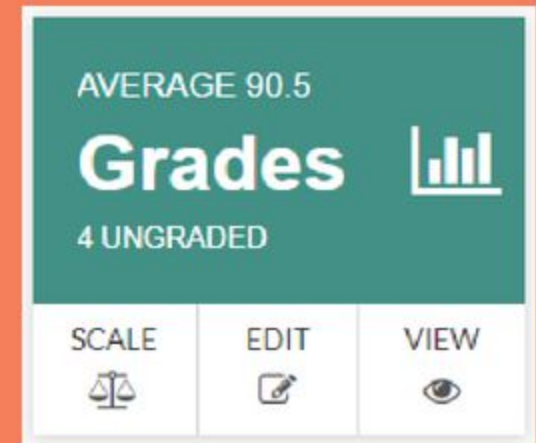





CREATING A GRADE SCALE

In order to realize the full potential of the site, you must create a grade scale for your class. Some graphs and progress charts only work if you have created a grade scale



1. CLICK SCALE 
2. COURSE POPUP APPEARS
3. SELECT COURSE

A white popup window titled "SELECT A COURSE" with a close button (X) in the top right corner. It contains a list of three courses: "Algebra I", "Algebra II", and "Caluclus II". Each course name is followed by a double-headed arrow icon, indicating that the course can be selected or modified.

SELECT A COURSE	
Algebra I	
Algebra II	
Caluclus II	

CREATING A GRADE SCALE



CONTINUED...

Note: If you wish to use the same grade scale for all classes within a course you can select yes to the question.

6. THE CLASS ACCORDION OPENS,
DISPLAYING THE GRADE SCALE.

7. CLICK THE EDIT SCALE BUTTON

4. SELECT YES OR NO TO DUPLICATE ACROSS ALL CLASSES

* SEE NOTE

Algebra I Grade Scale

Duplicate a single grade scale across all classes within this course? Yes No

FALL SEMESTER 2018

Back

A screenshot of a software interface window titled "Algebra I Grade Scale". It contains a question: "Duplicate a single grade scale across all classes within this course?". There are two radio buttons: "Yes" (unselected) and "No" (selected). Below the question is a class accordion labeled "FALL SEMESTER 2018". At the bottom left is a "Back" button. A black arrow points from the "SEE NOTE" text to the "No" radio button.

5. CLICK THE CLASS ACCORDION TO PROCEED

Algebra I Grade Scale

Duplicate a single grade scale across all classes within this course? Yes No

FALL SEMESTER 2018

Category	Weight
Total:	0%

Edit Scale Link Assignments

Back

A screenshot of the same software interface window, but the class accordion "FALL SEMESTER 2018" is expanded. It displays a table with two columns: "Category" and "Weight". The table has one row with "Total:" and "0%". Below the table are two buttons: "Edit Scale" and "Link Assignments". At the bottom left is a "Back" button. A black arrow points from the "5. CLICK THE CLASS ACCORDION TO PROCEED" text to the class accordion.

CREATING A GRADE SCALE CONTINUED...



8. TO ADD A CATEGORY,
CLICK THE PLUS SIGN

9. SELECT A CATEGORY

10. SELECT A WEIGHT

11. CLICK THE CHECK
BUTTON

12. REPEAT STEPS 8 - 11
UNTIL THE TOTAL =
100%

Fall Semester 2018

	Category	Weight	Action
	Homework	30%	
	Essay	25%	
	Quizzes	25%	
		45%	

Select the category at the bottom of the list such as:

- Select Category
- Essay
- Exams
- Homework
- Participation
- Presentation
- Quizzes

Weight must equal 100%.

Select the category at the bottom of the list such as: If you would like to add a category not shown in this list, click the plus sign button (pencil) beside the select list.

Back Save

CREATING A GRADE SCALE CONTINUED...



If the category that you want to use is not in the drop down list, you can create a custom category

13. CLICK THE PENCIL ICON TO CREATE A CUSTOM CATEGORY

Fall Semester 2018

Category	Weight	Action
Homework	30%	
Essay	20%	
Quizzes	25%	
<input type="text" value="Select Category"/>	5%	
Total:	75%	

Total weight must equal 100%.

A callout box points to the pencil icon with the text "Create custom category."

A TEXT BOX WILL APPEAR

14. ENTER THE CUSTOM CATEGORY INTO THE TEXT BOX PROVIDED

Fall Semester 2018

Category	Weight	Action
Homework	30%	
Essay	20%	
Quizzes	25%	
Final Exam	25%	
Total:	75%	

Total weight must equal 100%.

CREATING A GRADE SCALE

CONTINUED...



Your category weights must total 100% before you can save.

15. CLICK THE SAVE BUTTON TO FINALIZE



Algebra I Grade Scale

Duplicate a single grade scale across all classes within this course? Yes No

Fall Semester 2018

	Category	Weight	Action	
	Homework	30%		
	Essay	20%		
	Quizzes	25%		
	Final Exam	25%		
	Total:	100%		

Total weight must equal 100%.

Back Save