

Averaging Semester Exam with 1st & 2nd Terms

- STEP 1 Open a Gradebook in GradeQuick Web then select **View** from the Toolbar
- a. Select **Terms**
 - b. Select **View All 9 Weeks** continue to **STEP 2**

NOTE: *If you have already added the semester exam complete the following steps:*

1. Select **View All Terms** from the drop down menu at the top of the Gradebook.
2. Click the **Grading Menu** and select **Assign Special Scores to Semesters**.
3. Enter the appropriate semester next to each exam.
4. Click **OK**. **Skip to STEP 7**

- STEP 2 To enter First Term Semester Exam grades scroll to far right to reveal the last columns. Right-click on the Average column and **Insert a new Test Column**
- a. **Enter Information EXACTLY** as shown in EXAMPLE 1 below.

EXAMPLE 1

| | |
|------------|------------------------------|
| Name: | SemEx 1 |
| Long Name: | |
| 9 week | |
| Category: | ** |
| Date: | 1/11/08 |
| Weight: | 20 |
| Possible: | Enter Points Possible |

←The 9 week cell **MUST BE BLANK**-see below

- b. The 9 week cell will appear with a 2 by default which must be deleted. Double-click on the 2 and **DELETE**
- c. If the *Weighting* window opens, complete the following steps:
 - 1) Be certain the Weight Terms box is checked
 - 2) Term #1 40.00; Term #2 40.00 and SemEx 1 20.00 should appear
 - 3) If SemEx 1 weight is set to 0.00 highlight **SemEx 1**
 - 4) Highlight the **0.00** in the box next to Change and **Type** the weight **20.00**
 - 5) Click **Change**
 - 6) Click **OK** the 9 week cell will now be blank.

- STEP 3 The following three (3) columns should appear before Average and Grade columns:

SemEx 1 (Weight 20)
 Sub Total for 9-week 1 (Weight 40)
 Sub Total for 9-week 2 (Weight 40)

- If all three (3) columns appear and are weighted as shown above, the final grades earned for 1st 9-weeks, 2nd 9-weeks and Semester Exam have been correctly averaged. **Skip to STEP 7**
- If the 1st and 2nd 9-week Sub Total columns DO NOT APPEAR proceed to **STEP 4**

- STEP 4 Select **Grading** from the Toolbar
- Grading Preferences* window will open
 - Select **Calculate Semester Subtotals**
 - Assign Special Scores to Semesters* window will open
 - SemEx 1 a “Y” appears by default. Assign the test to the correct semester either 1 or 2, Click **OK**
 - You are now back at the *Grading Preferences* window
 - Select **2 per semester**
 - Click **OK**
 - For Your Information* window may open
 - Click **OK**

- STEP 5 Select **View** from the Toolbar
- Select **Sub Totals**
 - Subtotals* window will open
 - Select **9 Weeks**
 - Click **OK**
 - Scroll** to the far right of the Gradebook to reveal the Sub Total columns

➤ If all three (3) columns are now showing and are weighted 20-40-40 as shown above, the final grades earned for 1st 9-weeks, 2nd 9-weeks and Semester Exam have been correctly averaged. **Skip to STEP 7**

STEP 6 If you did *NOT* entered grades in GradeQuick Web during the first 9-week term, it is necessary to enter only each student’s Term #1 Final Grade percentage (i.e. 90% and above=A; 80-89%=B; 70-79%=C; 60-69%=D and 59% and below=F) It is not necessary to enter each test/assignment). **Insert a New Test Column** and **Enter Information EXACTLY** as shown in EXAMPLE 2 below. Do not enter a weight in this column.

EXAMPLE 2

| | |
|------------|-------------------|
| Name: | Term #1 |
| Long Name: | FinalGrade |
| 9 week | 1 |
| Category: | ** |
| Date: | 10/18/07 |
| Weight: | |
| Possible: | 100 |

←The Weight cell **MUST** be **BLANK**

← Possible Points (Percentage) **MUST** be **100**

STEP 7 **IMPORTANT NOTE CONCERNING FINAL SEMESTER GRADE:** Review each student’s grade to verify a passing grade in at least two (2) of the three grades used. As a secondary teacher, you may need to overwrite a student’s semester letter grade in order to reflect an “F” in compliance with Article IX Section 4E Grading System of the Master Contract which requires that there must be two (2) passing grades of three grades used.

- To Overwrite a Grade:** Click the grade you want to change, and type in the revised grade. The overwritten grade will be displayed in green. The overwritten grade will remain until you decide to change it or remove (restore) the overwritten designation.
- To Restore an Overwritten Grade:** Double-click the grade, press DELETE, then ENTER. The grade will then be automatically assigned based on the grade scale.