

## Preparing Exam Grades to be Printed on Report Cards

When you print (Semester/Trimester/Year) grades on your report cards you may choose, or be required, to print the exam grade as well. These directions will show you the **two options** you have for preparing exam grades to be sent to the office and printed on report cards.

### Option # 1

*Pros:* Very easy to do.

*Cons:* The program will use the letter grade values from the Office, not the actual percentage the student earned on the exam.

Step 1: In your GradeBook, go to **Edit: Course Grades**. Place the cursor under the Ex column. Click on the grade to the right and it will appear in the box. The cursor will move down for you. After completing the grades, click “Save” and “Done”.

Step 2: Go to **File: Teacher to Office** to send grades to the office.

### Option #2

*Pros:* The score/percentage the student earned on the test is used to calculate the Semester/Trimester/Year grades.

*Cons:* This option takes longer than Option 1.

Step 1: In your GradeBook go to **JMC GradeBook (File for Windows): Preferences**. Check the box that says “Include Exams in Course Menus” and click “Save.”

Step 2: Go to **Scores: Categories and Assignments**. Choose the Course with name “Exam” after it. For example: English 9 – Per 1 – Sem 1 Exam.

Step 3: Create a category called Exam and check the “Stand Alone Category” box. This allows you to enter a score for this category. If you are grading using weights put a weight of 100 in for the category. Click “Enter” and “Done.”

	weight	points
Exam	100.0%	100

Step 4: Go to **Scores: Assignment Scores**, choose the course with which you want to work and enter the Exam grade for each student. Then hit “Save” and “Done”.

Step 5: Go to **Edit: Course Grades** and choose the course with which you are working. Go to **Options: Calculate S1/T1/Year Ex Grades from Scores...** A message will appear. Click “OK”.

Students	Exam	Sem 1 Exam
Alendars, Erik	97	97.0% A
Arvidson, Bailey	98	98.0% A
Ashburn, Casey	86	86.0% B

Step 6: If you want to Calculate a Sem 1 or Tri 1 grade at this time you can go to **Options: Calculate S1/T1 Grades...** and this will take the students grades times the weights and calculate a Term grade.

Step 7: Go to **File: Teacher to Office** to send grades to the office.