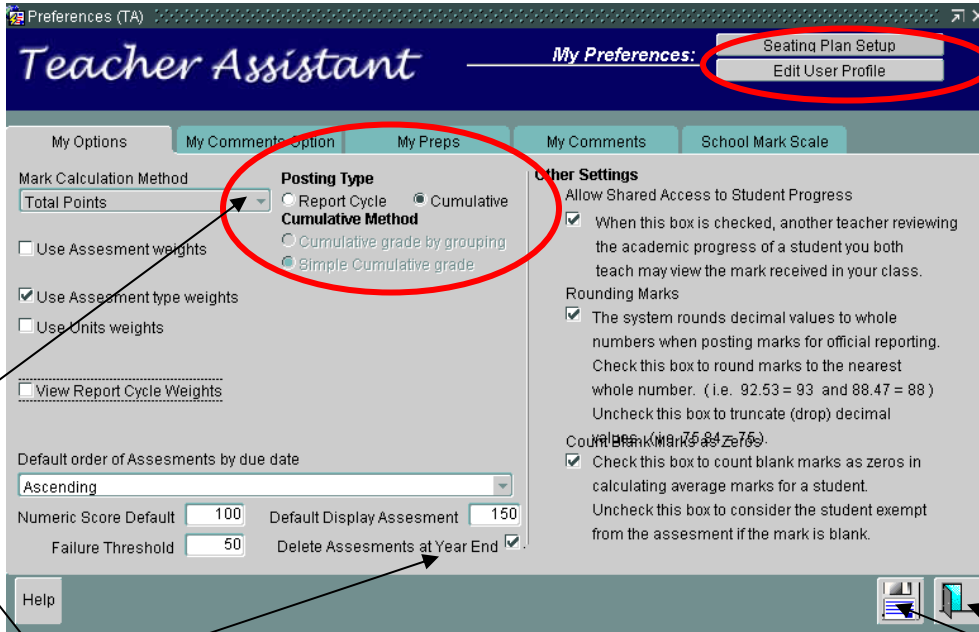


TA/Gradebook Setup



Extremely Important!

- Make sure that once in My Preferences>My Options, you **make the same selections as viewed above especially Posting Type**, then click the “save” icon (the disk).
- Remember when going back a screen or to log off, use the “door”.
- Make sure that there is a check in the Delete Assignments at Year End box.