At the beginning of the semester, you will need to take off weighted grading. To do this, follow the attached document.

When you add assignments to your gradebook, follow the attached chart to figure out what grading period to click on. The reason some of the focus areas are grayed out is that the focus period has already passed so you are just adding the assignment into the grading “bucket” for the current grading period and the semester grade. This is due to high schools using a cumulative grading period for all assignments.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assignments Entered Between** | **P1 Focus** | **Q1 Focus** | **P2 Focus** | **Q2 Focus** | **S1 Focus** |
| August and 1st progress report (9/7) |  |  |  |  |  |
| After 1st progress report and before end of 1st quarter (10/7) |  |  |  |  |  |
| After 1st quarter and before end of 2nd progress (11/20) |  |  |  |  |  |
| After 2nd progress and through the end of the semester (12/23) |  |  |  |  |  |