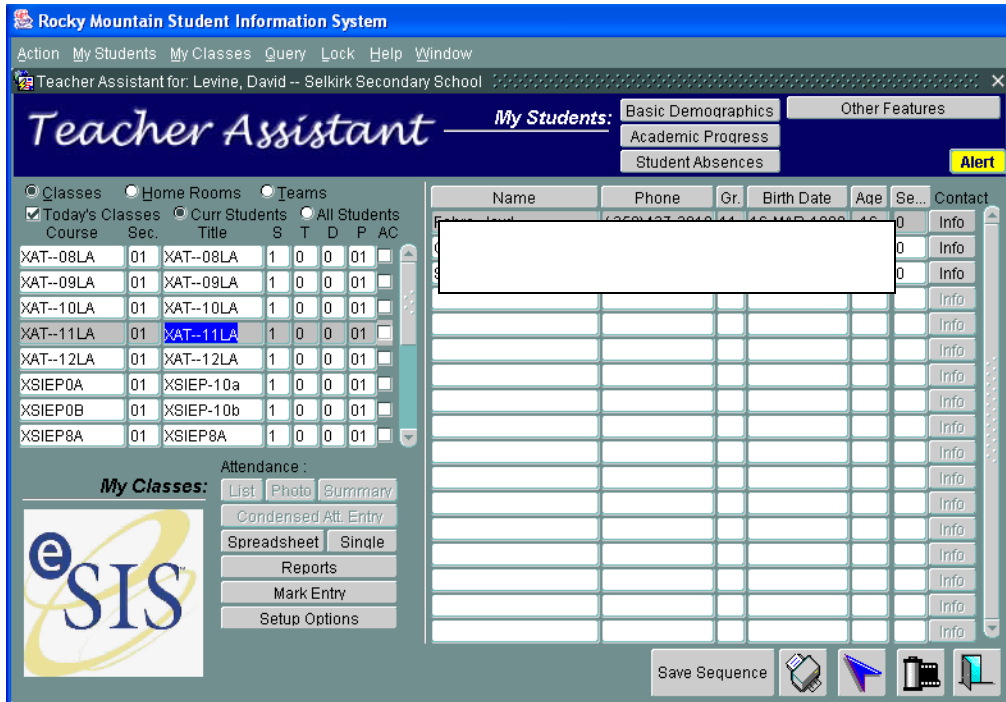
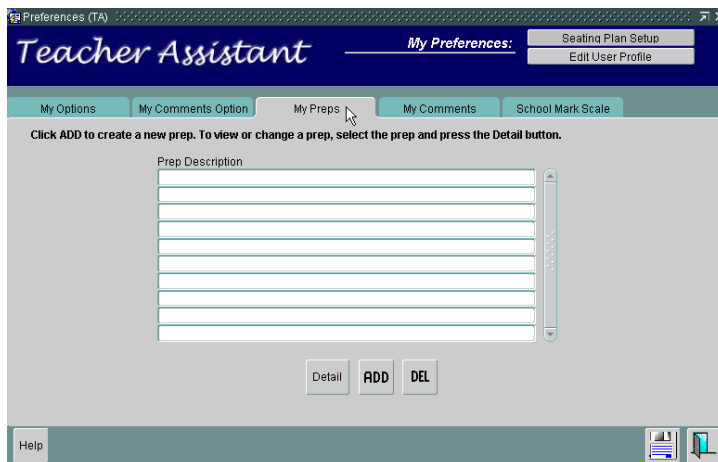


Course Setup Basics – “My Preps”

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 a dark green header. The main area is divided into several 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.

At the bottom right, there are two icons: a floppy disk icon labeled "Save when complete" and a door icon labeled "Exit through the door".

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

The screenshot shows a software window titled "Prep Detail" with a subtitle "Details for Prep: Applications Math 12". The window is divided into four main sections:

- Prep Classes:** A list of classes with "0-0-0-03 MAMA-12L" selected. Below the list are "Select Classes" and "Delete" buttons.
- Prep Category:** A list of categories with "Course work" selected and its "Default?" checkbox checked. Below the list are "Add" and "Delete" buttons.
- Prep classes Report Cycles:** A list of report cycles with "Exam Grade" selected.
- Prep Assignment types:** A table with columns for Description, Weight, and Default Assignment Type. The table contains the following data:

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"/>

Below the table are "Add" and "Delete" buttons.

At the bottom right of the window, there are icons for printing and a help window.