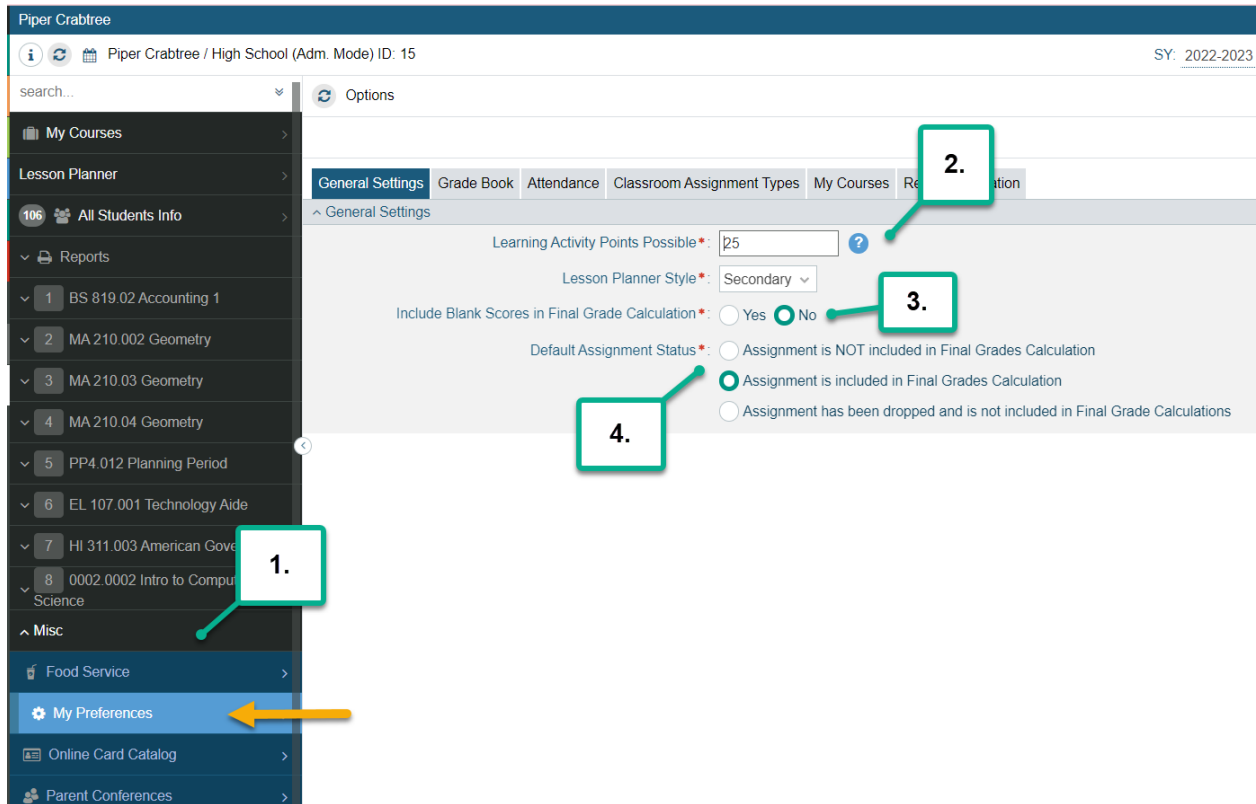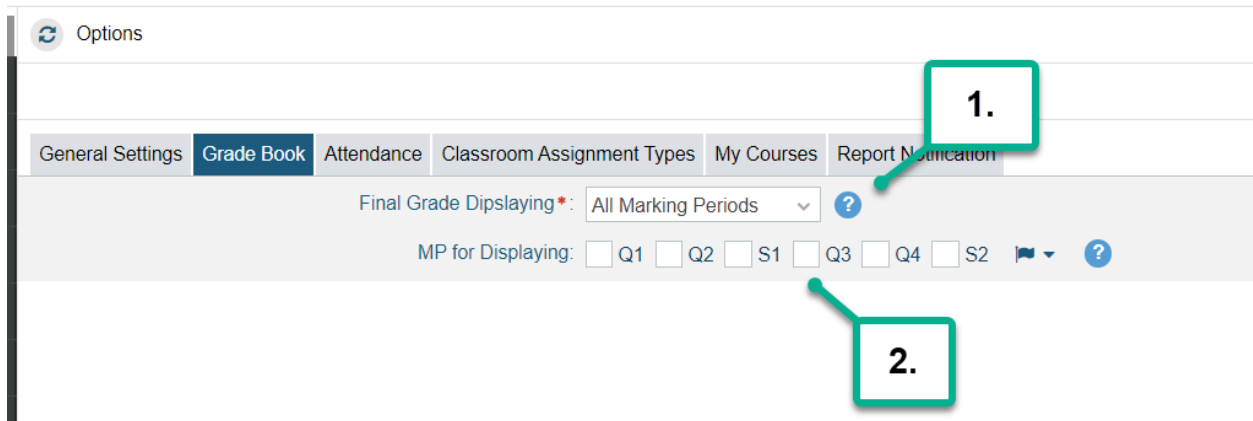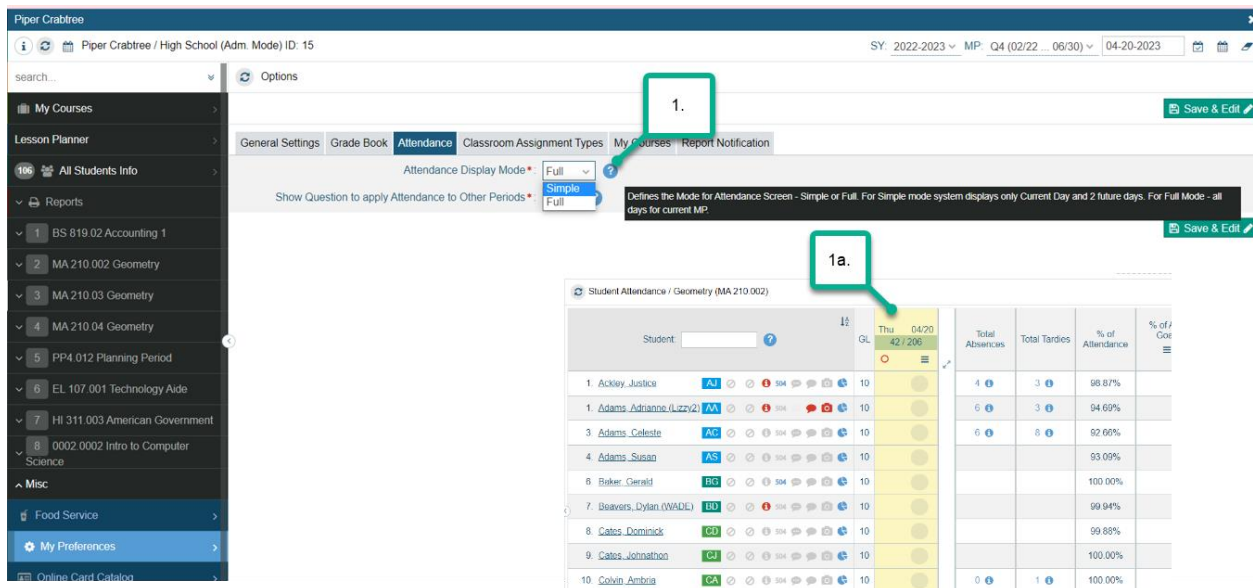1. Click on the Misc Application on the left-hand side at the end of your My Courses list.
2. Under the General Settings tab, you can set your default Learning Activity Points Possible if you'd like. This way if every assignment you enter is, let's say 10 points possible participation points, then you could set the default to be 10 pts. If your assignment points possible changes all the time, you don't have to change this, since you edit in each assignment anyway.
3. You can set here whether you'd like your Blank Scores in the Grade book to calculate in the Final Grade Calculation. YES or NO.
