

Awarding ½ Credit for Full Credit Classes at Mid-Term

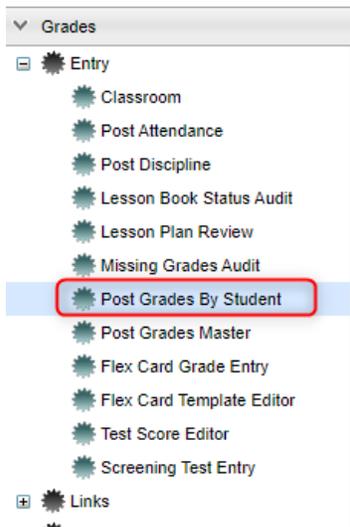
The first step in awarding ½ credit for a full course is to remove from the course from the semester the student is not taking the course. Removing a class for the second semester is OK to do before the first semester is finished without affecting attendance and gradebooks for the currently scheduled courses. Midterm Term schedule changes are made on the Right side (Semester 2) of the scheduling screen.

****Before manually entering these Final Averages, communicate with the teacher to make sure they are finished entering grades for the 2nd MP.****

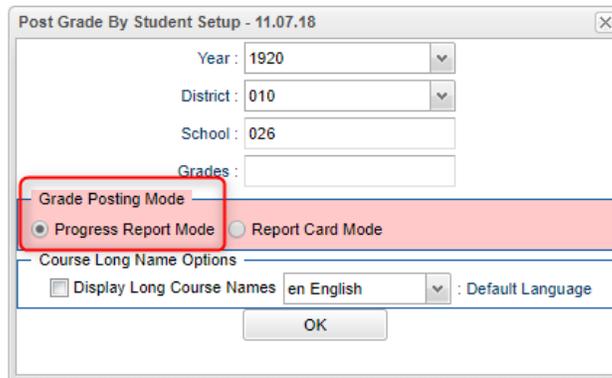
Manually Calculate the Final Average

Once you have removed the second semester of a whole credit course from the student's schedule, you will need to manually calculate the Final Average. JCampus will not calculate a final average for a course if it is missing one or more marking period averages. Since you removed the 3rd and 4th marking periods from a full credit course, you will need to manually enter the final average for the course in Post Grades by Student.

1. Go to Grades, Entry, Post Grades by Student.



Setup box: Make sure you are in **Progress Report Mode**

A screenshot of the 'Post Grade By Student Setup' dialog box. The 'Year' is set to 1920, 'District' to 010, and 'School' to 026. The 'Grade Posting Mode' section has 'Progress Report Mode' selected with a radio button, and 'Report Card Mode' is unselected. The 'Course Long Name Options' section has 'Display Long Course Names' checked and 'en English' selected as the 'Default Language'. An 'OK' button is at the bottom.

2. Click the **Find** button at the bottom and find the student whose schedule you just changed.



3. Enter the **(grade)!** in the F1 column. Click **SAVE**.

Example below: The PE III Boy course was dropped for the 2nd semester on the Schedule Maintenance Screen, so I need to manually calculate and enter the F1 grade. The average of the 2 marking period grades is calculated by adding the value of the **letter** grades and dividing that by 2. For the PE III course, the student earned a A the first nine weeks and a B the second nine weeks, so the average is an A $((4 + 3)/2) = 3.5A$.

Our final averages are calculated on letter grades NOT number grades.

YOU WILL NEED TO PUT THE “!” TO PREVENT THE TEACHER MAKING CHANGES IN THE GRADEBOOK AFTER YOU HAVE MANUALLY ENTERED THE FINAL GRADE.

	Course	Section	PD	P1	P2	E1	S1	P3	P4	E2	S2	F1	Teacher
1	ENGLISH IV	026087	03	94 A	80 C								HARDY KIMBERLY L
2	PE III BOY	026188	05	100 A	88 B							4 A!	JOHNS THOMAS M.
3	PHYSICS	026333	02	96 A	44 F								UNDERWOOD JENNI...
4	WORLD GEOGRAPHY	026217	04	93 A	98 A								VINCENT LESLIE

4. This also awards the student a ½ credit in the course for courses with a passing grade.