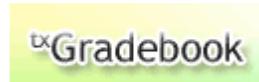


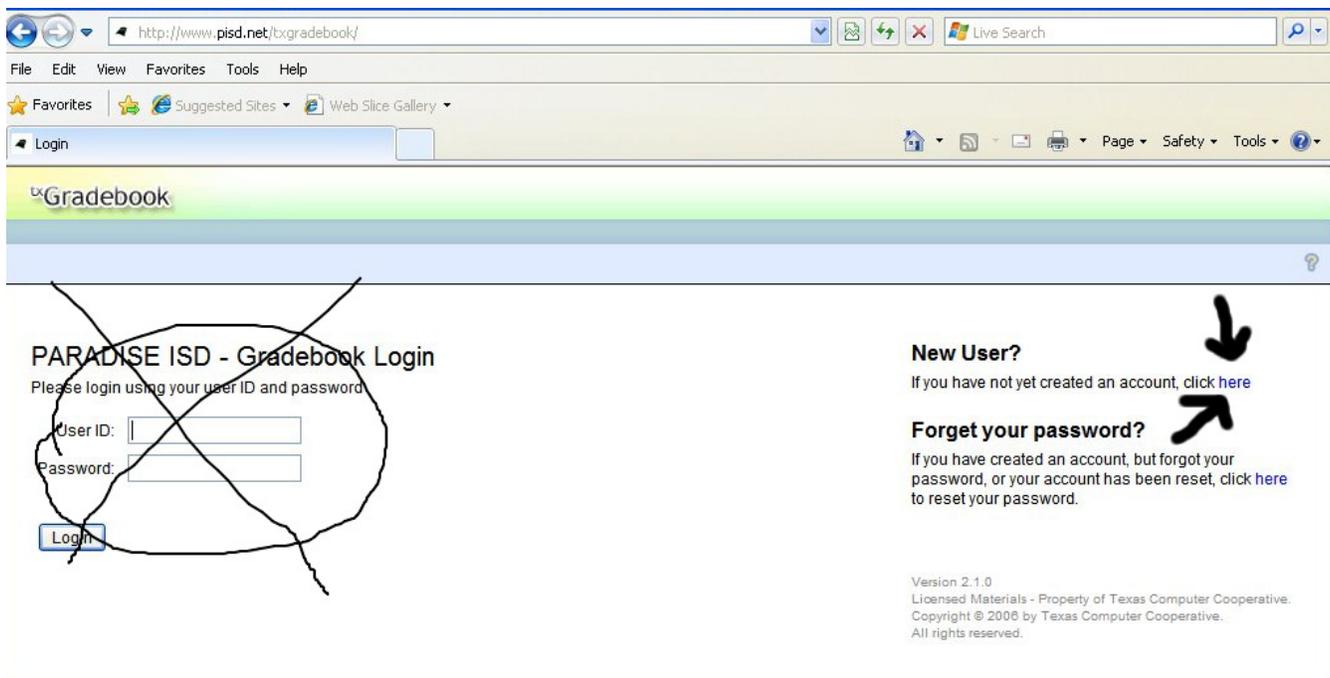
Grade book setup. Follow these steps in order. Do not use the back button on your browser. Each new step will be marked with this symbol: ☺

☺ *Log in and load the web browser of your choice. Go to the school website.*

☺ *Click on the gradebook button. Ours looks like this:*



☺ *You will get a screen that looks like this. We are all new users. Click on the link to which I've drawn arrows:*



☺ *Enter the information for Step 1 in the blanks below, then click "Next"*

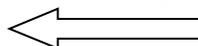
### Registration Step 1

Please provide your Staff ID, your last name, and your first initial

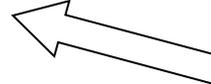
Staff ID:

Last name:

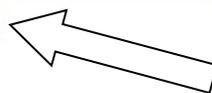
First Initial:



School employee ID number goes here.



Last Name Goes Here.



First initial of your FIRST name (no period) goes here

[Back To Login](#)

☺ *Fill out this form using the instructions on the screen. Do not use spaces. Click the next button when you are finished:*

### Registration Step 2

Please provide a User ID, Password and Personal Identification Number

User ID:

Must be between 6 and 8 alpha-numeric characters (example: ABC5555)

Password:

Must be between 6 and 9 alpha-numeric characters; Must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation

Confirm Password:

Password must match entry in password field exactly (case sensitive)

PIN:

Must contain 4 numbers (example: 1234)

Make up your own User ID, Password, and PIN. Type them carefully and remember them for later!

Next

☺ *Now, answer the three security questions on this screen, then click the Next button:*

### Registration Step 3

Please provide answers to three personal questions, when verifying your identity to recover a lost password, one of these three will be asked at random.

