

YOU MUST DO THE FOLLOWING STEPS FOR EACH OF YOUR GRADEBOOKS:

2nd nine weeks:

- 1.) Check to make sure that you have either a grade (even if it's a zero) or an X (excused) for EVERY ASSIGNMENT for EVERY STUDENT. There should be **no blanks** in your online gradebook, unless a student is receiving an INCOMPLETE for the second nine weeks (and you have notified J. Lechich of the incomplete ahead of time). Instructions on how to assign an INCOMPLETE for the 2nd quarter are at the end of this email.

STOP. Do not submit 2nd quarter grades until you have entered in all of your midterm exams, as instructed below:

Midterm Exams and Semester Averages:

- 1.) In order to enter your midterm exams, you'll need to set up a couple of columns in your gradebook (that are most likely not visible at this time).

-- To do this, first click on the VIEW tab, and then "COLUMNS (Templates)," and a pop up box will

appear:

The screenshot shows the 'Select Columns' dialog box. The 'View' tab is selected. The 'Gradebook Columns' list on the left contains 'Narratives', 'SEMESTER 1 EXAM', 'SEMESTER 2 EXAM', 'FIRST MARKING PERIOD (Average & Grade)', 'SECOND MARKING PERIOD (Average & Grade)', and 'THIRD MARKING PERIOD (Average & Grade)'. The 'Selected Gradebook Columns' list on the right contains 'Marking Period Points Earned'. The right arrow button between the two lists is circled in red. The 'Save' button at the bottom right is also circled in red. The 'Also Show on Right' section has checkboxes for 'Student Name', 'Unique ID', 'APID', and 'Average and Grade', all of which are currently unchecked.

Under "Gradebook Columns," please choose both the "SEMESTER 1 EXAM" and scroll down to choose "SEMESTER 1 GRADE" and use the arrow button to move those two choices to the "Selected Gradebook Columns" box on the right. Click SAVE or 'SAVE AS' to save the view.

Select Columns

Template Name: [Custom] ☐ Hide All Score Columns

Demographic & System Columns:

- IEP
- Class Totals: Absences
- Class Totals: Tardies
- Parent/Guardian
- Phone
- Homeroom

Selected Demographic & System Columns:

- Student Name
- Current Marking Period Average & Grade

Gradebook Columns:

- FOURTH MARKING PERIOD (Average & Grade)
- SEMESTER 2 GRADE**
- WITHDRAWALS
- CREDIT
- COMMENT
- Category Averages (Subtotals)

Selected Gradebook Columns:

- Marking Period Points Earned
- SEMESTER 1 EXAM
- SEMESTER 1 GRADE**

Also Show on Right: ☐ Student Name ☐ Unique ID ☐ APID ☐ Average and Grade

Save As Cancel Save

Once you have done this, you will see two new columns in your gradebooks. If you set up these columns in ONE gradebook, they should automatically appear in ALL.

Template Options Curr MP: View MP:

QE [Custom]

Marking Period Points Earned	EX1 SEMESTER 1 EX EXAM Click here to se	SM1 SEMESTER 1 GR SEMESTER 10-10 05:55 Calculate 77.88
475.00		
2ND MP Points	Exam: EX1	SM1
313.00		62.00 62
305.50		75.00 75
404.00		89.00 89
370.50		87.00 87

- For some of you, there will already be a Semester 1 Grade showing. You can ignore that grade for now. It is not visible to your students.
- In order to enter midterm grades, you will need to edit the EXAM column. Click on “click here” and enter both the date of your exam and the maximum point value of your midterm exam for that class. **DO NOT CLICK THE**

PUBLIC CHECK BOX, AS WE DO NOT WANT EXAM GRADES TO BE PUBLIC UNTIL DECEMBER 27TH. You will need to do this for EACH of your gradebooks.

