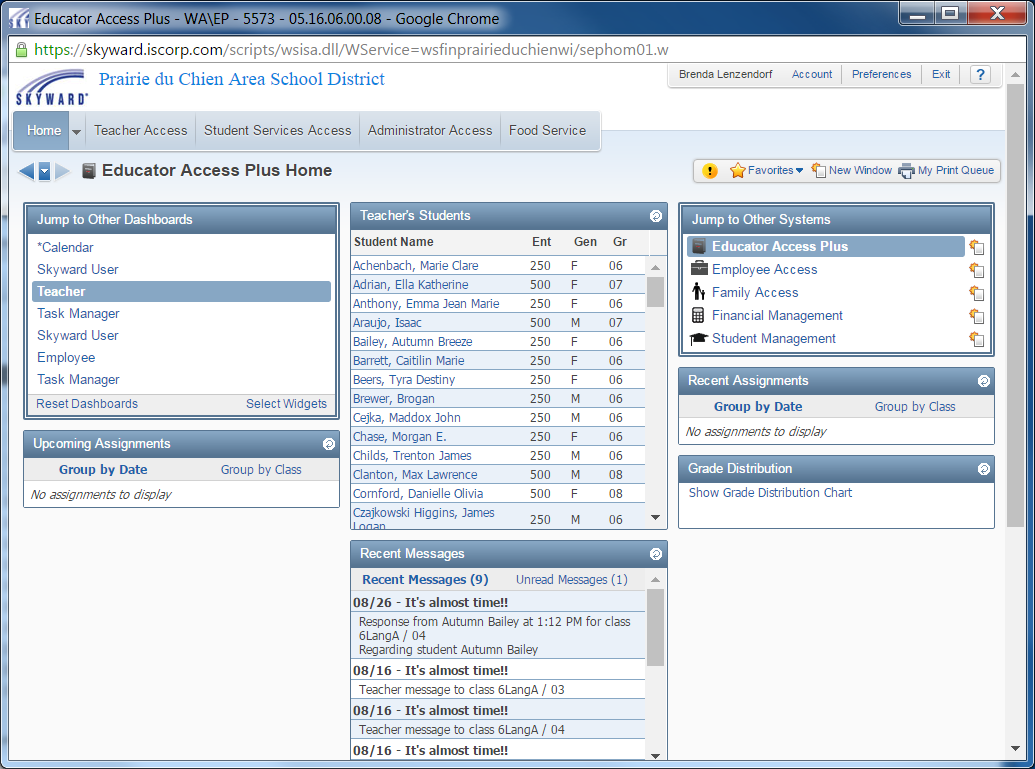
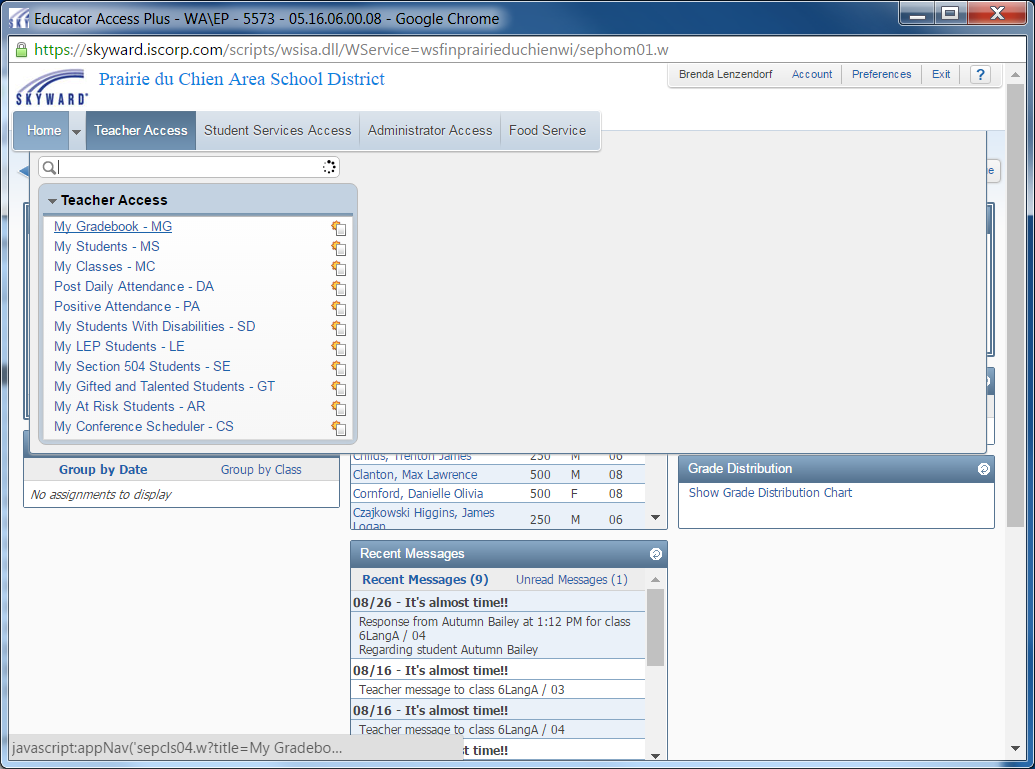
