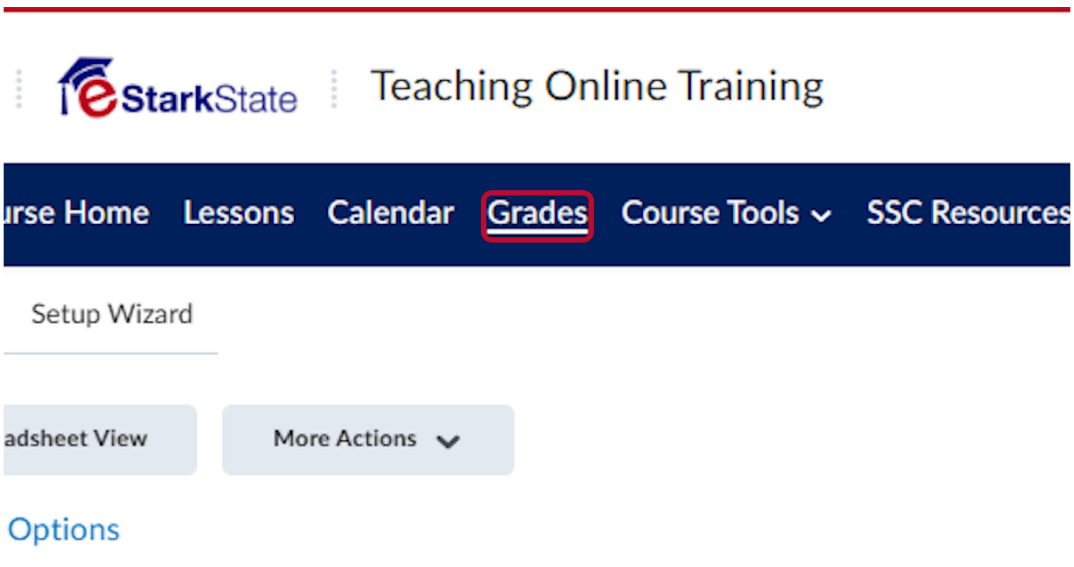
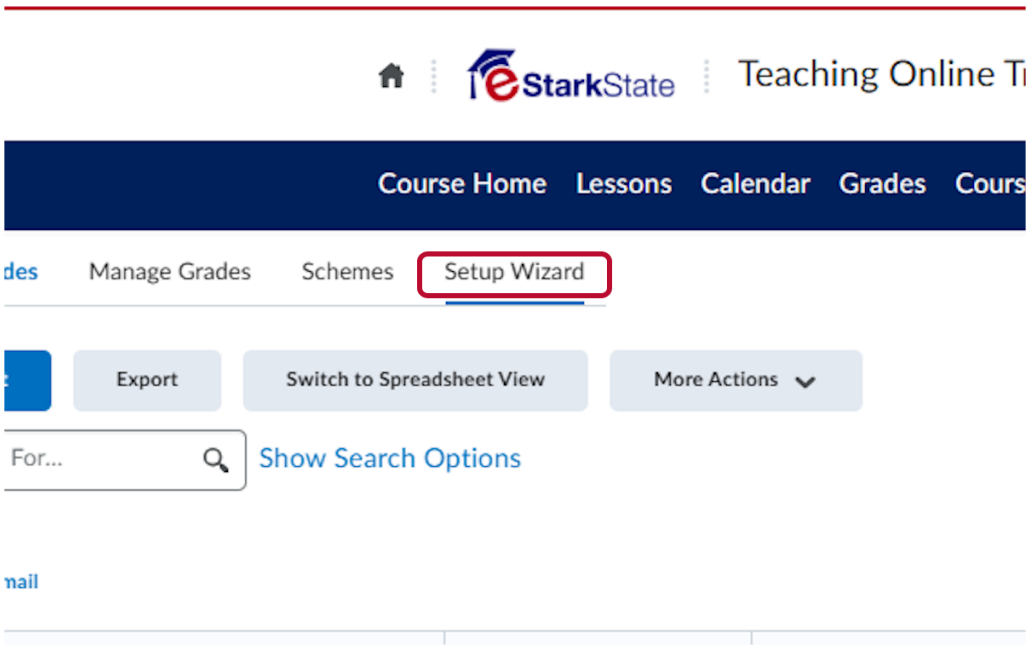
STEP 1

