

### Getting Ready for Grade Posting

- Grade Adjustments
- Comment Entry through Post Grades tab
- Comment Entry through Single Student Display
- Grade Posting Status
- Semester/Final Exam Score Entry
- Semester/Final Grade Calculation Formula

Verify the Student’s Grades (Anything in the blue term columns will post)

Students	Term Grade	FNL	SM2	EX2	6TH	Page 1	Distr	Distr	Music	Worksh	Comp
	Options	Options	Options	Options	Options	W40-M	W38-F	W38-F	W38-F	W38-F	W38-F
	Sort By %					05/20	05/10	05/10	05/10	05/10	05/10
						CW	6T/T	6T/T	DWK	CW	DW
						100	2	2	100	100	100
						84.00	2.00	1.00	91.00	88.00	88.00
1 AARONSONSCR KRISTINA L	B 88.99%	B	B	*	A	98	*	*	87	*	*
2 ADUSCR SADIE (09)	C 81.63%	C	C	*	C	75	2	1	97	88	*
3 ADUSCR Simon (11)	B 87.96%	B	B	*	B	97	*	*	85	*	*
4 DAWSSCR FELICA P (0)	B 85.33%	B	B	*	B	75	*	*	96	*	*
5 DELPOZOSCR CLINTON M	B 85.99%	B	B	*	B	85	*	*	87	*	*

Grade Posting is the process that copies the grades calculated in the Gradebook to the appropriate Grade Buckets so the administrative office can run reports (including Report Cards). When you are getting ready for Grade Posting and go into the Gradebook to review the grades, note that values in the blue columns will post as long as the Grade Bucket is tied to an open Grading Period.

### Grade Adjustments

Grade Adjustments allow you to “bump” up or down a student’s grade for the class. The capability to enter Grade Adjustments is controlled at the district level, so you may not have the capability to enter any adjustments or to enter negative adjustments (“bump” down a student’s grade). Grade adjustments are a value added to the student’s overall percentage grade that causes the posted grade to fall within a new percentage range in the Grade Mark Group. Adjustments can be entered only for term, semester and/or final grades, not for mid-term/progress report grades.

Students	Term Grade	FNL	SM2	EX2	6TH	Page 1	Distr	Distr	Music	Worksh	Comp
	Options	Options	Options	Options	Options	W40-M	W38-F	W38-F	W38-F	W38-F	W38-F
	Sort By %					05/20	05/10	05/10	05/10	05/10	05/10
						CW	6T/T	6T/T	DWK	CW	DW
						100	2	2	100	100	100
						84.00	2.00	1.00	91.00	88.00	88.00
1 AARONSONSCR KRISTINA L	B 88.99%	B	B	*	A	98	*	*	87	*	*
2 ADUSCR SADIE (09)	C 81.63%	C	C	*	C	75	2	1	97	88	*
3 ADUSCR Simon (11)	B 87.96%	B	B	*	B	97	*	*	85	*	*
4 DAWSSCR FELICA P (0)	B 85.33%	B	B	*	B	75	*	*	96	*	*
5 DELPOZOSCR CLINTON M	B 85.99%	B	B	*	B	85	*	*	87	*	*

Functionality described here may vary in availability depending upon your district/entity configuration.  
 \*\* Denotes Required Field to save screen.

Click the **Options** button under the Term, Semester, or Final grade for which you wish to make an adjustment. Then click the link to **Enter Term XX Grade Adjustments**. In the example above, the T4 grade is being adjusted.

Grade Adjustment							My Print Queue			
Term 6TH										
							Save	Undo	Back	
Students	Calculated Grade Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade	Grade	High	Low
1 AARONSONSCR KRYSTINA L	A 94.84					-		A	100.00	90.00
2 ADUSCR SADIE (09)	C 82.63	B	1.87		84.50	-		B	89.99	80.00
3 ADUSCR Simon (11)	B 87.79					-		C	79.99	70.00
4 DAWSSCR FELICA P (0)	B 85.33					-		D	69.99	60.00
5 DELPOZOSCR CLINTON M	B 85.99					-		F	59.99	0.00
6 MAYEDASCR CHARLESETTA L (0)	B 88.50					-		Grade Marks for Grade Level 09		
7 REISCHSCR GARY D	B 80.75					-		Grade	High	Low
8 RIGGINSCR SANG M	B 81.25					-		A	100.00	91.50
9 WALTHSCR DUNCAN X	B 84.00					-		B	91.49	84.50
								C	84.49	71.50
								D	71.49	60.50
								F	60.49	0.00

