

# Viewing/Posting Grades for the Semester End

Eastern Jr/Sr High School has three different posting strategies for use at the end of the Semester. Each of these depends on the class type and whether or not you give a final.

Middle School Exploratory Classes are not required to POST final exams scores. To POST these classes, please follow the Scenario 1 steps below.

MS/HS classes that do not give finals have their semester average scores calculated within the system using each of the 9-weeks grades as equal parts (50%-50%). The semester average can be viewed only through the assistance of some extra steps. Follow the Scenario 2 steps to use this method.

MS/HS classes that require a final should calculate each nine weeks grade as  $\frac{3}{7}$  of the total with the final counting  $\frac{1}{7}$ . Though this calculation can be automatically done, there is a method of making the semester average viewable by you. You can follow the Scenario 3 steps below to insure you are comfortable with the scores before Posting.

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## **Scenario 1: Middle School Exploratory Classes**

Whether or not you give a final, your exploratory grade needs only be posted for the 9-weeks. You do NOT have to post a final exam score separate from the 9-weeks grade. Finalize your grades as always and POST the class.

Note: If you do give a Final Exam, the score should be averaged as you normally would any other score with the 9-weeks grades.

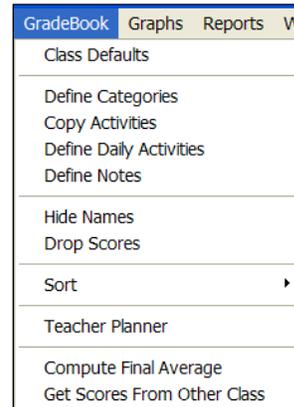
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## Scenario 2: MS/HS Classes with NO Final Exam

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:

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.

A screenshot of the 'Course Default Edit' dialog box. The dialog has a blue title bar and a light beige background. It contains several sections of controls: 'Grading Period' (set to 2), 'Course #' (4534.03), 'Averages Updated' (12/14/04 04:43PM), 'Activity Sort Order' (radio buttons for '1 Date Ascending' and '2 Date Descending', with '2 Date Descending' selected, and a 'Group by Category' checkbox), 'Average Method' (radio buttons for 'Points', 'Category (Pts)', 'Average', and '\*Category (Av)', with 'Points' selected, and an 'Include Previous Grading Periods' checkbox with a dropdown menu set to 'Earliest'), a group of checkboxes for 'Include Withdrawn Students', 'Auto Display Current Grading Period' (checked), 'Use Weight Mult on Score Only', 'Print Class Averages On Progress Report', 'Show Nickname Instead of Formal Name', 'Display Previous Grading Period Grades' (checked), 'Display Total Points', 'Round Displayed Average', 'Display Letter Grade for Average' (checked), and 'Display Final Average' (checked). At the bottom, there is a 'Comment Entry By' dropdown (set to 'Number'), an 'Avg Scale Wt' input field (0.00), and a 'Grade Posting' section with three rows of 'Activity' and 'Heading' dropdown menus. The first row has '00000 Course Average' and '1 Q2'. The second row has 'Final Average' and '5 S1'. The third row is empty. There are 'OK' and 'Cancel' buttons at the bottom right.

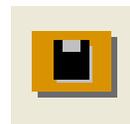
- **Auto Display Current Grading Period** – This option allows the gradebook to automatically select the grading period for you. This could save you the step in having to select 9W1 or 9W2.
- **Display Previous Grading Period Grades** – Displays the previous 9-weeks final average in the 2<sup>nd</sup> 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. The 1-Q1 grade is the first 9-weeks score. The %Avg column is the current 9 weeks score with the LTR grade. Finally, the %FIN shows the Semester Average taking into concept that each 9-weeks counts **equally**. (Technically, each is set to a weight of 1).

	Student Name	Number	1-Q1	%Avg	LTR	%Fin	LTR	Chapter 7 12/13/04	Ch7-4 12/03/04	Project 7- 12/02/04	Ch7-2 11/08/04
1	Borscht, Kerry A.	291912058	83	88.80	B	73.63	C-	32/40	10/10	14/15	5/5
2	Ripberger, Nancy A.	291912507	76	76.00	C	65.14	D-	21/40	8/10	12/15	5/5
3	Simpson, Jerry A.	291912518	91	88.80	B	77.06	C	30/40	10/10	15/15	5/5
4	Vanjaro, Sungjae M.	291912591	87	84.80	B-	73.63	C-	28/40	10/10	15/15	5/5
5	Warner, Mike A.	291912592	95	96.80	A	82.20	C	38/40	9/10	15/15	4/5
6	Willam, Jack C.	291912604	94	93.60	A-	80.40	C	33/40	9/10	15/15	5/5
	— Activity Average —			88.13				30.3/40	9.3/10	14.3/15	4.8/5

### Step 3:

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



Remember, if you REPOST grades, you must manually edit any changes made to scores due to attendance or rounding manipulations.

