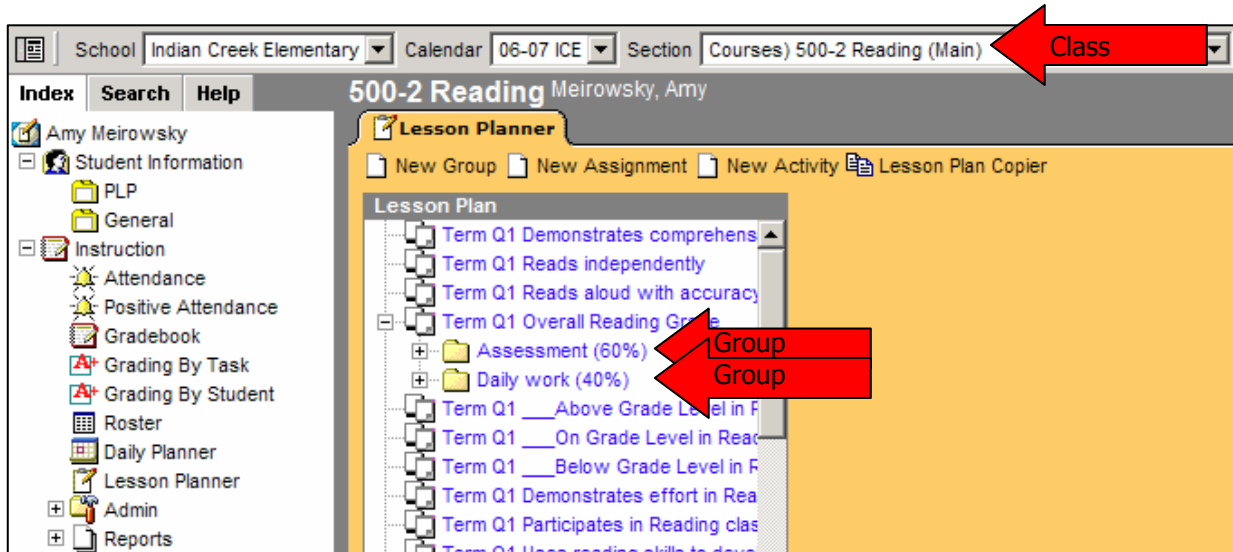


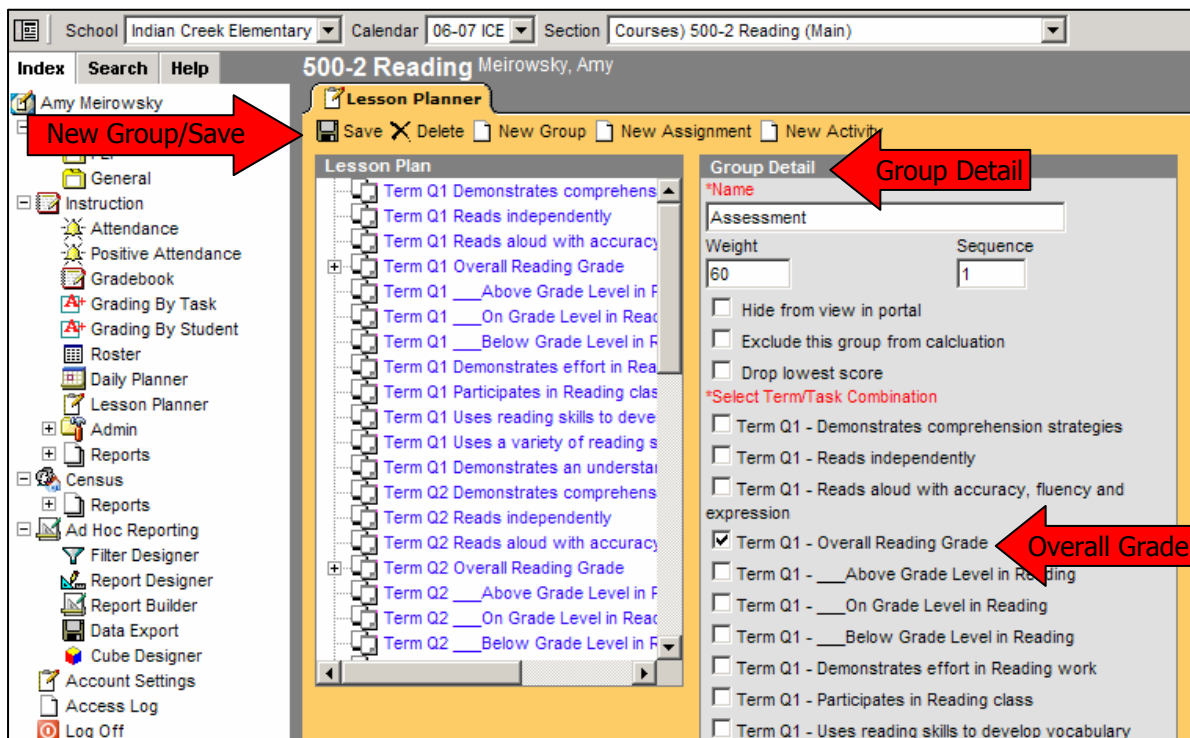
Is your gradebook set up correctly? Here what to do to check it . . .