This is the Grade Adjustment Entry screen. This is where you enter your desired Adjustments. In the **Grade** column, you can enter the Grade you want the student to have, or you can use the **Amount** column to enter the number of percentage points for adjusting the grade. In the example above, the student has a failing grade, but was close to a D-, so a D- was entered in the Grade column. Then the appropriate percentage is filled in for the Amount column. The **Total Percent** now shows the student’s Adjusted Percentage.

You can click the note icon in the **Cmt** column to enter a note that will display in Family Access to explain why the Adjustment was entered. When all Adjustments are entered, click **Save**.

Main Screen											My Print Queue			Back							
Other Access											Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export
											Term Grade	FHL	SM2	EX2	6TH	Grade Adjust	Page 1	Math	Sci	Music	VWor
											FHL	Options	Options	Options	Options		W10-M	W28-F	W28-F	W28-F	W28-F
											Sort By %						05/20	05/10	05/10	05/10	05/10
											Fri 05/17						100	100	100	100	100
											Atnd						84.00	84.00	84.00	91.00	88.00
1	AARONSONSCR	KRYSTINA L	NEW		B	88.99%	B	B	*	A		98				87					
2	ADUSCR	SADIE (09)	NEW		C	82.56%	C	C	*	B	1.87	75				97					
3	ADUSCR	Simon (11)	NEW		B	87.96%	B	B	*	B		97				85					
4	DAWSSCR	FELICA P (0)			B	85.33%	B	B	*	B		75				96					
5	DELPOZOSCR	CLINTON M			B	85.99%	B	B	*	B		85				87					

As you see here, a new column will display on the Gradebook Main screen when Adjustments have been entered. Every bucket with an Adjustment now displays a Grade Adjust column. To modify an Adjustment that has been entered, you can click the appropriate cell in the Grade Adjust column to pull up the Grade Adjustment screen.

### Grade Mark Overrides

Grade Mark Overrides are used to change a student’s calculated grade to an entirely different grade mark that is not part of the Grade Mark Group. This is often used to mark a student’s grade as “I – Incomplete,” or “M – Medical.” Others may be set up by your district for you to choose from. These are assigned using the Grade Adjustment screen.

Grade Adjustment
My Print Queue

**Term 6TH**

Save

Undo

Back

Students	Calculated Grade Percent	Adjustment		Total Percent	Override	Posted Grade
		Grade	Amount Cmt			
1 AARONSONSCR KRISTINA L	A 94.84				-	
2 ADUSCR SADIE (09)	C 82.63	B	1.87	84.50	E Other I Incomplete MED Medical	
3 ADUSCR Simon (11)	B 87.79					
4 DAWSSCR FELICA P (0)	B 85.33					
5 DELPOZOSCR CLINTON M	B 85.99					
6 MAYEDASCR CHARLESETTA L (0)	B 88.50					
7 REISCHSCR GARY D	B 80.75					
8 RIGGINSCR SANG M	B 81.25					
9 WALTHSCR DUNCAN X	B 84.00					

Grade Marks		
Grade	High	Low
A	100.00	90.00
B	89.99	80.00
C	79.99	70.00
D	69.99	60.00
F	59.99	0.00

Grade Marks for Grade Level 09		
Grade	High	Low
A	100.00	91.50
B	91.49	84.50
C	84.49	71.50
D	71.49	60.50
F	60.49	0.00

Click the drop-down option under the **Override** column to assign the correct Grade Mark for the student. This is the grade that will be sent to the office during posting. When all Adjustments and/or Overrides have been entered, click **Save**.

