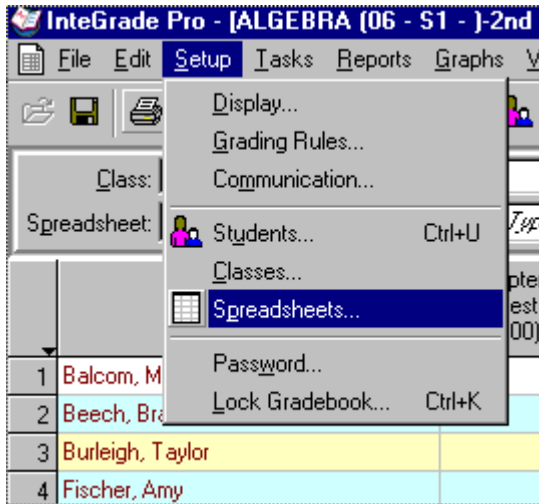
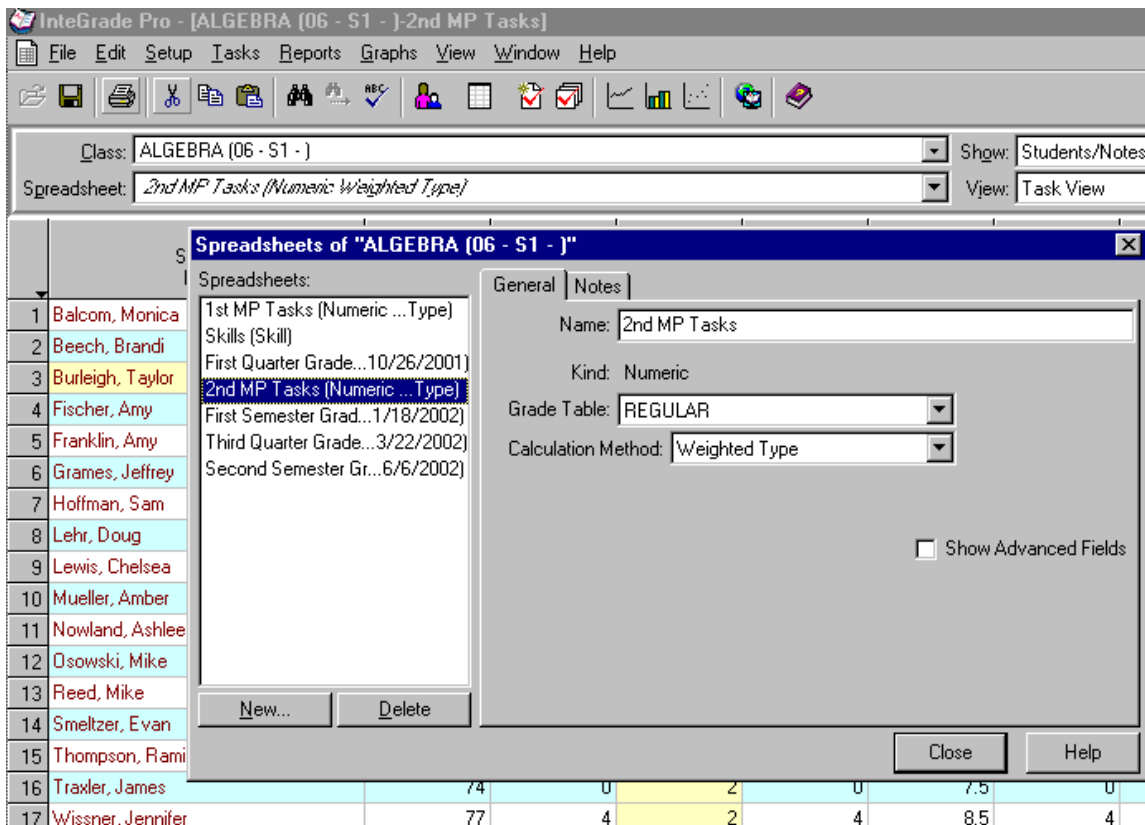


