School Loop Second Semester Gradebook Date Change ONLY
CORE SUBJECTS

Setting Up Your Second Semester Gradebooks:

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.
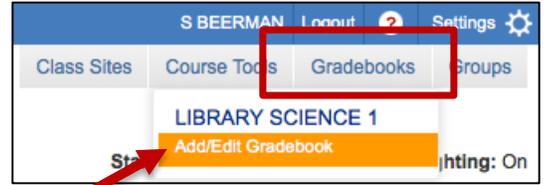
   Select **"Add/Edit Gradebook"** under the course you will not be Using as your second semester grade book.

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

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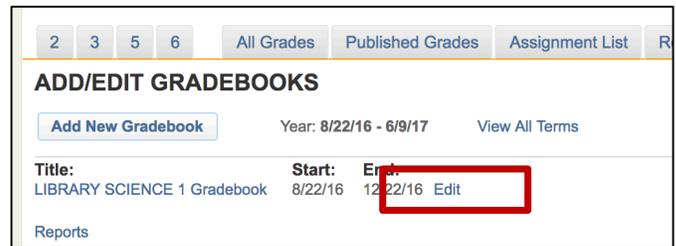
   Check to make sure the end date for the first semester grade book is **12/21/17.** If it has June as the end date click on the calendar and change the date to reflect the last day of the Fall semester.

   Click the "**Submit**" button.
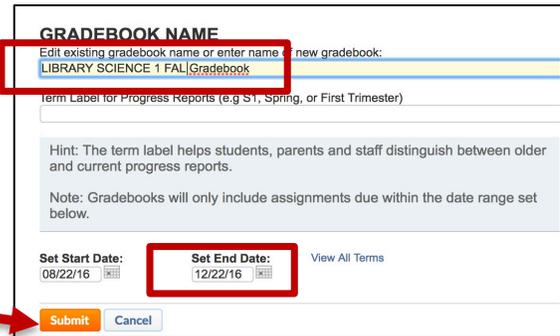
3. You will see the two grade books listed under the Gradebook link and under "Course Management".
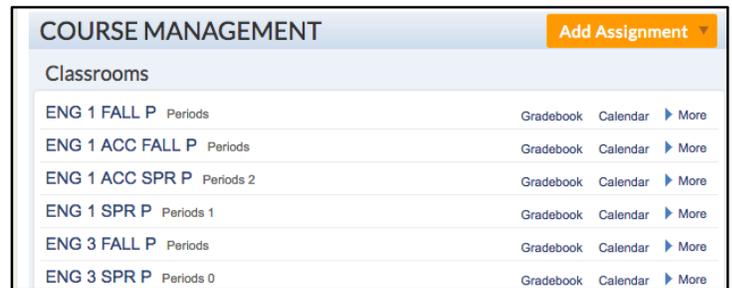
   To hide the gradebooks from your list after you have submitted your grades (in order to see only 2nd semester gradebooks) you need to:

   > Log into School Loop
   > Click "Manage Sections" under "Quick Links"
   > > on the right side

Click on the "Change" button to the right of the
    class you want to hide

This Course is Currently: **Visible** [Change]
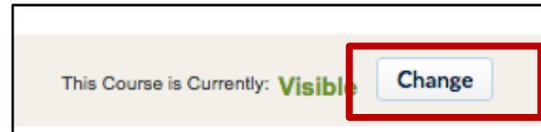
That will move the class to the bottom of the page
    and you will see "hidden" to the right of the class.

This Course is Currently: **Hidden** [Change]

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.