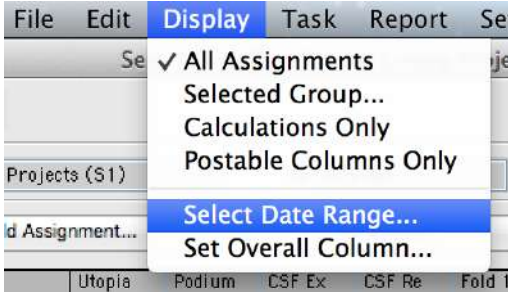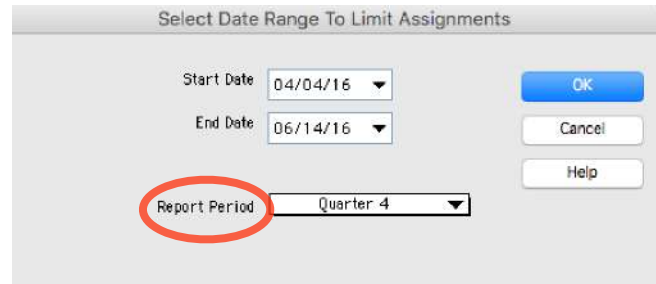# Setting Up Gradebook for New Quarter

Part 1 - Setting Up Date Range and Overall Column
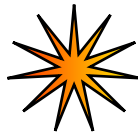
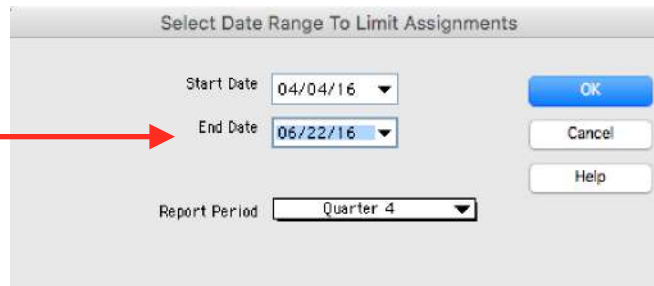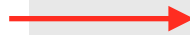**1. Click Display - Select Date Range**
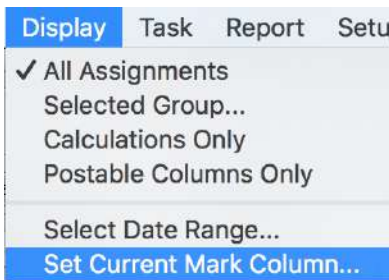

2. Click Report Period - Click Quarter 4

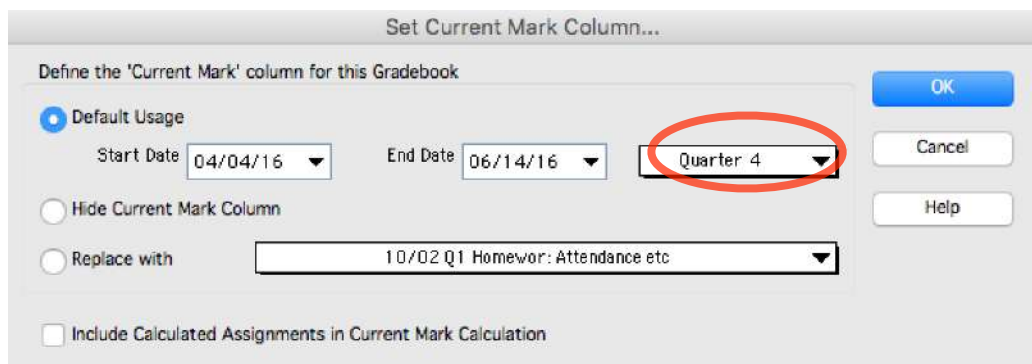**3. Change End Date to: - 06/22/16**

4. This must be done in each

Set Current Mark- This is Optional.

