

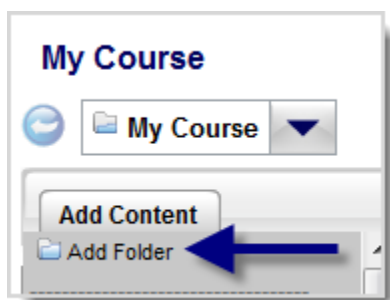
# SuccessNet Plus

## Set Up Gradebook for a New Term

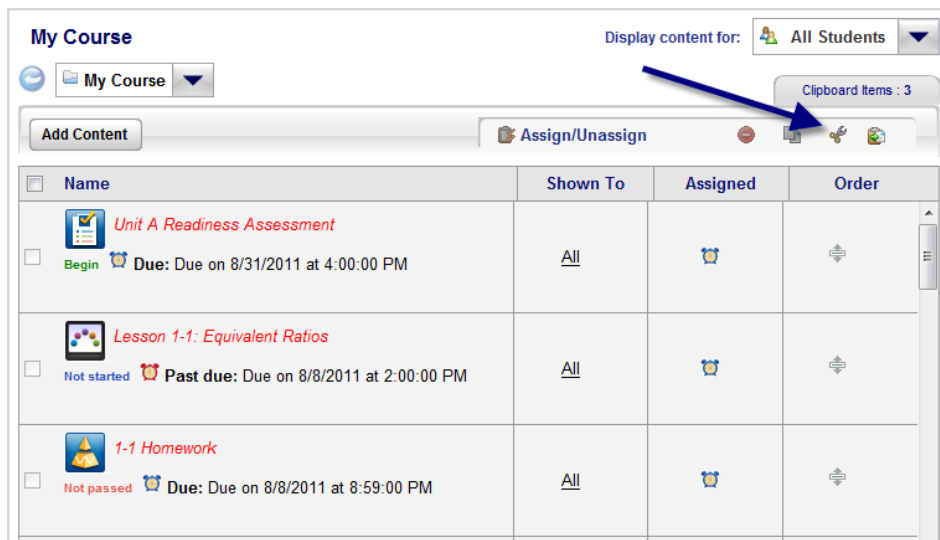
This guide explains how to hide grades from a previous term, such as the first quarter or semester, in order to clear out the gradebook without deleting assignments or grades.

### Create a folder for the term's assignments

1. Click **Coursework** for a class on your teacher home page.
2. Click **Add Content** and select **Add Folder** from the drop-down list.



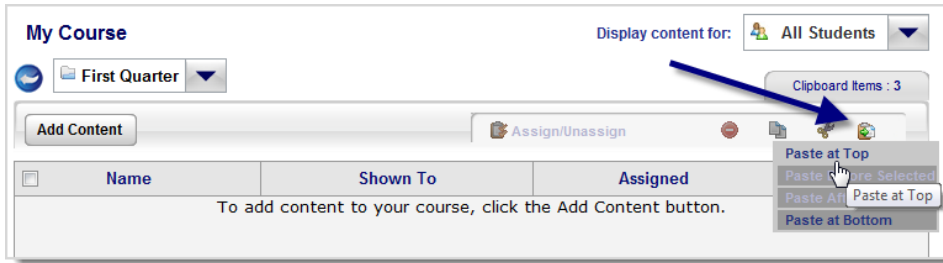
3. Name the folder and click **Create**.
4. Place a checkmark in each box for each assignment completed during the term.
5. Click the scissors icon. The assignment titles turn red.



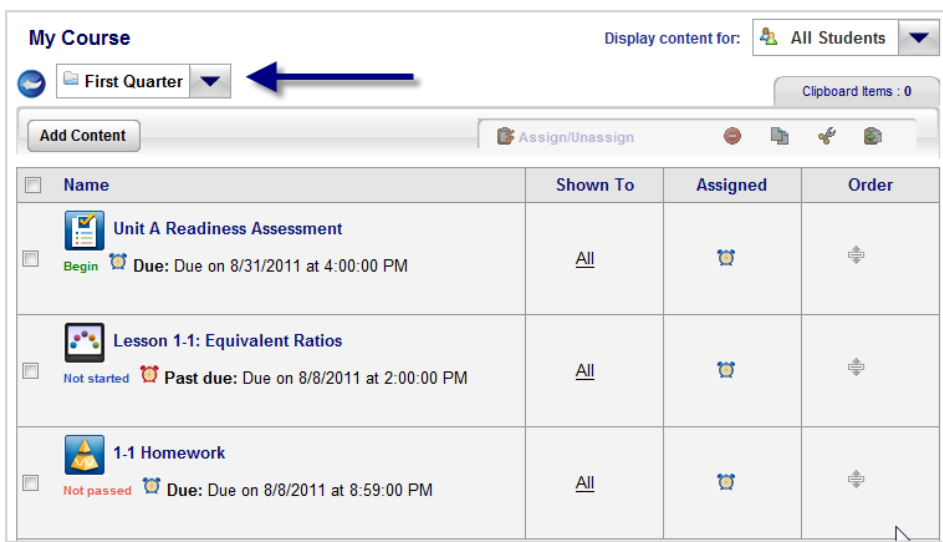
6. Click on the new folder.

# Set Up Gradebook for a New Term

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



- All of the selected assignments now appear in the new folder.



- Click the Gradebook tab.

- The first term grades are hidden and the gradebook is ready for the next term assignments. To view the first term grades, click the First Quarter folder.

