

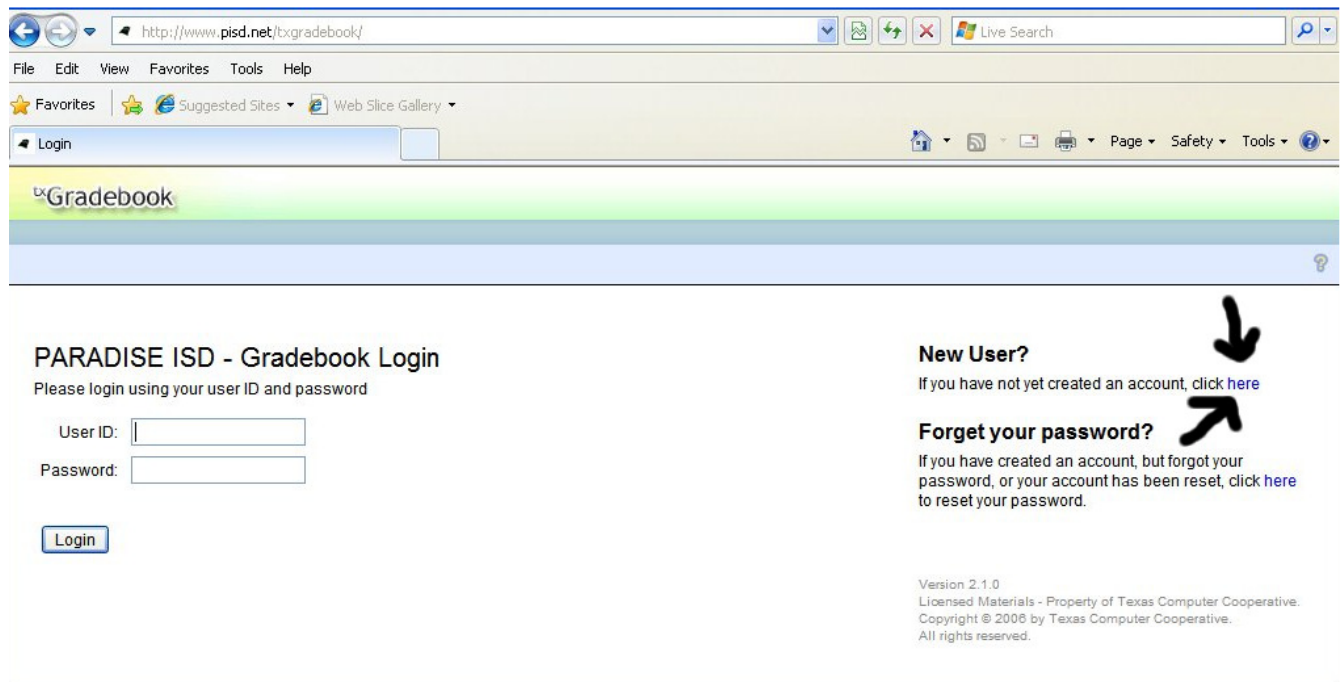
Grade book setup. Follow these steps in order. Do not use the back button on your browser. Each new step will be marked with this symbol: ☺

☺ *Log in and load Microsoft Internet Explorer. Go to the school website.*

☺ *Click on the gradebook button. Ours looks like this:*



☺ *You will get a screen that looks like this. We are all new users. Click on the link to which I've drawn arrows:*



☺ *Enter the information for Step 1 in the blanks below, then click "Next"*

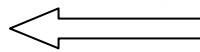
### Registration Step 1

Please provide your Staff ID, your last name, and your first initial

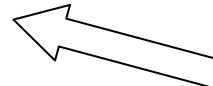
Staff ID:

Last name:

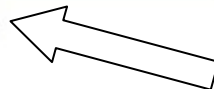
First Initial:



Enter your social security number. Do not use dashes, slashes or spaces.



Last Name Goes Here.