Click on Grades



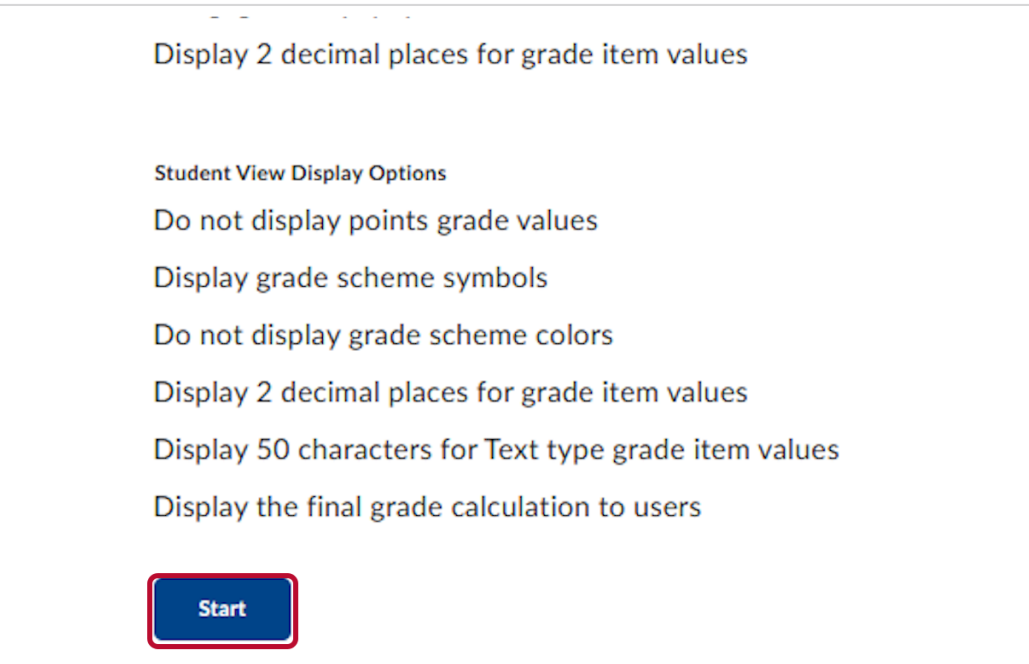
STEP 2

Click on Setup Wizard



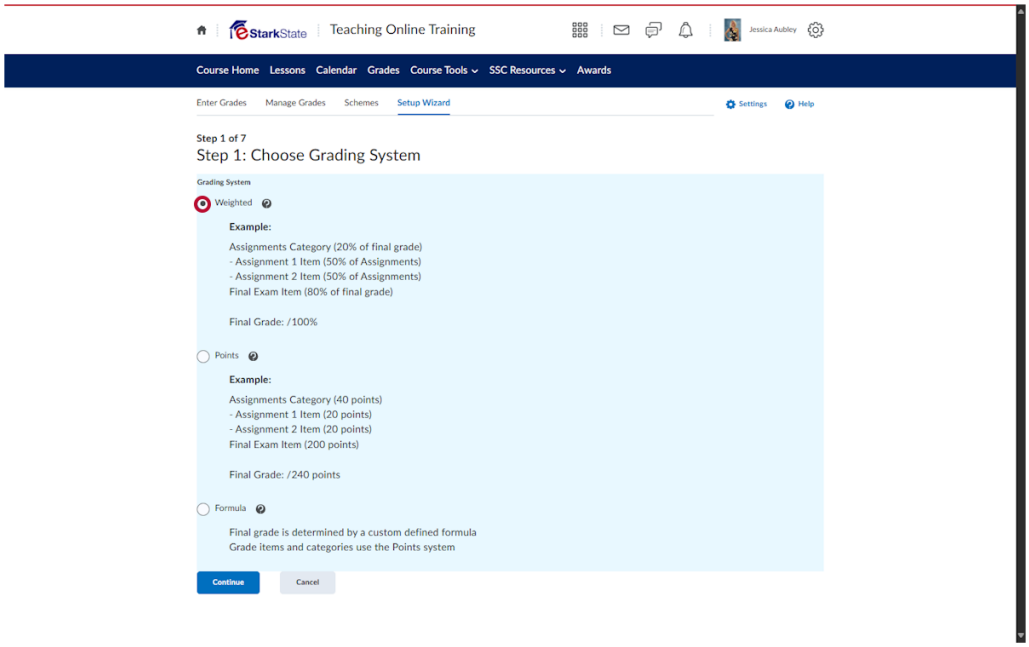
STEP 3

