

# Posting Grades in Gradebook

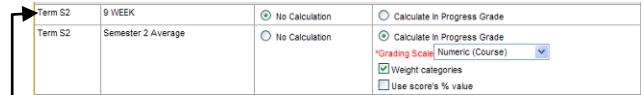
## Term S2 Course Grades – All EOCT Courses

You can either do all the steps for one course and then repeat for additional courses, or you can repeat one step for all courses and then move on to the next step.

### Step 1 – Confirm Your Course Setup

#### A. Grade Calc Options

Select your course in **Section** at the top of the screen, and then click on **Assignments** in the left-hand menu; once in the Assignments list, click on **Edit Grade Calc Options**.



Any and all **9 WEEK** grading tasks should be set at **No Calculation**.

**All other tasks** (Semester 2 Average, EOCT/Exam, Course Average) should be set as appears in the image above: **Calculate in Progress Grade** selected, with **Numeric (Course)** selected and **Weight categories** checked.

*What if I don't have a Term S2 – EOCT/Exam grading task in my Grade Calc Options?*

**Email me the course and section number ASAP**  
– we need to have the county add that grading task to your course.

(If you made changes, click **Save**.)

Click **Assignment List** to return to the Assignments.

Click on **Edit Categories** to confirm your category setup.

#### B. Categories

You should see four categories, one of which is the EOCT/Exam. Each category should also be connected with every section of that course number that you teach. (See example to right.)

- If this is a year-long course, Formative, Summative and Work Habits will be connected to both Semester 1 Average and Semester 2 Average.
- If this is a semester course, Formative, Summative and Work Habits will show only Semester 2 Average.

Category	Course - Section > Task/Standard	Weight	Exclude
EOCT	AP US History - 101 > EOCT/Exam	100.0	<input type="checkbox"/>
	AP US History - 201 > EOCT/Exam		
	AP US History - 301 > EOCT/Exam		
	AP US History - 501 > EOCT/Exam		
	AP US History - 701 > EOCT/Exam		
Formative	AP US History - 101 > Semester 1 Average	25.0	<input type="checkbox"/>
	AP US History - 101 > Semester 2 Average		
	AP US History - 201 > Semester 1 Average		
	AP US History - 201 > Semester 2 Average		
	AP US History - 301 > Semester 1 Average		
	AP US History - 301 > Semester 2 Average		
	AP US History - 501 > Semester 1 Average		
	AP US History - 501 > Semester 2 Average		
	AP US History - 701 > Semester 1 Average		
	AP US History - 701 > Semester 2 Average		
Summative	AP US History - 101 > Semester 1 Average	75.0	<input type="checkbox"/>
	AP US History - 101 > Semester 2 Average		
	AP US History - 201 > Semester 1 Average		
	AP US History - 201 > Semester 2 Average		
	AP US History - 301 > Semester 1 Average		
	AP US History - 301 > Semester 2 Average		
	AP US History - 501 > Semester 1 Average		
	AP US History - 501 > Semester 2 Average		
	AP US History - 701 > Semester 1 Average		
	AP US History - 701 > Semester 2 Average		
Work Habits	AP US History - 101 > Semester 1 Average	0.0	<input checked="" type="checkbox"/>
	AP US History - 101 > Semester 2 Average		
	AP US History - 201 > Semester 1 Average		
	AP US History - 201 > Semester 2 Average		
	AP US History - 301 > Semester 1 Average		
	AP US History - 301 > Semester 2 Average		
	AP US History - 501 > Semester 1 Average		
	AP US History - 501 > Semester 2 Average		
	AP US History - 701 > Semester 1 Average		
	AP US History - 701 > Semester 2 Average		

*What if I don't have an EOCT category?*

Click **Create Category**, and create an **EOCT** category with 100 Weight. Add it to every section, and to the **EOCT/Exam** Grading Task.

*What if my categories don't show all of my sections?*

Visit the *Category Setup* section in the **Addendum** at the end of these instructions.

## Step 2 – Create the EOCT Assignment

Click on **Assignments** to go to the Assignments list, and click **Create Assignment**.

Name and abbreviate your final exam **EOCT**.

Under **Section Placement**, check all of the sections of this course. By default, the assignment is **Active** and not **Hidden**.

