

School Loop Second Semester Gradebook Set-up

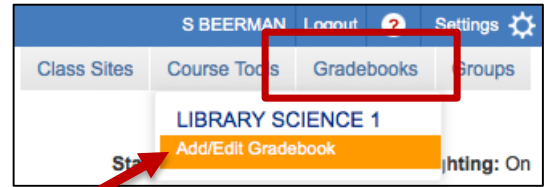
Setting Up Your Second Semester Gradebooks:

NOTE: core subjects who have different course codes for each semester **do not need** to do this.

There are a couple of steps you must do to set up your gradebooks for second semester; however, School Loop will help by transferring your categories, weights, and grading scale to the new gradebooks.

Follow these steps:

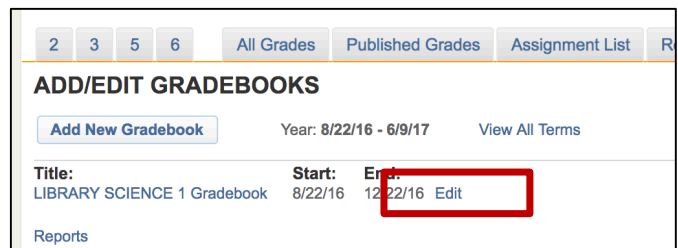
1. Go to the **“Gradebooks”** button in the top right side of the page, once you have logged into your School Loop account.



Select **“Add/Edit Gradebook”** under the course you need to create a new second semester grade book.

2. You will see on the left side of the page your gradebook for first semester.

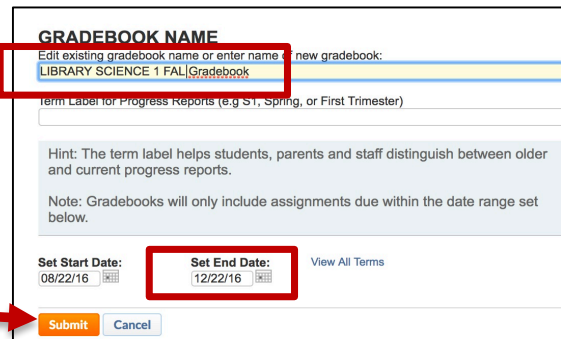
Click on **“Edit”** on the far right side of the page.



Add **“FAL”** to the gradebook name in the first box.

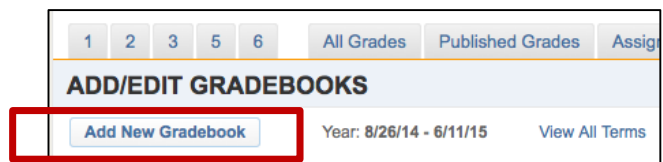
Check to make sure the end date for the first semester grade book is **12/21/17**. If it has June as the end date click on the calendar and change the date to reflect the last day of the Fall semester.

Click the **“Submit”** button.



The **“Add/Edit Gradebooks”** window will appear again.

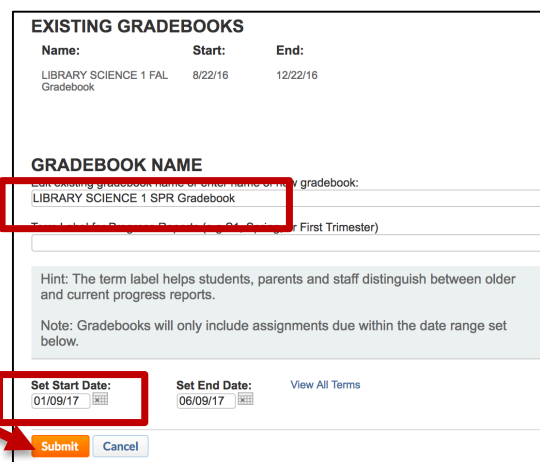
Click once on the blue **“Add New Gradebook”** button.



Type in a new name under **Gradebook Name** – be sure to include the words, **“Second Semester”** or **“Spring”** in the new title.

Change the **start date** to **1/08/18** and change the **end date** to **5/31/18**.

Click once on the blue **“Submit”** button.



3. You will see the two grade books listed under the Gradebook link. **However, after January 08** when you log in to Schoolloop the **second semester grade book will appear as the default**, any time you go to the gradebook you will no longer automatically see the first semester gradebook.

To access the first semester gradebook follow these steps...

Go to Gradebook

Choose “add/edit Gradebook” under the class you wish to view the first semester gradebook

Click on the first semester grade book on the left

4. **Categories, Weights and Grading Scales:**

Make sure to **check your categories and weights** and make sure they are still on, if you had used them for first semester. School Loop is suppose to transfer these settings but I like to check just to make sure

To change weights, add or delete a category, or change your grading scale, go to your **“My Portal”** (main page when you log into Schoolloop) page and select **“Settings”**.

Under the title, **“Gradebook Settings”** heading, click once on the title of the second semester grade book you wish to amend.

To add or delete a category or to change the weights of a category, click on the blue **“Go”** button next to **“Weighting”**.

Click **“Yes”** next to **“Use weighting”**, and make the appropriate changes. Click once on the blue **“Submit”** button.

To amend the **“Grading Scale”**, click on the blue **“Go”** button next to **“Grading Scale”**.

Make the appropriate changes. Click once on the **“Submit”** button.