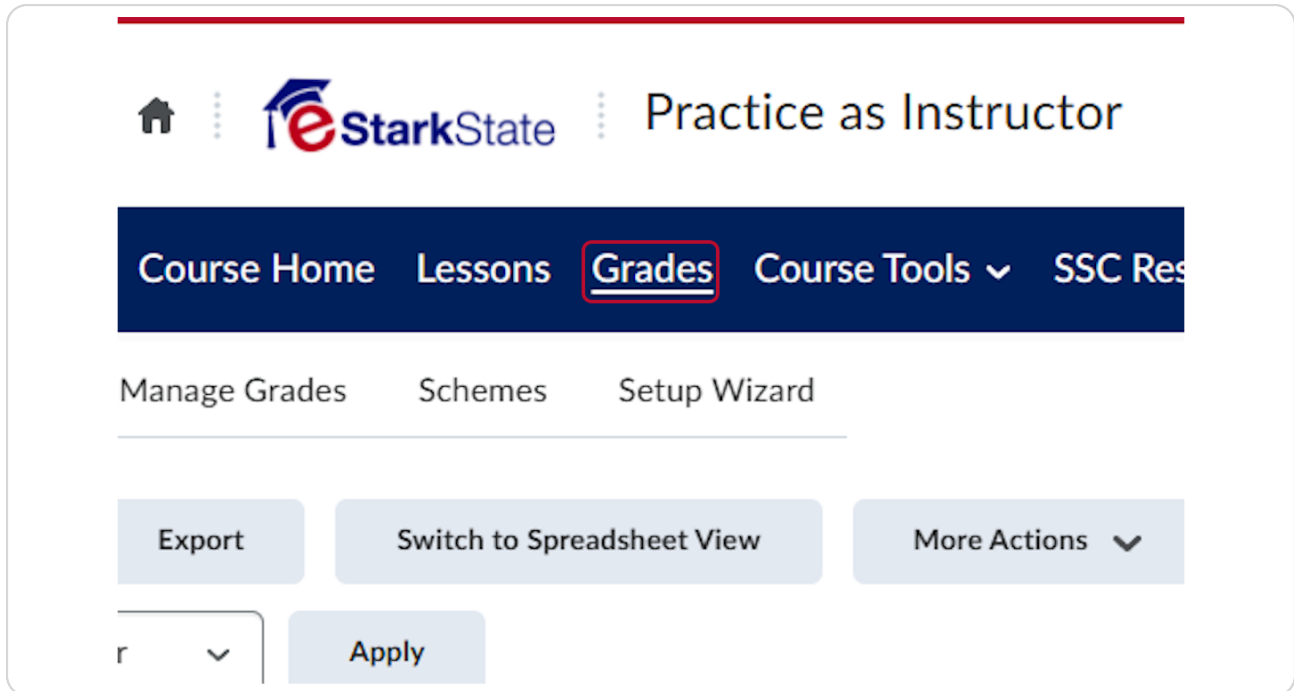


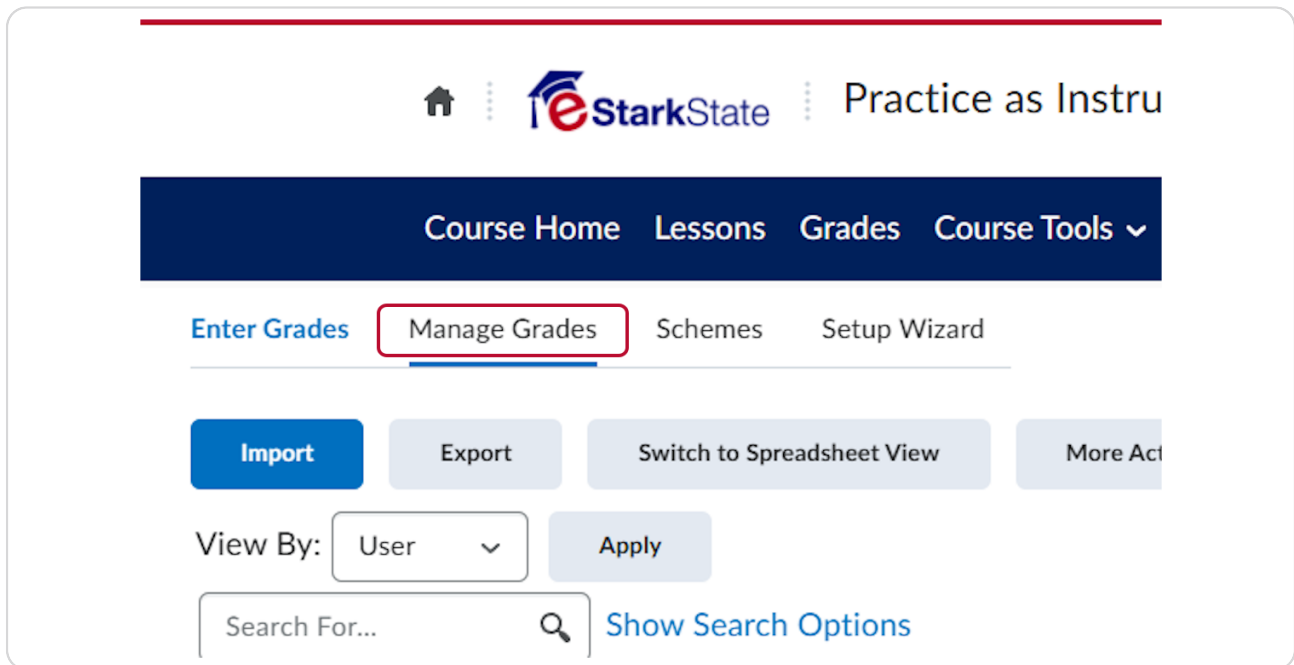
## STEP 1

### Click on Grades



## STEP 2

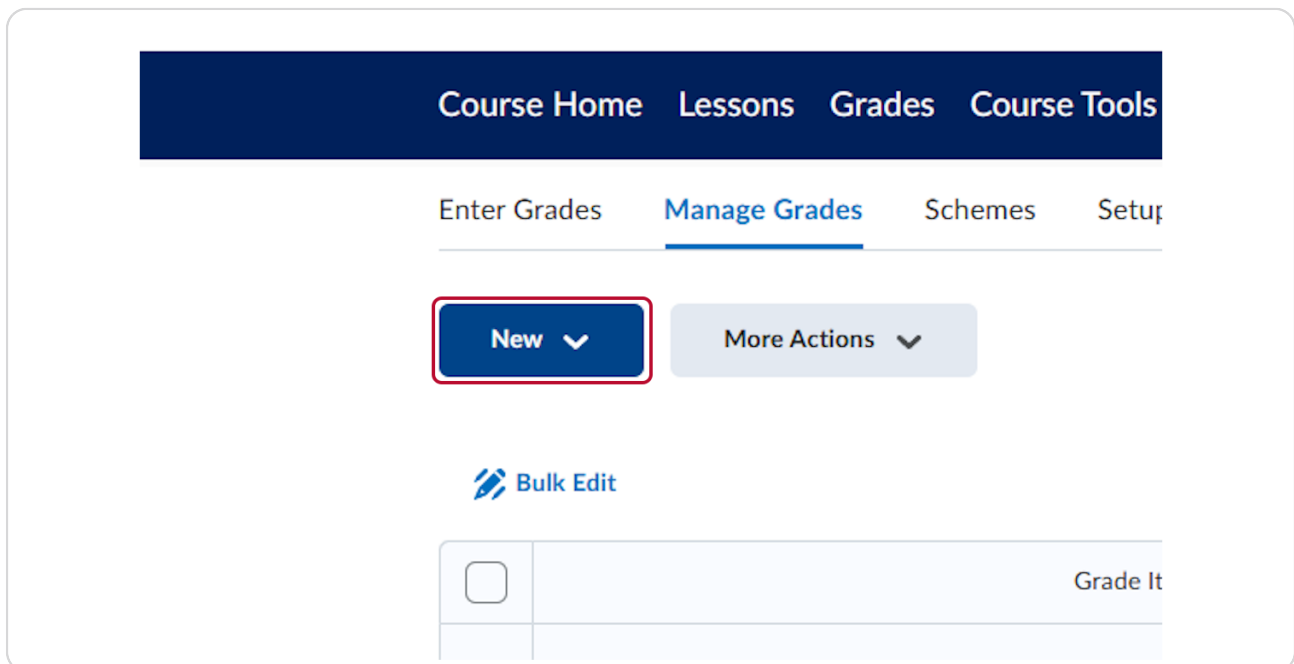
### Click on Manage Grades



The screenshot shows the StarkState interface. At the top, there is a navigation bar with a home icon, the StarkState logo, and the text "Practice as Instru". Below this is a dark blue navigation bar with the following options: "Course Home", "Lessons", "Grades", and "Course Tools" with a dropdown arrow. Underneath, there is a sub-navigation bar with the following options: "Enter Grades", "Manage