Click on Start



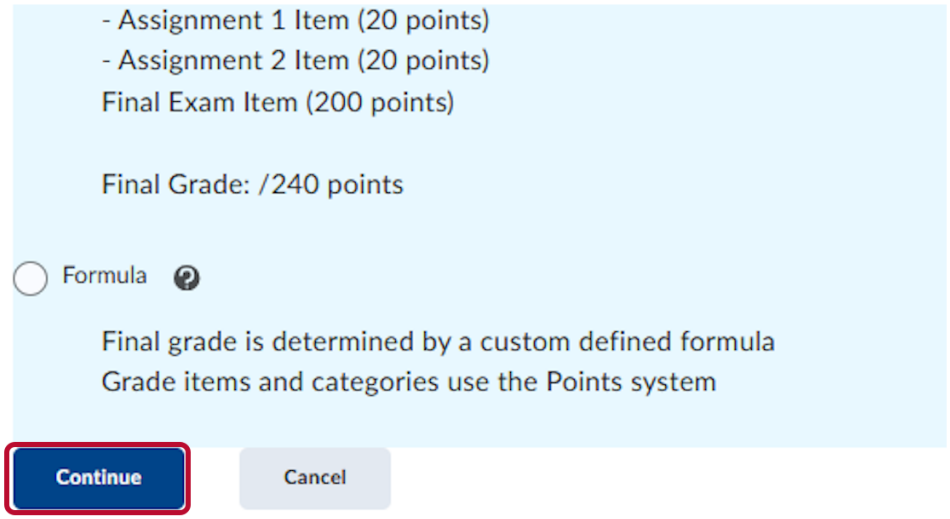
STEP 4

Select Weighted



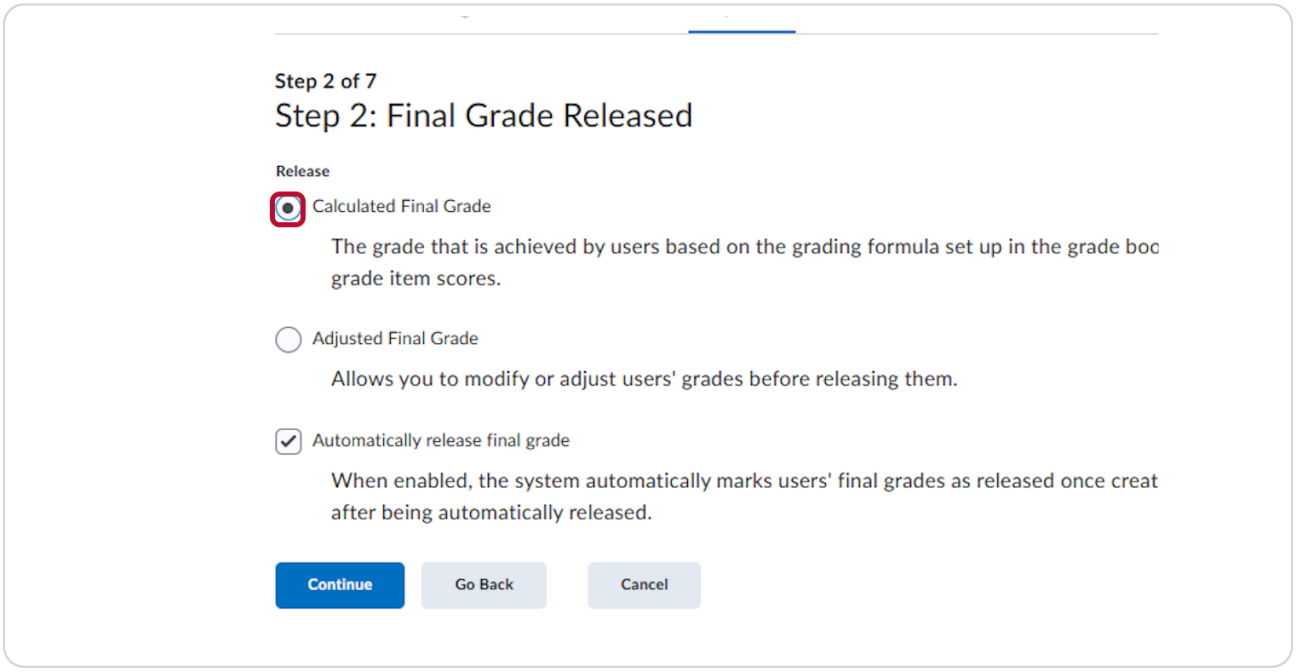
STEP 5

Click on Continue