4. You can set the Default Assignment Status to always start out when Adding a New Assignment to NOT Include in Final Grades Calculation or TO Include in Final Grades Calculation. No matter what you choose here, you can still EDIT when setting up a New Assignment. This is just a way if majority of your assignments will be INCLUDED, then you can set that default here.
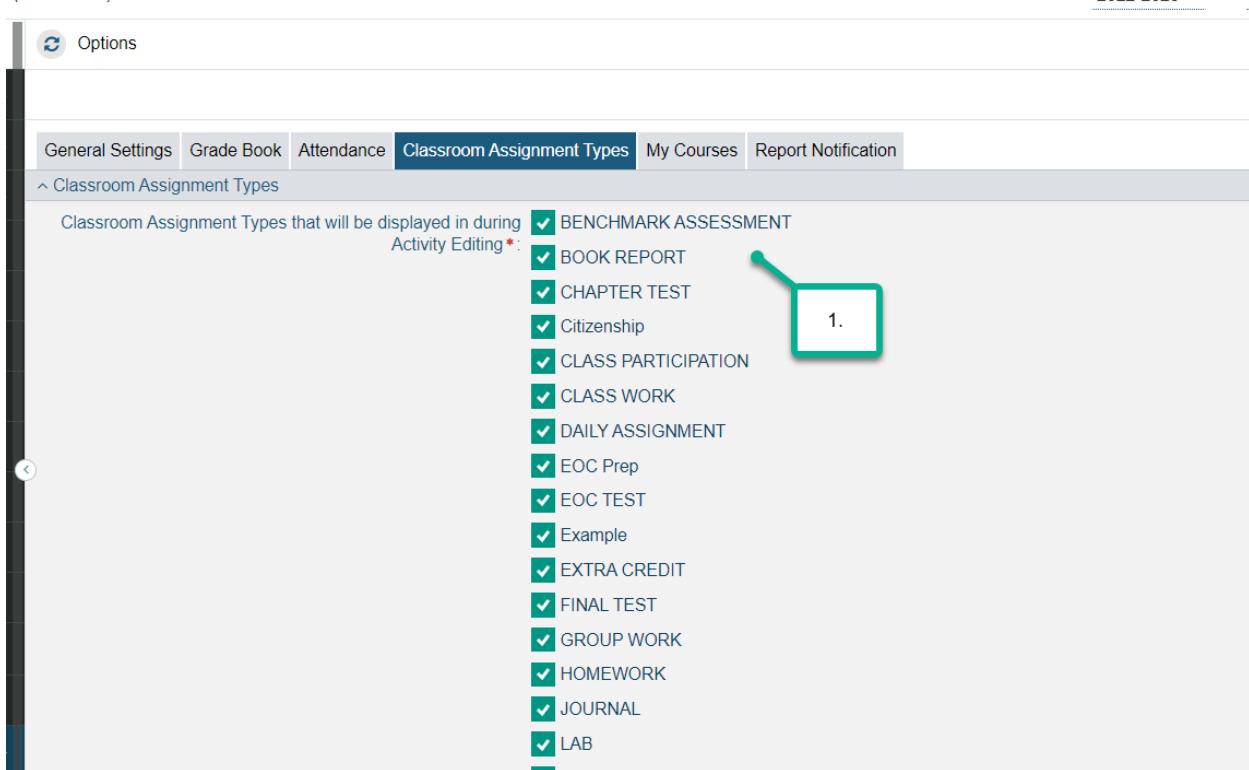
1. In the Grade Book tab, you can set for your personal grade book which marking periods you'd like to view. Default will be set to Current Marking Period to only show the current in your Grade book.
2. You can set to All Marking Periods and then select which Marking Periods you'd like to ALWAYS view in the grade book each time you log in. You can select ALL, or even just some of the marking periods.

