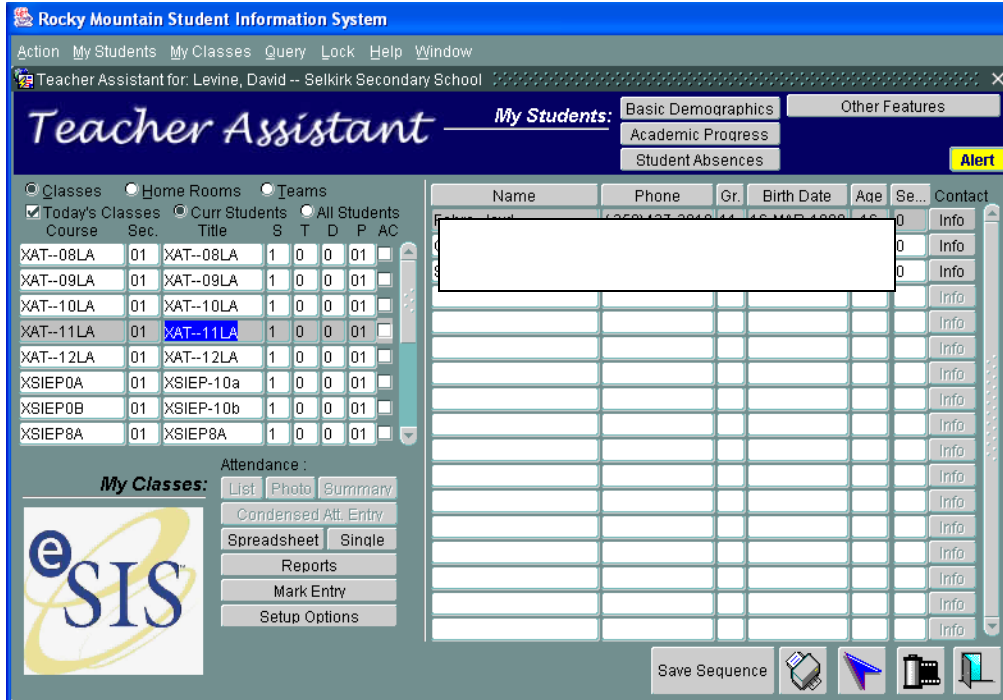


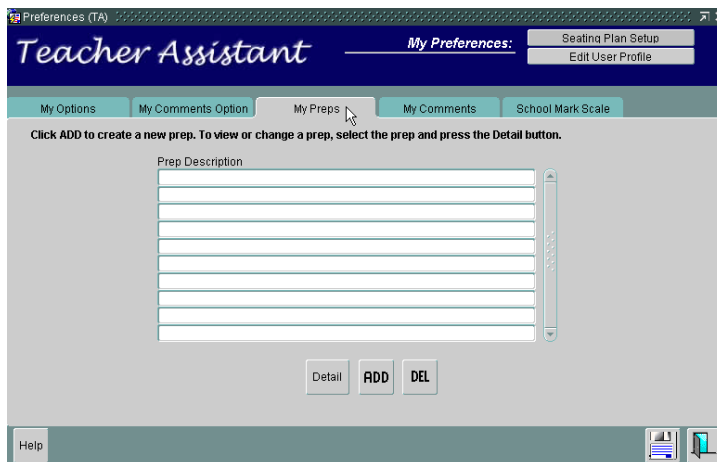
Course Setup Basics – “My Preps”

1. Basic Points:
 - a. **Think about your marks/assessment breakdown first!!!! Types & weights!**



- b. Remember the default is today’s classes. Uncheck on weekends and holidays.
 - c. Go to Spreadsheet for marks and record keeping.
 - d. Setup Options for setting “Preps” (courses & assessment criteria)

2. Setting up courses:
 - a. To initially set up your courses, from the main TA screen select: Setup Options > Preferences > My Preps



b. Prep Description refers to your different course descriptions. You will need at least one which you can choose to use for all of your courses. I would recommend one for each different type of course. Select the ADD button.

c. Selecting ADD will give you the screen below.

- i. Enter a "Course" description at the top.
- ii. Use the Select Classes button to choose your classes for this course description. Placing a check beside the class will select it.
- iii. You must have one "Prep Category". Click in the top box and enter something like: Marks or General or Course Work...
- iv. Prep Assignment Types requires you click on the Add button. Make your selections and place the determined weight beside.
- v. Report Cycles is preset.

The screenshot shows a software window titled "Prep Detail" with the following sections:

- Enter Description of Prep:** A text input field at the top.
- Prep Classes:** A section with a "Select classes" label and a list of empty rows. Below it are "Select Classes" and "Delete" buttons.
- Prep Category:** A table with columns "Category", "Weight", and "Default?". Below it are "Add" and "Delete" buttons.
- Prep classes Report Cycles:** A table with columns "Report Cycle" and "Weight".
- Prep Assignment types:** A table with columns "Description", "Weight", and "Default?". Below it are "Add" and "Delete" buttons.
- Bottom Right:** Two icons: a floppy disk icon labeled "Save when complete" and a door icon labeled "Exit through the door".

Arrows from the text above point to the description field, the "Select Classes" button, the "Prep Category" table, the "Add" button in the "Prep Assignment types" section, and the two bottom-right icons.

Once complete, your Preps might look something like that shown below.

Prep Detail

Details for Prep: Applications Math 12

Prep Classes
Select classes

0-0-0-03 MAMA-12L

Select Classes Delete

Prep Category

Category	Default?
Course work	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Add Delete

Prep classes Report Cycles

Report Cycle
Exam Grade

Prep Assignment types

Description	Weight	Default Assignment Type
Assignment	20	<input checked="" type="checkbox"/>
Project	20	<input type="checkbox"/>
Quiz	20	<input type="checkbox"/>
Test	40	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Add Delete

