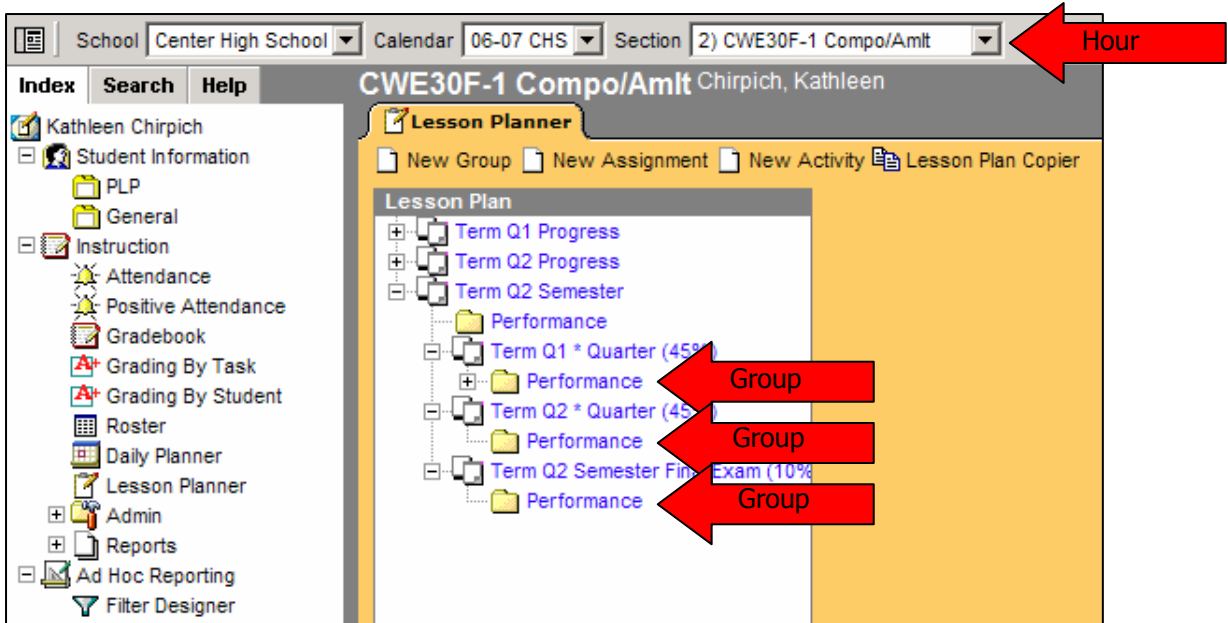


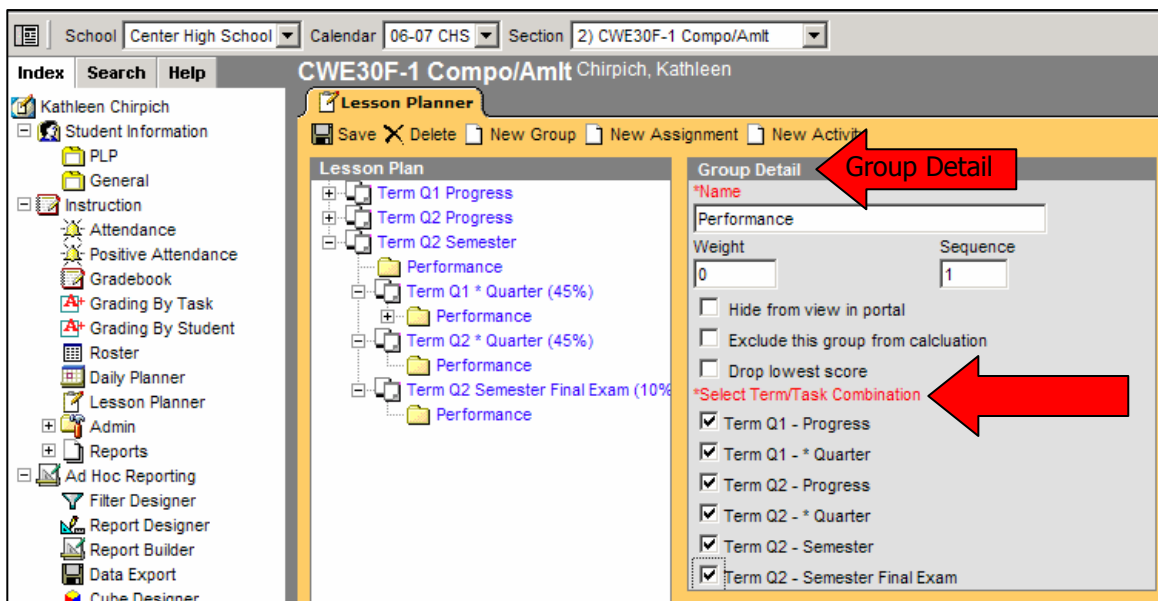
Is your gradebook set up correctly? Here what to do to check it . . .

High School

1. Open the Lesson Planner. Choose a class to start with.
2. In the Lesson Plan field, check **every** hour and make sure you have a group (performance folder) under **every** Term Q1 Quarter, Term Q2 Quarter and Term Q2 Semester Final Exam.



3. Missing a group? Click New Group and fill in the Group Detail. Enter a weight, if needed. Check all Selected Term/Task Combination boxes. Save this information.



4. Once Group Detail is saved, select Term Q1 Quarter then use the drop down menu to choose the Regular A-F Curve. Save this information. Do the same for Term Q2 Quarter and Term Q2 Semester Final Exam.