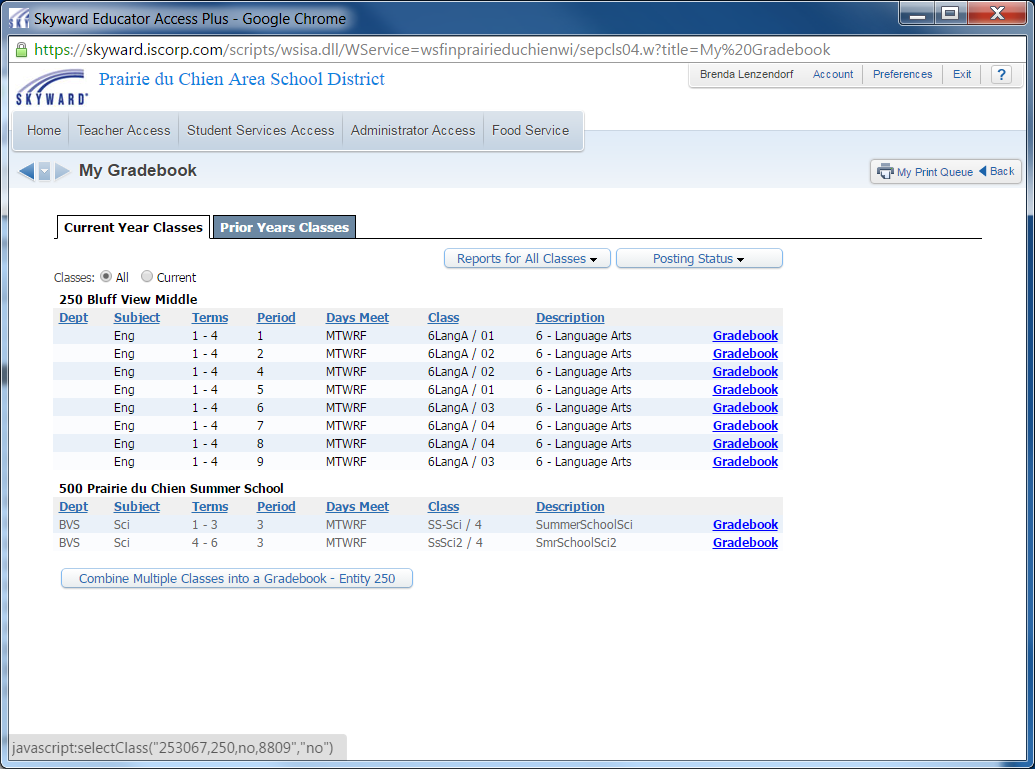
CLICK ON TEACHER ACCESS