### Scenario 3: MS/HS Class with a Final Exam

There are two possible methods for calculating final scores for the semester. Outlined below is the method that puts the teacher in control and keeps a permanent record of the final exam grade in the gradebook. This method has the advantage of allowing you to see the semester average grade before you post your scores. **This is the Recommended Method of use since your gradebook is more complete!** Step by step instructions are provided:

#### Step 1:

Create a new activity in the Activity list for your FINAL EXAM grade.

If you use CATEGORY AVERAGES or CATEGORY POINTS, it is wise to create a new category worth 0% or 0 points. You might call it the FINAL category and make sure your final exam grade is listed in the new category.

Date	Day	Category	Description	Value	WtMult	WtAdd
12/21/04	Tuesday	TESTS	FINAL EXAM	100.00	0.00	0.00
12/13/04	Monday	TESTS	Chapter 7	40.00	1.00	0.00
12/03/04	Friday	EXERCISES	Ch7-4	10.00	1.00	0.00
12/02/04	Thursday	PROJECTS	Project 7-3	15.00	1.00	0.00
11/08/04	Monday	EXERCISES	Ch7-2	5.00	1.00	0.00
11/05/04	Friday	EXERCISES	Ch7-1	5.00	1.00	0.00
11/04/04	Thursday	PROJECTS	Project One	40.00	1.00	0.00
10/28/04	Thursday	EXERCISES	Ch6:12	5.00	1.00	0.00
10/27/04	Wednesday	EXERCISES	Ch6:11	5.00	1.00	0.00

Make sure you give the EXAM a value of 100 with a WtMult of 0.

**HINT: You may have to change the WtMult twice to make it stay at 0.00!**

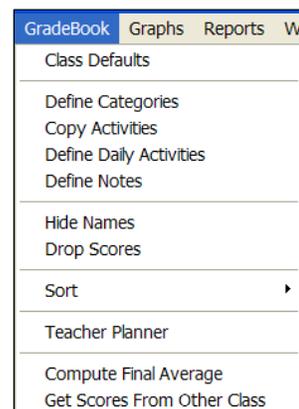
When you enter your final exam scores, make sure they are the percentage grades (94% enters as 94).

The WtMult of 0 tells the computer not to average the score with the 9-weeks grades, yet allows you to see the score in your gradebook.

## Step 2:

Go to the Top Menu Bar and select **Class Defaults** under the **Gradebook** Menu option. The **Course Default Edit** box should appear.

In the **Course Default Edit** box, go to the very last line and pick your FINAL EXAM activity to be the grade posting to the 4 EX section of the gradecard. This allows the posting process to automatically transfer the semester exam without you having to type it at manual grade entry.

A screenshot of the 'Course Default Edit' dialog box. The dialog has a blue title bar and a light beige background. It contains several sections: 'Grading Period' (set to 2), 'Course #' (4534.03), 'Averages Updated' (12/14/04 04:43PM), 'Activity Sort Order' (radio buttons for '1 Date Ascending' and '2 Date Descending', with '2 Date Descending' selected, and a checkbox for 'Group by Category'), 'Average Method' (radio buttons for 'Points', 'Category (Pts)', 'Average', and '\*Category (Av)', with 'Points' selected, and a checkbox for 'Include Previous Grading Periods' with an 'Earliest' dropdown), a grid of checkboxes for 'Include Withdrawn Students', 'Auto Display Current Grading Period', 'Use Weight Mult on Score Only', 'Print Class Averages On Progress Report', 'Show Nickname Instead of Formal Name', 'Display Previous Grading Period Grades', 'Display Total Points', 'Round Displayed Average', 'Display Letter Grade for Average', and 'Display Final Average', 'Comment Entry By' (dropdown set to 'Number'), 'Avg Scale Wt' (input field with '0.00'), and a 'Grade Posting' section with three rows of 'Activity' and 'Heading' dropdowns. The first row is '00000 Course Average' with heading '1 Q2', the second is 'Final Average' with heading '5 S1', and the third is '08689 12/21/04 FINAL EXAM TESTS' with heading '4 EX'. There are 'OK', 'Cancel', and '?' buttons at the bottom right.

