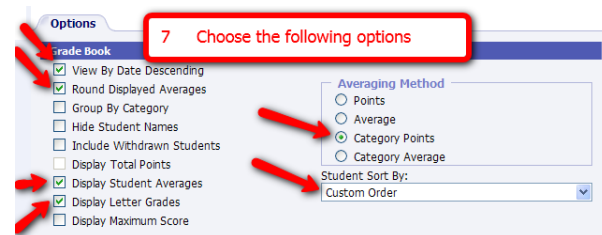


## I-NOW Quick Reference Guide

### Setting Up Options

1. Before using the Grade Book, options must be set up.
2. Click **Classroom. Grade Book** will be selected.
3. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
4. Click **Options** on the left.



- **Averaging Method must be Category Points.**


5. Check the appropriate options, including the desired student sort for this class and grading period. Click **OK**.
6. To copy these options to another class, open the other class and click **Options**. Click **Copy Options**. Select the class from which to copy the options and then click **OK**.

### Creating Categories

1. *Categories* must be created before the user can create *Activities*.
2. Click **Classroom**. Then **Grade Book**.
3. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
4. Click **Categories** on the left.
5. Click **Add**. Required fields are indicated with an asterisk (\*).
6. Enter the appropriate information. You should be averaging by **Category Points**. Be sure to enter the percentage that this category will count towards the student's overall average.
7. Click **OK**.

8. Continue adding categories as needed. Be sure the percentage totals 100% for all categories.
9. When finished entering categories, click **Close**.
10. To copy these same categories to another class, open the other class and click **Categories**. Click **Copy Categories**. Select the class from which to copy the categories and then click **OK**.

### Creating Activities

1. Click **Classroom**. Then **Grade Book**.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Click the *Plan* tab. To view all existing activities, clear out the date field and click **Refresh**.
4. To add a new activity, click **Add**. Required fields are indicated with an asterisk (\*).
5. Enter the details for the activity. Type the date or click  to select it from a calendar.
  - Check **Graded** if students receive a grade for this activity.
  - Check if the activity, and the score, is to be **Visible in Home Portal**.
8. Click **Create**.
9. To copy these activities to another class, open the other class and click **Copy Activities**. Select the class from which to copy the activities. Click **OK**.

### Entering Activity Grades

1. Click **Classroom**. Then **Grade Book**.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Click the *Scores* tab.
4. Either double-click in the *Activity* column across from the student's name or click one time in the column to enter the score in the appropriate column across from the student's name.
  - Press the *Enter* key to save the record and stay on the same student.
  - Press the down arrow to save the record and move down to the next student on the list for

the same activity.

- Press the right arrow to move to the next activity for the same student.
  - To enter a comment for the score, double-click in the *Activity* column across from the student's name.
  - Right-click across from a student's name in an *Activity* column to mark a grade as *Dropped*, *Late*, *Incomplete* or *Exempt*, or to use the **Fill** option to fill in the same grade for all students for the activity.
5. Click **Recalculate** to update the average.


### Printing a Class Roster

1. Click **Classroom**.
2. Click on the *blue link* for the class.
3. Under **Reports**, click on **worksheet report**.
4. Set **ID to print as NONE**, **Extra Columns as three**, put a check by **Student Name**, choose **Acrobat** as your format and print.

### Printing the Grade Book

1. Click **Classroom**. Then **Grade Book**.
2. Make sure correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Place a check next to each student to be included on the report.
4. Click **Grade Book** under the *Reports* menu on the left.
5. Select the desired options and click **Preview**.
6. The Grade Book will display in .PDF format. Click **Print**.

### Taking Attendance

1. Click **Classroom** and then click **Attendance**.
2. Enter the date for which attendance is to be entered or click  to select it from a calendar.
3. Click the *Section Number* that appears as a blue link.
4. Place a check next to all students who are missing and click **Missing**.
5. Place a check next to all students who were tardy to class and click **Tardy**. Then click **Post**.