To Set up Gradebook Assignments:

1. Log into the portal at http://canelink.miami.edu

2. On the Faculty Home tab, click the green Go to Faculty Center button.

3. Click the Assignments icon (✓) next to the class you wish to set up.

4. First use the magnifying glass to choose the Assignment Category (e.g., CAPSTONE, EXAM, HOMEWORK, LAB).

5. Fill in the other fields as specified below:
   - **Description**: a description of the assignment
   - **Short Description**: an abbreviated description of the assignment
   - **Required by Institution**: unchecked
   - **Details** section: select the appropriate options based on the assignment.
   - **Points** section: Enter the Maximum Points (i.e. 10 for a 10-point quiz) and Weight in Points (e.g., 20 for a 10-point quiz that counts double)
   - **Dates & Duration**: Enter the dates required for this assignment.
   - **Notes**: Notes you enter here will show to students.

6. To add another assignment, click the plus sign icon (➕).
To Set up Category Weight:

1. From the Assignments page, click the Category Weight link.

2. If you have existing weights defined, click the Copy Category Weight button. This will open class search, using which you can find the class you wish to copy from. Note that the class you select needs to have already had assignments defined.

3. If you are not copying the weight, fill in the other fields as specified below:
   - **Assignment Category**: enter the assignment category (e.g., HOMEWORK) that you defined the previous steps.
   - **Weight%**: Enter the weight assigned to the category as a percentage. The total of your weights must equal 100%.

4. Click the Plus Sign icon (++) to add the other assignment categories you defined above.

5. Click the Save button.
To Set up the Grading Scale:

Note: You only need to set up the grading scale if you wish for letter grades to appear to students along with number grades. This is not a required setup.

1. From the Category Weight page, click the Grading Scale link.
2. If you have existing grading scales defined, click the Copy Grade Scale button. This will allow you to locate the class you wish to copy from using the Class Search.
3. If you are not copying the scale, fill in the other fields as specified below:
   - **Grading Scheme**: This field may default, but if you need to change the value pick your appropriate career (e.g., Undergraduate, Graduate, Law, etc.) using the magnifying glass.
   - **Grading Basis**: This field also may default, but if you need a different value choose the correct value based on your class’s grading basis. The most common value is GRD and it contains the common A-F grades.
   - **Mark**: Enter the numeric grade. The mark sets the lower limit for each grade.
   - **Grade**: Enter the A-F grade that corresponds with the mark.
4. Click the Plus Sign icon (++) to the right of the Grade field to add additional Mark and Grade fields.
5. Click the Save button.
6. After performing the setup above, use the Copy Assignments button on the Assignments page to set up your additional classes using this setup.