Secondly, checkmark the appropriate options in the middle section. 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.

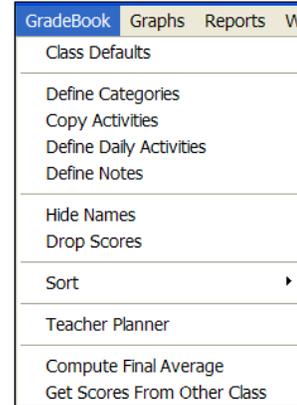
Note: You DO NOT have to use the Points Average Method to use these buttons. You may ignore all other areas of the screen.

- 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 2<sup>nd</sup> 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.

Close the **Course Default Edit** box once you are finished with all options by selecting OK.

Step 3:

Now return to the *Gradebook* menu option and select the *Compute Final Average* option. This is necessary to adjust how the computer calculates your final exam grade.



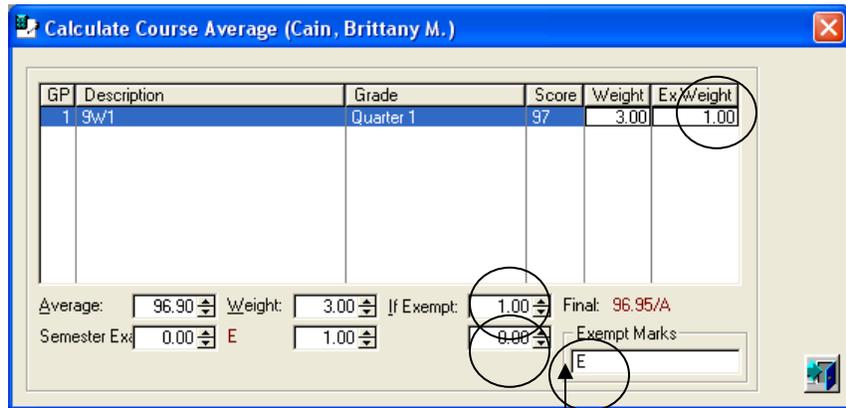
The *Calculate Course Average* box should appear. You should see the previous 9 weeks score in the upper area with the current average and the Semester Exam showing in the shaded area at the bottom of the box.

Note: If your box does not have the Semester Exam showing as the box does on the right, return to Step 3 and make sure to add the Semester Exam to the *Class Defaults*.

Initially, all items will have a weight of 1.00.

To reflect the required weighted scale for Eastern, you should change the items

to read 3.00 for the 9W1 and for the Current averages. Retype the weight scores for these items to be 3.00. Make sure the Semester Exam score has a weight of 1.00. (Alternately, you could use the percentage scores of 42.8 for each quarter and 14.4 for the semester exam to get the same value count – but the 3/3/1 method is easier)