Question 1:

Answer 1:

Question 2:

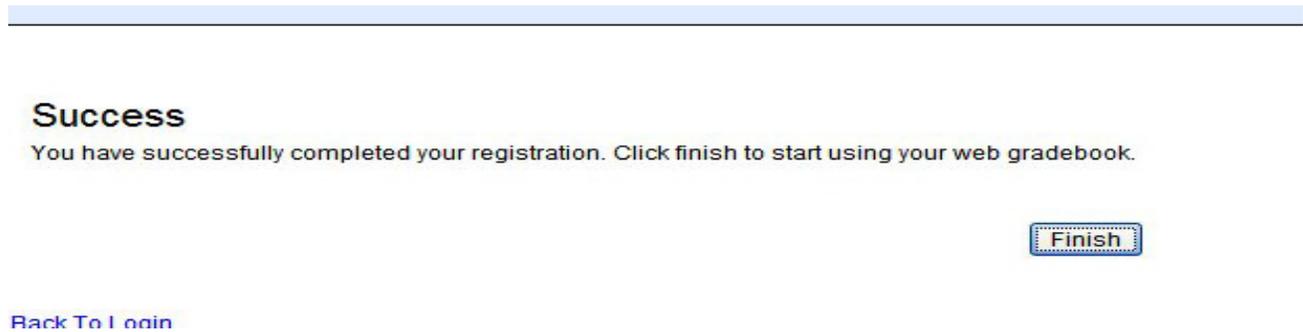
Answer 2:

Question 3:

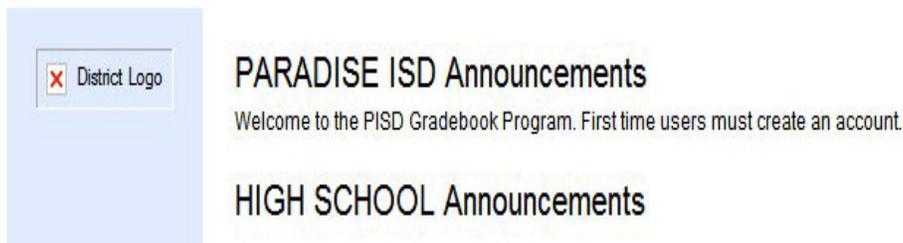
Answer 3:

Next

☺ You should get a **Success** screen next. If you do, click **Finish**:



☺ After you click finish, you will probably get a screen that looks like this. Your campus and school name will vary, of course:



☺ Hold your mouse over the settings button, then click “Administer Categories.”

☺ One of your classes should appear on the screen. Here is an example of one:

**Gradebook** District: PARADISE ISD 243

Home Attendance Grades Reports **Settings**

Settings > Update Profile Administer Categories Administer Assignments Course Note

Semester: 1 Course Section: 01 BCIS (CT08-08)

### Administer Categories

**Weighting Type**

Percentage  Point  Multiplier

**Available Categories**

Drag and drop categories from this list onto the selected categories table.

Daily

Six Weeks Test

Test

**Selected Categories**

		Cycle 1		Cycle 2		Cycle 3	
Delete	Category name	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
Totals							

PIN:

[Copy categories to other course sections...](#)

☺ Now, look in the Available Categories area. Use your mouse to drag each category over to the Category name box. Drag all of them over there, one at a time.

**Weighting Type**

Percentage  Point  Multiplier

**Available Categories**

Drag and drop categories from this list onto the selected categories table.

Daily

Six Weeks Test

Test

**Selected Categories**

		Cycle 1		Cycle 2		Cycle 3	
Delete	Category name	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
Totals							

PIN:

[Copy categories to other course sections...](#)

😊 Once you are finished, you will have something that looks like this:

## Administer Categories

### Weighting Type

Percentage    Point    Multiplier

#### Available Categories

Drag and drop categories from this list onto the selected categories table.

Daily

Six Weeks Test

Test

Selected Category				
		Cycle 1		
Delete	Category name	% Weight	# Drop	%
✕	Daily	40	0	
✕	Six Weeks Test	20	0	
✕	Test	40	0	
<b>Totals</b>		100	>>	

PIN:

[Copy categories to other course sections...](#)

>>

😊 Be sure your %Weight is the same for all Cycles. If not, click to accomplish this.

😊 Save your work. You will have to type your PIN number in the blank to do this.

😊 Click the link that reads *Copy categories to other course sections...* You should get a screen that has a list of each class that you teach.

☺ Check every available box like I did in this example. Then put your PIN number in the box and click the Copy button.

### Copy Categories

From : 01 BCIS (CT08-08)

To:

#### Semester: 1

Course	Period	Copy
01 BCIS (CT08-08)	01	<input type="checkbox"/>
02 BCIS (CT08-07)	02	<input checked="" type="checkbox"/>
03 Webmastering (CT33-01)	03	<input checked="" type="checkbox"/>
04 Digital Graphic (CT13-01)	04	<input checked="" type="checkbox"/>
05 Intro CompMaint (CT24-01)	05	<input checked="" type="checkbox"/>

#### Semester: 2

Course	Period	Copy
01 BCIS (CT08-08)	01	<input checked="" type="checkbox"/>
02 BCIS (CT08-07)	02	<input checked="" type="checkbox"/>
03 Webmastering (CT33-01)	03	<input checked="" type="checkbox"/>
04 Digital Graphic (CT13-01)	04	<input checked="" type="checkbox"/>
05 Intro CompMaint (CT24-01)	05	<input checked="" type="checkbox"/>

PIN:

[Back to Categories](#)

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*After you finish that, you are ready to enter grades.*