**Grade Setup for Lake View**

**9 – 12 Year Long Courses**

* Click on the **Grade Set-Up Tab** – **Y1** should be on **Term Weights with the following percents: S1 = 40%, S2 = 40%, and E1 = 20%**
* **\***(**Important** – if the **Y1** information does not show up on the split screen you will need to click **File** and **Refresh Class Info.** or double click on the F1 folder)



* Expand **S1** and **S2** where **Q1** & **Q2** show – **do not** change any percents.
1. **Enter the weights as shown below: S1=40, S2=40, & E1=20. This must be done each semester.**



**2. Select S1 & S2; make**

**sure Total points are selected for both. Click Save.**

**Continue gradebook setup for Quarters on next page.**



**3. Select Q1.**

**4. Select Category Weights.**

***\*\*There are four (4) categories by default. You can add your own or rename these to meet your needs. The following requirements must be met:***

**Example**

* ***Highest Category Weight can be no more than 30%.***
* ***Should have at least 4 Categories.***
* ***Should have at least 4 grades in each category per nine weeks.***
1. Click the +Add Category to add these as shown in the example and to put in the correct weights you are using. ***Category Weights should be consistent with each subject and grade level for Q1, Q2, Q3, & Q4.***
2. ***You will need to do this for each class and each quarter.*** *\*\*New Feature: See handout for Copying Q1 Setup and Final Grade Setup.*

***The following will need to be done at the end of the grading period (Y1 – Year Course). The E1 bucket will be on Total Points:***

1. Click the Assignment tab and Select E1 by the Reporting Term.

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1. Click the plus sign (+) at the bottom to create your assignment name for
 the End of Course Test/Exam and add your grades.