Main Screen
My Print Queue Back

Other Access
Classes
Assignments
Attendance
Categories
Grade Marks
Posting
Reports
Charts
Display Options
Quick Scoring
Export

Students	Term Grade	FNL	SM2	EX2	6TH	Grade Adjust	Page 1	Distri	Distri	Music	Wor
							W40-M	W38-F	W38-F	W38-F	W38-F
1 AARONSONSCR KRISTINA L	B 88.99%	B	B	*	I		98	*	*	*	87
2 ADUSCR SADIE (09)	C 82.56%	C	C	*	B	1.87	75	2	1		97
3 ADUSCR Simon (11)	B 87.96%	B	B	*	B		97	*	*	*	85
4 DAWSSCR FELICA P (0)	B 85.33%	B	B	*	B		75	*	*	*	96
5 DELPOZOSCR CLINTON M	B 85.99%	B	B	*	B		85	*	*	*	87

You can see the “S” Grade Mark Override now showing as the student’s T4 Grade.

## Post Comments for Entire Class

The screenshot shows the SKYWARD Gradebook interface for Entity (001) Grades 9 to 12. The 'Posting' tab is selected, and a red arrow points to the 'Post Comments' link in the 'Posting' dropdown menu. The student list below shows the following data:

Students	Term	Grade	FNI	Optout	Post Grades	Post Comments	Math	Science	English	History	Art	Music	Work
1 AARONSONSKRKYSTINA L	B	88.99%	B	B	*	I	98	98	98	98	98	98	98
2 ADUSCR SADE (09)	C	82.56%	C	C	*	B	75	75	75	75	75	75	
3 ADUSCR Simon (11)	B	87.96%	B	B	*	B	97	97	97	97	97	97	
4 DAVSSOR FELICA P (0)	B	85.33%	B	B	*	B	75	75	75	75	75	75	
5 DELPOZOSOR CLINTON M	B	85.99%	B	B	*	B	85	85	85	85	85	85	

You can enter Comments for students for each Grading Period. The comments can then be pulled into a report card to be sent home. They can also be viewed by guardians in Family Access. To enter comments to be posted, click **Post Comments** under the **Posting** tab.

The screenshot shows the 'Comments' configuration page. It includes the following sections:

- Comment Display Options:**
  - Do Not Display Comments for the Current Grade Period in:
  - Student Access
  - Family Access
  - Gradebook Reports
- Grade Period(s) Open for Comment Posting:**
  - 04/12/2013 to 05/29/2013** (6TH 6 WEEKS) - [Post Comments](#)
  - This grade period is open to post comments.
  - Click the Post Comments link to enter comments for this period.
- Previous Grade Periods:**
  - 08/20/2012 to 09/14/2012** (PROGRESS REPORT 1) - [Display Comments](#)
  - This grade period is closed and comments may no longer be posted to it.
  - Click the Display Comments link to view comments for this period.
- 08/20/2012 to 10/05/2012** (1ST 6 WEEKS) - [Display Comments](#)
- This grade period is closed and comments may no longer be posted to it.
- Click the Display Comments link to view comments for this period.

**Do Not Display Comments for the Current Grade Period:** Allows you to determine when comments will display in Family/Student Access and in reports. Availability of this option depends upon the Gradebook configuration for the entity.

Click **Post Comments** to enter comments for the entire class.

You can enter hard-coded comments (C1-C6) and/or Free-Form Comments. The number of hard-coded comments available and the availability of free-form comment entry will depend upon the Gradebook setup for the entity. Entity setup also determines the character length for free-form comments. Any comment displayed in red indicates that the comment has not been saved. Once the comment has been saved, it is ready to display on the report card.

**View Comment Codes:** Allows you to view the comment codes created for the entity.

**Show Dropped Students:** Allows for dropped students to display in the list of students for comment entry.

**Show Grade Columns:** Displays columns for each grading period of the course; grades earned will also display.

**Hide Grade Columns:** Removes the columns of grades from the display.

**Alert Legend:** Displays the color legend for the alert definitions.

**Alert Color Legend** My Print Queue ◀ Back ?

	<b>Alert Color Legend</b>
	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

**Comments Plus:** This is an optional comment setting configured by the entity. It allows comments to be placed in specific headings and these headings will display on the report card (for example, Work Habits, Effort).

**Post Comments for Individual Students**

You can also enter comments for individual students by clicking the **Student’s Name** in the Gradebook.

