

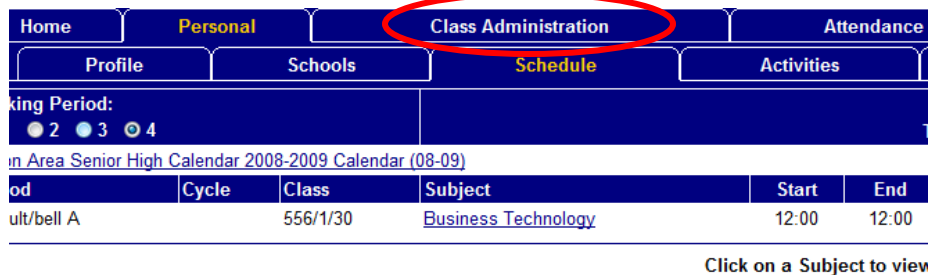
# eSchoolBook

*This training guide explains how to set class weighting in eSchoolBook.*

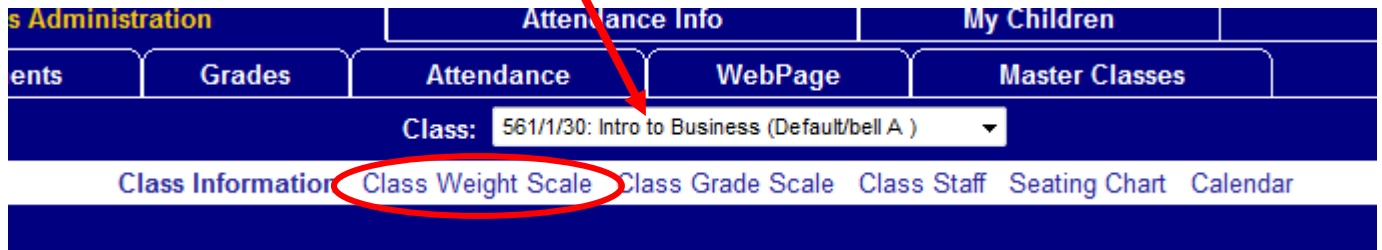
Before you can enter any assignments and grades into your classes in eSchoolBook, you must set Class Weight Scales. You can choose a basic point system or you can set varying weights for different activities that you grade in your class.

To set class weighting:

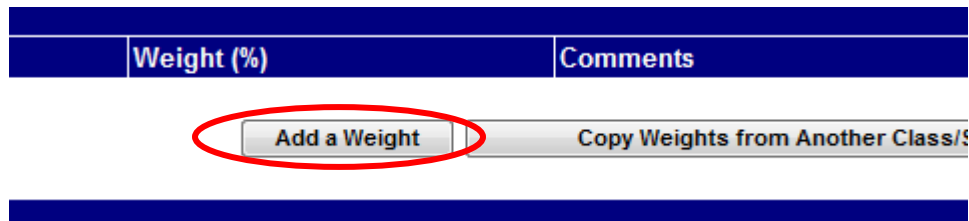
1. Upon logging into eSchoolBook, click on the Class Administration tab.



2. Choose one of your classes from the drop-down list. And then click on the Class Weight Scale link.



3. Click the Add a Weight button.



- If you choose to use a straight point system, choose Point System from the drop-down list and enter 100 for Weight (%). Then click the Insert button.

**Add Class Weight**

Assignment Type: Point System

Weight (%): 100

Comments:

Insert

- If you want to set various weights, use the drop-down list, make your choices and enter the different weights for each, clicking the Insert button after each. If you use various weights, they must equal 100%.
- To create weighting for additional classes, use the Class drop-down list to go to another class. You can do different weighting for each class, or you can copy a weighting scale from one class to another class.

Choose another class

Class: 561/2/30: Intro to Business (Period 4/bell A )

Class Information Class Weight Scale Class Grade Scale Class Staff Seating Chart Calendar

Class Weight Scale (Assignment Type Based):

Assignment Type	Weight (%)	Comments
Add a Weight      Copy Weights from Another Class/School		

Add different weights for each class.

OR

Copy weights from another class.

- You must set a Class Weight Scale for each of your classes.