

# School Loop Second Semester Gradebook Set-up

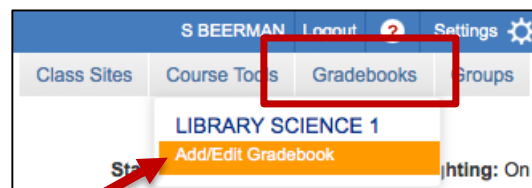
## Setting Up Your Second Semester Gradebooks:

**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:

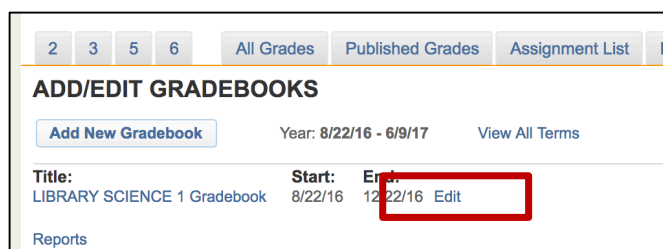
1. Go to the **“Gradebooks”** button in the top right side of the page, once you have logged into your School Loop account.



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.

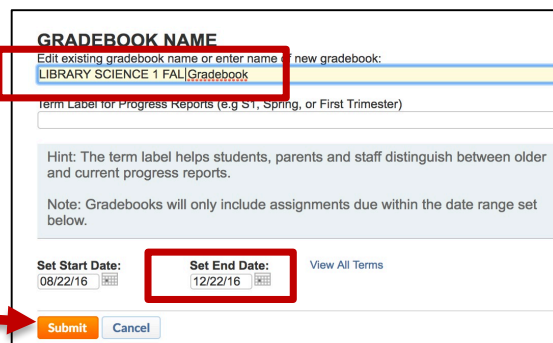
Click on **“Edit”** on the far right side of the page.



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

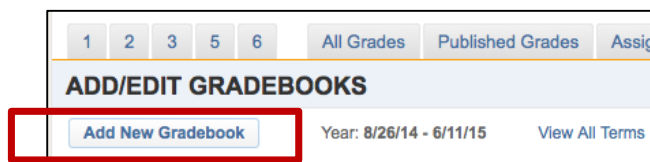
Check to make sure the end date for the first semester grade book is **12/21/17**. If it has June as the end date click on the calendar and change the date to reflect the last day of the Fall semester.

Click the **“Submit”** button.



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

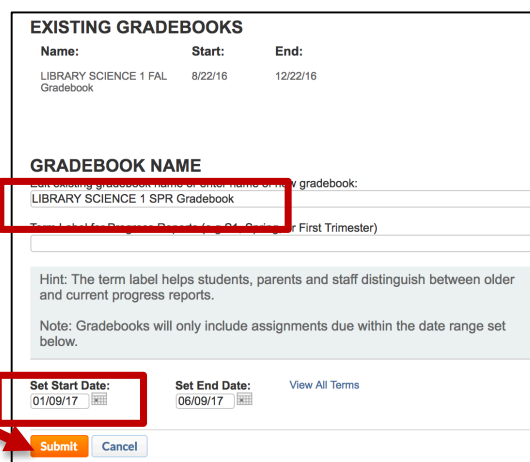
Click once on the blue **“Add New Gradebook”** button.



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.