

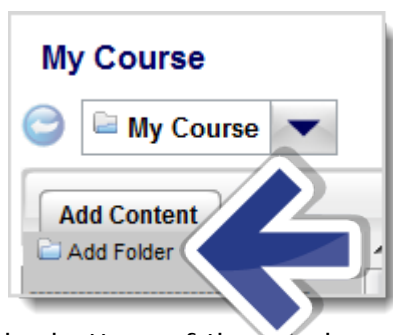
SuccessNet Plus

Set Up Gradebook for a New Term

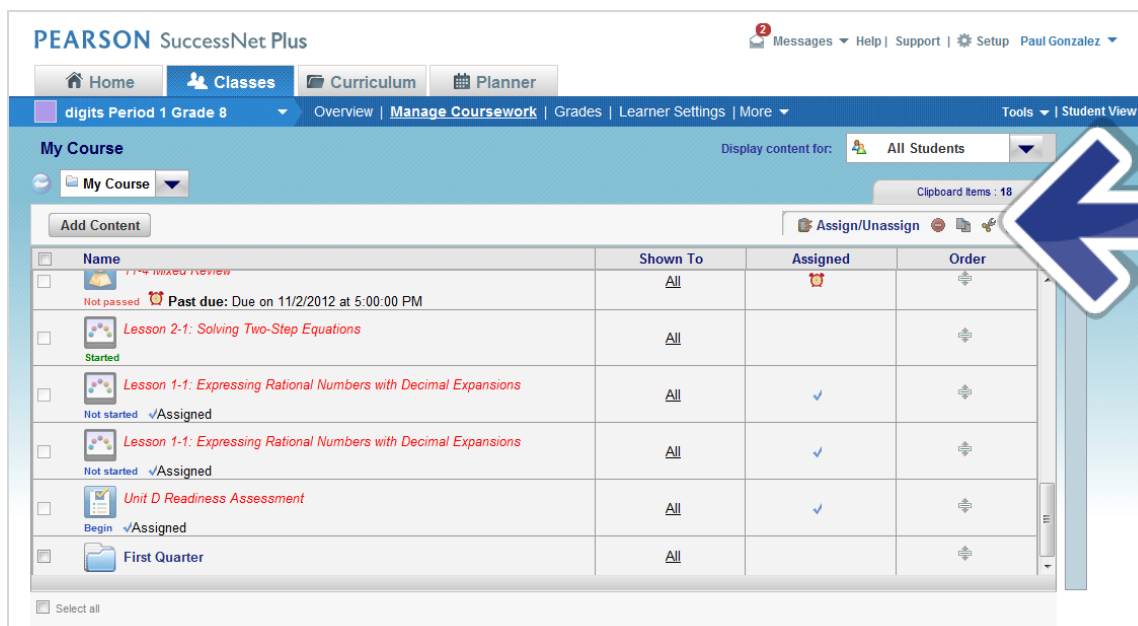
This guide explains how to move grades for a term, such as the first quarter or semester, into a folder in order to clear out the gradebook for the new term. This method retains all assignments and grades for the term by filing them in a folder.

Follow these steps to move assignments into a folder:

1. From the home page, select a class and click **Enter Class**.
2. Click **Manage Coursework**.
3. Underneath My Course, Click **Add Content** and select **Add Folder** from the drop-down list.



4. Name the folder, scroll to the bottom of the window and click **Create**.
5. In the list of assignments, check the box next to each assignment completed during the term that is ending.
6. With the assignments selected, click the scissors icon. The selected assignment titles now appear red and italicized.

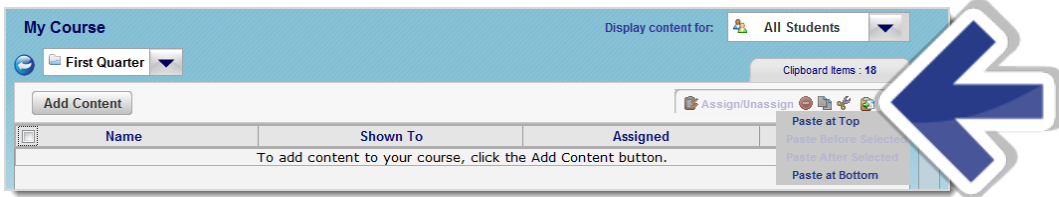
A screenshot of the Pearson SuccessNet Plus interface. The top navigation bar includes 'Home', 'Classes', 'Curriculum', and 'Planner'. The main content area shows 'My Course' with a dropdown menu set to 'My Course'. Below this, there is an 'Add Content' dropdown menu that is open, showing 'Assign/Unassign' as the selected option. A large blue arrow with a white outline points from the right towards the 'Assign/Unassign' button. Below the dropdown menu, there is a table of assignments with columns for 'Name', 'Shown To', 'Assigned', and 'Order'. The table contains several rows of assignments, some of which are marked as 'Not started' or 'Assigned'. The 'Assign/Unassign' button is located to the right of the table.

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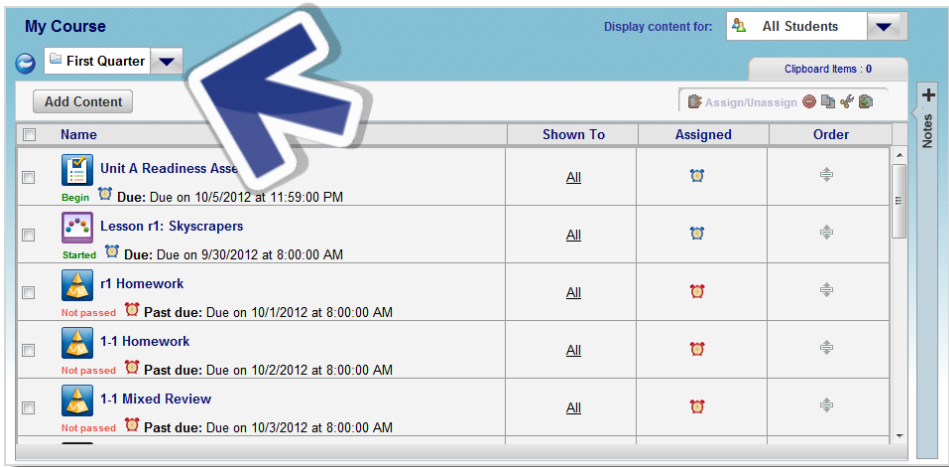
7. Click the folder created in step 4.



8. Click the clipboard icon to paste the assignments into that folder and select either Paste at Top or Paste at Bottom.



9. All of the selected assignments now appear inside the folder.



10. Click **Grades**.

11. The first term grades now reside inside the folder and the gradebook is ready to use for the new term. To view the previous term's grades, click the folder under My Course.

