

Ending the Term (Teacher Instructions)

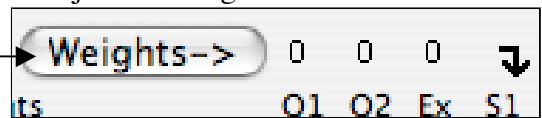
Important Note: You should do an “Office to Teacher” before you start any end of term work. After you start giving course comments you **should not do** an “Office to Teacher” because those course comments will be cleared out. There is no need to do an “Office to Teacher” daily. You only need to do it when students come to your class or leave your class permanently for the term. The “Office to Teacher” function intentionally clears out course comments so you do not accidentally give a comment from the previous term to a student for the new term.

1. Review the Term Grade for each student in **Scores: Assignment Scores**.
2. The final Term Grade can be adjusted by clicking on that grade for that student and choose the grade you wish to give him/her. If a grade is chosen that does not equal their calculated percentage grade a box will appear around it -- this is a “locked score”.
3. If a student has a “locked score” but you do not wish them to have one, click on that score and scroll to the top of the grade choices and choose “calculated.”
4. Prepare Grades to be sent to the office by going to **Edit: Course Grades**.
5. On the Course Grades screen verify the weight of each grading term by clicking on the “Weights->” button.
6. Import your Term Grades from the Assignment Scores screen by going to the Options menu and choose “Calculate (the Term you are grading) Grades from Scores.”
7. (Optional) Input/Import your Sem/Tri/Year Exam grades if those exam grades will be printed on report cards.

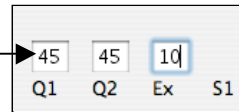
Please note: We have a document on the Teachers’ page of our website explaining the two ways to prepare Sem/Tri/Year Exam grades to be sent to the office. This document is called “Exam Grades.”

8. If necessary, calculate the Term Grade from the previous terms by going to the Options menu and choosing “Calculate Sem (the Term you are grading)”.
Please Note: To calculate a Sem/Tri/Year Grade by averaging previous grades (ex. Qtr 1 + Qtr 2 = Sem 1 grade) you need to adjust the weights for the calculation.

A. Click on the “Weights” button on the Edit: Course Grades screen.



B. Edit the percent weight for each of the term grades used in the calculation.



9. Add comments to each student’s report card by moving the cursor to the “Cm” column and click on the comments on the right hand side of the screen.
10. Review the information for the class you are working on and move to the next class by hitting the “Course” pop-up menu button.
11. After all classes have been completed you must send your grades to the office. Go to **File: Teacher to Office**. Check the appropriate boxes if you have entered in Grades and/or Standards and Benchmarks.
12. Change the Term on your GradeBook to the next Term by going to the Term menu.