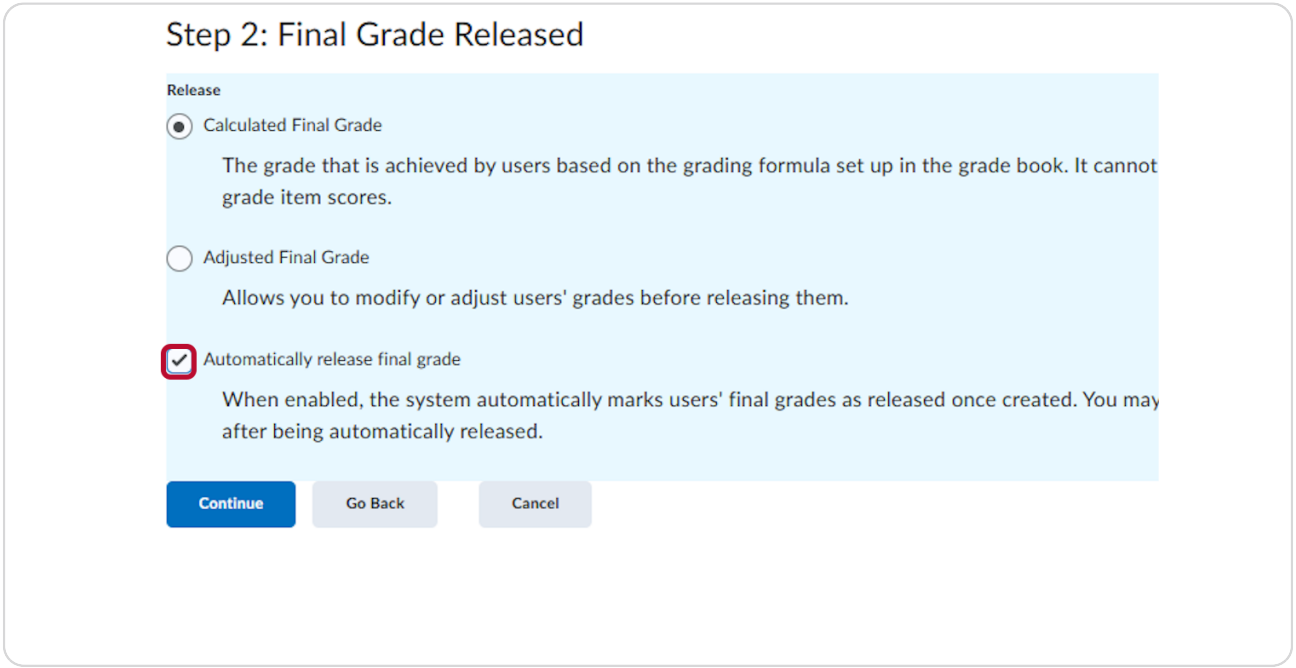
STEP 6

Select Calculated Final Grade



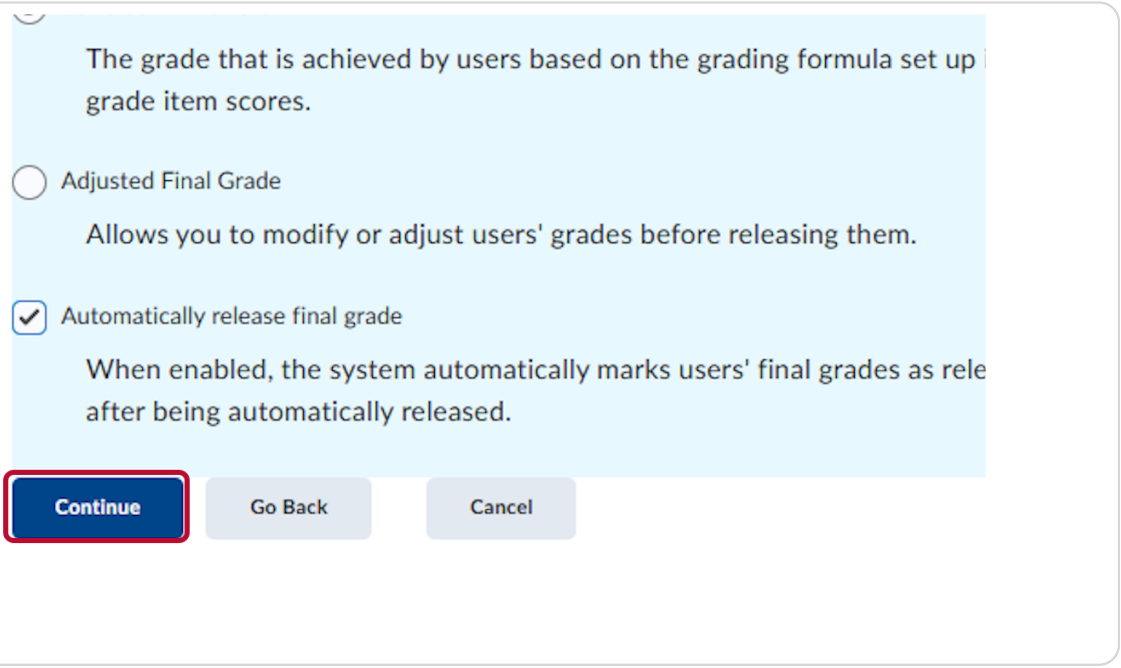
STEP 7

Check Automatically release final grade



