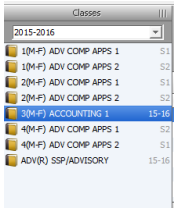


Full Year Classes

Choose the appropriate course



Click on Grade Setup

Click on the Y1 term

Choose Term Weights

Enter the weights exactly as they are entered here

Name	Weight	Percent	Drop Low
Q1	22.5	22.500%	n/a
Q2	22.5	22.500%	n/a
Q3	22.5	22.500%	n/a
Q4	22.5	22.500%	n/a
E1	10	10.000%	n/a

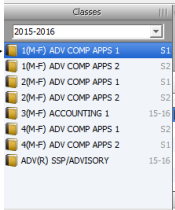
Click Save



Repeat this process for all full year classes

Semester Classes

Choose the appropriate course



Click on Grade Setup

Click on the S1 term

Choose Term Weights

Enter the weights exactly as they are entered here

Name	Wgt	Percent	Drop Low
Q1	45	45.000%	n/a
Q2	45	45.000%	n/a
E1	10	10.000%	n/a

Click Save



Repeat this process for all semester classes