Grades" (which is highlighted with a red box), "Schemes", and "Setup Wizard". Below this, there are several buttons: "Import" (blue), "Export" (light blue), "Switch to Spreadsheet View" (light blue), and "More Act" (light blue). There is also a "View By:" section with a dropdown menu set to "User" and an "Apply" button. At the bottom, there is a search bar with the text "Search For..." and a magnifying glass icon, followed by a link that says "Show Search Options".

## STEP 3

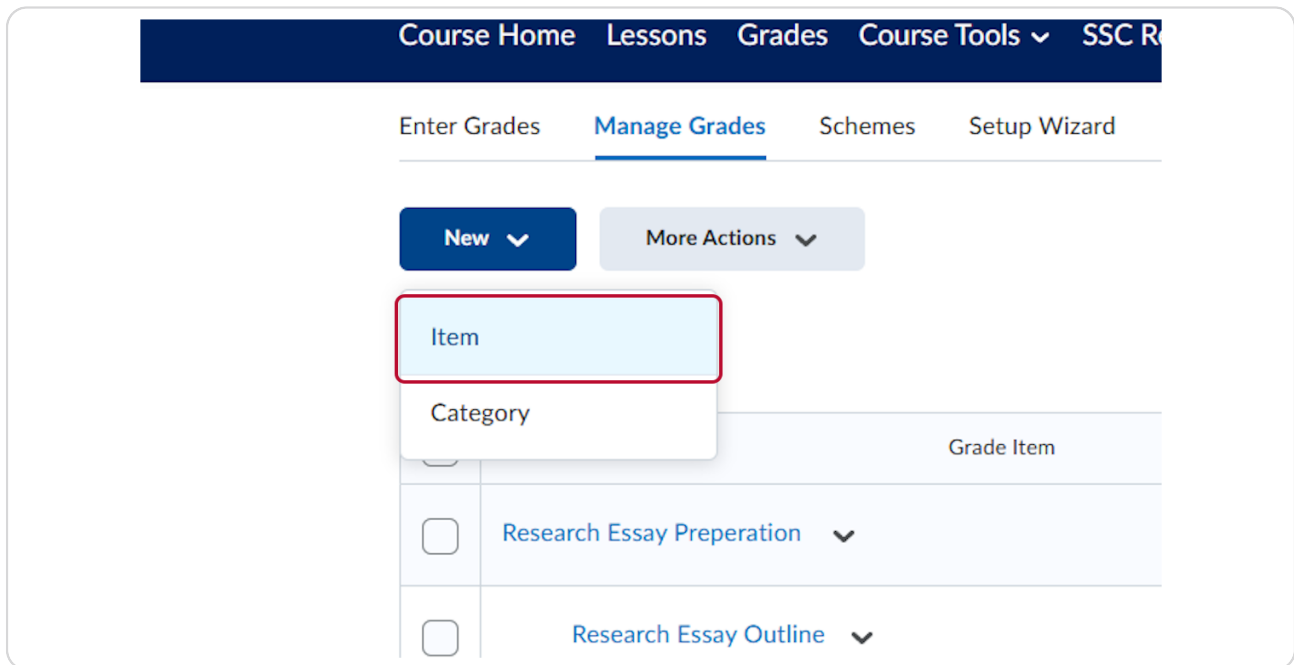
### Click on New v



The screenshot shows the StarkState interface. At the top, there is a dark blue navigation bar with the following options: "Course Home", "Lessons", "Grades", and "Course Tools". Below this is a sub-navigation bar with the following options: "Enter Grades", "Manage Grades" (which is highlighted with a blue underline), "Schemes", and "Setup". Below this, there are two buttons: "New" with a dropdown arrow (highlighted with a red box) and "More Actions" with a dropdown arrow. Below these buttons, there is a link that says "Bulk Edit" with a blue icon. At the bottom, there is a table with a checkbox in the first column and the text "Grade It" in the second column.