**Main Screen** My Print Queue ◀ Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export ▾

		Term	FIL	SM2	EX2	6TH	Grade	Page 1	Math	Sci	Music	Work
		Grade	Options	Options	Options	Options	Adjust	W40-18	W38-E	W38-E	W38-E	W38-E
		Sort By %						05/20	05/20	05/20	05/10	05/20
								CW	DWK	DWK	CM	CM
								100	100	100	100	100
								84.00	2.00	2.00	91.00	80.00
Students	Fri 05/17	Atnd										
1	AARDINSONSCR KRISTINA L	NEW	B 88.99%	B	B	*	I	98	H	H	H	87
2	ADUSCR SADIE (09)	NEW	C 82.56%	C	C	*	B	75	H	H	H	97
3	ADUSCR Simon (11)	NEW	B 87.96%	B	B	*	B	97	H	H	H	85
4	DAVSSCR FELICA P (0)		B 85.33%	B	B	*	B	73	H	H	H	96
5	DELPOZOSCR CLINTON M		B 85.99%	B	B	*	B	85	H	H	H	87

After clicking the **Student's Name** on the Gradebook Main screen, click the **Comments** tab.

The screenshot shows the 'Student Options' interface for FELICA P DAWSSCR. The 'Comments' tab is selected. The interface displays a table of comments for the current and previous grade periods. The current grade period (04/12/2013 to 05/29/2013) has one comment: '002 - Active participant.' Previous grade periods (08/20/2012 to 09/14/2012, 08/20/2012 to 10/05/2012, 10/08/2012 to 10/26/2012, and 10/08/2012 to 11/16/2012) all show 'There are no comments entered for this student for this grading period.' An 'Edit Comments' button is visible in the top right corner of the comments section.

Click Edit Comments.

The screenshot shows the 'Edit Comments' screen for FELICA P DAWSSCR. The 'Comments' tab is selected. The interface displays the 'Comments for Current Grade Period' section for 04/12/2013 to 05/29/2013 (6TH 6 WEEKS). The student's current grades are shown: 6TH Gradebook Grade: B, SM2 Gradebook Grade: B, and FNL Gradebook Grade: B. There are three comment fields: Comment 1: 002 - Active participant., Comment 2: 001 - Pleasure to have in class., and Comment 3: (empty). A 'Free Form Comment' field is also present. Buttons for 'Check Spelling', 'Save', 'Undo', and 'Back' are visible in the top right corner.

Now you can enter in Comment Codes or Free Form Comments for the Current Grade Period for the single student.

### Grade Posting Status

You can see the Grade Posting Status by going into My Gradebook and clicking the **Posting Status** tab. This area allows you to verify that each student has a report card grade and comment. It will also show you students with missing assignments and grade differences. You are able to request a grade change in this area. The details of this will be covered later in the guide.

The screenshot shows the 'My Gradebook' interface. At the top, there are navigation arrows and the text 'My Gradebook'. Below this, there are tabs for 'Current Year Classes' and 'Prior Years Classes'. A dropdown menu is set to 'Reports for All Classes'. The main area displays two class lists:

- 001 Entity (001) Grades 9 to 12**: A table with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. It lists various classes like 2LA / 01 (2 Lang Arts), 2READ / 01 (2 Reading), 2SPEL / 01 (2 Spelling), 2WRIT / 01 (2 Writing), Wind Ensemble 2, Wind Ensemble, Band I / 01 (Band I), Trend, Wind Ensemble 3, and 1 Music.
- 002 Entity (002) Grades 7 to 12**: A table with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. It lists class 9400 / 01 (AG MECHANICS I).

On the right side, there is a 'Posting Status' sidebar for '001 - Secondary Gradebook'. It shows 'Grading Periods Open for Posting' (6TH 6 WEEKS) and 'Previous Grading Periods' (PROGRESS REPORT 1 through 5TH 6 WEEKS).

The screenshot shows the 'Secondary Grade Post Status (810)' interface. At the top, there are navigation arrows, a warning icon, 'Favorites', 'New Window', 'My Print Queue', and 'Back'. Below this, it says '15 days left to post (open from 7:30 AM on 05/15/13 until 1:00 PM on 06/01/13)'. The main heading is 'Secondary Grade Posting Status for 6TH 6 WEEKS (04/12/13 - 05/29/13)'. There is a 'Mark All as Completed' button.

