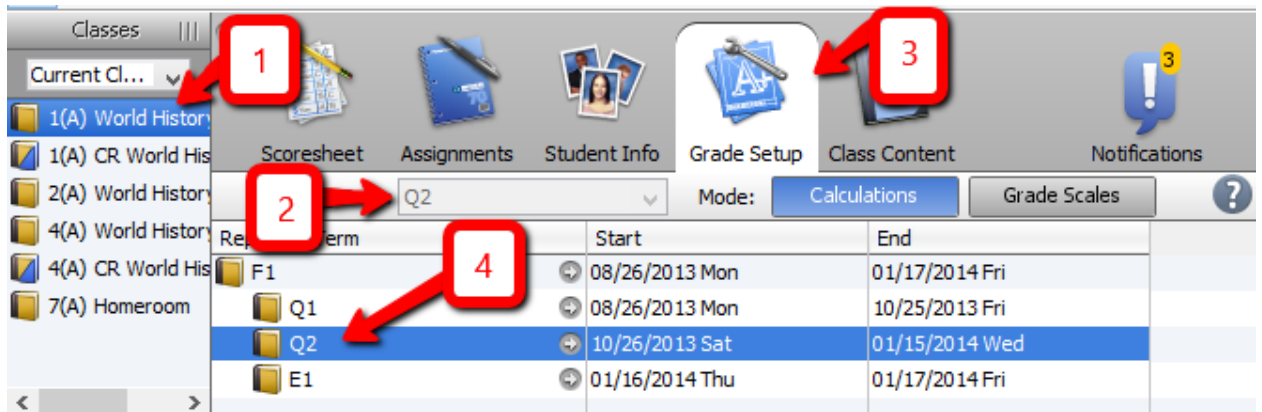


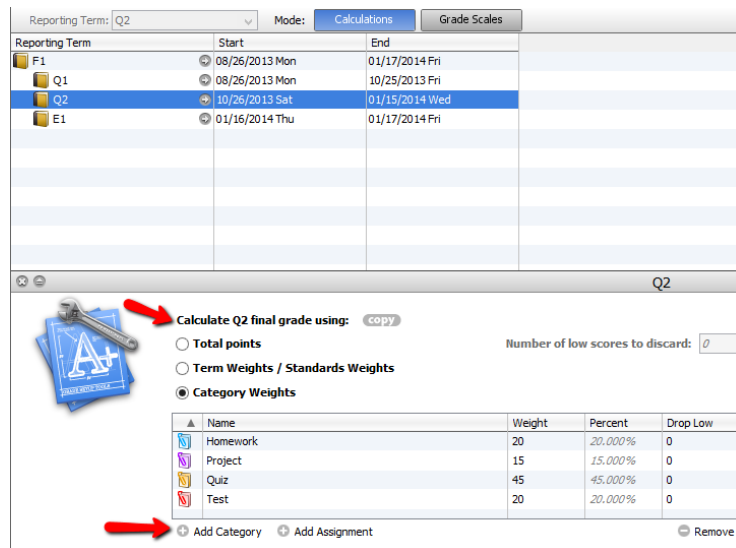
# Secondary Teachers – Switch to 2<sup>nd</sup> 9 Wks in GradeBook

Define your categories and weights for your **Q2** Grade Setup tab.  
If you haven't set up Quarter 2, follow these steps:

1. Highlight the desired course
2. Select the correct Reporting Term, Q2
3. Select *Grade Setup Tab*
4. Select Q2 folder



5. Select "Add Category"
6. Add desired categories and weights (see previous guide for details)



7. Save
8. Repeat for each course