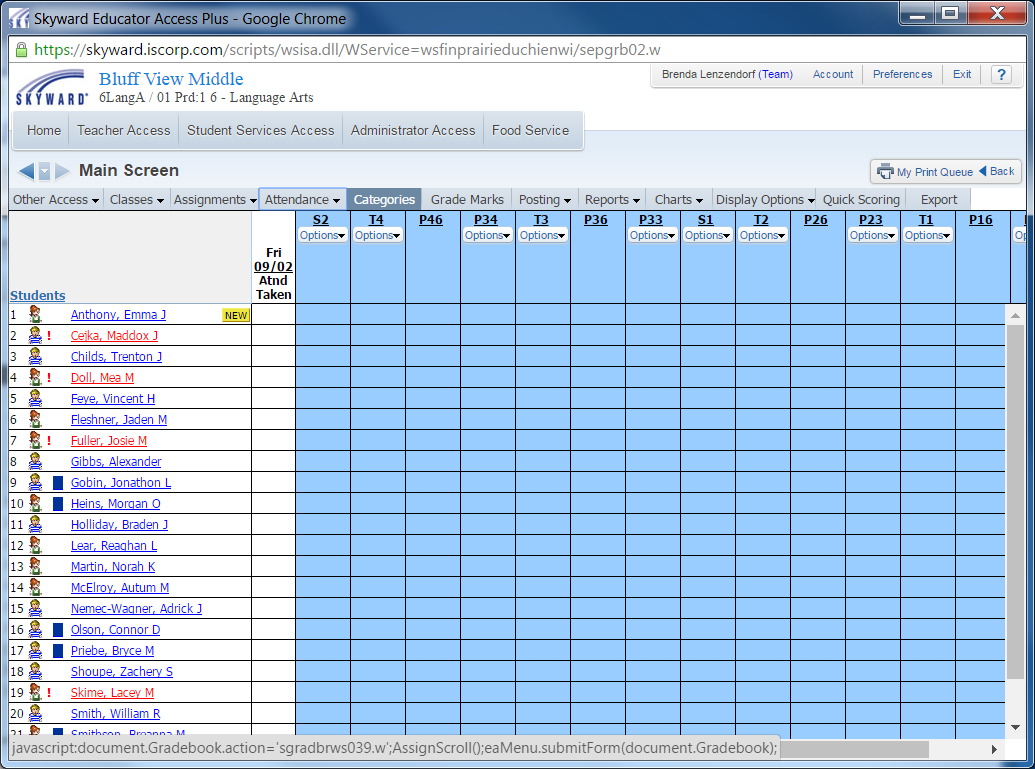
CLICK ON MY GRADEBOOK



CLICK ON GRADEBOOK

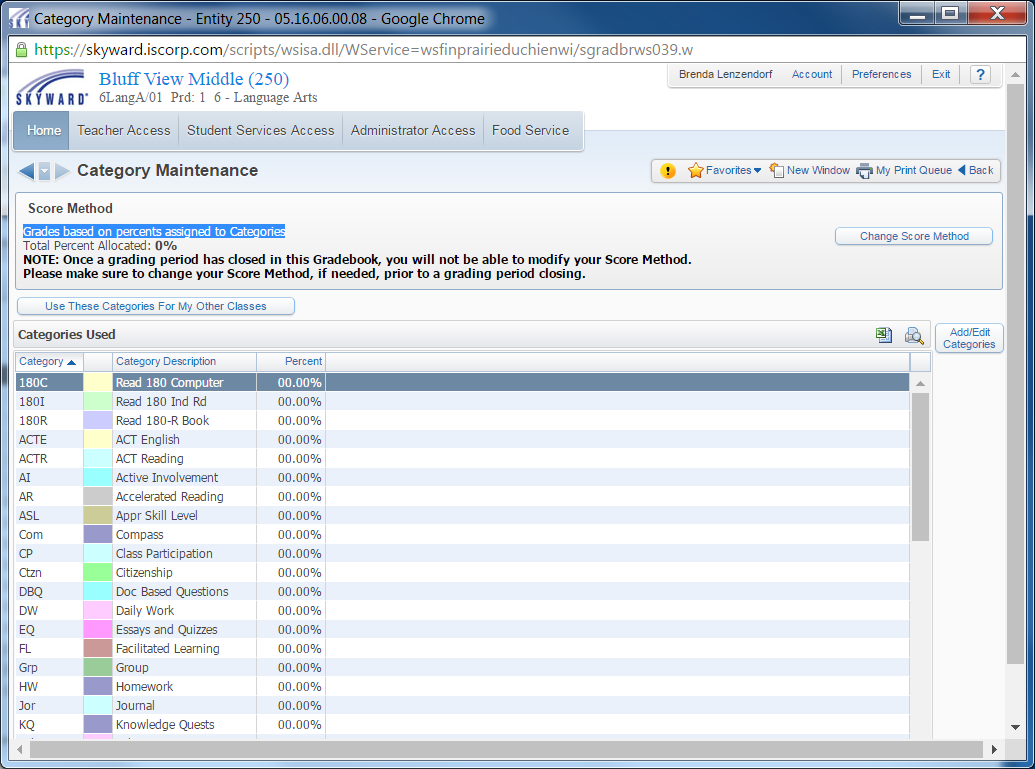


CLICK ON CATEGORIES

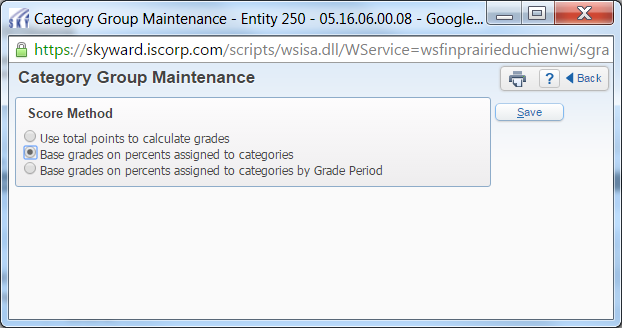


