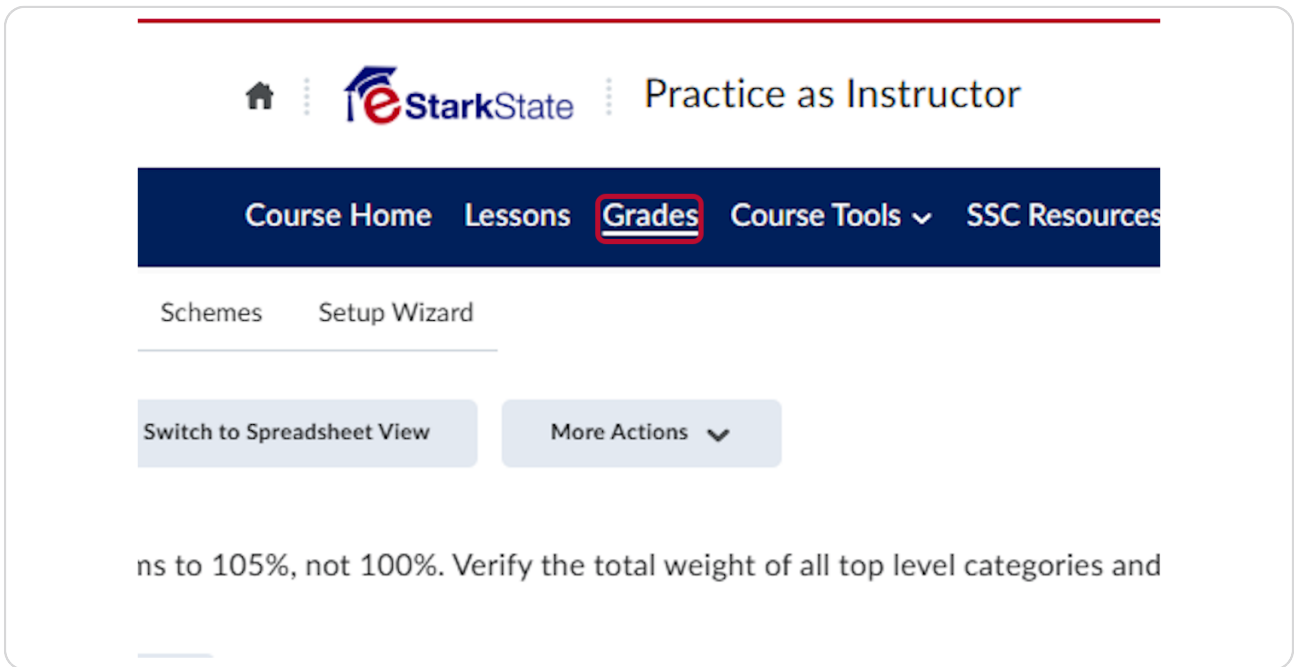


STEP 1

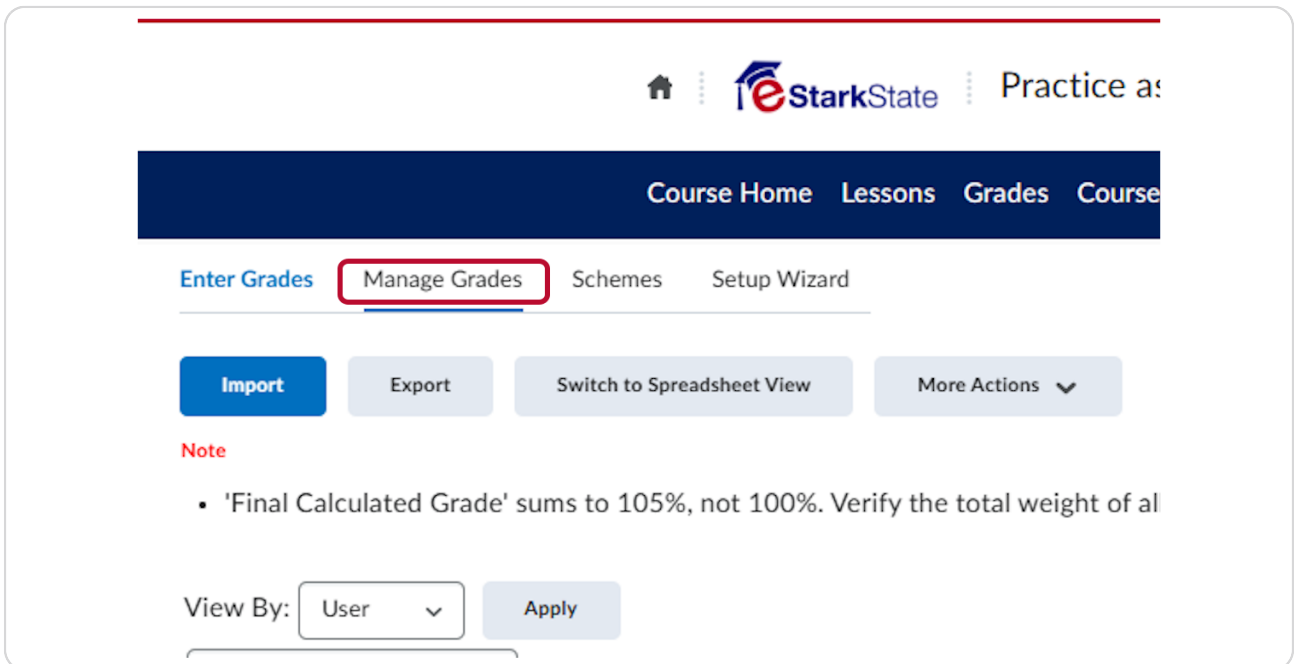
Click on Grades



The screenshot shows the top navigation bar of the eStarkState interface. The 'Grades' tab is highlighted with a red box. Below the navigation bar, there are buttons for 'Switch to Spreadsheet View' and 'More Actions'. A note at the bottom states: 'ns to 105%, not 100%. Verify the total weight of all top level categories and'.

STEP 2

Click on Manage Grades



The screenshot shows the 'Manage Grades' sub-navigation bar. The 'Manage Grades' tab is highlighted with a red box. Below the navigation bar, there are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A note at the bottom states: 'Note' followed by a bullet point: '• 'Final Calculated Grade' sums to 105%, not 100%. Verify the total weight of al'. At the bottom, there is a 'View By:' dropdown menu set to 'User' and an 'Apply' button.

STEP 3

Click on the V by the assessment you need to change

☐	
☐	Quiz 3 ▼
☐	Quiz 4 ▼
☐	Quiz 5 ▼
☐	Final Calculated Grade ▼
☐	Final Adjusted Grade ▼

STEP 4

Click on Edit

☐	Final Research Project ▼	Nt
☐	Essay 2 Test ▼	Nt
☐	Reading Quizzes ▼	
☐	Edit	Nt
☐	Hide from Users	Nt
☐	Enter Grades	Nt
☐	View Statistics	Nt
☐	View Event Log	Nt

Select the Category from the list

Name *

Quiz 5

Short Name

Category

Reading Quizzes (15% of final grade) [New Category]

▼ Hide Description

Description

Paragraph B I U A ≡ ≡ ☰ 🔗 📎 Σ ⌨ + L
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Click on Save and Close

☐ Allow users to view grade item description

Grading

Maximum Points *

?

Weight *

?

Save and Close

Save and New

Save

Cancel