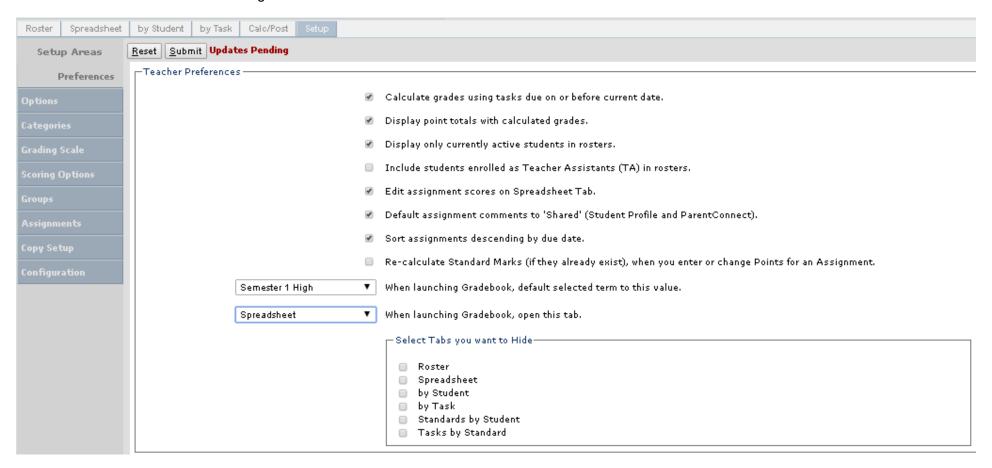
<u>High Schools - Teachers' Gradebook Setup</u>

Please use the following steps to setup gradebooks for Semester 1; Semester 2 setup will be similar by changing the term values to Semester 2.

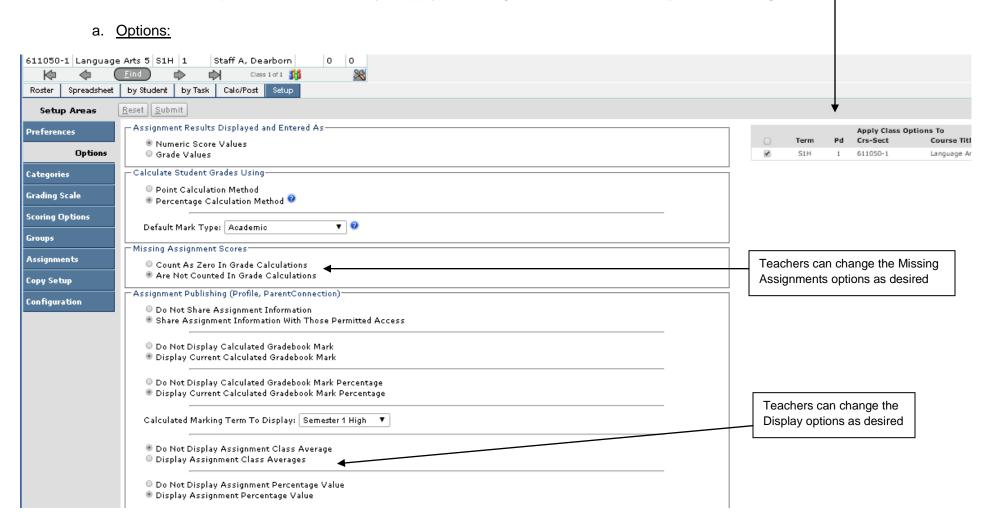
In MIStar-Q:

- 1. Click on Menu, then Marks then Gradebook
- 2. Click Find to select a class (Ex. Language Arts 5)
- 3. Choose Setup
- 4. Click Preferences and choose the following options. Teachers may Check or Uncheck these preferences as desired.
- 5. Click Submit to save the changes.



6. Starting with this step, please review that each class has the following 3 Setup areas completed prior to entering assignments in the gradebook. The 3 Setup areas are (**Options, Categories and Grading Scale**).

You can choose to setup the classes individually or apply the settings to other classes as they show at the right of the screen:



b. Categories:

Please add the categories and click Submit.

Summative (80% or a weight of 4 as 4/5=80%)

Formative (20% or a weight of 1 as 1/5=20%)



c. Grading Scale:

Please configure as desired; additional information is provided at the top of this screen in the setup area