ALL GRADEBOOKS MUST BE SET UP AS WEIGHTED “Grades based on percent’s assigned to categories”

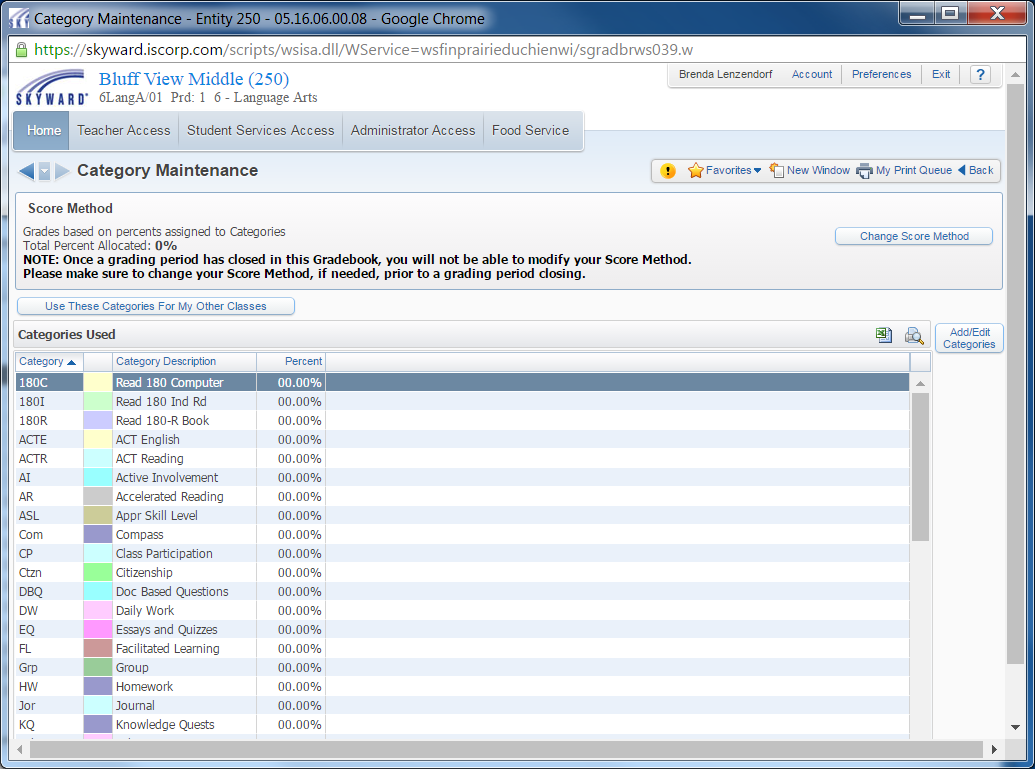
IF YOURS IS NOT-CLICK ON CHANGE SCORE METHOD. IF IT IS SKIP TO NEXT STEP.