# End of Semester Procedure for Sending Semester and Exam Grades

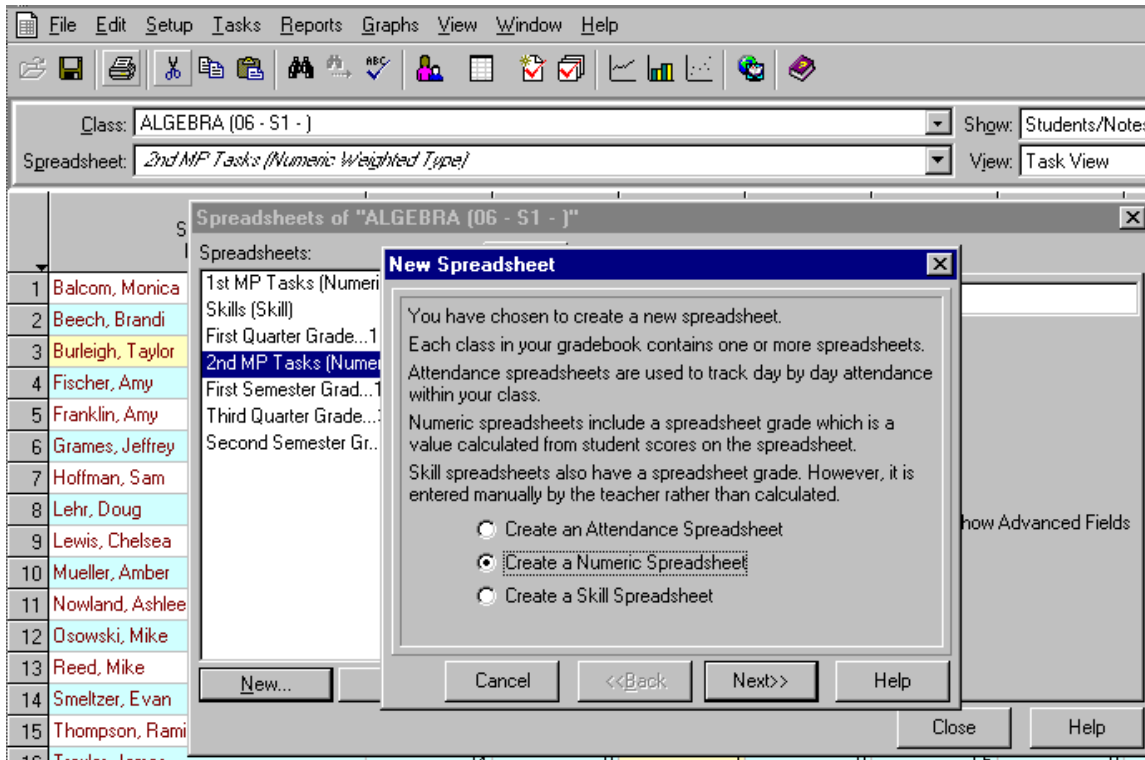
1) Go to Spreadsheet Setup