Elementary Schools

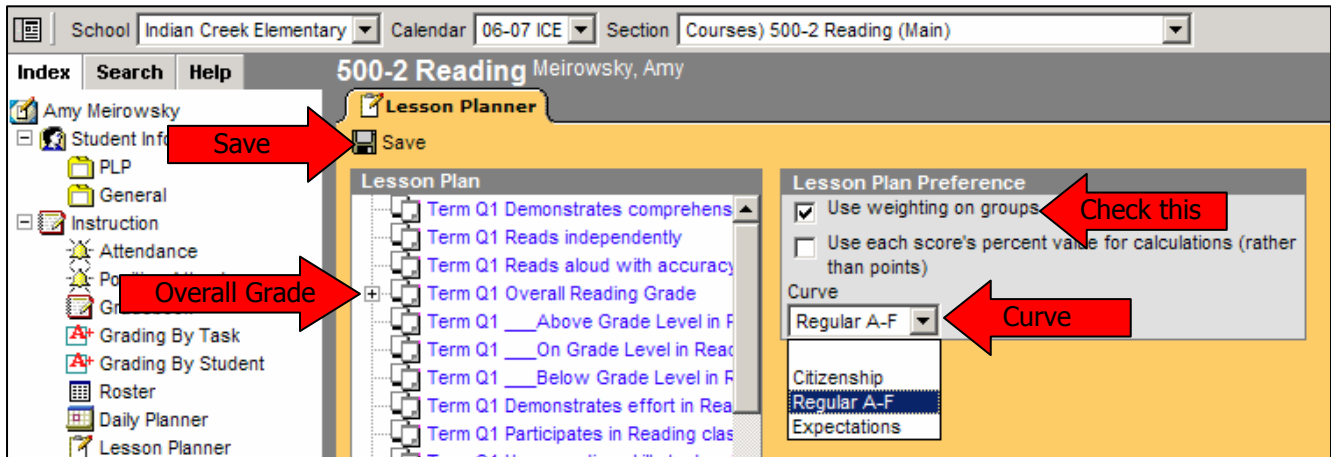
1. Open the Lesson Planner. Choose a class to start with.
2. In the Lesson Plan field, check **every** block and make sure you have two groups - assessment and daily work - under **every** Term Q1 Overall Reading Grade, Term Q2 Overall Reading Grade, Term Q3 Overall Reading Grade and Term Q4 Overall Reading Grade.



