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

Select Date Range To Limit Assignments





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

1. Click Display - Set Current Mark Column



Include Calculated Assignments in Current Mark Calculation

End Date 06/14/16

01/22 Yr Average: Quarter 2 Grade

-

Quarter 4

T

¥

Start Date 04/04/16 🔻

Hide Current Mark Column

Replace with

Cancel

Help

1. Click Web - FamilyLink Setup...



 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

		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	Frem 01/25/16 to 04/01/16 Select Date Range To Limit Assignments	
	General Message	NO	
		Start Date 04/04/16 🔻	ОК
Save	Save As 🗸 Auto-save	End Date 06/17/16 -	Cancel
			Help
		Report Period Quarter 4 🔻	