**NEW THIS YEAR:**

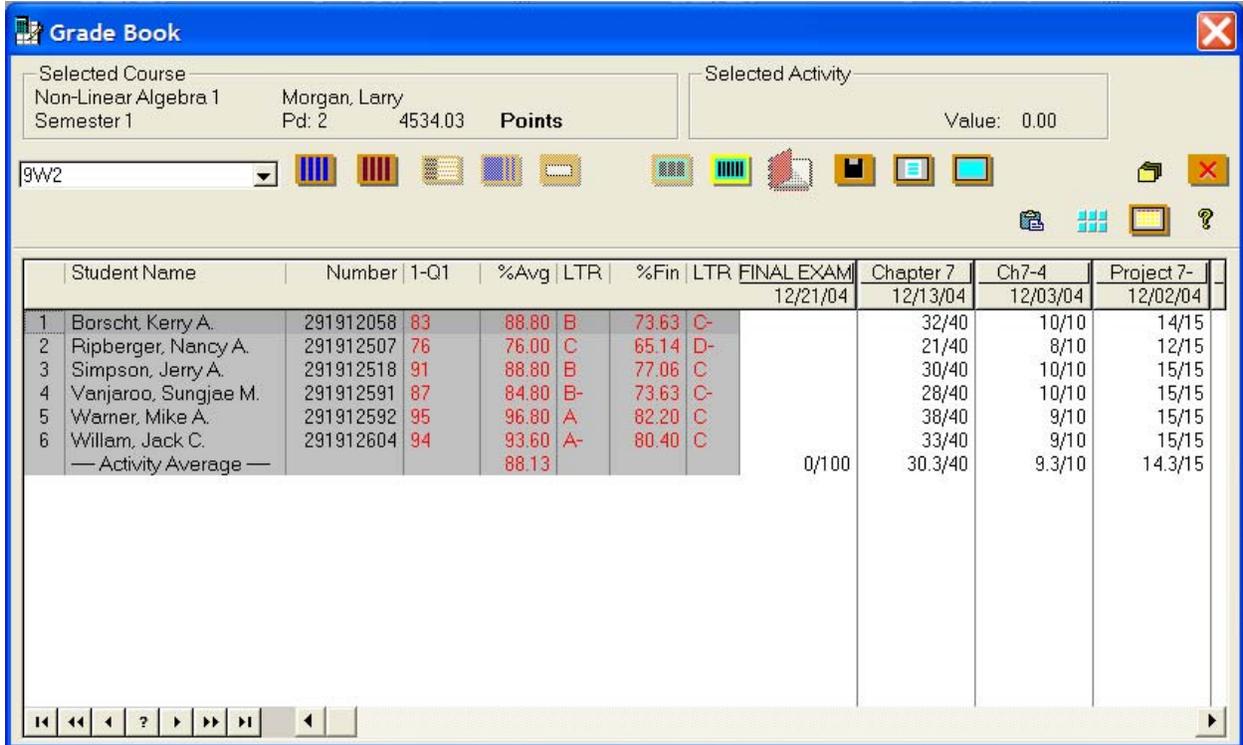
You may **EXEMPT** students from the Semester Exam and still have the computer calculate the grades properly by averaging the remaining scores. To setup exemptions, change the 'Ex Weight' and 'If Exempt' values to 1.00 for the 9-weeks grades and to 0.00 for the Semester Exam exempt weight. Then place an E in the Exempt Marks box. To let the computer calculate the exempted average, you need to enter an 'E' for the nine-weeks or semester exam grade you desire to have exempted. The net effect will average the remaining grades and ignore the exempt score(s).

Once completed and the Calculate Course Average box looks like the box above, close the box by using the blue door.

Step 4:

The Grade Book picture below shows what happens when steps 4 and 5 are followed. The 1-Q1 grade is the first 9-weeks score. The %Avg column is the current 9 weeks score with the LTR grade. The %FIN shows the Semester Average taking into concept that each 9-weeks counts as 3/7 and the final exam as 1/7 of the total.

If you have not yet entered grades for the Final Exam, then your semester final average (%FIN) will be lower than expected since it is counting the final as a zero until the scores are entered.

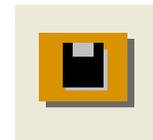


The screenshot shows the 'Grade Book' window for 'Non-Linear Algebra 1' by 'Morgan, Larry'. The selected activity is '9W2' with a value of 0.00. The table below displays student performance across various categories.

Student Name	Number	1-Q1	%Avg	LTR	%Fin	LTR	FINAL EXAM	Chapter 7	Ch7-4	Project 7-
							12/21/04	12/13/04	12/03/04	12/02/04
1 Borscht, Kerry A.	291912058	83	88.80	B	73.63	C-		32/40	10/10	14/15
2 Ripberger, Nancy A.	291912507	76	76.00	C	65.14	D-		21/40	8/10	12/15
3 Simpson, Jerry A.	291912518	91	88.80	B	77.06	C		30/40	10/10	15/15
4 Vanjaroo, Sungjae M.	291912591	87	84.80	B-	73.63	C-		28/40	10/10	15/15
5 Warner, Mike A.	291912592	95	96.80	A	82.20	C		38/40	9/10	15/15
6 Willam, Jack C.	291912604	94	93.60	A-	80.40	C		33/40	9/10	15/15
— Activity Average —			88.13				0/100	30.3/40	9.3/10	14.3/15

Step 5:

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



Remember, if you REPOST grades, you must manually edit any changes made to scores due to attendance or rounding manipulations.