

Entering Exam or EOCT Grades

If you are trying to enter final exam or EOCT grades, and there doesn't seem to be a column in which to do it (see the screenshots to the right as examples), then you need to create the Grading Group in which to place the assignment, and the Assignment itself.

Setting Up the EOCT/Exam Grading Group

If your EOCT/Exam spreadsheet doesn't even show a gray % column (see right), then you need to first create the Grading Group.

In a **Section** for which you need to enter the exam/EOCT grade, go to the **Lesson Planner**.

Click on **New Task Group**.

In the **Group Detail** box, enter **EOCT/Final Exam** for the **Name**, **100** for the **Weight**, and check the box next to **Term 6 – EOCT/Exam**. (If you are dealing with a semester class in first semester, you would use **Term 3 – EOCT/Exam** instead.)

Click **Save**.

Creating the EOCT/Exam Assignment

Once the Grading Group is created (you can see the % column in Gradebook but not the Assignment column), you can create the Assignment (just like creating any other assignment).

Click **New Assignment**.

In the **Assignment Detail** box, enter **EOCT** (or **Final Exam**) for the **Name**, **EOCT** (or **Final**) for the **Abbreviation**, and select **EOCT/Final Exam – Term 6 EOCT/Exam** (or **Term 3 EOCT/Exam**) for the **Group**.

Leave **Total Points** at **100** and the **Multiplier** at **1**; do not select anything for the **Grading Scale**.

Click **Save**.

Now you can enter Final or EOCT grades for that section; repeat these instructions as needed for every other section.

Student	Pts	Poss	%	Grd	%	Grd
10 Aldericio, Jessica W						
10 Alvarez, Jaime						
10 Banks, Daniel T						
10 Barber, Adalae E						

Group Detail

Name: EOCT/Final Exam

Weight: 100

Sequence: 1

Hide from Gradebook Preview

Exclude this group from calculation

Drop lowest score

Changes to Drop Lowest Score will only take effect upon next saved modification to Grade Book.

Select Term/Task Combination

Term 1 - Term 1

Term 2 - Term 2

Term 3 - Semester Average

Term 3 - Term 3

Term 4 - Term 4

Term 5 - Term 5

Term 6 - EOCT/Exam

Term 6 - Semester Average

Term 6 - Course Average

Term 6 - Term 6

There's no % or assignment column

Student	Pts	Poss	%	Grd	%	Grd
10 Aldericio, Jessica W						
10 Alvarez, Jaime						
10 Banks, Daniel T						
10 Barber, Adalae E						
10 Brown, Dustin J						

Assignment Detail

Name: EOCT

Abbreviation: EOCT

Group: EOCT/Final Exam - Term 6 EOCT/Exam

Formative - Term 3 Term 3

Summative - Term 3 Term 3

Formative - Term 6 Term 6

Summative - Term 6 Term 6

Total Points: 100

Multiplier: 1

Grading Scale: [None]

Assign Date: [None]

There's a % column, but no second column in which to enter the actual grade