The main table has the following columns: Period, Class, Description, Missing Rpt Card Grades, Missing Assign, Missing Comments, Diff, Low Percent, Avg Percent, High Percent, Active Stds, Drp Stds, and Pos Cor.

The first row shows: Period 1, Class 00 2LA / 01, Description 2 Lang Arts, Missing Rpt Card Grades 15, Diff 6, Low Percent 83.75, Avg Percent 86.95, High Percent 91.59, Active Stds 3, Drp Stds, and Pos Cor.

Below the table, there are buttons for 'Expand All', 'Collapse All', and 'View Printable Details'. A list of expandable items is shown:

- Missing Report Card Grades
- Missing Assignments
- Missing Comments
- Differences
- Dropped Student Differences

The Grade Posting Status indicates when grades can be posted to the office for report cards. It also displays additional information to determine whether grades for students are complete.



**Missing Report Card Grades:** Displays any student who does not have a grade posted for the class.

▼ Missing Report Card Grades					
Student	CZ6	FNL	SM2	EX2	6TH
AARONSONSCR, KRYSTINA	✓	✓	✓	✓	✓
ADUSCR, SADIE	✓	✓	✓	✓	✓
ADUSCR, Simon	✓	✓	✓	✓	✓
DAWSSCR, FELICA	✓	✓	✓	✓	✓
DELPOZOSCR, CLINTON	✓	✓	✓	✓	✓
MAYEDASCR, CHARLESETTA	✓	✓	✓	✓	✓
REISCHSCR, GARY	✓	✓	✓	✓	✓
RIGGINSCR, SANG	✓	✓	✓	✓	✓
WALTHSCR, DUNCAN	✓	✓	✓	✓	✓
WEIHESCR, FLORRIE	✓	✓	✓	✓	✓

✓ = missing grade

**Missing Assignments:** Display students with missing assignments; includes those marked as missing and those unscored and past the due date.

▼ Missing Assignments									
Student	Due Date	Assignment	Category	Weight	Max Points	Score	Marked Missing	No Count	
AARONSONSCR, KRYSTINA	05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	*	No	No	
	05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	*	No	No	
	05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	*	No	No	
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No	
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No	
ADUSCR, Simon	05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	*	No	No	
	05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	*	No	No	
	05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	*	No	No	
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No	
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No	

**Missing Comments:** Displays students without comments posted for the report card.

▼ Missing Comments
<b>Students with No Comments Entered for 6TH 6 WEEKS</b>
DELPOZOSCR, CLINTON
MAYEDASCR, CHARLESETTA
REISCHSCR, GARY
RIGGINSCR, SANG
WALTHSCR, DUNCAN
WEIHESCR, FLORRIE

**Differences:** Displays students with a grade difference. A grade difference occurs when the grade in the Gradebook does not match the grade the office has.

Differences						
Student	Grade Column	GB Grade	Rpt. Card Grade	Date Posted	Time Posted	Posted By
AARONSONSCR, KRYSTINA	FNL	B				
	SM2	B				
	6TH	I				
ADUSCR, SADIE	FNL	C				
	SM2	C				
	6TH	B				
ADUSCR, Simon	FNL	B				
	SM2	B				
	6TH	B				
DAWSSCR, FELICA	FNL	B				
	SM2	B				
	6TH	B				

**Dropped Student Differences:** Displays grade differences for dropped students.

Dropped Student Differences							
Student	Drop Date	Grade Column	GB Grade	Rpt. Card Grade	Date Posted	Time Posted	Posted By
Smithscr, Madison		P4	B				

**Mark All as Complete:** Allows you to flag every class as Complete. The office can run a report to determine whether grades and comments are complete in order to run report cards. Also, if you have this option selected, the Drop Lowest Score and Advanced Drop Lowest Score options will not be available.

## SECONDARY GRADEBOOK – TEACHER GUIDE

You can also access **Grade Posting Status** from the Gradebook Main screen by dropping down from the **Options** tab under any column and clicking on **Grade Posting Status**.

The screenshot shows the 'Main Screen' of the gradebook. A dropdown menu is open under the '6TH' column, showing options like 'Enter Term 6TH Grade Adjustments', 'Quick Scoring for Term 6TH', and 'Grade Posting Status for Term 6TH'. The student list below shows columns for Term Grade, FNL, SM2, EX2, 6TH, Grade, Page 1, Distri, Distri, Music, and Work.