*You may change these if you want to hide the assignment as you enter grades, but you must remember to go back and set them to Active and not Hidden!*

Scroll down to **Grading Tasks**, and select **EOCT/Exam**. Points should be selected; leave the assignment as the default of **100 Total Pts** and a **Multiplier** of **1**.

Click **Save**.

Section	Active	Hide	As
<input checked="" type="checkbox"/> 40125y-101 AP US History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05
<input checked="" type="checkbox"/> 40125y-201 AP US History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05
<input checked="" type="checkbox"/> 40125y-301 AP US History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05
<input type="checkbox"/> Semester 2 Average	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05
<input checked="" type="checkbox"/> EOCT/Exam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05
<input type="checkbox"/> Course Average	<input type="checkbox"/>	<input type="checkbox"/>	05

## Step 2a – Create the Final Exam Assignment

For EOCT courses, your final exam (administered during finals) will be worth one (1) Summative test grade.

**Create Assignment**, and name it **Final Exam**. (Abbreviate it as you wish.)

Under **Section Placement**, select all of your sections; under **Grading Tasks**, select **Semester 2 Average**, and then **Summative**.

**Total Pts** should be **100**, and **Multiplier** should be **1**. Click **Save**.

## Step 3 – Enter EOCT Exam Grades

Navigate to your **Gradebook**, and select **S2 – EOCT/Exam** under **Select a task**.

You should now see one gray column for your EOCT grades.

Enter your grades as you would any other assignment, and click **Save**.

Student	In Progress			Posted		EOCT [100]
	Pt	Pct	%	Pct	%	
Student 1						
Student 2						
Student 3						
Student 4						
Student 5						
Student 6						
Student 7						
Student 8						
Student 9						
Student 10						

## Step 3a – Enter Final Exam Grades

Enter the grades for the Final Exam just as you would any other assignment.

If you had students who exempted the Final Exam, right-click on their grade entry box, and select **Exempt** from the menu.

Grade	Final [100]	%
86		
71		
70		
70		
71		
86		

## Step 3b – Update Work Habits Grades

Don't forget about them!

## Step 4 – Posting Your Grades

1

### Post Semester 2 Grades

Under *Select a task*, navigate to **S2 – Semester 2 Average**.

Right-click on the yellow columns and select **Post Grades**. You will see the grades appear in the green columns.

71	67			65.18	64
80	89			87.00	88
38	79				
30	84				
26	90				

S2 - Semester 2 Average

Post Grades

Post Grades to other task ▾

Click  **Save**.

2

### Post EOCT Exam Grades

Under *Select a task*, navigate to **S2 – EOCT/Exam**. Right-click on the yellow columns and select **Post Grades**.

Click  **Save**.

3

### Post Course Grades

Under *Select a task*, navigate to **S2 – Course Average**.

On this spreadsheet, you should see grades in the far green columns, but **not** the green column right next to the yellows.

Right-click on the yellow column and choose **Post Grades**. The grades should appear in the empty green columns.

In Progress		Posted		S2 - EOCT/Exam		S1 - Semester 1...		S2 - Semester 2...	
%	Grd	%	Grd	%	Grd	%	Grd	%	Grd
83.22	83			90.00	90	79.32	79	83.73	84
72.34	72			90.00	90	69.14	69	66.71	67
89.27	89			90.00	90	89.38	89	88.80	89
80.71	81					77.91	78	78.88	79
84.64	85					83.00	83	83.60	84
89.43	89					88.32	88	90.26	90
84.03	84					81.04	81		
83.81	84			90.00	90	80.37	80	84.15	84

S2 - Course Average

Post Grades

Post Grades to other task ▾

Click  **Save**.

