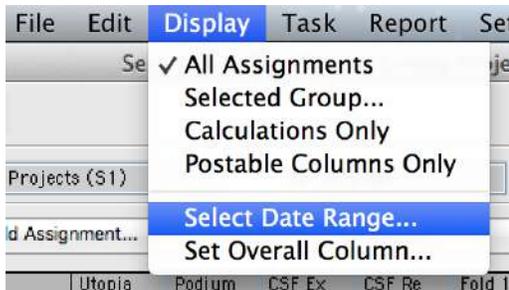


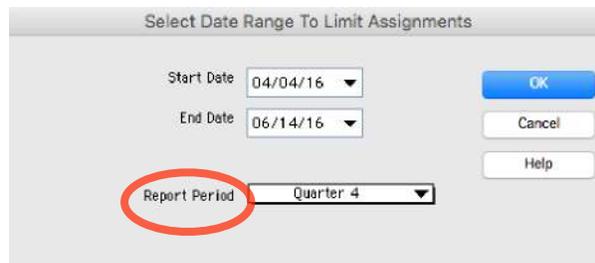
Setting Up Gradebook for New Quarter

Part 1 - Setting Up Date Range and Overall Column

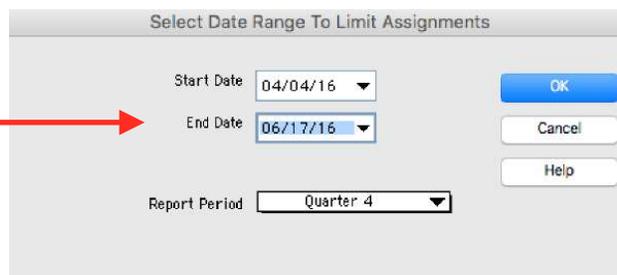
1. Click Display - Select Date Range



2. Click Report Period - Click Quarter 4



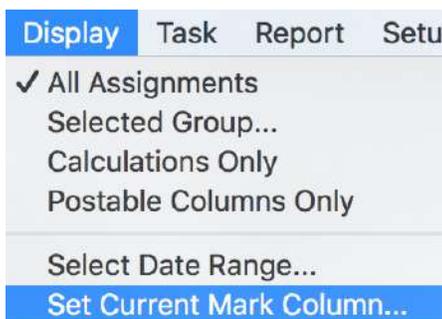
3. Change End Date to: - 06/17/16
This will show the Q4 and Final Grade



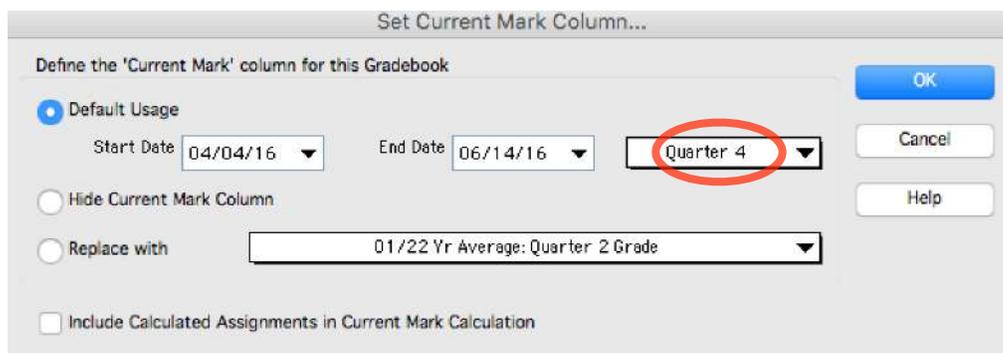
4. This must be done in each

Set Current Mark - The Current Mark may be set for the Full Year, Semester or Quarter.

1. Click Display - Set Current Mark Column

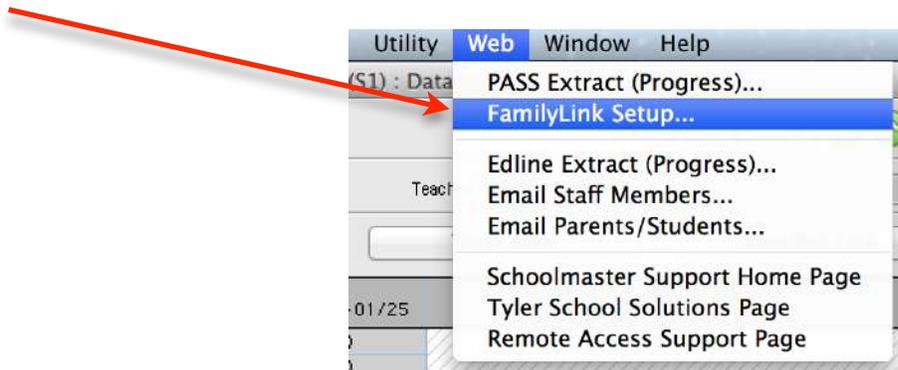


2. Select from dropdown and click on Quarter 4

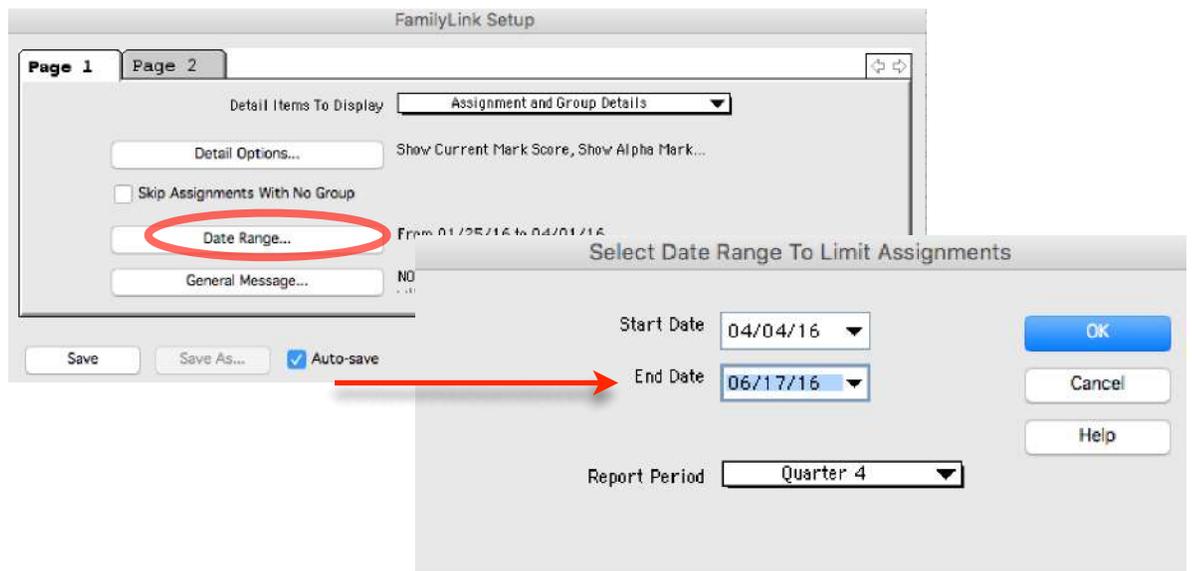


Part 2 - FamilyLink Date Setup

1. Click Web - FamilyLink Setup...



2. Click Date Range - For Quarter 4, extend the end date to 06/17/16.
For "Full Year and Semester 2 Classes"
this will show the columns for: **Q4 and Final Grade**



Gradebook is ready to go!