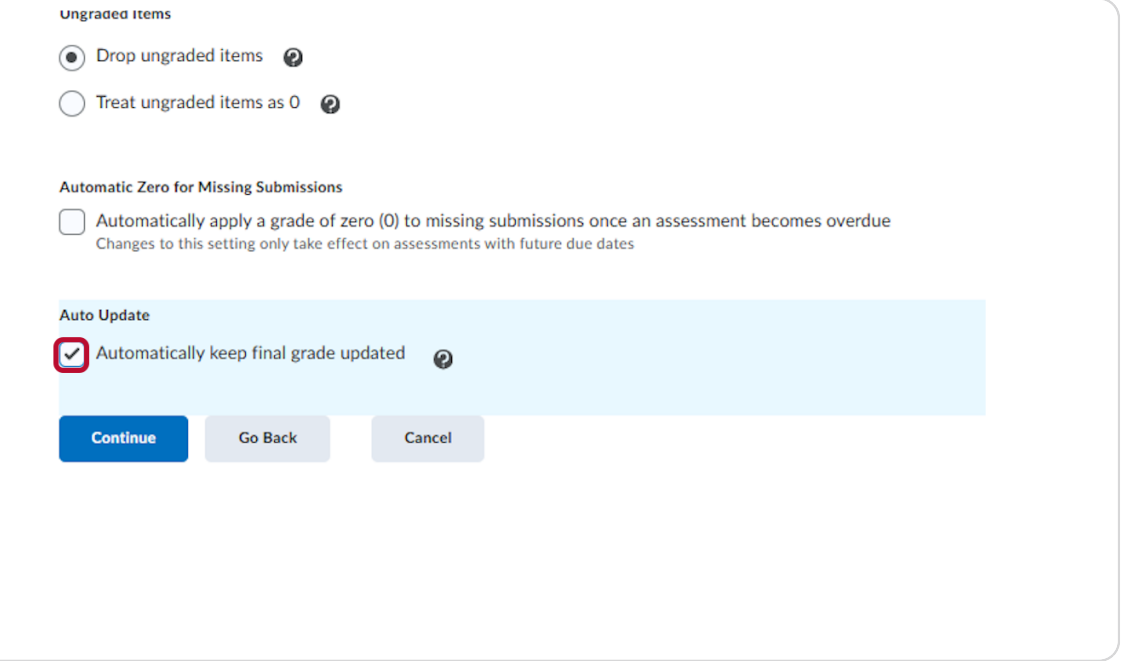
STEP 8

Click on Continue



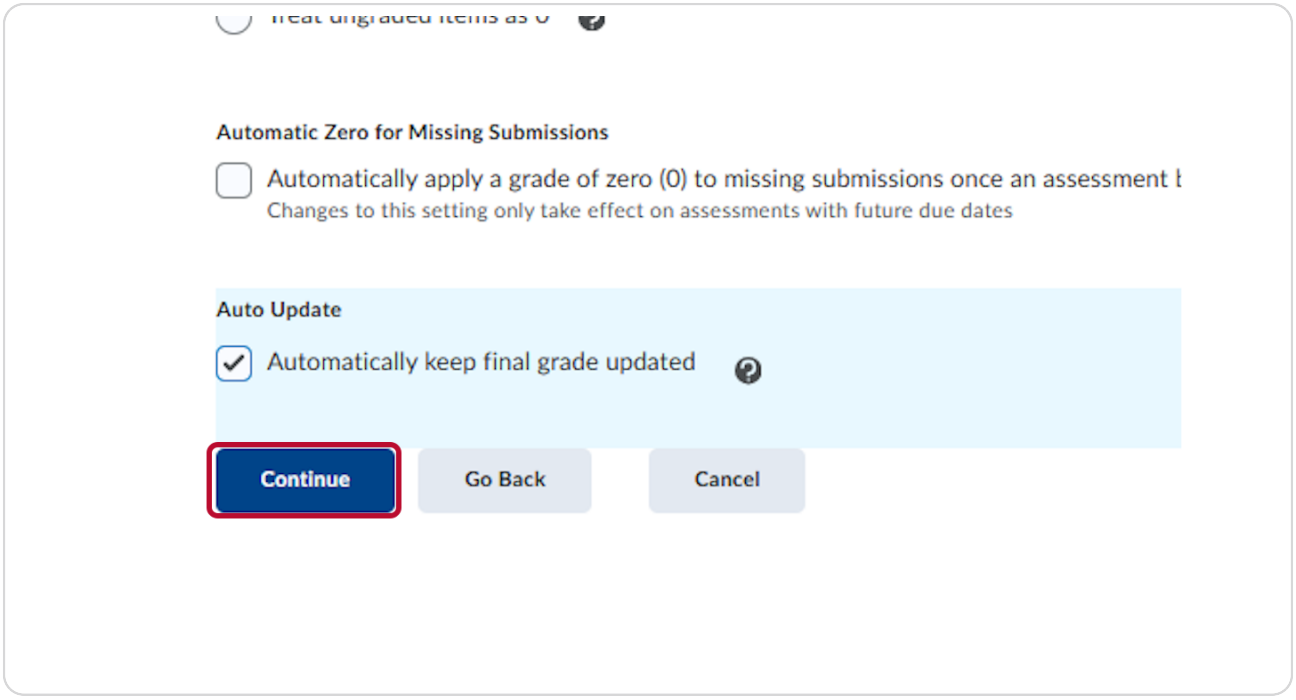
STEP 9

