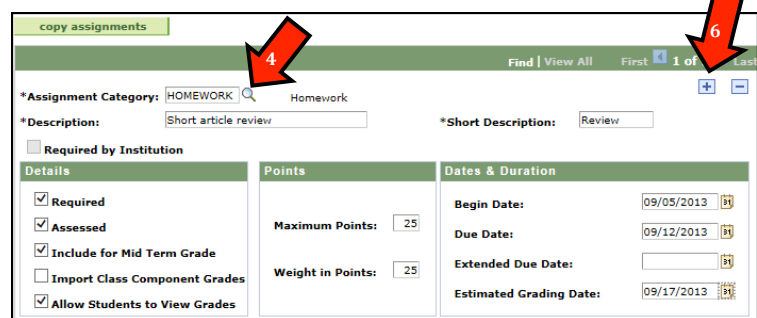
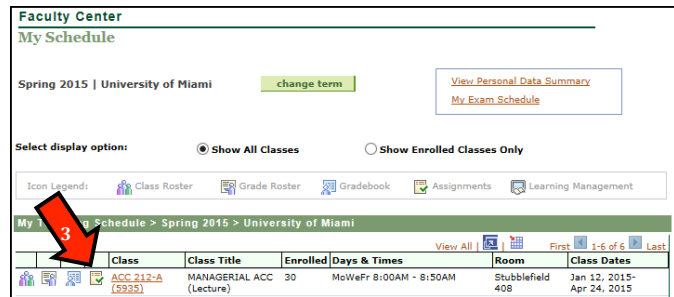


To Set up Gradebook Assignments:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Faculty Home** tab, click the green **Go to Faculty Center** button.
3. Click the **Assignments** icon (📄) next to the class you wish to set up.
4. First use the magnifying glass to choose the **Assignment Category** (e.g., CAPSTONE, EXAM, HOMEWORK, LAB).
5. Fill in the other fields as specified below:
 - **Description:** a description of the assignment
 - **Short Description:** an abbreviated description of the assignment
 - **Required by Institution:** unchecked
 - **Details** section: select the appropriate options based on the assignment.
 - **Points** section: Enter the **Maximum Points** (i.e. 10 for a 10-point quiz) and **Weight in Points** (e.g., 20 for a 10-point quiz that counts double)
 - **Dates & Duration:** Enter the dates required for this assignment.
 - **Notes:** Notes you enter here will show to students.
6. To add another assignment, click the plus sign icon (+).





To Set up Category Weight:

1. From the **Assignments** page, click the **Category Weight** link.
2. If you have existing weights defined, click the **Copy Category Weight** button. This will open class search, using which you can find the class you wish to copy from. Note that the class you select needs to have already had assignments defined.
3. If you are not copying the weight, fill in the other fields as specified below:
 - **Assignment Category:** enter the assignment category (e.g., HOMEWORK) that you defined the previous steps.
 - **Weight%:** Enter the weight assigned to the category as a percentage. The total of your weights must equal 100%.
4. Click the **Plus Sign** icon (+) to add the other assignment categories you defined above.
5. Click the **Save** button.

Go to: [Class Assignments](#) [Category Weight](#) [Grading Scale](#)

copy assignments

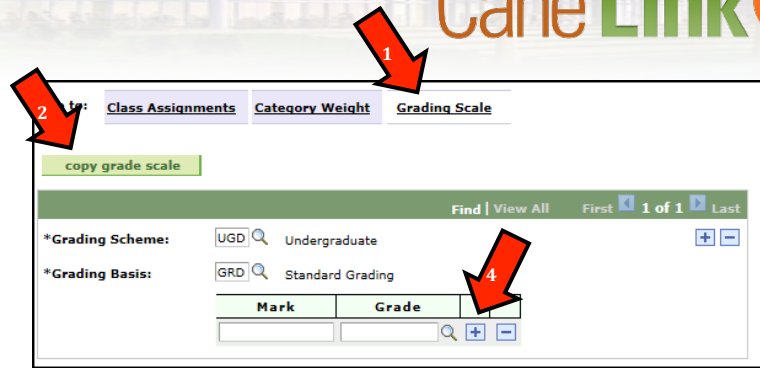
Go to: [Class Assignments](#) [Category Weight](#) [Grading Scale](#)

copy category weight

*Assignment Category	*Weight %		
<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

SAVE

*Assignment Category		*Weight %		
HOMEWORK	Homework	25	<input type="button" value="+"/>	<input type="button" value="-"/>
PAPER	Paper	50	<input type="button" value="+"/>	<input type="button" value="-"/>
FINALEXAM	Final Exam	25	<input type="button" value="+"/>	<input type="button" value="-"/>



To Set up the Grading Scale:

Note: You only need to set up the grading scale if you wish for letter grades to appear to students along with number grades. This is not a required setup.

1. From the **Category Weight** page, click the **Grading Scale** link.
2. If you have existing grading scales defined, click the **Copy Grade Scale** button. This will allow you to locate the class you wish to copy from using the Class Search.
3. If you are not copying the scale, fill in the other fields as specified below:
 - **Grading Scheme:** This field may default, but if you need to change the value pick your appropriate career (e.g., Undergraduate, Graduate, Law, etc.) using the magnifying glass.
 - **Grading Basis:** This field also may default, but if you need a different value choose the correct value based on your class's grading basis. The most common value is GRD and it contains the common A-F grades.
 - **Mark:** Enter the numeric grade. The mark sets the lower limit for each grade.
 - **Grade:** Enter the A-F grade that corresponds with the mark.
4. Click the **Plus Sign icon (+)** to the right of the **Grade** field to add additional **Mark** and **Grade** fields.
5. Click the **Save** button.
6. After performing the setup above, use the **Copy Assignments** button on the **Assignments** page to set up your additional classes using this setup.

