Is Everything Set-Up Correctly?

Go to Grade Book, Assignments

1. **Assignment Tab**
   a. Change Grading Period to “All” and Page Size to “50 Assignments”
   b. Parent Portal-- Make sure there is a check mark in all assignments to ensure they are visible to student and parents.
   c. Make sure Pts.Poss. is greater than 0. (Typically Pts. Poss and Max Val will match)
   d. **Check this for each of your classes**

11/19/2015
2. Grading Periods Tab
   a. The word **Included** should be checked for the progress report in which it was assigned through December for all assignments to assure cumulative grading. Note the examples below. There should be **NO** checkmark in the Semester column.
   b. **Check this for each class!**

3. Term Weighting (Semester1 grade = Dec report card weight + final exam weight)
   a. **Open Term Weighting**
   b. Make sure that you have the correct term weights for each class. Example shown is for cumulative graders.