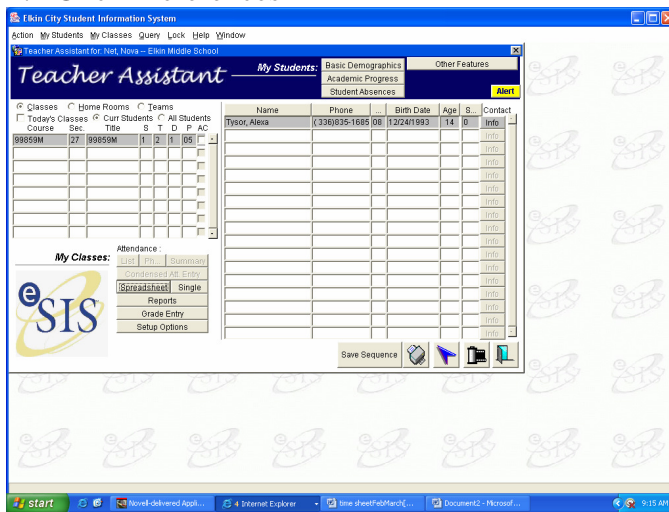
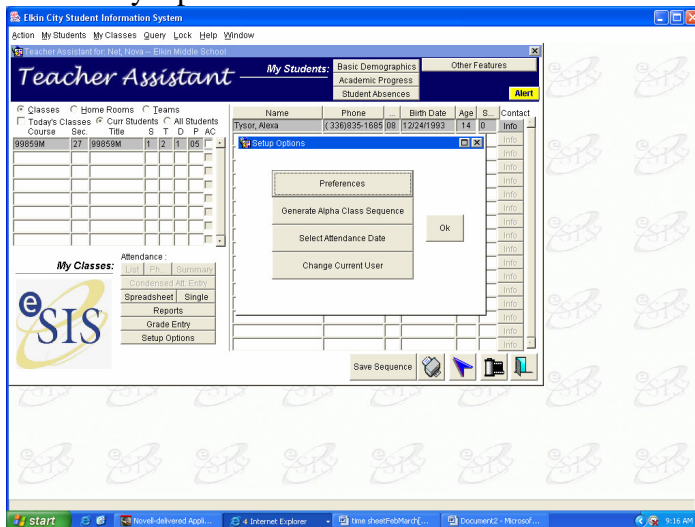


Setup Preps

1. Click Setup Options
2. Click Preferences

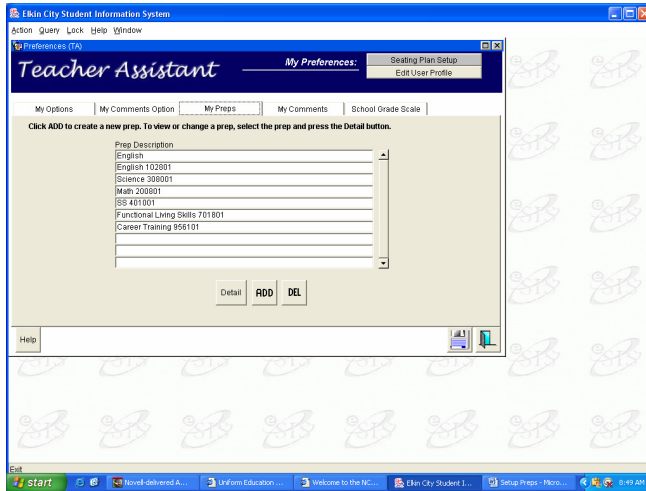


3. On My Options Tab

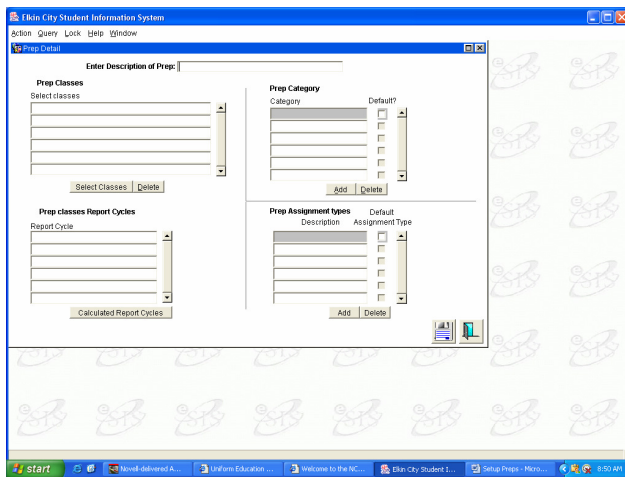


- Choose Total Points or Weighted Percentages
- Choose Report Cycle
- You must decide how you are going to weight your grades. ******If you choose Assignment type weights, you must use all of the assignments that you put in your Preps. If you do not use all the assignments, then NCWise redistributes the percentage that that is not in use thought the remaining assignments. You can not control where the percentage will be distributed******
- Do not change the default order of Assignments by due date from Ascending. ******If you use descending it will shift assignment grades******
- **Make sure the Delete Assignments at Year End are checked.**
- Check Rounding Grades
- Check Blank Grades as Zero

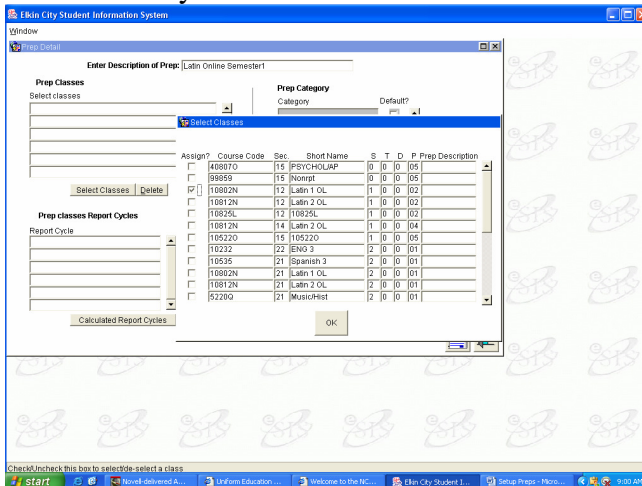
4. Under the My Preps Tab
 - Click the Add Button



- Enter the Description of the Course



- Select the Course Number. Click OK. That will then populate the Report Cycle Fields



- Under Prep Category, enter General and check Default
- Click the **Add** button for the Prep Assignment Types. Add all the Assignment that you will use. Choose the default Assignment.
- Click the Save Button. You have now setup your Preps. This is an example of how it looks.