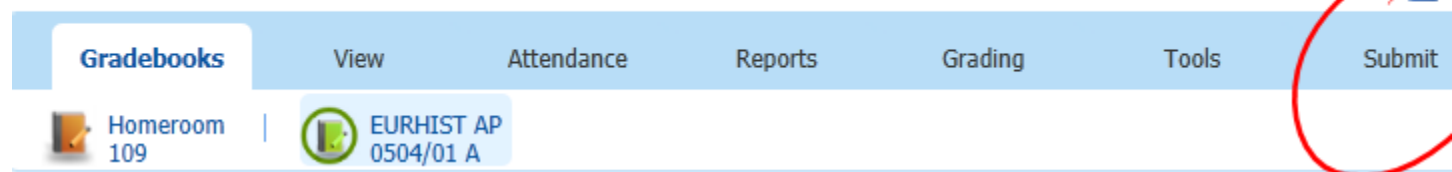
- 4.) After entering your students' midterm exam grades, you MUST hit the "Calculate" button that appears at the top of the Semester 1 Grade column. Your gradebook will automatically calculate the semester grade based on our school-wide formula of percentages (40/40/20) for semester grades. If you make any changes to a student's grade, either in the 2nd quarter column or the midterm exam column, you will need to hit the CALCULATE button again. In fact, make a habit of hitting that button often. Better to be safe than sorry.
- 5.) If you want to override a student's semester average (ex: bump a child from an 84.4 to an 84.5 so that they end up with a B), simply double click on the Semester 1 Grade and enter the desired numerical grade. It will appear green. This new grade for the semester will not change, no matter how many times you hit the calculate button **if it is showing green**. If you want to undo this override change that you made, double click on the green grade and hit delete (or backspace) and enter. Then re-calculate.

SUBMITTING GRADES TO THE OFFICE:

NOTE – YOU MUST SUBMIT 2ND QUARTER AND SEMESTER GRADES AT THE SAME TIME.

When you are ready to send FINAL 2nd Quarter grades and the FINAL 1st semester grade, click on "SUBMIT" at the top of your gradebook.

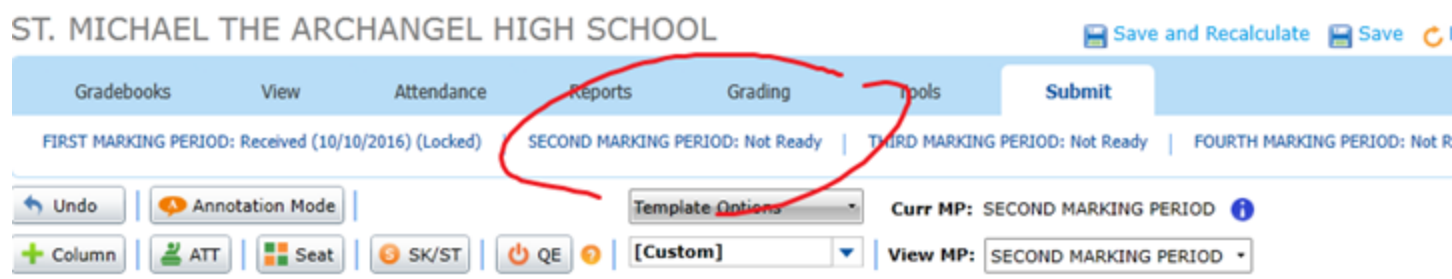
ST. MICHAEL THE ARCHANGEL HIGH SCHOOL



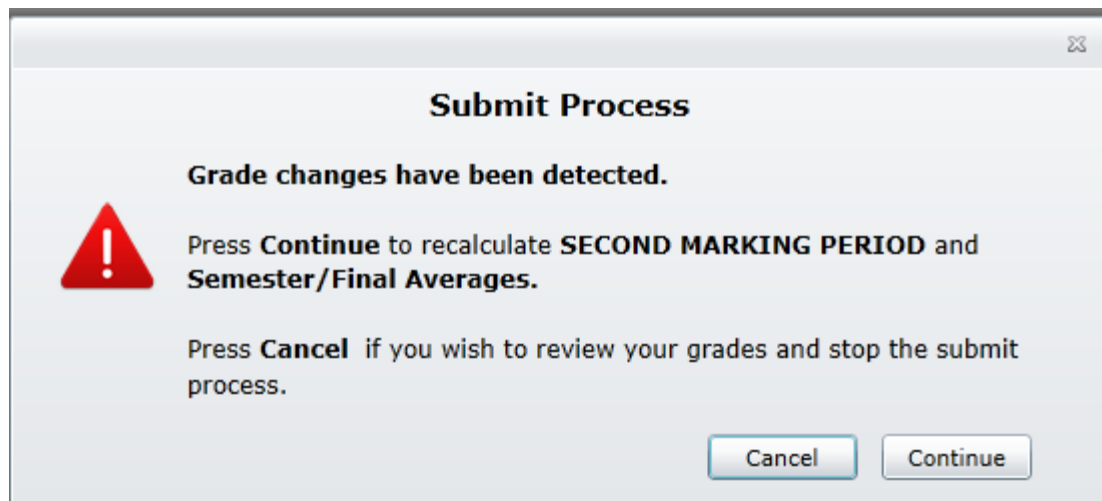
- 6.) Next, you must click on the Second Marking Period: Not Ready and toggle it to read "Ready."