## Step 5 – Verify Your Grades

When in the **S2 – Course Average** spreadsheet, you should see grades listed in *all* of the green columns. Take several samplings of your grades to make sure that they calculated properly:

### *Year-Long Classes*

**S1 – Semester 1 Average** grade  $\times 4 = X$

**S2 – Semester 2 Average** grade  $\times 4 = Y$

**S2 – EOCT/Exam** grade  $\times 2 = Z$

$$(X + Y + Z) \div 100 = \text{S2 – Course Average grade}$$

### *Semester Classes*

**S2 – Semester 2 Average** grade  $\times 8 = X$

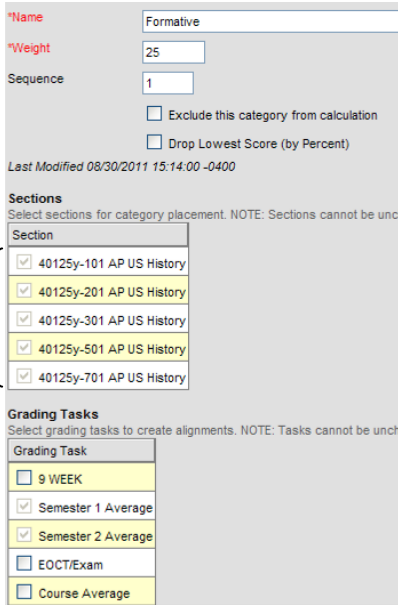
**EOCT/Exam** grade  $\times 2 = Y$

$$(X + Y) \div 100 = \text{S2 – Course Average grade}$$

# Addendum

## Category Setup

**Formative, Summative, and Work Habits** categories should be set up according to the images below – note the **Weight** of each category, and that **Work Habits** has **Exclude this category from calculation** checked.



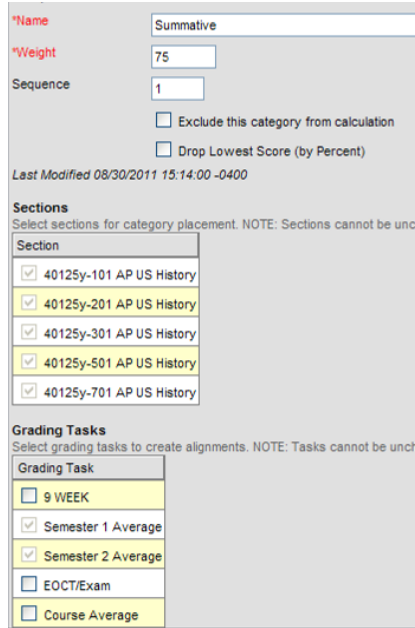
\*Name: Formative  
\*Weight: 25  
Sequence: 1  
 Exclude this category from calculation  
 Drop Lowest Score (by Percent)  
Last Modified 08/30/2011 15:14:00 -0400

**Sections**  
Select sections for category placement. NOTE: Sections cannot be unch

Section
<input checked="" type="checkbox"/> 40125y-101 AP US History
<input checked="" type="checkbox"/> 40125y-201 AP US History
<input checked="" type="checkbox"/> 40125y-301 AP US History
<input checked="" type="checkbox"/> 40125y-501 AP US History
<input checked="" type="checkbox"/> 40125y-701 AP US History

**Grading Tasks**  
Select grading tasks to create alignments. NOTE: Tasks cannot be unch

Grading Task
<input type="checkbox"/> 9 WEEK
<input checked="" type="checkbox"/> Semester 1 Average
<input checked="" type="checkbox"/> Semester 2 Average
<input type="checkbox"/> EOCT/Exam
<input type="checkbox"/> Course Average



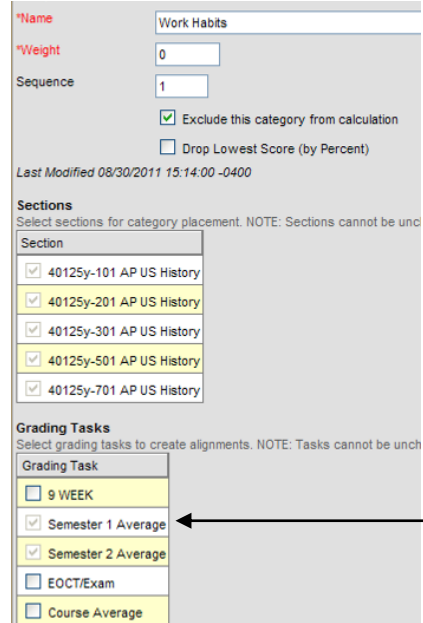
\*Name: Summative  
\*Weight: 75  
Sequence: 1  
 Exclude this category from calculation  
 Drop Lowest Score (by Percent)  
Last Modified 08/30/2011 15:14:00 -0400

