



TA Gradebook Setup Checklist

Make Sure You Can Log in to eSIS

- Call the TTSD Help Desk at x4051 if you have forgotten your password.

Verify Your Course List

- Check your course list to make sure that all of your classes are listed.
- Contact your counseling office if the list is incorrect.
- Ignore all classes with "0" for the semester.

Complete Gradebook Setup: *My Options*

- Go to *Setup Options > Preferences*
- Set *Grade Calculation Method*: "Weighted Percentages" **OR** "Total Points"
- Set *Posting Type*: "Cumulative" **OR** "Report Cycle"
- Set Weighting Options:
 - DO NOT CHECK "Use Assignment Weights"
 - Check "Use Assignment Type Weights" **OR** "Use Category Weights"
 - If your *Posting Type* is "Report Cycle" then check "Use Report Cycle Weights"
- Verify *Other Settings* on the right side of the *My Options* tab.

Create/Update Preps: *My Preps*

- **IMPORTANT: All classes, including TA classes, need to be added to a prep.**
- Add classes to existing preps **OR** create new preps and add classes.
- To delete a prep: delete all *Prep Categories* and *Prep Assignment* types first, and then delete the prep.

Add Assignments to Classes