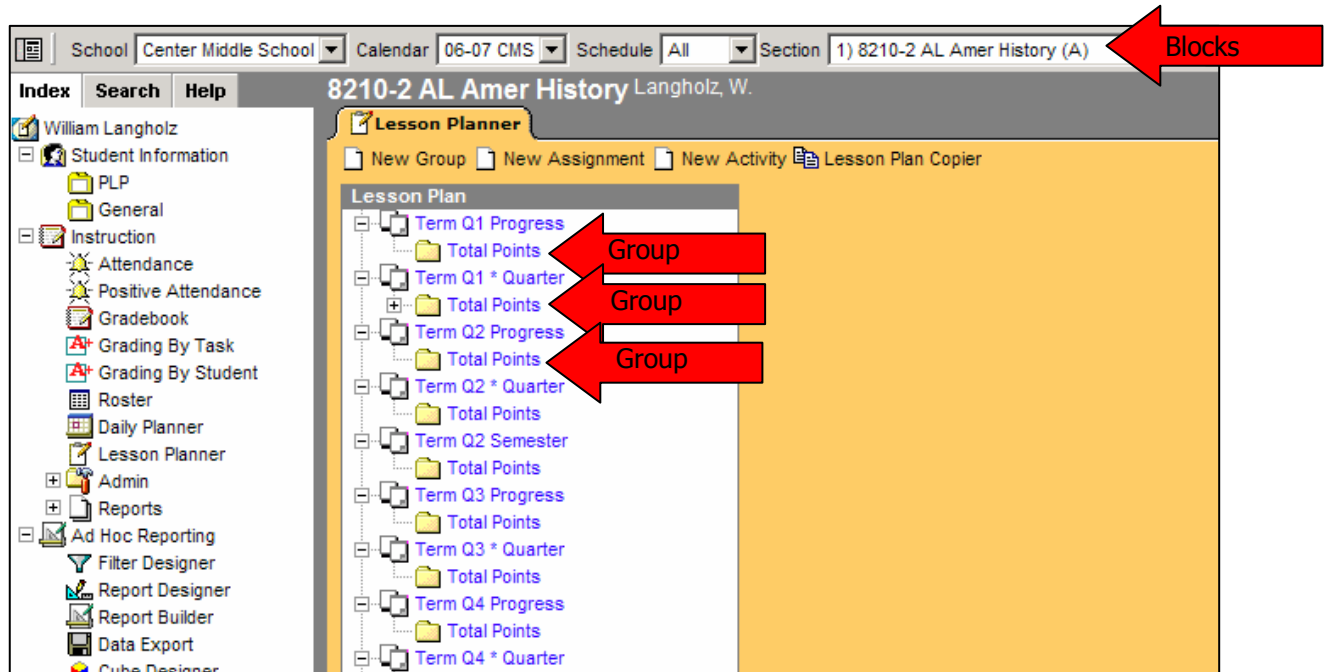


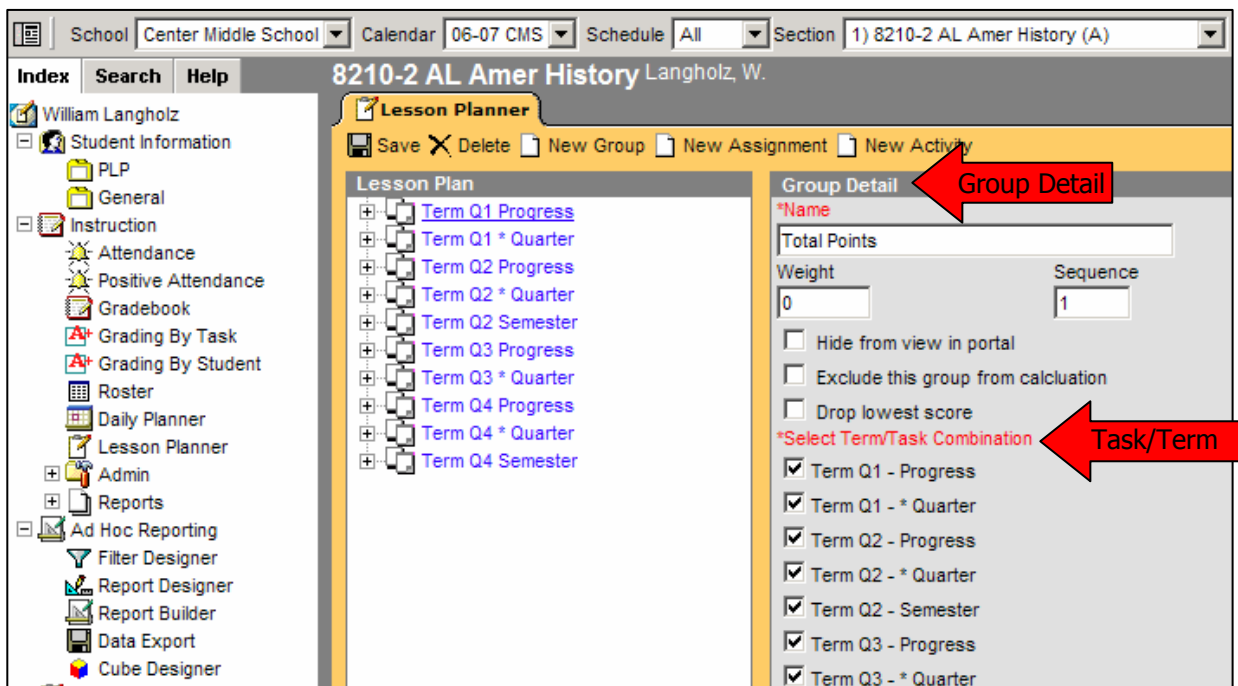
Is your gradebook set up correctly? Here what to do to check it . . .

Middle School

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 a group (total points, assessment, daily work, etc) under **every** Term Q1 Progress and Quarter, Term Q2 Progress and Quarter through 4th Quarter.



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.



- Once Group Detail is saved, select Term Q1 Progress then use the drop down menu to choose the Regular A-F Curve. Save this information. Do the same for all of the listed items - Term Q1 Quarter, Term Q2 Progress and Quarter, through Term Q4 Semester.