**Sections**  
Select sections for category placement. NOTE: Sections cannot be unch

Section
<input checked="" type="checkbox"/> 40125y-101 AP US History
<input checked="" type="checkbox"/> 40125y-201 AP US History
<input checked="" type="checkbox"/> 40125y-301 AP US History
<input checked="" type="checkbox"/> 40125y-501 AP US History
<input checked="" type="checkbox"/> 40125y-701 AP US History

**Grading Tasks**  
Select grading tasks to create alignments. NOTE: Tasks cannot be unch

Grading Task
<input type="checkbox"/> 9 WEEK
<input checked="" type="checkbox"/> Semester 1 Average
<input checked="" type="checkbox"/> Semester 2 Average
<input type="checkbox"/> EOCT/Exam
<input type="checkbox"/> Course Average



\*Name: Work Habits  
\*Weight: 0  
Sequence: 1  
 Exclude this category from calculation  
 Drop Lowest Score (by Percent)  
Last Modified 08/30/2011 15:14:00 -0400

**Sections**  
Select sections for category placement. NOTE: Sections cannot be unch

Section
<input checked="" type="checkbox"/> 40125y-101 AP US History
<input checked="" type="checkbox"/> 40125y-201 AP US History
<input checked="" type="checkbox"/> 40125y-301 AP US History
<input checked="" type="checkbox"/> 40125y-501 AP US History
<input checked="" type="checkbox"/> 40125y-701 AP US History

**Grading Tasks**  
Select grading tasks to create alignments. NOTE: Tasks cannot be unch

Grading Task
<input type="checkbox"/> 9 WEEK
<input checked="" type="checkbox"/> Semester 1 Average
<input checked="" type="checkbox"/> Semester 2 Average
<input type="checkbox"/> EOCT/Exam
<input type="checkbox"/> Course Average

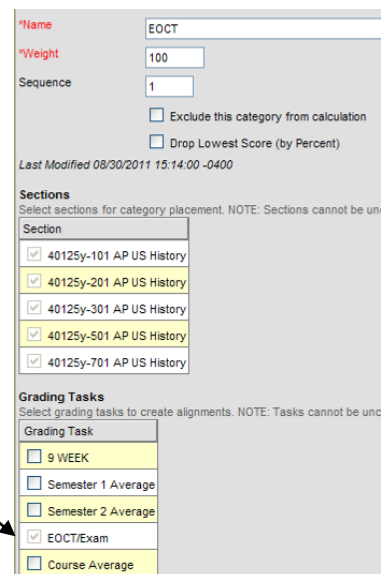
If not all of your sections show a **Category**, you should be able to check the boxes next to the sections that aren't currently show it.

**NOTE:** Categories are only shared across sections of courses with the **exact same course number**. Different course numbers (even if they are the same class period) must be set up independently.

In some cases, even courses with the same course number must be set up independently – these tend to be courses which have a co-teacher.

If this is a semester course, then **Semester 1 Average** will not appear under **Grading Tasks**.

The **EOCT** category should have a **Weight** of **100**, and be under the **EOCT/Exam** grading task.



\*Name: EOCT  
\*Weight: 100  
Sequence: 1  
 Exclude this category from calculation  
 Drop Lowest Score (by Percent)  
Last Modified 08/30/2011 15:14:00 -0400

**Sections**  
Select sections for category placement. NOTE: Sections cannot be unch

Section
<input checked="" type="checkbox"/> 40125y-101 AP US History
<input checked="" type="checkbox"/> 40125y-201 AP US History
<input checked="" type="checkbox"/> 40125y-301 AP US History
<input checked="" type="checkbox"/> 40125y-501 AP US History
<input checked="" type="checkbox"/> 40125y-701 AP US History

**Grading Tasks**  
Select grading tasks to create alignments. NOTE: Tasks cannot be unch

Grading Task
<input type="checkbox"/> 9 WEEK
<input type="checkbox"/> Semester 1 Average
<input type="checkbox"/> Semester 2 Average
<input checked="" type="checkbox"/> EOCT/Exam
<input type="checkbox"/> Course Average