Check Automatically keep final grade updated



STEP 10

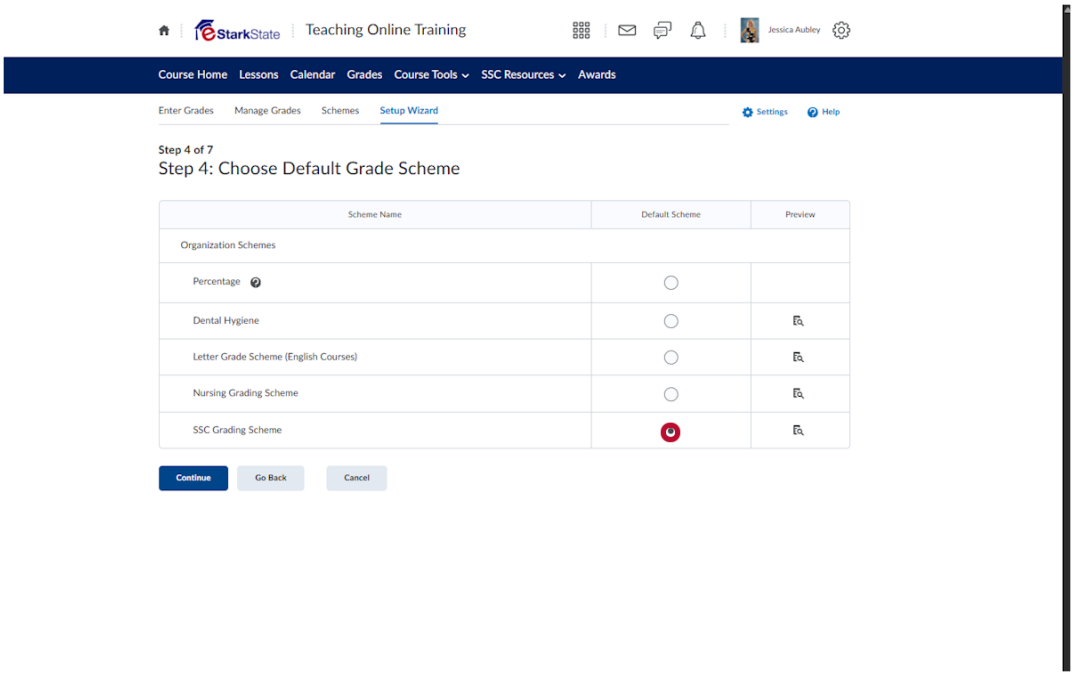
Click on Continue



STEP 11

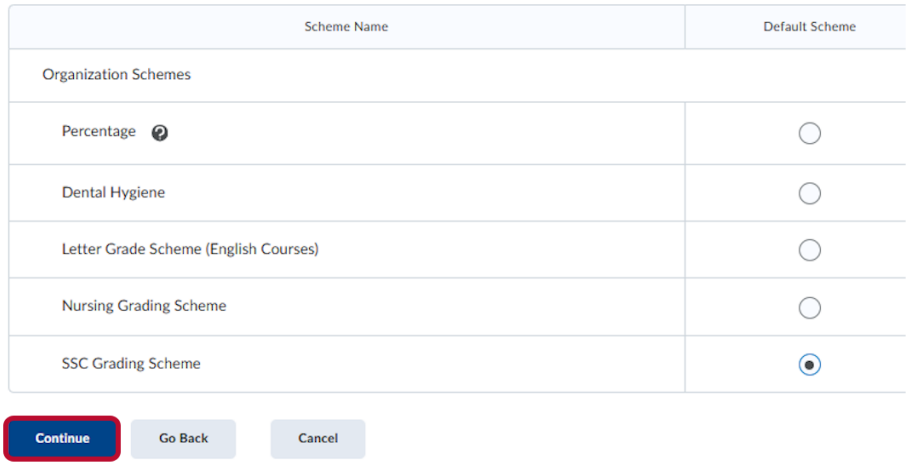
