

# Entering Final Exam Grades in Skyward

## Setting up semester grade calculation

Teachers are not responsible for setting up semester grade calculations.

## Entering final exam grades (HS only)

**Do NOT create a separate Assignment for final exam scores.** The exam scores are NOT tied to a specific date. Instead, enter final exam scores under the SE1 (fall) or SE2 (spring) in order to contribute 20% toward the semester grade.

**3** Semester Exam SE1

Max Score: 100

Weight: 1.00

View Exam Score as: Percent

**5** Save

Undo

Back

Students	Score	Override	
1	Select <b>Grade Mark</b> or <b>Percent</b> to enter % score.	80	-
2		70	-
3		*	INC Incomplete
4		92	-
5	Select <b>Total points</b> and set <b>Max score</b> to enter point score.	73	-
6		*	-
7		*	-
8		*	-

**2**

**1**

Enter Semester Exam SE1 Scores

Select Semester Exam SE1 Display Method

- Grade Mark
- Percent
- Points

Grade Posting Status for Semester Exam SE1

*	A	*	A
*	A	*	A

NOTE: Skyward is **not** equipped to calculate a final exam based on *multiple* scores. Each teacher is responsible for such calculations.

**NOTE: Schoology will not sync to final exam.**

## Adjusting exam or semester grades

SE1 > Enter Semester Exam SE1 Scores

The screenshot shows a gradebook with columns for Class Grade, S1, SE1, Q2, Root Quiz, and R. The SE1 column has a dropdown menu open, showing options: Enter Semester Exam SE1 Scores, Select Semester Exam SE1 Display Method, Grade Mark, Percent, Points, and Grade Posting Status for Semester Exam SE1. The background shows a table with student grades.

Class Grade	S1	SE1	Q2	Root Quiz	R
Q1	Options	Options	Options	11/17/2017	11
Sort By %					
A 95.66%	A				
B 84.27%	B				
A 94.62%	A-				
B 88.83%	B+				

Override > Ex (exempt/no count)

The screenshot shows the 'Exam Entry' form for 'Semester Exam SE1'. It includes fields for Max Score (100), Weight (1.00), and View Exam Score as (Percent). There are buttons for Save, Undo, and Back. Below is a table with columns for Students, Score, and Override. A red arrow points to the dropdown menu in the Override column for student 2.

Students	Score	Override
1	**	-
2	**	-
3	**	-
4	**	-

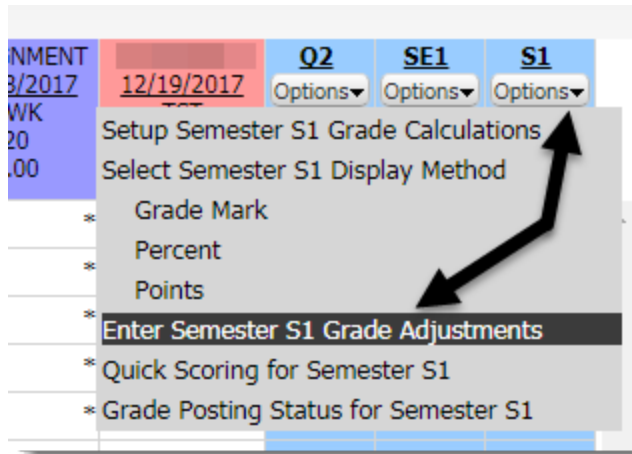
## Adjusting exam or semester grades

NOTE: Skyward does NOT round up (e.g. 79.96% = C+).

(.04% = how many points?)

The screenshot shows a dropdown menu for the 'S1' column. The options are: Setup Semester S1 Grade Calculation, Select Semester S1 Display Method, Grade Mark, Percent, Points, Enter Semester S1 Grade Adjustments, Quick Scoring for Semester S1, and Grade Posting Status for Semester S1. A red arrow points to the 'Percent' option.

Set semester display method to Percent in order to review:



### To adjust semester grade:

NOTE: Entering the target letter grade (1) will trigger Skyward to calculate the adjustment automatically to the lowest % score for that letter grade.

Grade Adjustment

Semester S1

Enter (letter) Grade or adjustment to the % grade.

2 Save Undo Back

Students	Calculated Grade	Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade
1	B+	89.81	A-	0.19		90.00	-	
2	B	84.97					-	
3	A	94.57					-	
4	A	94.14					-	

1

NOTE: Any comment (Cmt) entered here is visible on Family/Student access and should relate to the adjustment. For term comments, [see directions](#).

Last updated: December 11, 2017