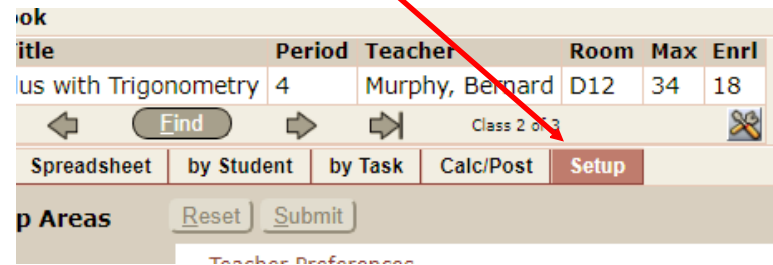
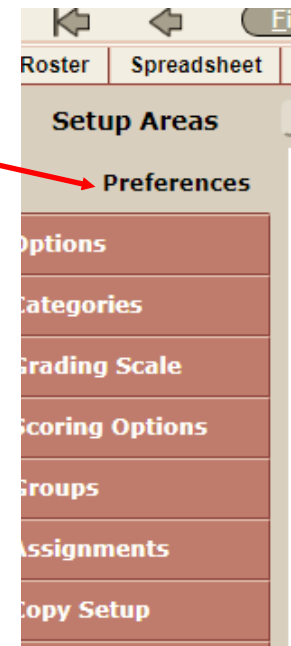


Log into Q, open your Gradebook.

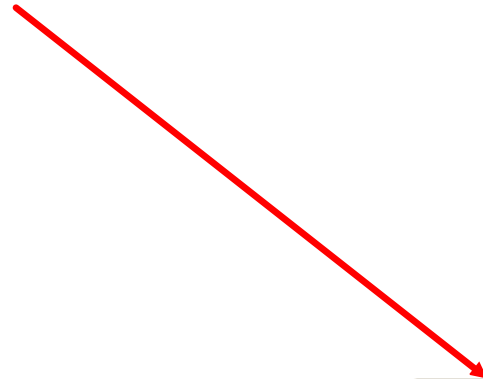
Click on the *Setup* button



Go to *Preferences*



In preferences area, make sure the dropdown box is set to the correct semester



Include students enrolled as Teacher

Edit assignment scores on Spreadsheet

Default assignment comments to 'Share'

Sort assignments descending by due date

Re-calculate Standard Marks (if they are not up to date)

When launching Gradebook, default spreadsheet is

When launching Gradebook, open this spreadsheet

Select Tabs you want to Hide

Roster

Spreadsheet

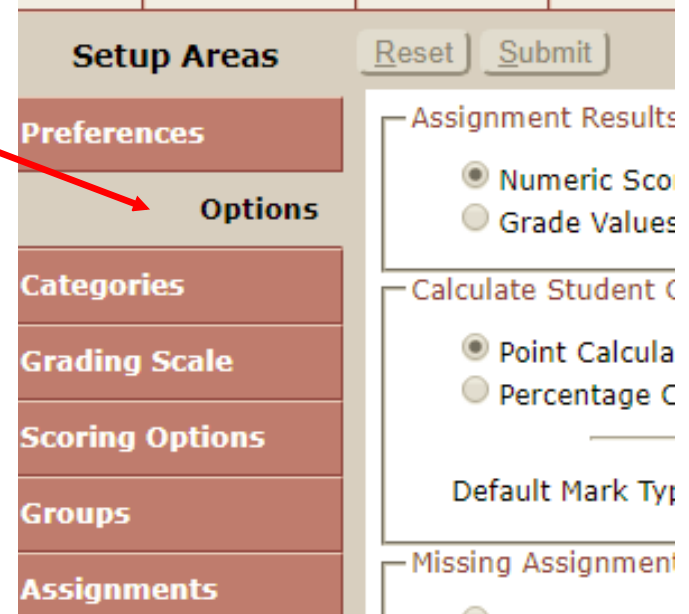
by Student

by Task

Standards by Student

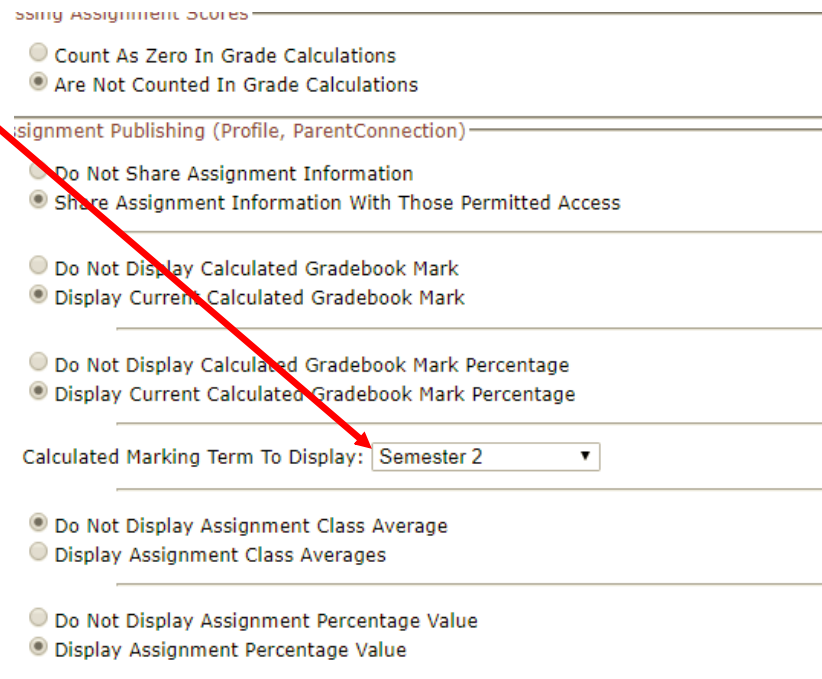
Tasks by Standard

Next, go to *Options*



The screenshot shows a web interface titled "Setup Areas" with "Reset" and "Submit" buttons. A vertical sidebar on the left contains menu items: "Preferences", "Options", "Categories", "Grading Scale", "Scoring Options", "Groups", and "Assignments". A red arrow points from the word "Options" in the text above to the "Options" menu item in the sidebar. The main content area on the right is partially visible, showing sections for "Assignment Results" (with radio buttons for "Numeric Score" and "Grade Values"), "Calculate Student C" (with radio buttons for "Point Calcula" and "Percentage C"), "Default Mark Ty", and "Missing Assignment".

In Options, make sure the *Calculated Marking Term To Display* is set to the correct semester



Using Assignment Scores

- Count As Zero In Grade Calculations
- Are Not Counted In Grade Calculations

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Assignment Publishing (Profile, ParentConnection)

- Do Not Share Assignment Information
- Share Assignment Information With Those Permitted Access

---

- Do Not Display Calculated Gradebook Mark
- Display Current Calculated Gradebook Mark

---

- Do Not Display Calculated Gradebook Mark Percentage
- Display Current Calculated Gradebook Mark Percentage

---

Calculated Marking Term To Display:

---

- Do Not Display Assignment Class Average
- Display Assignment Class Averages

---

- Do Not Display Assignment Percentage Value
- Display Assignment Percentage Value

Now your grade book will display the correct semester.