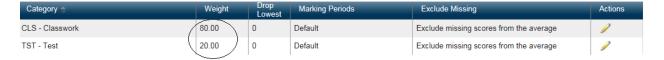
Gradebook set up (define categories) reminders

1. **NEVER** check the 1,2,3,4 boxes in the MP field



- 2. If you set up more than one category, you MUST use them all
- 3. If you set up more than one category, the total of the weights MUST equal 100.



- 4. If a score counts in the student's average, you MUST publish. The avg the parent's see in HAC is the "published" average. The parent needs the REAL average to assist their child.
- 5. If choose homework category, the handbook states the weight cannot be more than 20%
- 6. If you use total points as your average method, **ALL** your "like" classes must be set to use Total Points



7. If the grade/subject you teach uses **S-N-U** instead of numeric grades, set the Default Scale:

Categories	Assignments	IPR Average	Report Card Average	Attachments
Calculate average using total points: Default Scale: SNU Grade Scale				