Students	Term Grade	FNL	SM2	EX2	6TH	Grade	Page 1	Distri	Distri	Music	Work
1 AARONSONSCR KRYSTINA L	B 88.99%	B	B	*	I		W40-M	W38-F	W38-F	95/10	05/10
2 ADUSCR SADIE (09)	C 82.56%	C	C	*	B				DWK	100	100
3 ADUSCR Simon (11)	B 87.96%	B	B	*	B				1.00	88.4	
4 DAWSSCR FELICA P (0)	B 85.33%	B	B	*	B						
5 DELPOZOSCR CLINTON M	B 85.99%	B	B	*	B						

The screenshot shows the 'Secondary Grade Post Status (266)' screen. It displays a table with columns for Period, Class, Description, Missing Rpt Card Grades, Missing Assign, Missing Comments, Diff, Low Percent, Avg. Percent, High Percent, Active Stds, Drp Stds, and Pos Cor. Below the table are expandable sections for 'Missing Report Card Grades', 'Missing Assignments', 'Missing Comments', 'Differences', and 'Dropped Student Differences'.

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Diff	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Pos Cor
1	01	Band I / 01	Band I	50	57	6	30	80.75	86.08	95.50	10	

The information displayed for **Grade Posting Status** is exactly the same as shown on the Gradebook Selection screen, except this only displays the individual class.

### Semester/Final Exam Score Entry

Semester/Final Exam Score Entry allows you to enter the scores for the semester/final exam.

The screenshot shows the 'Main Screen' of the gradebook. A dropdown menu is open under the '6TH' column, with 'Enter Semester Exam EX2 Scores' selected. The student list below shows columns for Term Grade, FNL, SM2, EX2, 6TH, Grade, Page 1, Distri, Distri, Music, and Work.

Students	Term Grade	FNL	SM2	EX2	6TH	Grade	Page 1	Distri	Distri	Music	Work
1 AARONSONSCR KRYSTINA L	B 88.99%	B	B	*	I		W40-M	W38-F	W38-F	95/10	05/10
2 ADUSCR SADIE (09)	C 82.56%	C	C	*	B				DWK	100	100
3 ADUSCR Simon (11)	B 87.96%	B	B	*	B				1.00	88.4	
4 DAWSSCR FELICA P (0)	B 85.33%	B	B	*	B						
5 DELPOZOSCR CLINTON M	B 85.99%	B	B	*	B						

To enter Semester/Final Exam grades, you can go to the Gradebook Main Screen and click the **Option** tab under the Semester or Final Exam Grade Bucket. Then select **Enter Semester Exam Scores**.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

◀ ▶ **Exam Entry**

**Semester Exam EX2**

Max Score:  Save

Weight:  Undo

View Exam Score as:  Back

Students	Score	Override
1 AARONSONSCR KRYSTINA L.	98	-
2 ADUSCR SADIE .	75	-
3 ADUSCR Simon .		E Ex/Oth
4 DAWSSCR FELICA P.	84	-
5 DELPOZOSCR CLINTON M.	96	-
6 MAYEDASCR CHARLESETTA L.	75	-
7 REISCHSCR GARY D.	86	-
8 RIGGINSCR SANG M.	94	-
9 WALTHSCR DUNCAN X.	63	-
10 WEIHESCR FLORRIE K.	72	-