Select the Scheme

The SSC Grading Scheme is recommended



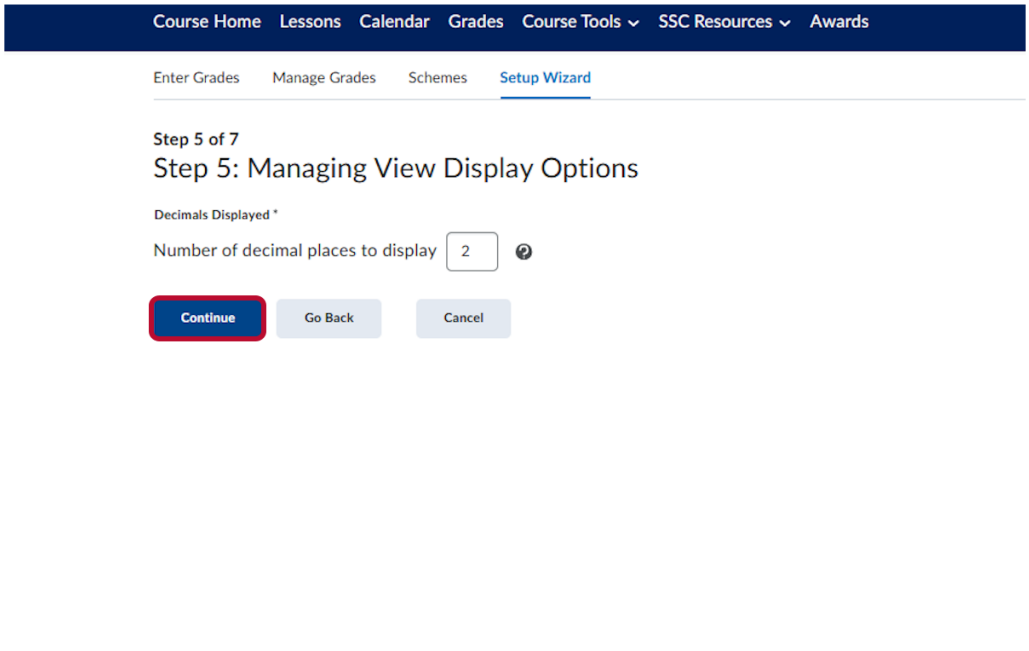
STEP 12

Click on Continue



