

To calculate a final grade in gradebook (Gateway & EOC classes):

1. Log in.
2. Click the teacher tab.
3. Click the Gradebook link for the class of your choice.
4. Click OK if a window pops up telling you which marking period is active (you can click OK on this whenever it pops up).
5. Click the Categories link in the top left corner.
6. In the first empty row, click the first box and choose the marking period during which you taught this class. In the next box, type "CA", and in the third box type "Classwork Average". In the fourth box, select Percentage, and type "75" in the fifth box. Leave the last 2 boxes in this row as they are.
7. In the next row, choose the marking period again in the first box. In the second box, type "GS", and in the third box type "Gateway Score". Select Percentage in the fourth box, and type "15" in the fifth box. Again, leave the last two boxes alone.
8. In the third row, we're going to do the same thing, except type "FE" in the second box, "Final Exam" in the third box, and "10" in the fifth box.
9. Click the Submit button below the table, or hit the Enter key.
10. Click OK when it says the transaction is complete, then close this screen. This will take you back to the gradebook.
11. Click the Assignments link in the top left corner.
12. In the first row, choose the appropriate marking period in the first box. You can then change the date and the points the assignment is worth. In the category box, choose Classwork Average, then type this again in the description box. Leave the last two boxes in the row as they are.
13. In the next two rows, you will do the same thing; in the second row, select and type "Gateway Score", and in the third row select and type "Final Exam".
14. Click the Submit button at the bottom of the table, or hit the Enter key.
15. Click OK when it says the transaction is complete, then close this screen. Again, this will take you back to the gradebook.
16. In the window at the top of the gradebook screen, select the correct marking period and click the Go button. You should now see your three assignments that you just entered. Enter the correct grades in the columns under the assignments you just created, and then click the Submit button at the bottom of the table.
17. If the grades in the first two columns don't match, click the Re-Calc button at the bottom of the table. This should clear out the grades in the second column and replace them with the grades from the first column.
18. Close the gradebook screen. This will take you back to the schedule screen, where you can repeat this process for your other Gateway/EOC classes.