First initial of your FIRST name (no period) goes here



[Back To Login](#)

☺ *Fill out this form using the instructions on the screen. Do not use spaces. Click the next button when you are finished:*

### Registration Step 2

Please provide a User ID, Password and Personal Identification Number

User ID:

Must be between 6 and 8 alpha-numeric characters (example: ABC5555)

Password:

Must be between 6 and 9 alpha-numeric characters; Must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation

Confirm Password:

Password must match entry in password field exactly (case sensitive)

PIN:

Must contain 4 numbers (example: 1234)

Make up your own User ID\*, Password, and PIN. Type them carefully and remember them for later!

**\*Elementary teachers: in the User ID blank, put your normal network login in the blank. This only applies to the Elementary campus.**

Next

☺ *Now, answer the three security questions on this screen, then click the Next button:*

### Registration Step 3

Please provide answers to three personal questions, when verifying your identity to recover a lost password, one of these three will be asked at random.

Question 1:

Answer 1:

Question 2:

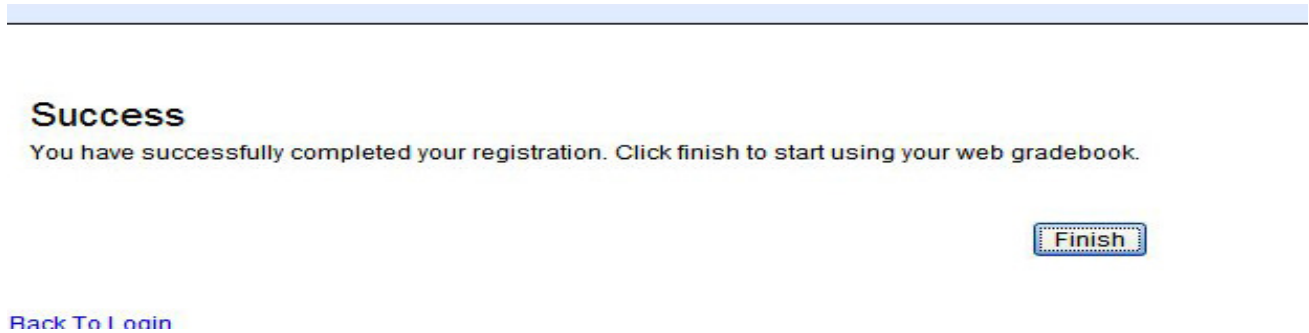
Answer 2:

Question 3:

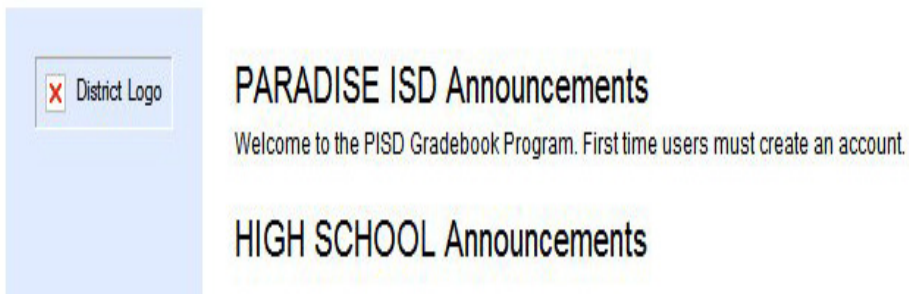
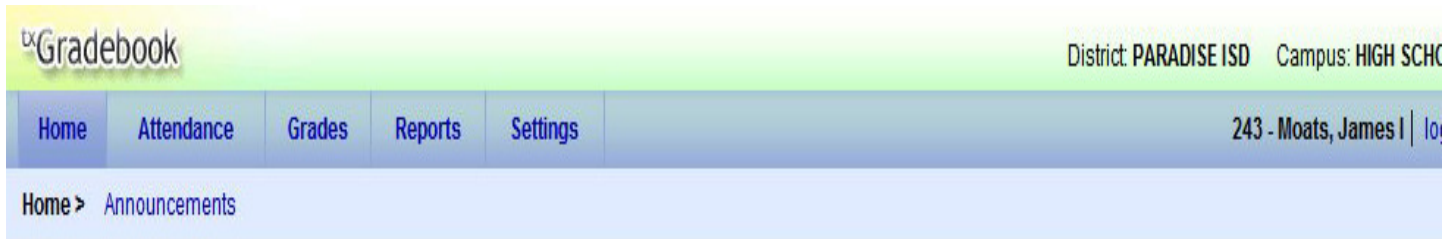
Answer 3:

