

# Assigning Profiles to Course Sections

## Procedure to Change the Named Profile Used for a Course Section:

1. Go to the [Gradebook→Home](#) tab
2. Select a course section and click on the [Setup](#) second level tab. This brings up the [Gradebook→Setup](#) screen.
3. Locate the “Course” drop down at the top of the screen and select the course whose Profile you wish to set.
4. Locate the “Profile” drop down and select the named Profile you wish to assign to the selected course section.
5. Click the “[Save](#)” disc icon next to the Profile drop down. This sets the course section to use the newly selected Profile. The settings for the Profile should now be displayed on the screen.
6. To change the Profile setting of another course section, use the “Course” drop down at the top of this screen to select a new course section and repeat steps 3 and 4.
7. To verify the changes, click on the [Gradebook→Profiles](#) tab or the [Gradebook→Home](#) tab. The course sections should now be shown as using their newly selected Profiles.

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[Gradebook.Setup (35210/4 - US History 2)]

Course Setup

35210/4 - US History 2, NTWR7, Per. 4-5 (Fr)

Course Profile Calculations Email Lists

Course Profile: [US11]

Edit Preferences

Grade Calculation: Category Weights

Calculate Category Average By Assignment Count: false

Calculate Unit Average By Assignment Count: false

Round Numbers To: TENTHS

Display Letter Grades: true

Display Total Points: true

Abbrev. for Incomplete: INC

Abbrev. for Exempt: EX

Abbrev. for Absent: ABS

Abbrev. for Missing: M

Incomplete Value: 0.0

Missing Value: 0.0

Display Assignments By: ALL

Sort Assignments By: BY\_CUR\_DATE

Default for Parents Module: false

Use Weighted Assignments: true

The [Gradebook→Setup](#) screen is used exclusively to link Course Sections with named Profiles. The entire bottom portion of the screen simply displays all of the settings in the section’s currently selected Profile. Scroll down to see “Preferences”, “Grade Values”, “Categories”, “Units” and “Workgroups”.