

Setting up your Gradebook for 2nd Semester Posting:

Calculating Semester Grades:

Create a new Group

- A. Open a Gradebook
- B. Go to "View" on the right-hand side of your screen and click the down arrow and choose "Configuration"
- C. Click "Add Group"
- D. Name the new group: SEM2
- E. Change the Overall Weight to 0
- F. Default Value: 100
- G. Display Type: Alpha
- H. Click OK

Go to "View" on the right-hand side of your screen and click the down arrow to "Assignments".

- A. Change the Group column of "3rd Nine Week Grades" to SEM2
- B. Change the Group column of "4th Nine Week Grades" to SEM2
- C. Change the date of "4th Nine Week Grades" to 5/24/06
- D. Make sure the "Weight" columns for both these calculations are set to 40. (The Value should stay at 100)

Add an assignment for your Semester Test

- A. Select Task
- B. Add Assignment
- C. Title: Semester Exam
- D. Heading: Semester Exam
- E. Date: 5/25/06
- F. Group: SEM2
- G. Value: 100 (When you enter your grade into gradebook for the test, enter the %.)
- H. Click OK
- I. Go to "View" on the right-hand side of your screen (if not already there)
- J. Change it to "Assignment"
- K. Change the "Weight" of "Semester Exam" to 20

Create a calculation column for SEM2

- A. Select Task
- B. Add Calculation
- C. Title: SEM2
- D. Heading: SEM2
- E. Weight: 100
- F. Calculate on Members of: SEM2
- G. From: 1/16/06 - 5/26/06
- H. Click OK

DO THIS FOR EVERY
CLASS.

How to post semester grade to SchoolMaster:

****Make sure you do "Calculating Semester Grades" before you go on****

- A. Open a class in your gradebook
- B. Select Task
- C. Select Posting Settings
- D. Remove any previous posting settings by highlighting them and then selecting the delete button, one at a time
- E. Next add the new posting settings by selecting "Add"
- F. Add "4th 9-week grades"
- G. Click OK
- H. Select "Mark Position" as Quarter 4
- I. Click OK
- J. Add "Semester Exam"
- K. Click OK
- L. Select "Mark Position" as Exam 2
- M. Click OK
- N. Add "SEM2"
- O. Click OK
- P. Select "Mark Position" as Semester 2
- Q. Click OK
- R. Click OK again

**DO THIS FOR EVERY
CLASS.**

When you have finished this for each class and have all grades entered, you are ready to post to SchoolMaster.

Posting to SchoolMaster:

- A. Click on "Utility"
- B. Click on "Post Marks to SchoolMaster"
- C. Choose "Select All"
- D. Click OK
- E. Choose "Select All"
- F. Click OK