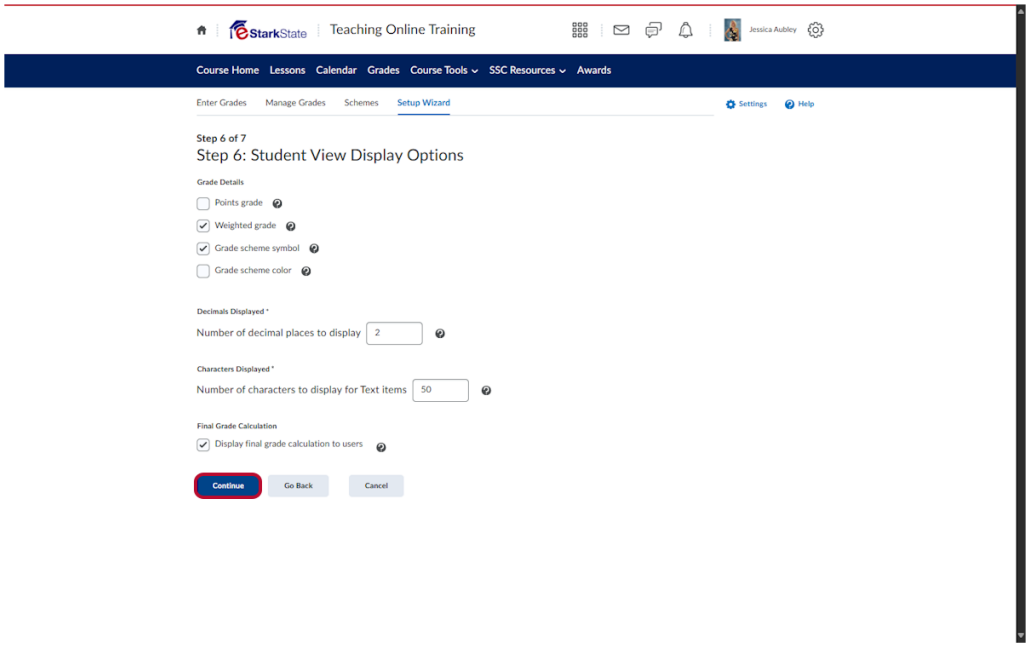
STEP 13

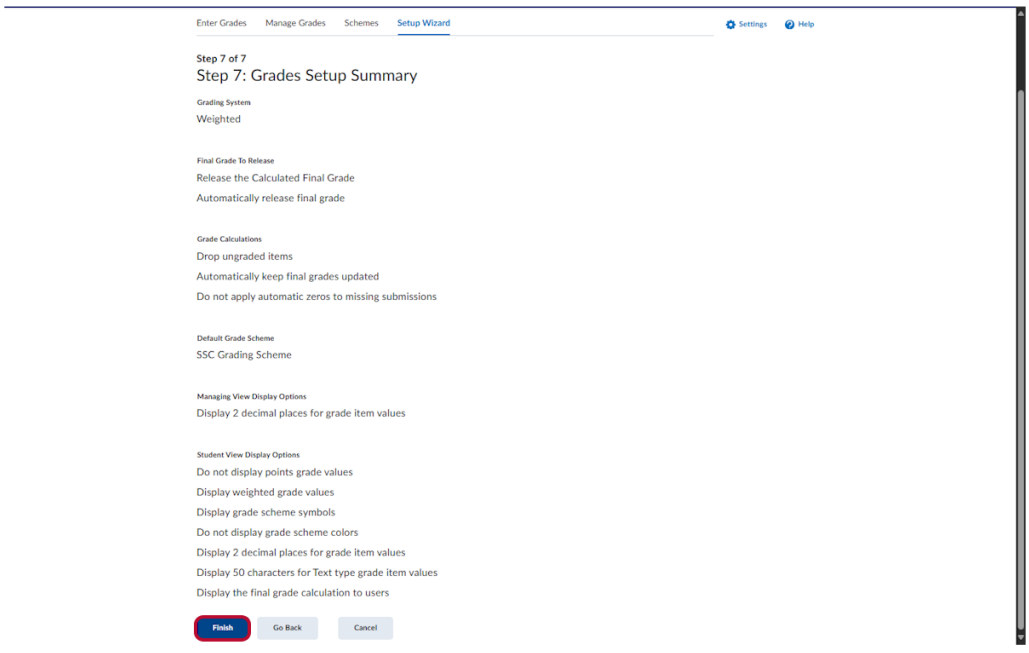
Click on Continue



STEP 14

Click on Continue



STEP 15

Click on Finish