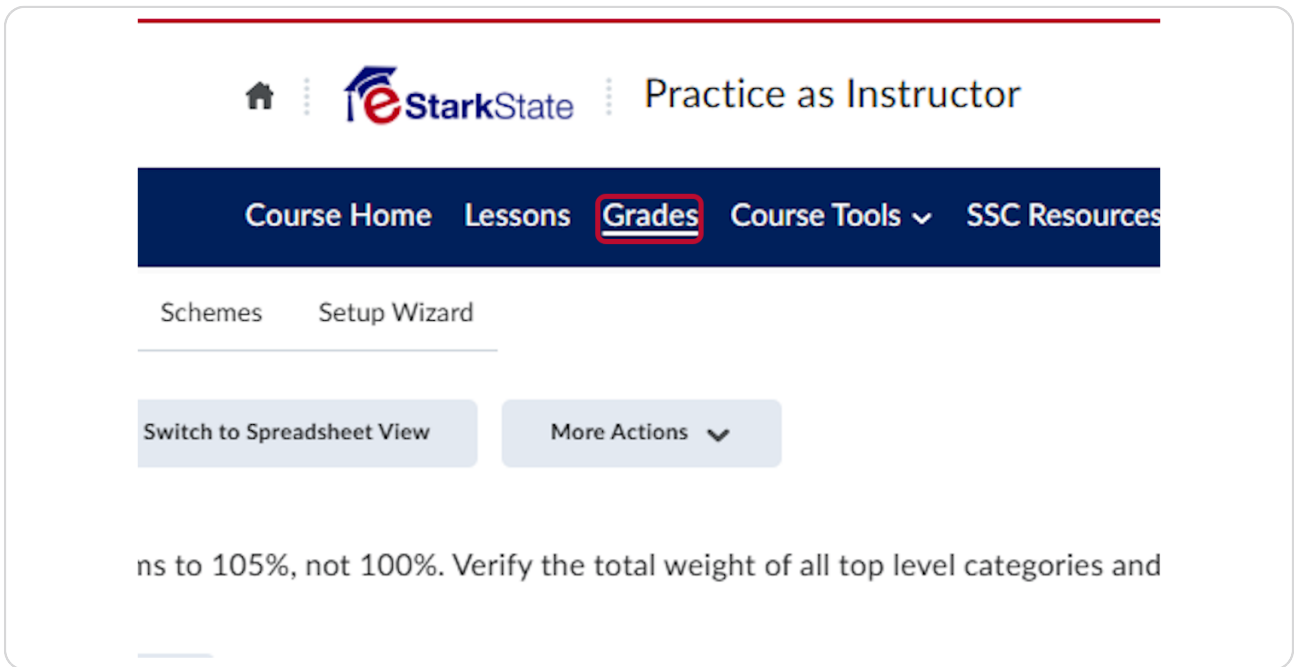


STEP 1

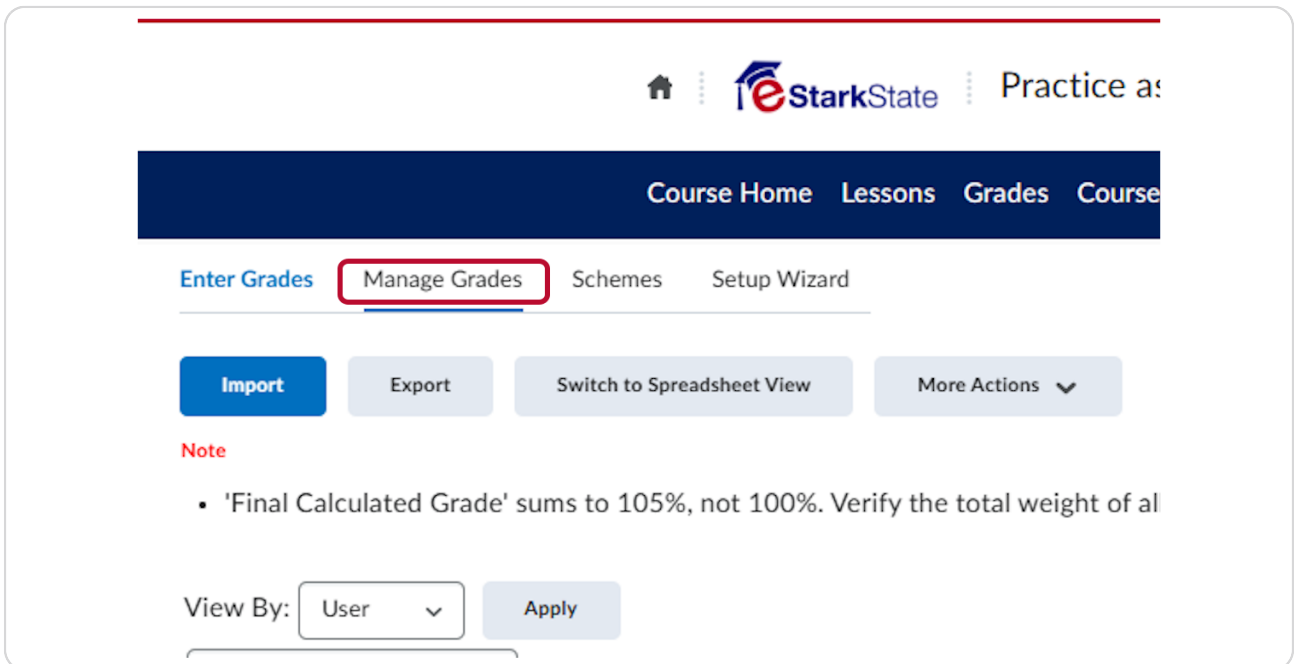
Click on Grades



The screenshot shows the top navigation bar of the eStarkState interface. The 'Practice as Instructor' header is on the right. Below it, a dark blue navigation bar contains the following links: 'Course Home', 'Lessons', 'Grades' (highlighted with a red box), 'Course Tools' with a dropdown arrow, and 'SSC Resources'. Below this bar, there are links for 'Schemes' and 'Setup Wizard'. Further down, there are two buttons: 'Switch to Spreadsheet View' and 'More Actions' with a dropdown arrow. At the bottom, a note 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 'Grades' section of the eStarkState interface. The top navigation bar is the same as in Step 1. Below the dark blue navigation bar, there are links for 'Enter Grades', 'Manage Grades' (highlighted with a red box), 'Schemes', and 'Setup Wizard'. Below these links, there are four buttons: 'Import' (blue), 'Export' (light blue), 'Switch to Spreadsheet View' (light blue), and 'More Actions' (light blue with a dropdown arrow). Below the buttons, a red 'Note' is displayed: '• 'Final Calculated Grade' sums to 105%, not 100%. Verify the total weight of al'. At the bottom, there is a 'View By:' section with a 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

STEP 5

Select the Category from the list

This grade item is associated with the quiz Quiz 5

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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STEP 6

Click on Save and Close

☐ Allow users to view grade item description

Grading

Maximum Points *

?

Weight *

?

Save and Close

Save and New

Save

Cancel