

Posting Grades in Gradebook

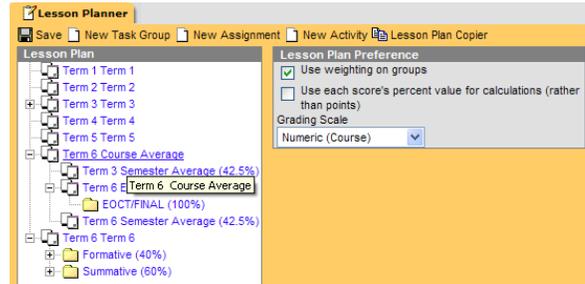
Term 6 Course Grades – All Courses

You can either do all the steps for one course and then repeat for additional courses, or you can do one step for all courses and then move on to the next step.

Step 1 – Confirm Your Course Setup

Select your course in *Section* at the top of the screen, and then click on **Lesson Planner** in the left-hand menu.

Click on the blue **Term 6 Course Average** under *Lesson Plan*; the *Lesson Plan Preference* box should appear.



Use **weighting on groups** should be checked, and **Grading Scale** should be set to **Numeric (Course)**.

Click **Save**.

All four of these spreadsheets should be set the same way:

- **Term 6 Course Average**
- **Term 6 EOCT/Exam**
- **Term 6 Semester Average**
- **Term 6 Term 6**

NOTE: Semester classes will still follow all of these same directions; they will not see Terms 1, 2, and 3 in their Lesson Planner.

Step 2 – What Else Needs to be Set Up?

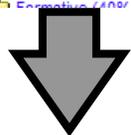
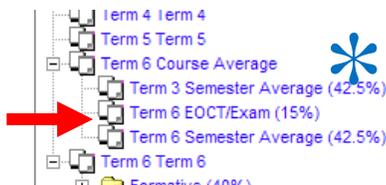
- In your course, click the **+** symbol next to each of the spreadsheets () by which it appears.
- If a **+** appears next to your **EOCT/Final** folder (if you have one), click it.

Which of the following does your Lesson Plan appear like?

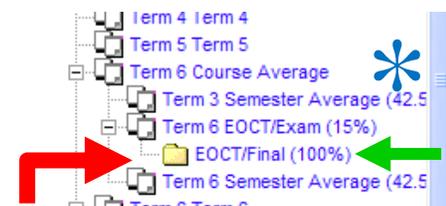
No EOCT/Final folder

EOCT/Final folder exists
No Final Exam assignment

EOCT/Final folder and
Final Exam assignment exist



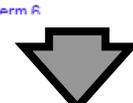
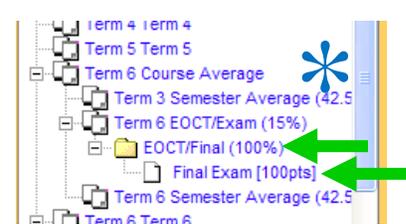
Go to Step 3
and continue from there



No **+**
No assignment



Go to Step 4
and continue from there



Go to Step 5
and continue from there

 Percentages for semester classes will be different than for year-long classes.
Pay attention to the folder/assignment structure.

Step 3 – Create the EOCT/Final Exam Folder

While still in *Lesson Planner*, click on **New Task Group**.

Name the Group **EOCT/Final Exam**, give it a **Weight** of **100**, and check the box next to **Term 6 – EOCT/Exam** under **Select Term/Task Combination**.

Click **Save**.

Step 4 – Create the Exam Assignment

While still in *Lesson Planner*, click on **New Assignment**.

Name and abbreviate your final exam (just as you would any other assignment). If yours was an EOCT class, name it **EOCT**.

Under **Group**, select **EOCT/Final Exam – Term 6 EOCT/Exam**. **EOCT/Exam**. You must select this group, or the grade calculations will not be correct!

Leave **Total Points** at **100** and **Multiplier** at **1**. (Because it is the only assignment in this group, changing these values is irrelevant.)

If you wish to keep this entry hidden from parents and students until you have finished entering all grades, check **Hide from Gradebook Preview**.

If you uncheck **Active**, it will not be part of the grade calculation.

If you follow these two steps, make sure you go back and check **Active** and uncheck **Hide from...** before you post grades!

Step 5 – Entering Exam Grades

Navigate to your *Gradebook*, and select **6 – EOCT/Exam** under **Select a task**.

You should now see one gray column for your final exam grades.

Enter your grades as normal.

EOCT Classes

The grade that is entered in the **Final Exam** column will be the **EOCT grade** that is reported to you.

During the Final Exam period, you should give an exam that will be entered as a **Summative** assignment in the **Term 6** gradebook.

Step 6 – Posting Your Grades

1

Post Term 6 Grades

Under *Select a task*, navigate to **6 – Term 6**.

Right-click on the yellow columns and select **Post Grades**. You will see the grades appear in the green columns.

6 - Term 6	100	100	97	71
6 - EOCT/Exam	100	100	98	100

Click **Save**.

2

Post Semester Grades

While still in **6 – Term 6**, right-click on the yellow columns and select **Post Grades to other task ▶ 6 – Semester Average**.

Click **Save**.

3

Post Exam Grades...

Under *Select a task*, navigate to **6 – EOCT/Exam**.

Right-click on the yellow columns and select **Post Grades**. You will see the grades appear in the green columns.

6 - EOCT/Exam	8
Post Grades	8
Post Grades to other task ▶	9

If you repost Exam Grades, you also have to remark Exemptions!

Click **Save**.

...Then, Mark Exam Exemptions

To mark Exam Exemptions in the gradebook, click the *exam grade in the green column* of the **3 – EOCT/Exam** spreadsheet (once you've posted exam grades). A drop-down menu will appear, in which you can select **EX** to register the exam grade as *Exempt*. (Typing **E** on your keyboard when the drop-down menu is open will jump right to **EX**; then type **Enter**.)

%	Grid
87.27	87
97.27	1
96.36	0
100.00	Inc
100.00	NC
100.00	AU
100.00	EX

All **EOCT classes** should have an EOCT grade to enter for exams; if not, contact Mrs. Cannizzaro.

When all exemptions are entered, click **Save**.

4

Post Course Grades

Under *Select a task*, navigate to **6 – Course Average**.

On this spreadsheet, you should see grades in the far green columns, but **not** the green column right next to the yellows.

Right-click on the yellow column and choose **Post Grades**. The grades should appear in the empty green columns.

6 - Course Average	8
Post Grades	8
Post Grades to other task ▶	9

Click **Save**.

Step 7 – Verify Your Grades

When in the **6 – Course Average** spreadsheet, you should see grades listed in *all* of the green columns. Take several samplings of your grades to make sure that they calculated properly:

Year-Long Classes

3 – Semester Average grade \times 0.425 = X
 6 – Semester Average grade \times 0.425 = Y
 Final Exam/EOCT grade \times 0.15 = Z
 X + Y + Z = 6 – Course Average grade

Semester Classes

6 – Semester Average grade \times 0.85 = X
 Final Exam/EOCT grade \times 0.15 = Y
 X + Y = 6 – Course Average grade