

## Select Your Grading Style

1. Click on the **Gradebook→Profiles** tab
2. Click on the “P” icon for the Profile you wish to edit. This brings up the Preferences screen for the selected Profile.
3. Select the Grading Style – either “Total Points” or “Category Weights”

Calculate Marking Period Grade by Total Points: ☐  
Calculate Marking Period Grade by Category Weights: ☒

Click **Save** (you will need to scroll to the bottom to find the Save button).

The default Grading Style is “Category Weights”. If you use Total Points, you ***must*** change the setting.