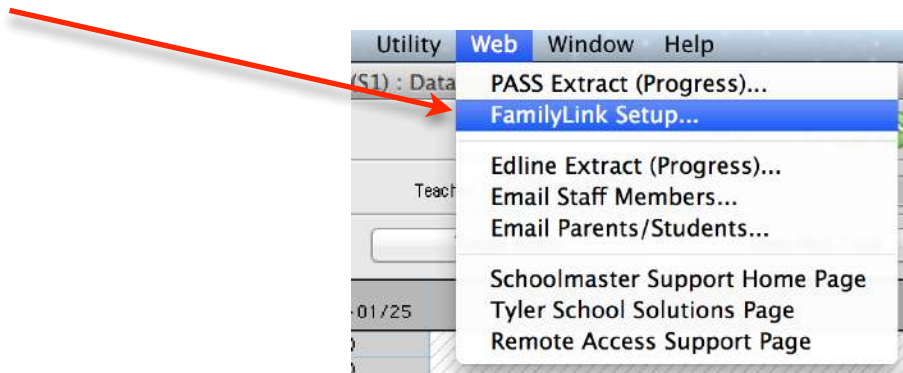**1. Click Display - Set Current Mark Column**
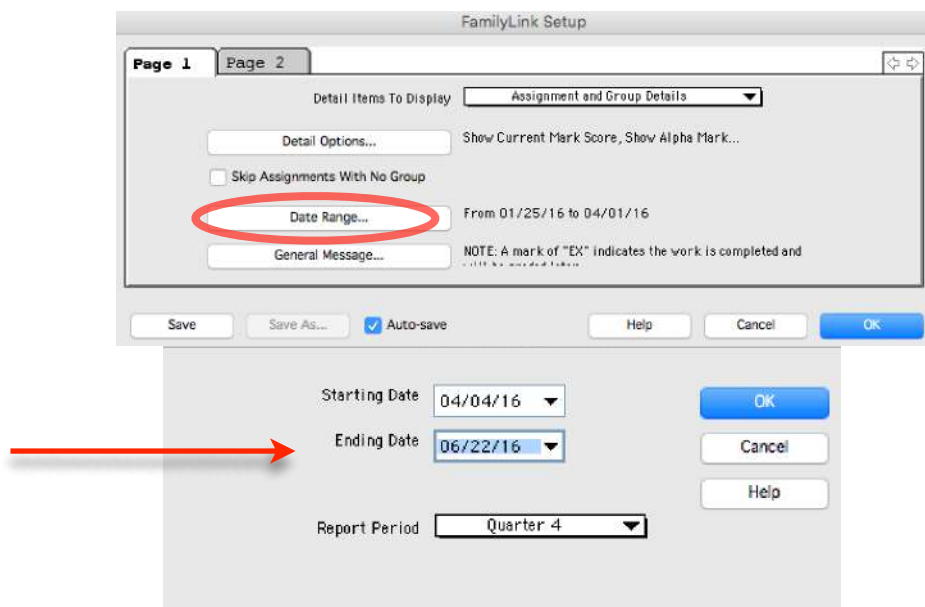

2. Select from dropdown and click on Quarter 4

Part 2 - FamilyLink Date Setup

1. Click Web - FamilyLink Setup...

Utility	**Web**	Window	Help
(S1) : Data	PASS Extract (Progress)...		
	FamilyLink Setup...		
Teach	Edline Extract (Progress)...		
	Email Staff Members...		
	Email Parents/Students...		
-01/25	Schoolmaster Support Home Page		
	Tyler School Solutions Page		
	Remote Access Support Page		

2. Click Date Range - For Quarter 4, extend the end date to 06/22/16.
   For "Full Year" classes this will show: Q4, Exam-2, Semester 2, Final Grade
   For "Semester 2" classes this will show: Q4, Exam-2, Semester 2

FamilyLink Setup

Page 1	Page 2

Detail Items To Display   Assignment and Group Details

Detail Options...   Show Current Mark Score, Show Alpha Mark...

☐ Skip Assignments With No Group

Date Range...   From 01/25/16 to 04/01/16

General Message...   NOTE: A mark of "EX" indicates the work is completed and

Save | Save As... | ☑ Auto-save | Help | Cancel | OK

Starting Date   04/04/16   OK
Ending Date   06/22/16   Cancel
                             Help
Report Period   Quarter 4

Gradebook is ready to go!