## Grade Machine Starting a New Grading Period

1. Click on "class" and select "grading periods."



2. Change "description" from "Quarter 1" to "Quarter 2."





3. Starting date should be 10/30/00

1 Description: Quarter 2	Include In Reports:
Weight: 100.000 Start Date: 10 / 30 / 2000	X Attendance
Starting Assignment: 1     Extra Credit     Allow Alternate Grade       When Calculating Grade:     Use category weights     Image: Category weights	
2 Description: Weight: 0.000 Start Date: / /	Include In Reports: Grade Summary Attendance
Starting Assignment: Extra Credit Allow When Calculating Grade: Use category weights	Alternate Grade