

# Posting Grades in Gradebook

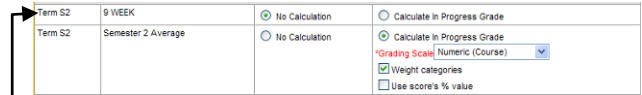
## Term S2 Course Grades – All Non-EOCT Courses

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, Course Average) should be set as appears in the image above:

**Calculate in Progress Grade** selected, with **Numeric (Course)** selected and **Weight categories** checked.

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

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

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

*What if I seem to be missing a 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.

#### B. Categories

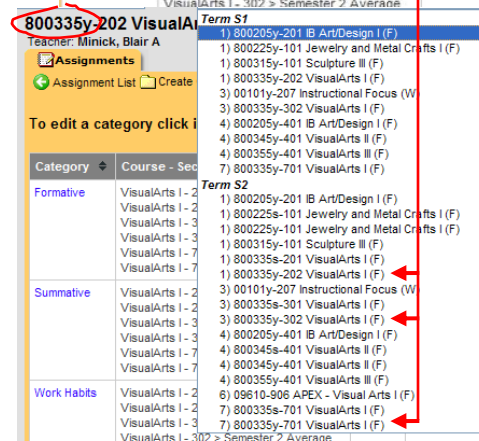
You should see three categories. Each category should also be connected with every section of that course number that you teach. (See example to right.)

- 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
Formative	VisualArts I - 202	Semester 1 Average	25.0	<input type="checkbox"/>
	VisualArts I - 202	Semester 2 Average		
	VisualArts I - 302	Semester 1 Average		
	VisualArts I - 302	Semester 2 Average		
	VisualArts I - 701	Semester 1 Average		
	VisualArts I - 701	Semester 2 Average		
Summative	VisualArts I - 202	Semester 1 Average	75.0	<input type="checkbox"/>
	VisualArts I - 202	Semester 2 Average		
	VisualArts I - 302	Semester 1 Average		
	VisualArts I - 302	Semester 2 Average		
	VisualArts I - 701	Semester 1 Average		
	VisualArts I - 701	Semester 2 Average		
Work Habits	VisualArts I - 202	Semester 1 Average	0.0	<input checked="" type="checkbox"/>
	VisualArts I - 202	Semester 2 Average		
	VisualArts I - 302	Semester 1 Average		
	VisualArts I - 302	Semester 2 Average		
	VisualArts I - 701	Semester 1 Average		
	VisualArts I - 701	Semester 2 Average		

*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 Final Exam Assignment

For non-EOCT courses, your final exam (administered during finals) will be worth two (2) Summative test grade.

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

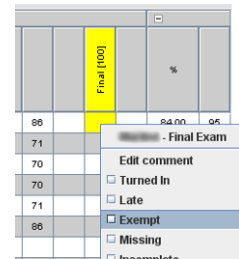
Under **Section Placement**, select all of your sections; under **Grading Tasks**, select **Semester 2 Average**, and then **Summative**.

**Total Pts** should be **100**, and **Multiplier** should be **2**. Click **Save**.

## Step 3 – 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.



The screenshot shows a portion of a gradebook. A table has columns for student names and grades. The 'Final Exam' column is highlighted in yellow. A right-click context menu is open over a grade entry of '71'. The menu options are: Edit comment, Turned In, Late, Exempt (highlighted), Missing, and Incomplete.

	Final [100]	%
86		86.00
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 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		S1 - Semester 1...		S2 - Semester 2...	
%	Grd	%	Grd	%	Grd	%	Grd
95.47	95			94.19	94	96.75	97
92.93	93			92.29	92	93.57	94
89.30	89					92.07	92
95.14	95					95.62	96
86.34	86					91.29	91
93.81	94			91.49	91	96.12	96

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 = X

S2 – Semester 2 Average grade = Y

$$(X + Y) \div 2 = \text{S2 – Course Average grade}$$

### *Semester Classes*

S2 – Semester 2 Average grade = 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.

The image displays three screenshots of a category setup interface. Each screenshot shows the following fields and options:

- Name:** Formative, Summative, and Work Habits.
- Weight:** 25, 75, and 0 respectively.
- Sequence:** 1 for all.
- Exclude this category from calculation:** Unchecked for Formative and Summative; checked for Work Habits.
- Drop Lowest Score (by Percent):** Unchecked for all.
- Sections:** A list of sections with checkboxes. For Formative and Summative, three sections are checked: 800335y-202 VisualArts I, 800335y-302 VisualArts I, and 800335y-701 VisualArts I. For Work Habits, the same three sections are checked.
- Grading Tasks:** A list of grading tasks with checkboxes. For Formative and Summative, Semester 1 Average and Semester 2 Average are checked. For Work Habits, Semester 1 Average and Semester 2 Average are checked.

*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.*