

Getting Started Checkst

Login

- Verify District ID, User ID, and Password
- Update your Email address

Class Information

- Log in and vTew class information for accuracy
- Edit class names and order to better fit your needs
- Check class rosters and verify information for accuracy
- Hide withdrawn students

Set up Grade Book

- Set up assignment types for each class
- Set up weighted average calculations if desired
- Select appropriate grading scale for each class
- Copy lesson plans from your word processing application and paste into the Text Editor
- Attach academic standards to lesson plans
- Enter assignments and share with or copy to other classes as needed
- If using standards-based report cards, associate each assignment with the appropriate assess- ments

Enter Marks/Grades

- Enter marks for assignments
- Calculate averages
- Enter interim or report card grades