**Max Score:** Allows you to enter the maximum score for the Semester/Final Exam.

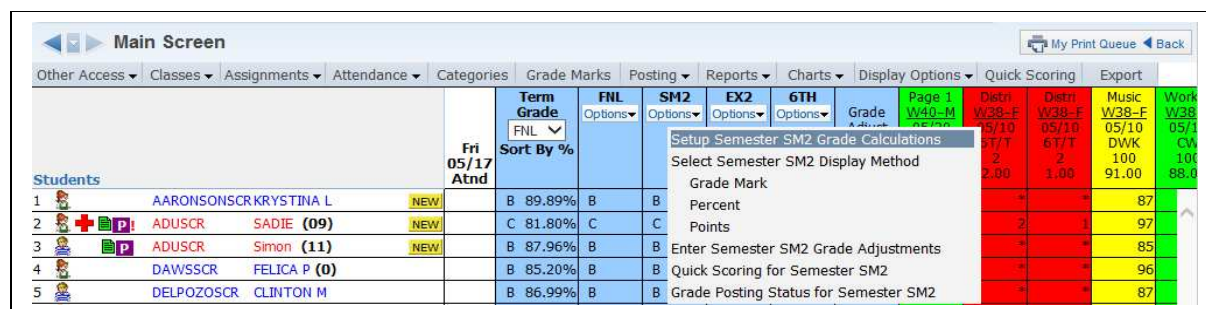
**Weight:** Allows you to determine the exam’s weight. This option functions the same as in the Gradebook. Typically remains at 1.00 unless you wish to adjust exam.  
 Example: Exam has a maximum score of 100. If you change the Weight Multiplier field to .5, the exam is given half the value and would reflect a maximum score of 50. By changing the Weight Multiplier to 2, the exam maximum score would double to 200.

**View Exam Score as:** Allows you to determine how the exam score is viewed in the Gradebook. Your choices include Grade Mark, Percent or Point.

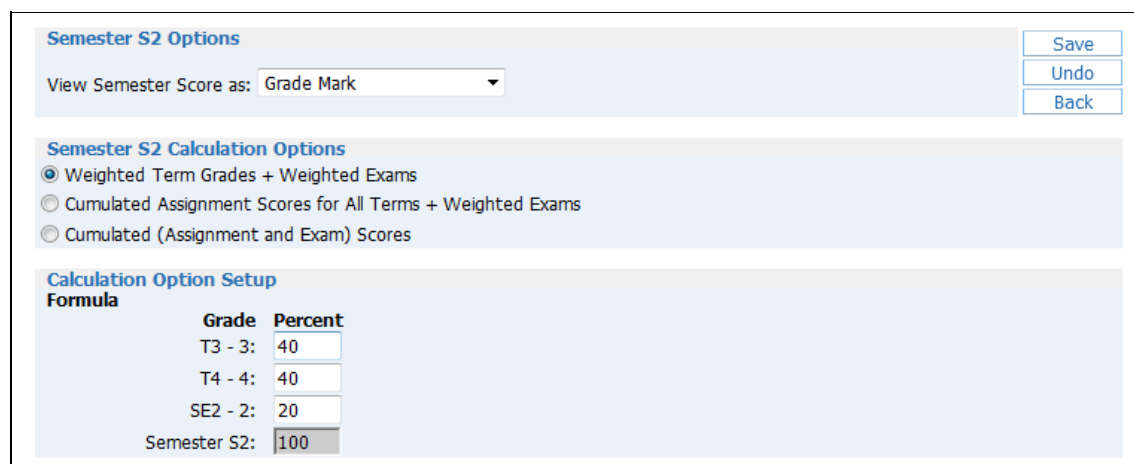
You can enter the score for each student for the semester/final exam. You also have the capability to enter an override, including one to exempt the student from the exam.

### Semester/Final Grade Calculation Formula:

Semester/Final Grade Calculation Formula allows you to determine how the semester/final grade is calculated. The option to modify the formula may not be available depending upon the Gradebook configuration for the entity.



To set up the Semester/Final Grade Calculation, go to the Gradebook Main Screen. Under either the Semester or Final Grade Bucket, click the **Options** tab and select **Set Up Grade Calculations**.



**View Semester Score as:** Choose whether you want to see the final score as a Grade Mark, a Percent or Points.

### Semester/Final Calculation Options

**Weighted Term Grades + Weighted Exams:** Allows you to enter percentages for each term that will contribute to the calculated grade.

**Accumulated Assignment Scores for all Term + Weighted Exams:** Calculation will be based on assignment scores for the grading period and a weighted exam. You will need to enter the percentage for the assignment scores and exam.

**Accumulated (Assignment and Exam) Scores:** Calculation will be based on the total of the assignment scores and the exam during the date range of the term. No percentages need to be assigned for either the assignment or exam.

If you are using category weighting and have selected to use cumulative assignment scores, it will take the category weighting into consideration to calculate the semester/final grade.