## STEP 4

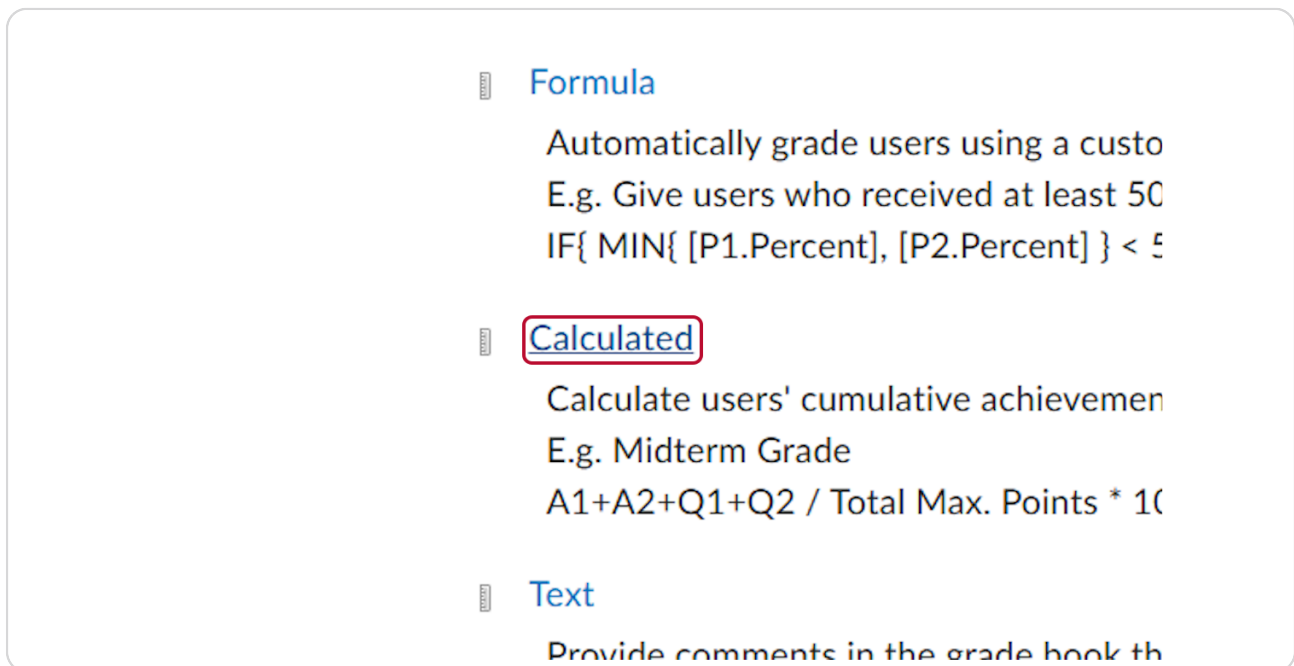
### Click on Item



The screenshot shows the 'Manage Grades' section of a course management system. At the top, there is a dark blue navigation bar with links: 'Course Home', 'Lessons', 'Grades', 'Course Tools', and 'SSC R'. Below this, a sub-navigation bar contains 'Enter Grades', 'Manage Grades' (which is underlined), 'Schemes', and 'Setup Wizard'. Under 'Manage Grades', there are two buttons: 'New' (with a dropdown arrow) and 'More Actions' (with a dropdown arrow). The 'New' dropdown menu is open, showing 'Item' (highlighted with a red box) and 'Category'. Below the dropdown, there is a table with a header 'Grade Item' and two rows of items: 'Research Essay Preparation' and 'Research Essay Outline', each with a checkbox on the left.