This will take care of submitting both the 2nd quarter AND midterm exam/semester grades.

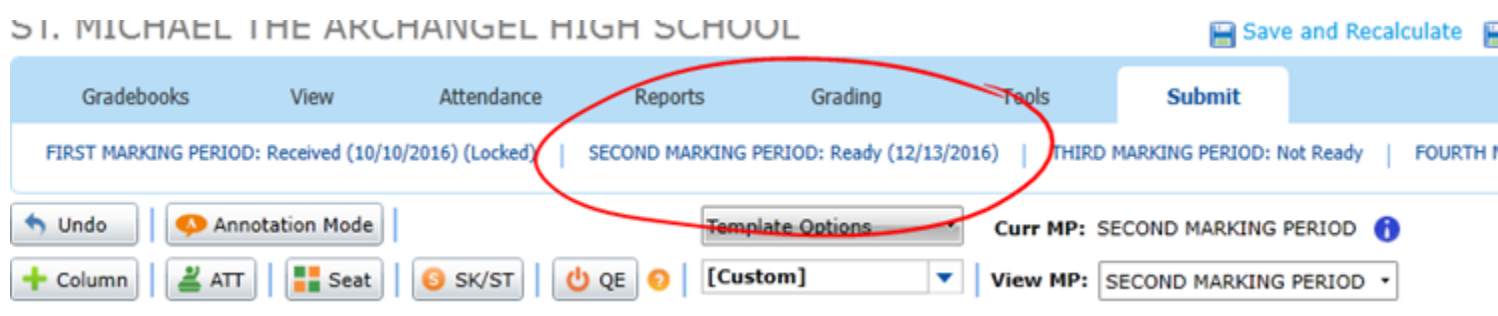
ST. MICHAEL THE ARCHANGEL HIGH SCHOOL



After clicking on it, you will get a confirmation pop up. **Make sure you Click on CONTINUE.** This is the most common error teachers make in sending grades (they click CANCEL by accident).



7.) You should now see that your Second Marking Period reads: READY, with today's date:



Congratulations! You are done – but only with this section. Make sure you do the above steps for EACH of your classes.

If for any reason you need to make changes after submitting grades, you can un-toggle the “ready” status of a particular class and resubmit after changes have been made. You will have the ability to do this until we LOCK your second nine weeks gradebooks at 7 a.m. on Tuesday morning, Dec 27th.

If you are assigning an INCOMPLETE for the 2nd nine weeks or the semester exam, you must follow the steps below BEFORE sending grades for a particular class:

#	Student Name	2ND Avg.	2ND Grade	Office Daily	Class	2ND MP Points
1	Angel, Christoph	81.24	I			381.00

1.) For 2nd quarter incompletes: Double click in the “2nd GRADE” column for a particular student and enter an I. It will appear GREEN. That’s all you need to do, and then follow the steps above to submit the class gradebook to the office.

To clear out an I, simply double click on the I and hit DELETE, and the correct average will be calculated for you.

2.) If a student was absent for your midterm exam, you must enter an I in the exam column in your gradebook. Once you calculate for the semester, the “I” will cause the Semester 1 Grade column to go blank. That’s what you want if a student has an incomplete.