

## Midterm/In Progress Report Cards – Teacher Instructions

The following is a list of items that should be completed to prepare and send midterm/in progress grades to the office to be printed on a **midterm report card**. The items are listed in sequential order and should be completed in this order. (This document does not show you how to send Progress Reports to the office; the “Midterm Progress Reports” document gives instructions for sending Progress Reports to the office.)

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1. In your GradeBook go to **Scores: Assignment Scores**.
2. In the upper right of the window under the term, the word Current will appear.
3. Click on the pop-up menu displaying Current and select Midterm.

Item 1	Essay 1	Essay 2	Essay 3	Essay 4	Qtr 1
1/17	1/1	1/1	1/2	3/3	✓ Current
100	25	25	80	10	Midterm
98	25	18	78	10	95.2% A
98	22	15	78	10	92.9% A
98	24	19	79	10	95.6% A

4. A box will appear with the word Date.
5. Enter the midterm date.

6. Assignments through this date will be included in the “in-progress” calculation.
7. If necessary you can “choose/lock” a student’s midterm grade by clicking on it and choosing the grade that is different than the calculated grade. To change a “locked” grade you can click on it and change it back to “Calculated” at the top of the list.
8. This process must be done for each class.
9. Click on *Save* and *Done*.
10. Go to **Edit: Midterm Grades**.
11. The Midterm Grades will appear in the term column. Review/Change them if necessary.
12. Put the cursor in the *Com* (Comment) area and click on the comment you want to attach to that student’s midterm grade.
13. Repeat this process for each class by choosing each class in the *Course* pop-up menu.
14. Go to **File: Teacher to Office** to send grades to the Office.
15. Go back to **Scores: Assignment Scores** and change the pop-up menu displaying Midterm back to Current.