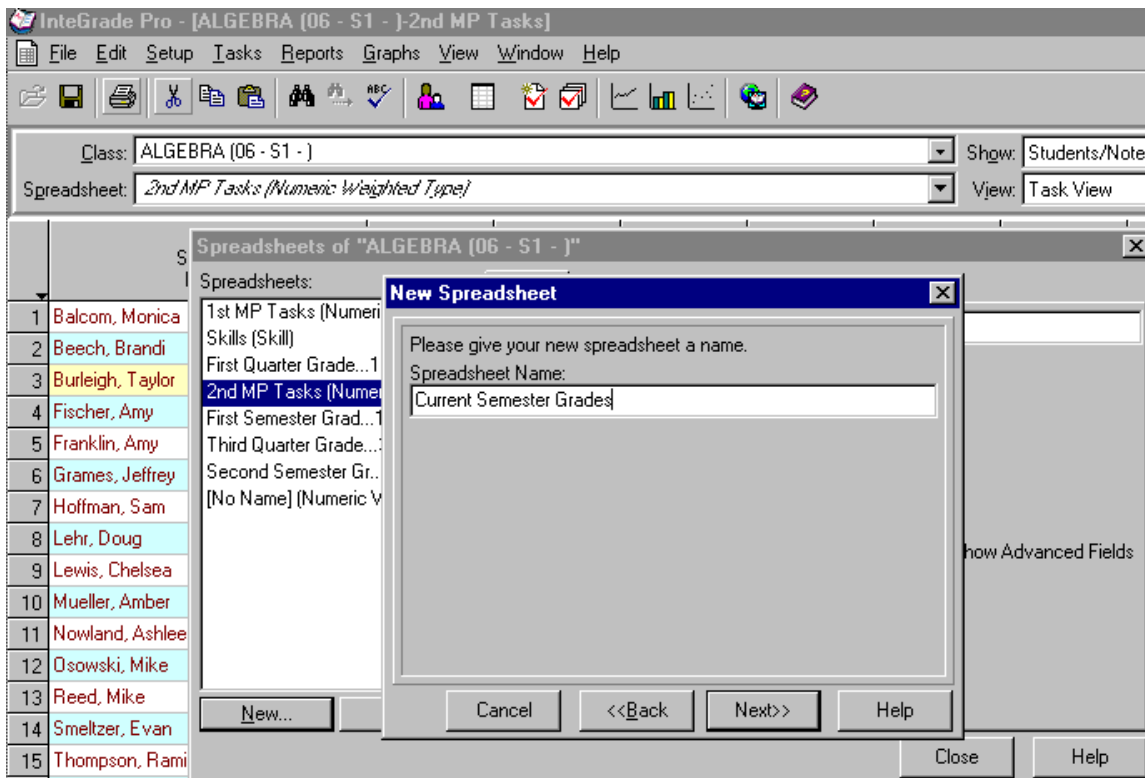
2) The first screen will look like this



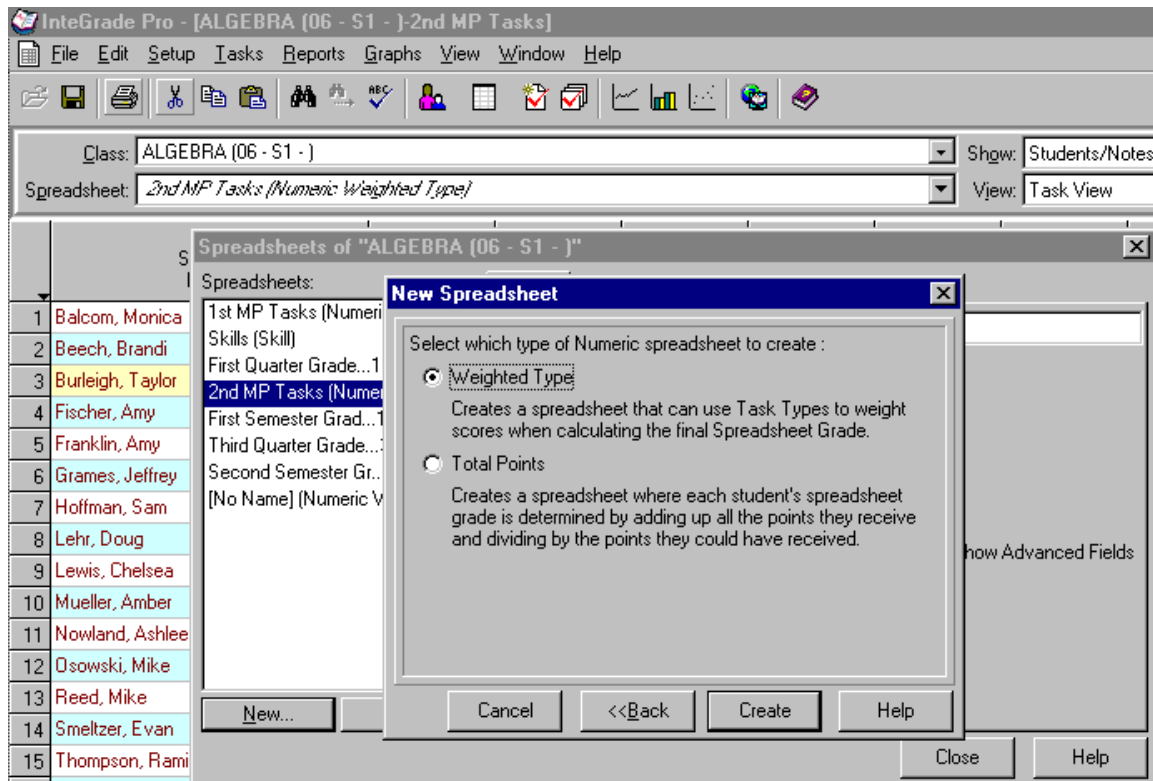
3) Click on new and create a numeric spreadsheet



