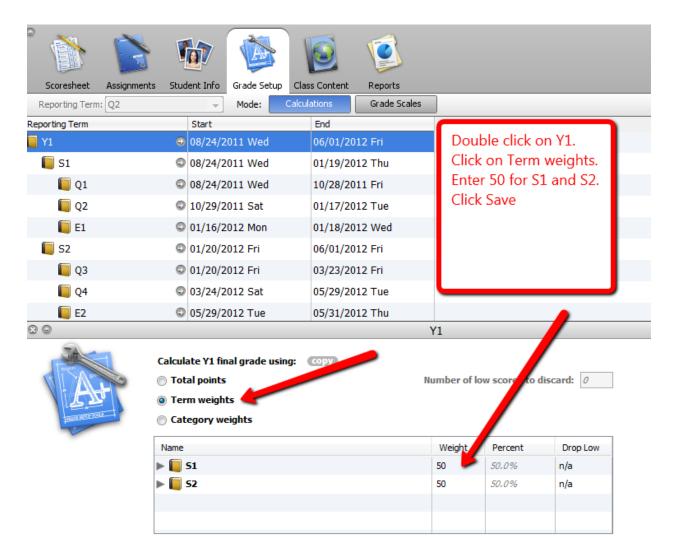
Grade Book Setup (Y1,S1,S2)

This process needs to be completed for grades to calculate correctly. This process sets up term weights. Failure to complete this process will result in incorrect semester and final grades for students. If this is a semester class see step 4. For full year classes complete all four steps.

- 1. Open the grade book and select a class on the left.
- 2. Next click on the Grade Setup tab on the top navigation menu.
- 3. Under the calculations tab double click on Y1.



4. **Semester setup:** Start over- Double click on S1 in the top. At the bottom click Term weights. Under weight enter 50 for Q1 and Q2. Then click save. Repeat these steps for S2.

