

Setting Up Grade Book

- Create Categories (Tests, Quizzes, Homework, etc.)
- Select Grading Scale (Always use, “Grading Scale,” nothing else.)
- Create Assignments

The Instruction Module has been removed and replaced with “Campus Instruction,” located at the far right of the IC window behind a window/tic-tac-toe icon.



Creating Categories

1. Click the text, “Grade Book.”
2. Select a section. If none are present, click “15-16 Anchorage Independent Pu (7-8) and follow the prompt.
3. Click “Settings” which is in the blue field to the left of the SAVE button.
4. Click “Categories.”
5. Click “Add” and fill in the appropriate information.
6. Save your changes.

Grading Scale

1. In the “Settings” area, select “Grade Calc Options.”
2. Under “Fill Calculation Type,” select “In Progress.”
3. Below the red text *Grading Scale, select “Grading Scale.”
4. Save your changes.

Create Assignments

1. In the “Settings” area, select “Assignment List.”
2. Click “Add Assignment”
3. Fill in the RED fields
 - a. GB Seq can be “0”
 - b. If you aren’t ready for your students to see the assignment, turn off the Active check box.
4. Click “Align to Grade Book”
5. Click to activate the check box next to “Term Grade” and enter the points for the assignment.
6. Save the assignment.