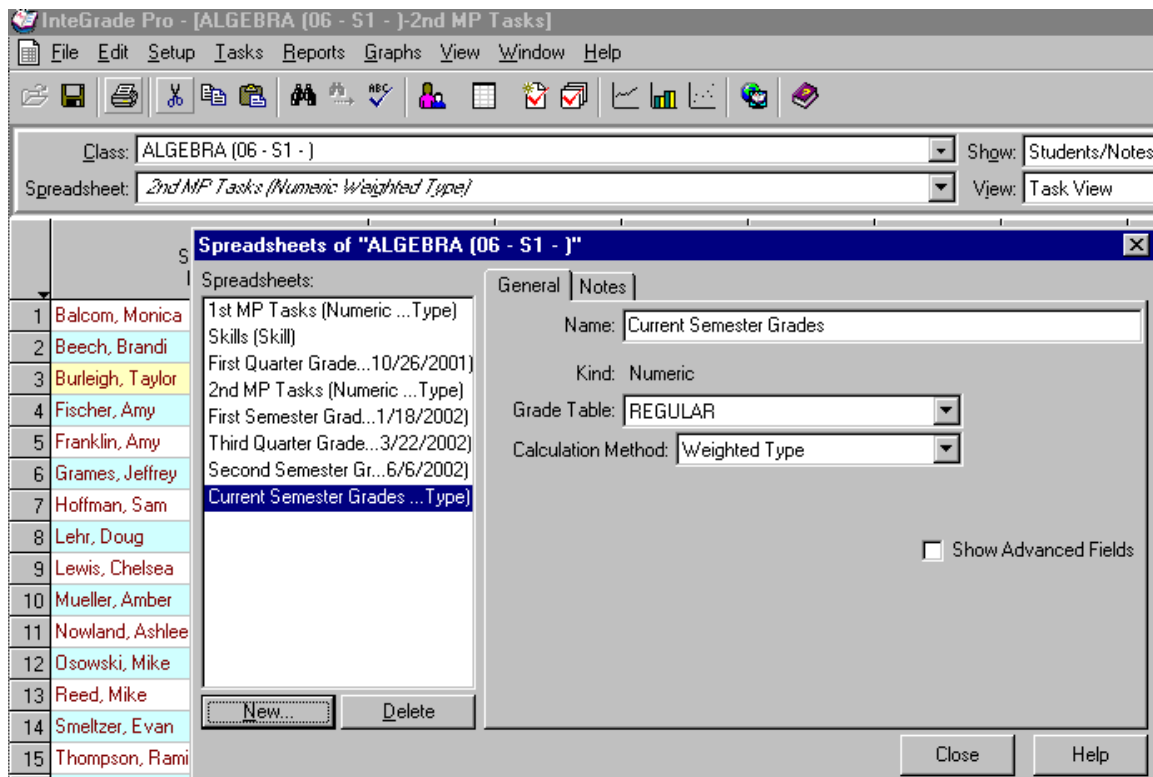
4) Then click next and enter in a spreadsheet name



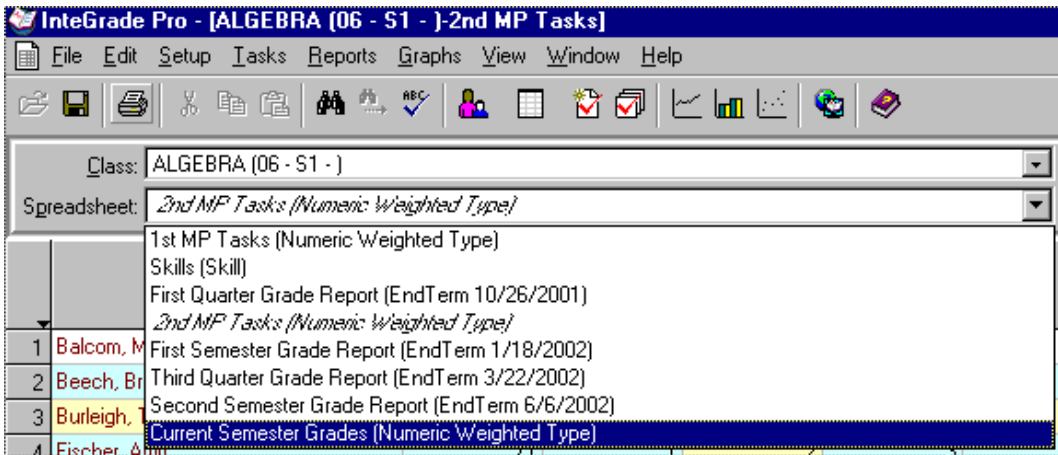
5) Click next and indicate Weighted Type or Total Points depending on how you figure grades.



