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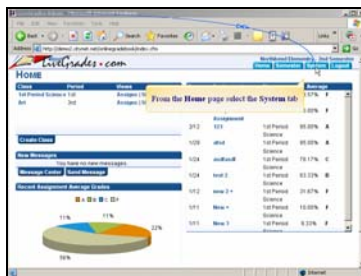
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Slide 1

Text Captions: LiveGrades  
Creating a Custom Grade Scale



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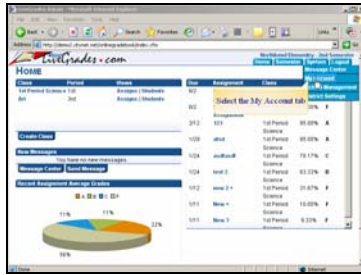
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Slide 2

Text Captions: From the Home page select  
the System tab



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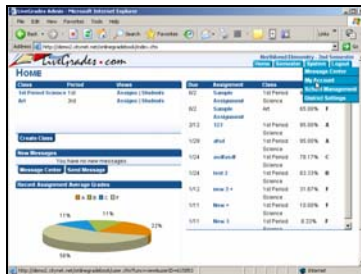
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Slide 3

Text Captions: Select the My Account tab



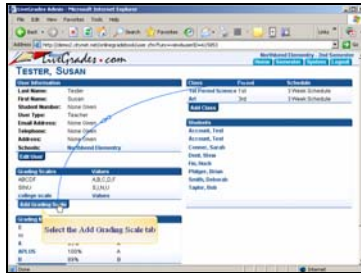
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Slide 4



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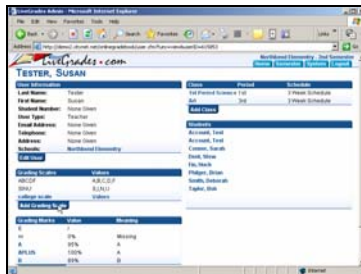
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Slide 5

Text Captions: Select the Add Grading Scale tab



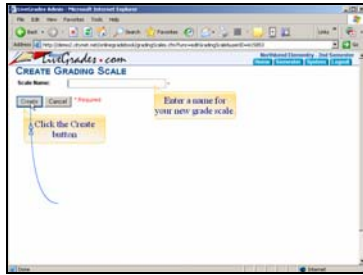
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Slide 6



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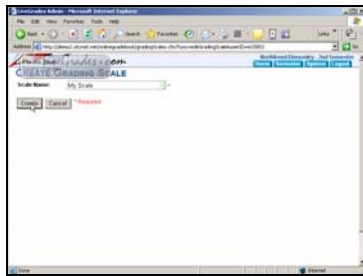
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Slide 7

Text Captions: Click the Create button  
Enter a name for your new grade scale.



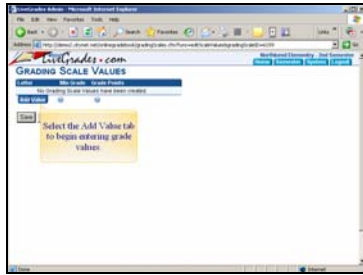
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Slide 8



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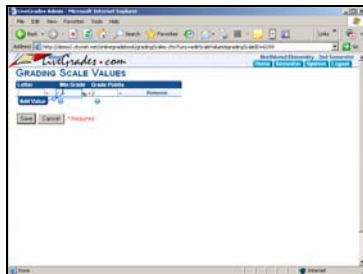
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Slide 9

Text Captions: Select the Add Value tab to begin entering grade values.



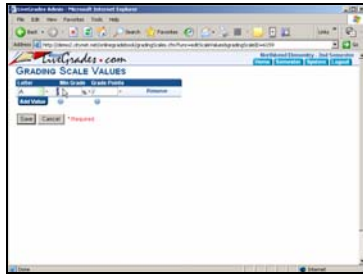
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Slide 10



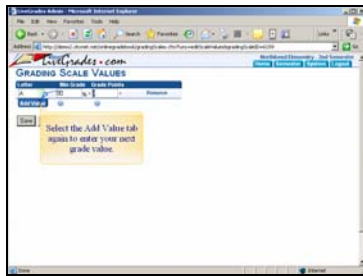
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Slide 11



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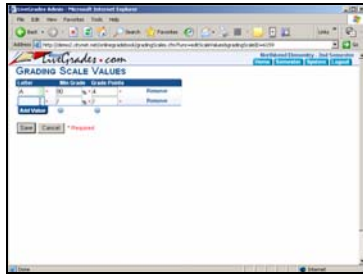
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Slide 12

Text Captions: Select the Add Value tab again to enter your next grade value.