Next

☺ You should get a **Success** screen next. If you do, click **Finish**:



☺ After you click finish, you will probably get a screen that looks like this. Your campus and school name will vary, of course:



☺ Hold your mouse over the settings button, then click “Administer Categories.”

☺ One of your classes should appear on the screen. Here is an example of one:

Gradebook

Home Attendance Grades Reports Settings

Settings > Update Profile Administer Categories Administer Assignments Arrange Student Order Administer Courses Seating Chart Setup St

Semester: 1 Course Section: 01 Computer Mnt (C007-01)

## Administer Categories

### Weighting Type

Percentage
  Point
  Multiplier

#### Available Categories

Drag and drop (or double click) categories from this list onto the selected categories table.

Daily

Test

#### Selected Categories

			Cycle 1		Cycle 2		Cycle 3	
Delete	Category name	Color	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
		Totals						

PIN:

[Copy categories to other course sections...](#)

😊 Now, look in the Available Categories area. Use your mouse to drag each category over to the Category name box. Drag both of them over there, one at a time.

**Weighting Type**

Percentage     Point     Multiplier

**Available Categories**  
Drag and drop (or double click) categories from this list onto the selected categories table.

Daily

Test

Selected Categories			
	Category name	Color	%
Delete			
		Totals	

PIN:

[Copy categories to other course sections](#)

😊 Once you are finished, you will have something that looks like this. (Your weights may be different from this example):

**Administer Categories**

**Weighting Type**

Percentage     Point     Multiplier

**Available Categories**  
Drag and drop (or double click) categories from this list onto the selected categories table.

Daily

Test

Selected Categories				
	Category name	Color	% Weight	Cycle 1 #
X	Daily	🟡	40	
X	Test	🟡	60	
		<b>Totals</b>	100	

PIN:

[Copy categories to other course sections...](#)

☺ If you are going to drop grades during the six weeks, enter the number of grades you plan to drop here.

☺ Be sure your %Weight is the same for all Cycles. If not, click to accomplish this.



☺ Save your work. You will have to type your PIN number in the blank to do this. DO NOT PRESS ENTER. Use your mouse and click the Save button.

☺ Click the link that reads Copy categories to other course sections... You should get a screen that has a list of each class that you teach.

☺ Check every available box like I did in this example. Then put your PIN number in the box and click the Copy button. Use your mouse to click the Copy button. DO NOT PRESS ENTER FOR THIS.

## Copy Categories

From : 01 BCIS (CT08-08)

To:

### Semester: 1

Course	Period	Copy
01 BCIS (CT08-08)	01	<input type="checkbox"/>
02 BCIS (CT08-07)	02	<input checked="" type="checkbox"/>
03 Webmastering (CT33-01)	03	<input checked="" type="checkbox"/>
04 Digital Graphic (CT13-01)	04	<input checked="" type="checkbox"/>
05 Intro CompMaint (CT24-01)	05	<input checked="" type="checkbox"/>

### Semester: 2

Course	Period	Copy
01 BCIS (CT08-08)	01	<input checked="" type="checkbox"/>
02 BCIS (CT08-07)	02	<input checked="" type="checkbox"/>
03 Webmastering (CT33-01)	03	<input checked="" type="checkbox"/>
04 Digital Graphic (CT13-01)	04	<input checked="" type="checkbox"/>
05 Intro CompMaint (CT24-01)	05	<input checked="" type="checkbox"/>

PIN:

[Back to Categories](#)

After you finish that, you are ready to enter grades.