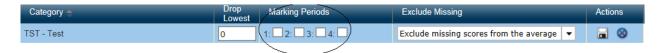
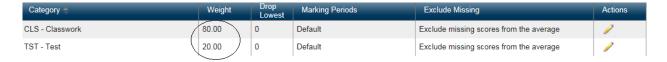
Gradebook set up (define categories) reminders

1. **NEVER** check the 1,2,3,4 boxes in the MP field



- 2. If you set up more than one category, you MUST use them all
- 3. If you set up more than one category, the total of the weights MUST equal 100.



- 4. If a score counts in the student's average, you MUST publish. The avg the parent's see in HAC is the "published" average. The parent needs the REAL average to assist their child.
- 5. If you teach spelling as part of Lang Arts you MUST set the categories as follows:

Include	Category*	Weight*	Drop Lowest*	Marking Periods*	Exclude Missing	Percent	
	CLS - Classwork						
	HWK - Homework						
√	SPL - Spelling	10.00	0	Default	Exclude missing scores from the average.	10.0000%	Edit
1	TST - Test	90.00	0	Default	Exclude missing scores from the average.	90.0000%	<u>Edit</u>

6. If choose homework category, the handbook states the weight cannot be more than 20%

7. If you use total points as your average method, **ALL** your "like" classes must be set to use Total Points



8. If the grade/subject you teach uses **S-N-U** instead of numeric grades, set the Default Scale:

