Total Point Grade Setup PTPro: Click [HERE](#) for detailed gradebook setup directions

Click gear icon ![click here](#) right below your name on top right and use copy function to “copy within a class” from S1 to S2 and from Q1 to Q2, Q3, Q4. Then copy “to another class” and select the year term from and to and select all classes.

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**GRADING/CATEGORIES**

**DISTRICT CREATED CATEGORIES:**

The grade categories that are set up by the District have a school building icon. If you choose to use them, you will still need to set the assignment defaults.

**CATEGORY SETUP (Name, Color, Classes)**

If you want to remove the District categories from your list, click inactive bubble. You can also set categories for individual classes.

**ASSIGNMENT DEFAULTS SETUP (Score type)**

Click on the Assignment Defaults tab, change score type to your preference. You can set point value (default is 10 points). Still have the option to change each time you post an assignment.

**VIEW ALL TAB**

Complete list of all categories being used