6) Click on Create Spreadsheet and you should eventually see this screen appear



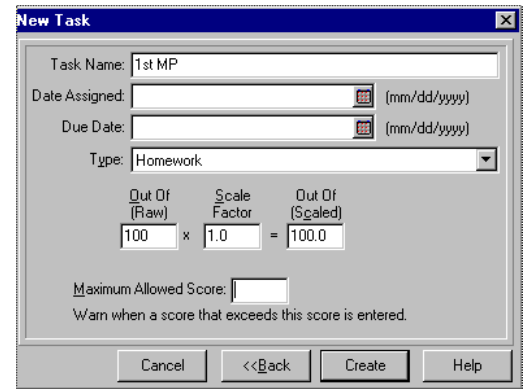
7) Open up this spreadsheet.



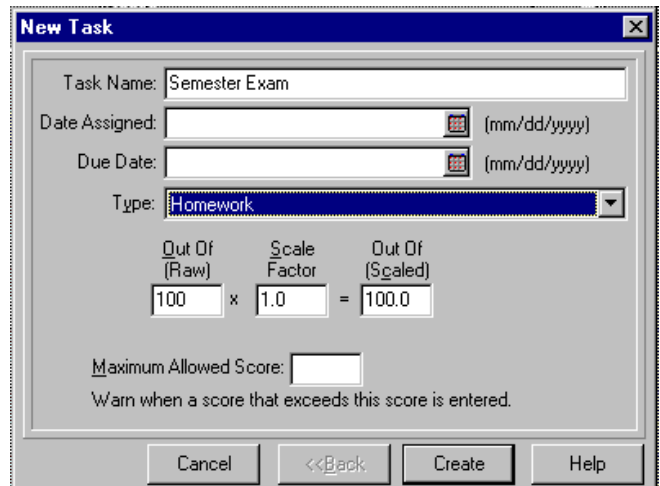
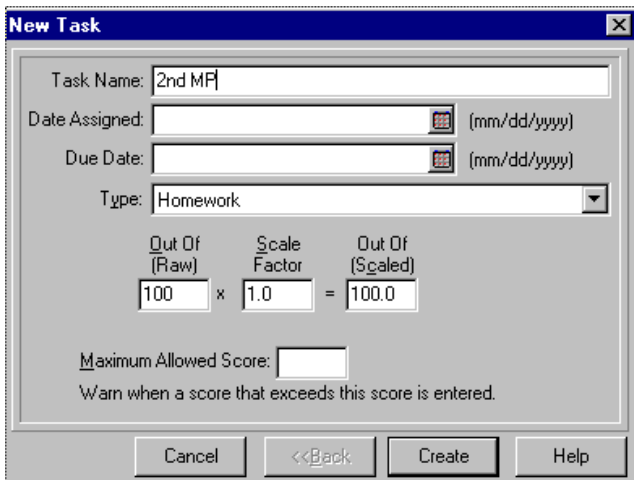
8) Enter a new task called “1<sup>st</sup> MP”. Under Type: Select Homework\*. In the box **Out Of (Raw)** enter “100”. Leave the **Scale Factor** as “1.0”.

You must change the scale factor to reflect the weighting of your grades. If you do not use a semester exam and weight each quarter equally, you may skip changing the scale. Common scale settings are:

	MP1	MP2	Exam
Final Grade 40-40-20	2	2	1
Final Grade 45-45-10	4.5	4.5	1
Final Grade 1/3-1/3-1/3	1	1	1



9) Set up two more tasks called “2<sup>nd</sup> MP” and “Exam” following the same procedure as in #8. Choose homework for the type for the semester exam task. You may skip the semester exam task if you do not use exams for semester grading (K-7 classes).



10) When you are done the spreadsheet should look the same as below.

	Student Name	1st MP (100)	2nd MP (100)	Semester Exam (100)	%	Letter Grade
1	Balcom, Monica				n/a	n/a
2	Beech, Brandi				n/a	n/a
3	Burleigh, Taylor				n/a	n/a
4	Fischer, Amy				n/a	n/a
5	Franklin, Amy				n/a	n/a
6	Grames, Jeffrey				n/a	n/a
7	Hoffman, Sam				n/a	n/a

11) Now you need to click on 1<sup>st</sup> MP task name and go to **Replace Task**.