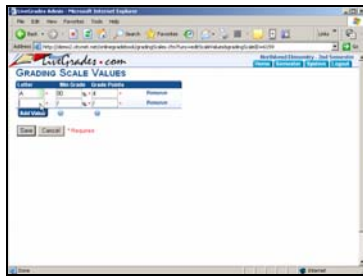
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Slide 13



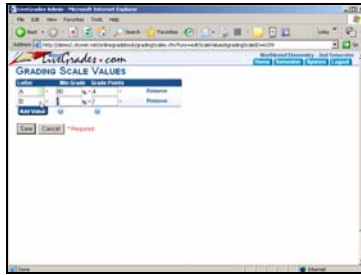
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Slide 14



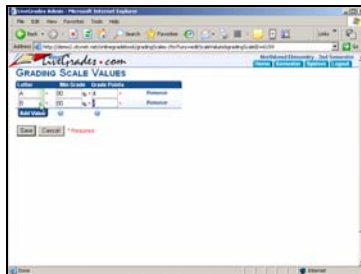
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Slide 15



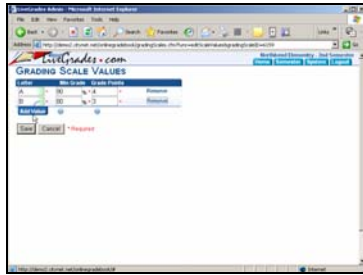
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Slide 16



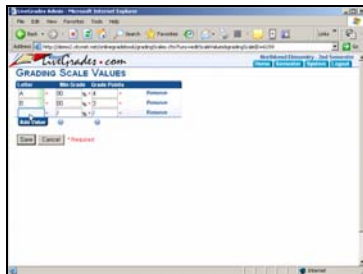
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Slide 17



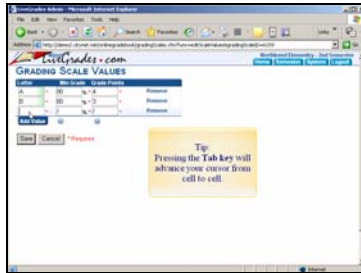
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Slide 18



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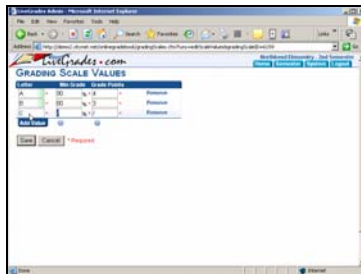
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Slide 19

Text Captions: Tip:  
Pressing the Tab key will advance your  
cursor from cell to cell.



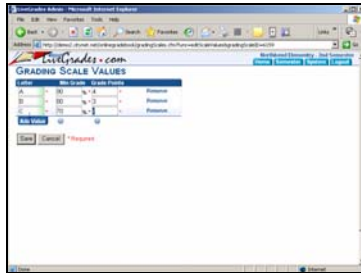
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Slide 20



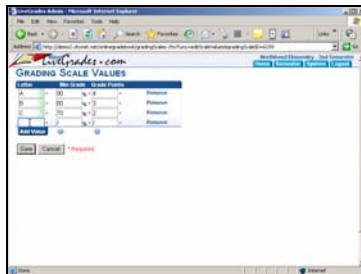
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Slide 21



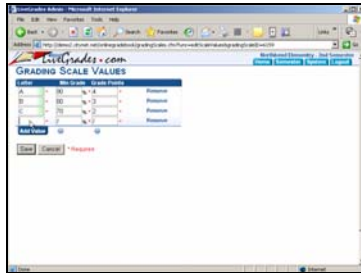
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Slide 22



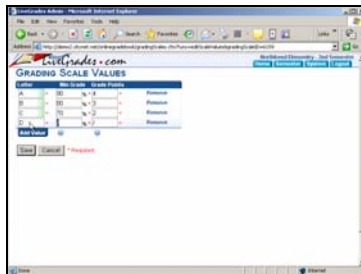
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Slide 23



