

Midterm Exam Instructions

Semester EOCT Courses

- **Check your Grading Categories**

In the left menu, click **Assignments** (under Instruction).

Click on **Edit Categories**.

You should see an **EOCT** category, listed with the **EOCT/Exam** Task/Standard. The **Weight** should be **100.0**.

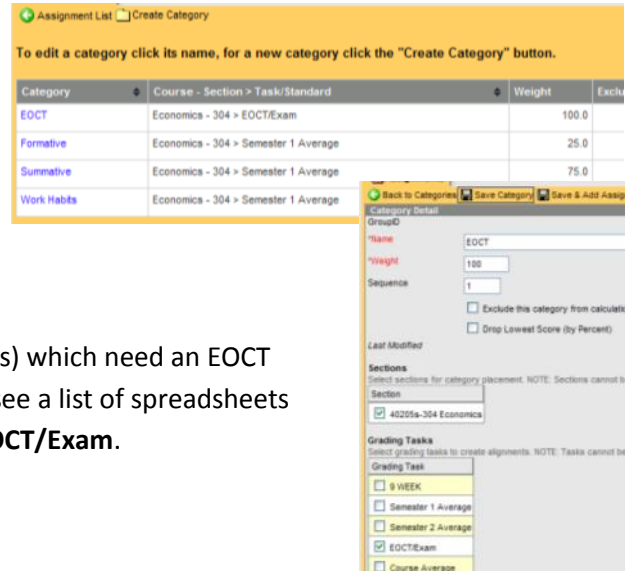
If you do not see an EOCT category:

Click **Create Category**.

Enter **EOCT** for the **Name**, and **100** for the **Weight**.

Under **Sections**, check the box(es) next to the section(s) which need an EOCT category. Once you check the section boxes, you will see a list of spreadsheets appear under Grading Tasks. Check the box next to **EOCT/Exam**.

Click **Save Category** at the top.



- **Creating the EOCT Assignment**

From the **Assignments** list, click **Create Assignment** – just as you would any other assignment.

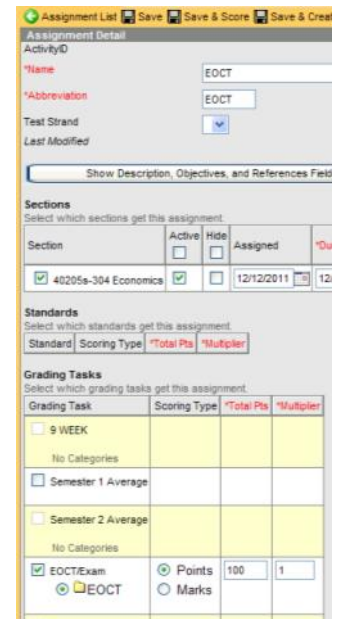
Name it and abbreviate it **EOCT**.

Under **Sections**, make sure the section(s) in which you are creating the EOCT assignment is(are) checked.

Under **Grading Tasks**, click **EOCT/Exam**. You will see additional choices appear.

Scoring Type should be **Points**; **Total Pts** should be **100**; **Multiplier** should be **1**. (All of these should be the default.)

Click **Save** (or click **Save & Score** if you already have the scores ready to be entered).



All Other Courses

- **Creating an Exam Assignment**

From the **Assignments** list, click **Create Assignment** – just as you would any other assignment.



Semester Non-EOCT Courses: Name it **Final Exam** and abbreviate it **Final**.

Yearlong EOCT Courses: Name it **Midterm Exam** and abbreviate it **MidEx** (or whatever you choose).

Yearlong Non-EOCT Courses: Name it **Midterm Exam** and abbreviate it **MidEx** (or whatever you choose).

Under **Sections**, make sure the section(s) in which you are creating the exam assignment is(are) checked.

Under **Grading Tasks**, click **Semester 1 Average**. You will see additional choices appear.

Select the **Summative** grading group. **Scoring Type** should be **Points**, and **Total Pts** should be **100**.

Section	Active	Hide	Assigned	Due
<input checked="" type="checkbox"/> 40205a-304 Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/12/2011	12/12/2

Grading Task	Scoring Type	Total Pts	Multiplier
<input type="checkbox"/> 9 WEEK			
No Categories			
<input checked="" type="checkbox"/> Semester 1 Average	<input checked="" type="radio"/> Points	100	2
<input type="radio"/> Formative	<input type="radio"/> Marks		
<input type="radio"/> Summative			
<input type="radio"/> Work Habits			



Semester Non-EOCT Courses: Set **Multiplier** to **2**.

Yearlong EOCT Courses: Set **Multiplier** to **1**.

Yearlong Non-EOCT Courses: Set **Multiplier** to **2**.

Click **Save** (or click **Save & Score** if you already have the scores ready to be entered).