Viewing/Posting Grades for the Semester End –

(NOTE: This document is written with 2nd semester in mind and made need translated for 1st semester procedures)

Any class that posts only Final Grades without keeping a grade book should follow Scenario 1 below. Examples of such classes would be Elementary courses that post only O,S,U type grades.

All other Elementary classes should follow Scenario 2 below.

YOU MUST FOLLOW THESE STEPS FOR EACH CLASS!

Scenario 1 Posting: Classes with Semester Grades Only.

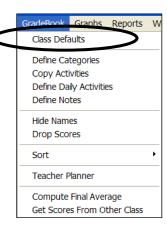
Classes that post only Semester grades without quarterly grades should use Manual Grade Entry to enter Semester grades (O, S, U, etc) and also add any comments you feel appropriate.

Scenario 2: General Elementary Classes

Scores for the semester should be calculated to represent each of the nine weeks grades as 50% of the score. You may post in one of two ways, but I offer directions below for the preferred method. This method has the advantage of allowing you to see the final semester average grade before you post your scores. Step by step instructions are provided below:

Step 1:

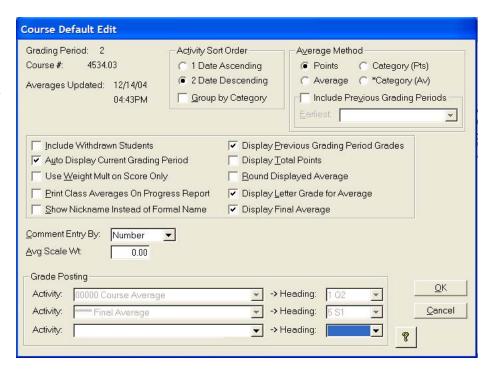
Load STI Classroom and open a class. Go to the Top Menu Bar and select *Class Defaults* under the *GradeBook* Menu option. The *Course Default Edit* box should appear.



Step 2:

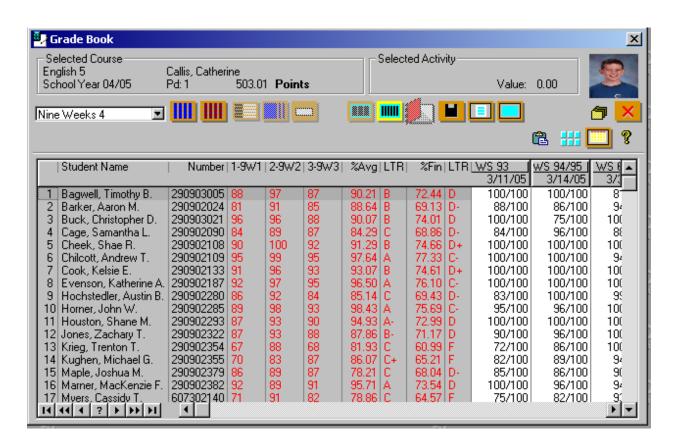
In the *Course Default Edit* box, checkmark the appropriate options. I will cover four of the options below and what each does. You do not have to select all four options, only the ones that you feel apply, but in general, I think you'll find these four to be advantageous.

Note: You DO NOT have to use the Points Average Method to use these buttons. You may ignore all other areas of the screen.



- Auto Display Current Grading Period This option allows the gradebook to automatically select the grading period for you. This could save you the step in having to select 9W1 or 9W2.
- Display Previous Grading Period Grades Displays the previous 9-weeks final average in the 2nd 9-weeks gradebook. Though it is not necessary to have this turned on, it makes it easier for you to see all averages on one screen.
- Display Letter Grade for Average Not really needed, but a nice option to use if you want to see that a 96.3% is an A.
- Display Final Average Shows the Semester Grade (%Final) taking into concept the average of the 9-weeks.

The picture below demonstrates the columns that show when all of the items described above are checked. Note that all previous 9 weeks grades show on the grade book screen. The %Avg column is the current 9 weeks score with the LTR grade for the current weeks next. Finally, the %FIN and following LTR grade shows the Semester Average taking into concept that each 9-weeks counts **equally**. (Technically, each is set to a weight of 1).



Note the problem above:

Even though students have great scores for the 3^{rd} and 4^{th} nine weeks, all the grades are too low for the Final Average. This is because the computer is counting all four nine-weeks and the 1^{st} semester average into the second semester average – thus not computing properly....

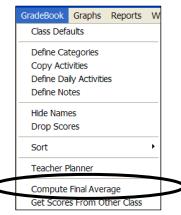
So, we will need to add one more step to correct this 'undocumented feature'.

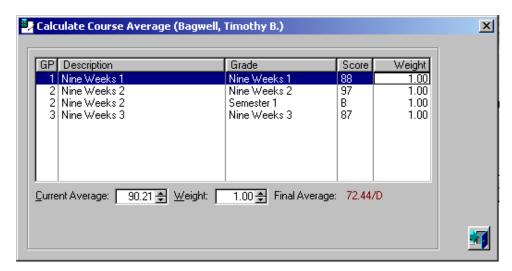
Step 3:

Go back to the Top Menu Bar and select *Compute Final Average* under the *GradeBook* Menu option.

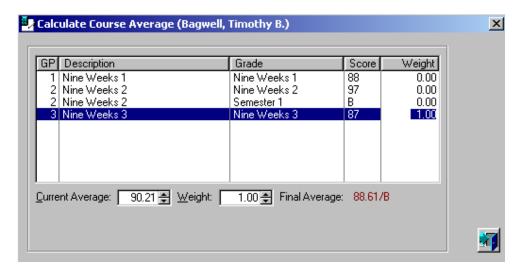
The *Calculate Course Average* window should appear as below. Even though a student name will appear with the box, any changes made to this screen will take effect for the whole class.

Note the problem is in the Weight category showing all items as a value of 1. We need to change all items associated with first semester to a 0. The best way to do this is to highlight the 1.00 Weight in the Nine Weeks 1 row and type 0. Then TAB to the next weight column and make it and the Semester exam both a weight of 0.



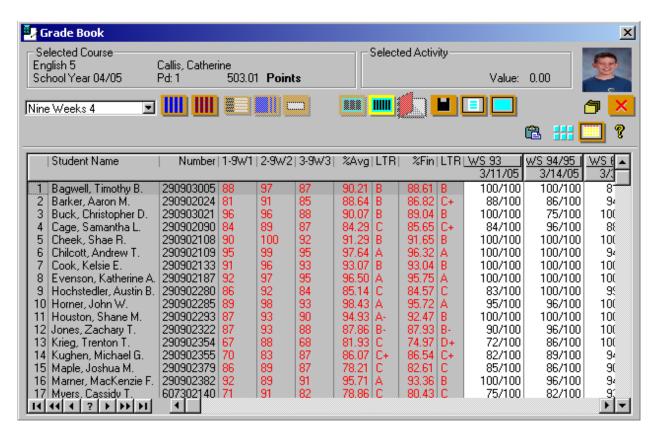


When done properly, the window will change to the following. Once the weight numbers are correct, select the blue door to save the changes. These changes will effect all students in the class that is open!



Step 4:

Notice that the scores have now changed to the appropriate final average to reflect only second semester work.



Once you are satisfied that the grades are correct, you may **Post** the scores and then use **Manual Grade Entry** at the Classroom main page to check the posting or to add comments.



If you have previously posted, you may re-post to overwrite the older scores.