	Student Name	1st MP (100)	2nd MP (100)	Semester Exam (100)	%	Letter Grade
1	Balcom, Monica				n/a	n/a
2	Beech, Brandi				n/a	n/a
3	Burleigh, Taylor				n/a	n/a
4	Fischer, Amy				n/a	n/a
5	Franklin, Amy				n/a	n/a
6	Grames, Jeffrey				n/a	n/a

12) Go to your 1<sup>st</sup> Marking period task spreadsheet and click next. This is the same process as you did when you did report cards except you will pull in the “percent” instead of the “Letter Grade”.

**Replace Task**

Please pick a class and spreadsheet from which to copy:

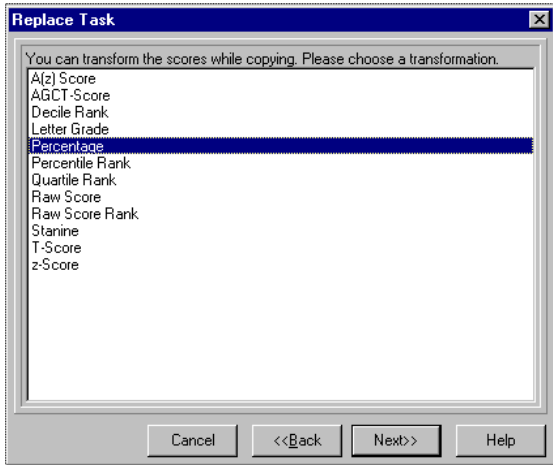
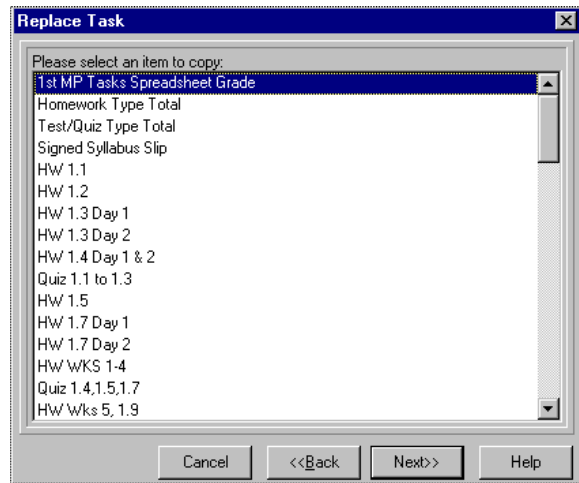
Class: ALGEBRA (06 - S1 - )

Spreadsheet:

- 1st MP Tasks (Numeric Weighted Type)
- Skills (Skill)
- First Quarter Grade Report (EndTerm 10/26/2001)
- 2nd MP T tasks (Numeric Weighted Type)
- First Semester Grade Report (EndTerm 1/18/2002)
- Third Quarter Grade Report (EndTerm 3/22/2002)
- Second Semester Grade Report (EndTerm 6/6/2002)
- Current Semester Grades (Numeric Weighted Type)

Buttons: Cancel, <<Back, Next>>, Help

13) Go to “1<sup>st</sup> MP Tasks Spreadsheet Grade” and click next.



14) Choose “Percentage” and click next.

15) Your 1<sup>st</sup> Marking Period Percents should now appear in you new spreadsheet.

Student Name	1st MpTsk SprdshGrd (100)	2nd MP (100)	Semester Exam (100)	%	Letter Grade
	80.5			80.5	B-
	80.9			80.9	B-
	66.6			66.6	D+
	65.9			65.9	D
	68.0			68.0	D+
	69.5			69.5	C-
	83.2			83.2	B
	65.3			65.3	D
	69.8			69.8	C-
	66.5			66.5	D-

Follow the same steps as above to retrieve your current 2<sup>nd</sup> Marking period percents. The current overall grade will now be shown off to the right.

Enter your exam grades in the Semester Exam Column.

**In “First Semester Grade Report” pull in the letter grade from this spreadsheet for the students overall grade. (Follow the steps in the “Grade Transfer Teacher Manual” if you need a refresher course on this topic).**

Have fun.

James Netzley and Laurie Kinney