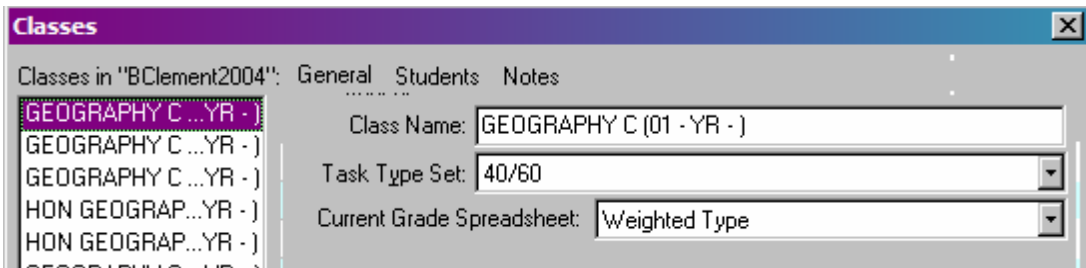


Setup the Correct Type Sets (Daily and Test Percentages) for Your Grade Level and Classes



You only need to do this once at the beginning of the year, OR if a new class is added to your schedule at some point during the school year.

- a. Click the **Setup** menu.
- b. Select **Classes**.
- c. Click the **General** tab.
- d. Click on the **name of the class** in the left-hand side of the window.
- e. Choose the correct percentages for the class from the **Task Type Set** drop-down list.

Middle Schools would use either the 6th Grade, 7th & 8th Grade, or the HIGH SCHOOL 25-75 if it is a class for high school credit.

If you are unsure of which Type Set to use for a class, consult the GISD grading policies in your employee handbook and/or discuss with your supervisor.

- f. Repeat the process above for each class in the left-hand side of the window. You must click individually on each class name and choose the correct Type Set for each class. Click **CLOSE** when finished. Then save your gradebook.