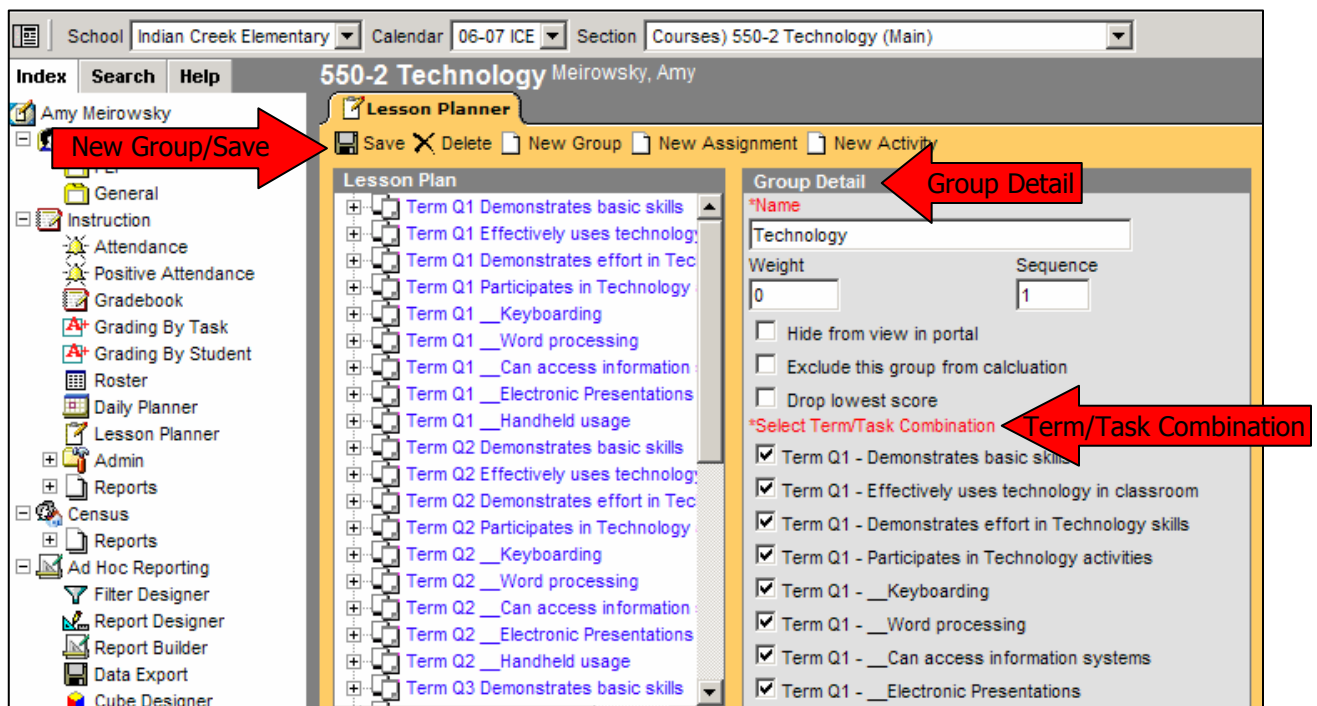
3. Missing a group? Click New Group and fill in the Group Detail. Enter the group name (either assessment or classwork) and the weight. Only check the Term Q1, Term Q2, Term Q3 and Term Q4 Overall Reading Grades Term/Task Combination boxes. Save this information.



- Once Group Detail is saved, select Term Q1 Overall Reading Grade. Check Use Weighting on Groups then use the drop down menu to choose the Regular A-F Curve. Save this information. Do the same for all of the Overall Grades - Term Q1, Term Q2, Term Q3 and Term Q4.



- Select the next class and repeat steps 2 through 4 in all your classes.
- Once subjects have been checked, don't forget about Technology, Personal and Social Development and Comments. (These sections will need groups as well for the purpose of the report card printing correctly.)
 - The Group name for these three sections can be Technology, Development and Comments, respectively.
 - There is no weight for these groups.
 - Check everything under the Term/Task Combination.
 - Finally, save.



7. Once Group Detail is saved, you will need to select the first standard listed. Use the drop down menu to choose the Expectation Curve. Save this information.

You will need to do the same for *every* standard listed in the Technology, Personal and Social Development and Comment sections.