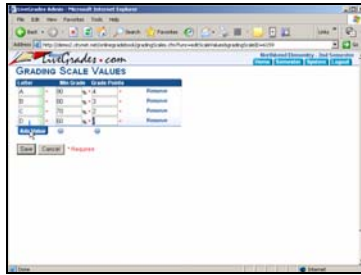
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Slide 24



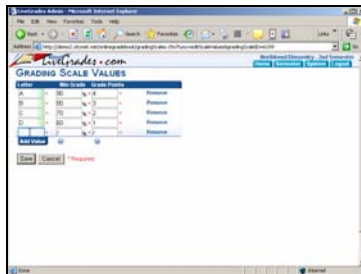
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Slide 25



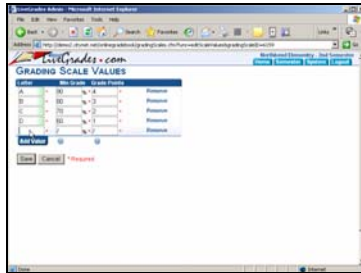
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Slide 26



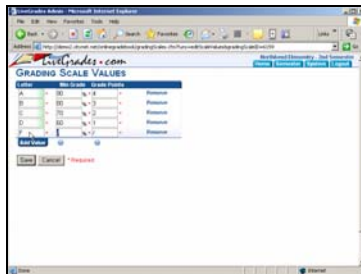
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Slide 27



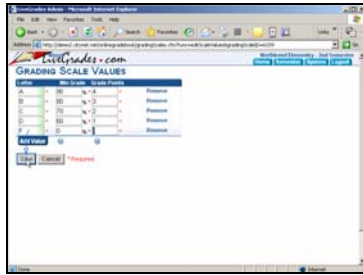
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Slide 28



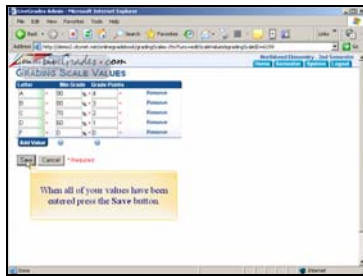
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Slide 29



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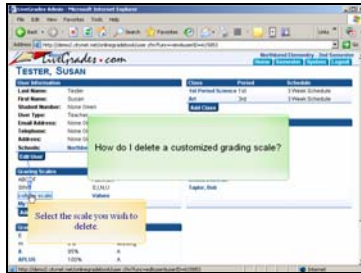
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Slide 30

Text Captions: When all of your values have been entered press the Save button.



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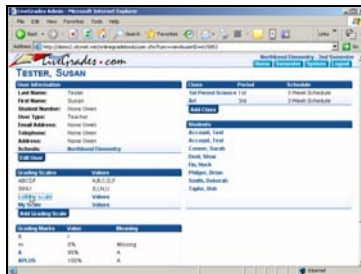
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Slide 31

Text Captions: Select the scale you wish to delete.

How do I delete a customized grading scale?



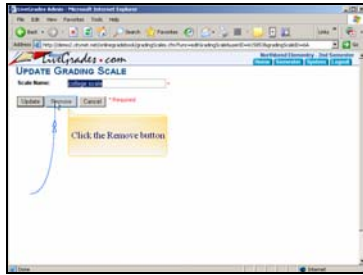
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Slide 32



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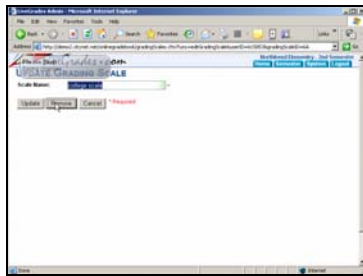
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Slide 33

Text Captions: Click the Remove button



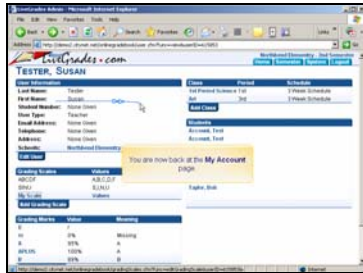
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Slide 34



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Slide 35

Text Captions: You are now back at the My Account page.



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Slide 36

Text Captions: This tutorial was created by Jan Frenzel and Todd Poole for Harrison County Schools  
www.harcoboe.com  
2007