

## Teacher Logic Grade Book

### TO ADD A TASK:

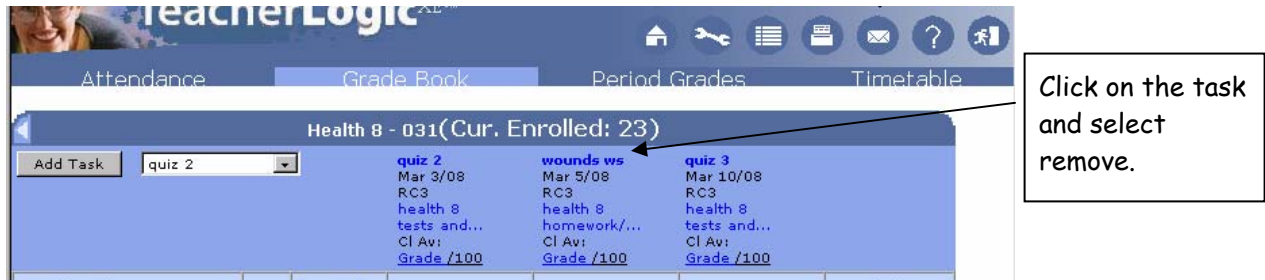
The screenshot shows a web browser window titled "Add Task - Microsoft Internet Explorer". The page content is titled "Add Task" and is for "Health 8 - 031". The form includes the following fields and controls:

- Unit Name: Please Choose a Unit (dropdown)
- Category Name: Please Choose a Category (dropdown)
- Task Name: (text input)
- Due Date: Mar 17, 2008 (calendar icon)
- Weight: 1 (text input)
- Grade Type: Numeric (dropdown)
- Out Of: 100 (text input)
- Extra Credit Type: None (dropdown)
- Allow Extra Grades:
- Assign Global Grade: Alpha (dropdown) and Numeric (dropdown)

At the bottom of the form are three buttons: Submit, Reset, and Close.

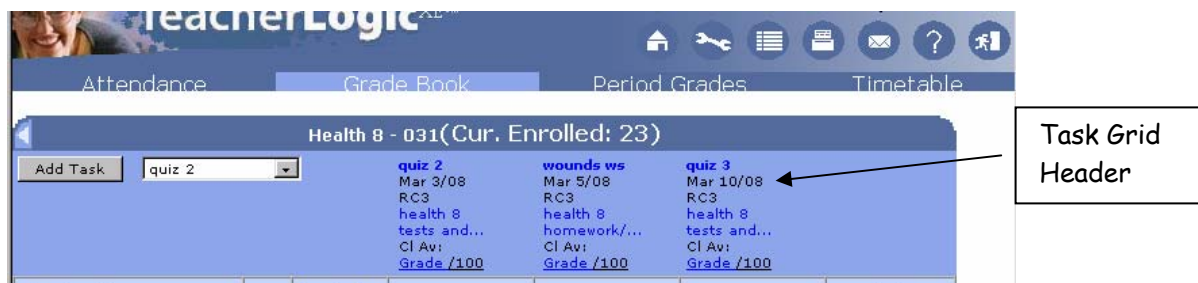
- Unit Name - Pull Down Subject
- Category Name - Pull down Major, Minor or General
- Task Name - Type in name of assignment
- Weight should remain as 1 unless it counts more than once
- Always select "numeric" in the grade type
- Out of = total (can use percentage or points)
- Extra Credit Type - use only if the WHOLE assignment is extra credit
- Allow Extra Grades - allows you to give over 100 as the grade
- Assign Global Grade - use "numeric" to give same grade to every student
  
- Click on the SUBMIT button.

## TO DELETE A TASK:



Click on the task and select remove.

## TO REMOVE DISPLAY INFORMATION IN TASK GRID HEADER:



Task Grid Header

- Go to setup (the wrench)
- Click on Preferences in blue
- Click on the TASK GRID tab
- Edit display information