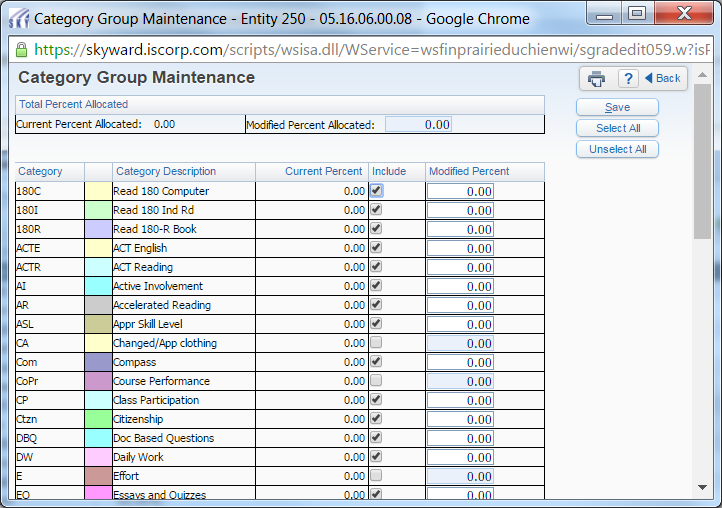
SELECT OPTION TWO AND SAVE

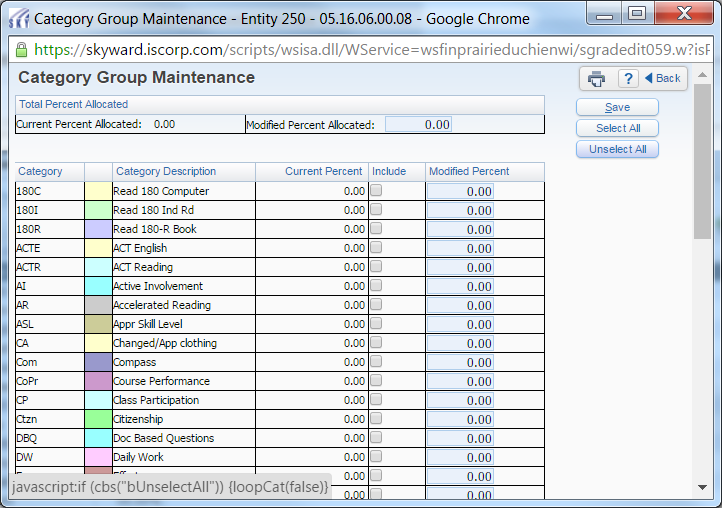


CLICK ON ADD/EDIT CATEGORIES



CLICK ON UNSELECT ALL



ALLOCATED PERCENT MUST EQUAL 100

CHECK INCLUDE NEXT TO THE CATEGORY YOU WOULD LIKE TO USE AND ENTER THE MODIFED PERCENT. WHEN MODIFIED PERCENT EQUAL 100 CLICK SAVE.