## STEP 5

### Click on Calculated



The screenshot shows the 'New' dropdown menu from the previous step. It lists three options: 'Formula', 'Calculated' (highlighted with a red box), and 'Text'. Each option has a small icon to its left. Below 'Formula', there is a description: 'Automatically grade users using a custom formula' and an example: 'E.g. Give users who received at least 50% if the minimum of their two exam scores is less than 50%'. Below 'Calculated', there is a description: 'Calculate users' cumulative achievement' and an example: 'E.g. Midterm Grade' followed by the formula 
$$A1+A2+Q1+Q2 / \text{Total Max. Points} * 100$$
. Below 'Text', there is a description: 'Provide comments in the grade book that will be visible to the student'.

## STEP 6

### Type a Name

Properties

Restrictions

Objectives

General

Type

Calculated

Name \*

Calculated Grade

Short Name

Category

None

[New Category]

## STEP 7

### Check Select all rows for the graded items under Calculation

Grade Scheme

-- Default Scheme -- (Letter Grade Scheme (English Courses using +/-))

Calculation

☒

Grade Item to Include

☒

Research Essay Preparation

☒

Research Essay Outline

☒

Identify 5 Sources

☒

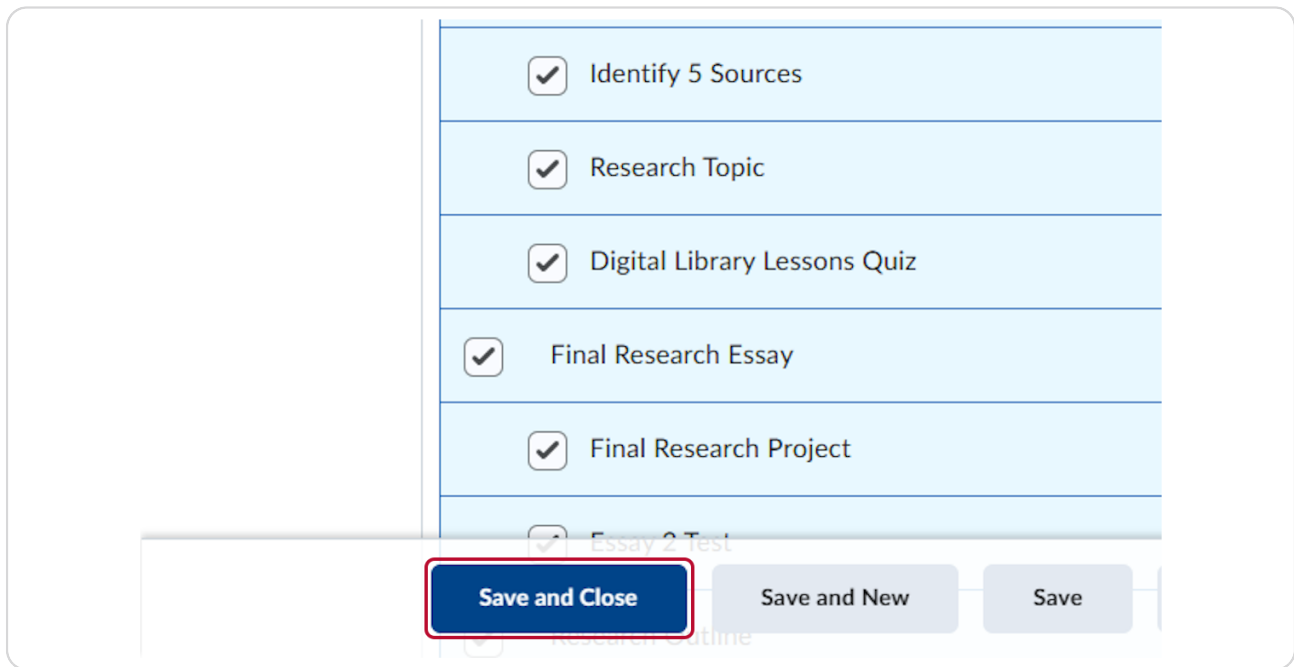
Research Topic

☒

Digital Library Lessons Quiz

## STEP 8

Click on Save and Close



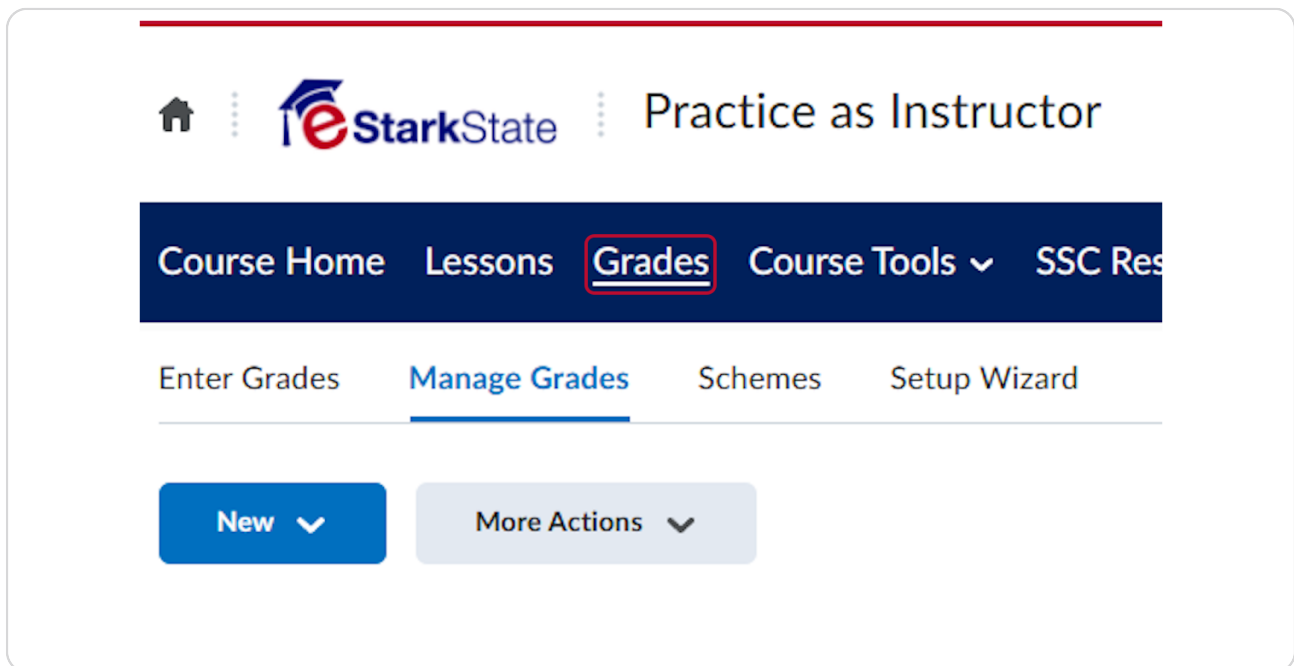