1. In the Attendance Tab you can set the Attendance Display Mode to Full or Single. Full will display all dates in the marking period with the Current day highlighted.
   1a. Single will display ONLY the Current day and this will be highlighted in yellow.

1. In the Classroom Assignment Types tab, you can choose which assignment types you'd like to be displayed in the Assignment types drop down menu during activity editing. For Example: If you don't use half of the assignment types listed here and would only like to see those you most commonly use, you can unselect those you don't want in the list. (IF you use Custom Weightings, you don't have to edit this tab. The assignment types used in Custom Weightings will be the only ones to display when Adding a New Assignment in your grade book)

Instructor Suite – My Preferences

↻ Options

| General Settings | Grade Book | Attendance | Classroom Assignment Types | My Courses | Report Notification |

∧ My Courses

Class / Periods that will be displayed in My Courses ∗ :
- ✔ BS 819.02 Accounting 1 / P1
- ✔ MA 210.002 Geometry / 2
- ✔ MA 210.03 Geometry / 3
- ✔ MA 210.04 Geometry / 4
- ✔ PP4.012 Planning Period / 5
- ✔ EL 107.001 Technology Aide / 6
- ✔ HI 311.003 American Government / 7
- ✔ 0002.0002 Intro to Computer Science / 8
- ⚑ ▾

1.

1. In the My Courses tab you can select the Class/Periods that will be displayed in My Courses. If you have a course in your schedule that is not in use, you can unselect here so it won't show on your My Courses page.