A screenshot of a web interface showing a list of tasks. The tasks are: Identify 5 Sources, Research Topic, Digital Library Lessons Quiz, Final Research Essay, Final Research Project, and Essay 2 Test. Each task has a checked checkbox. Below the list are three buttons: 'Save and Close' (highlighted with a red box), 'Save and New', and 'Save'.

<input checked="" type="checkbox"/>	Identify 5 Sources
<input checked="" type="checkbox"/>	Research Topic
<input checked="" type="checkbox"/>	Digital Library Lessons Quiz
<input checked="" type="checkbox"/>	Final Research Essay
<input checked="" type="checkbox"/>	Final Research Project
<input checked="" type="checkbox"/>	Essay 2 Test

**Save and Close** Save and New Save

## STEP 9

Click on Grades



A screenshot of the eStarkState 'Practice as Instructor' page. The page has a navigation bar with 'Course Home', 'Lessons', 'Grades' (highlighted with a red box), 'Course Tools', and 'SSC Res'. Below the navigation bar are links for 'Enter Grades', 'Manage Grades' (underlined), 'Schemes', and 'Setup Wizard'. At the bottom are two buttons: 'New' and 'More Actions'.

Home eStarkState Practice as Instructor

Course Home Lessons **Grades** Course Tools ▾ SSC Res

Enter Grades Manage Grades Schemes Setup Wizard

New ▾ More Actions ▾

STEP 10

Your Calculated Grade Category will appear at the end of your gradebook before the Final Calculated Grade

	Welcome Video	Calculated Grade	Final Calculated Grade