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**ISHPEMING SCHOOL DISTRICT NO. 1**  
**TECHNOLOGY DEPARTMENT MEMORANDUM**

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**TO:** ALL FACULTY  
**FROM:** JASON ANNALA  
**SUBJECT:** GRADE BOOKS – END OF FIRST SEMESTER  
**DATE:** 1/14/2009

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In order to prepare you for the end of the school year, I have put together some directions that will lead you through creating your semester grade books and posting your grades to the office. Complete the following steps *only after you have finished entering your second quarter grades*.

1. When you are at the main grade book screen, click Go to Gradebook Page Setup. Once there click on the create tab.
2. Choose the course that is the same as it has been for your last two quarter grade books (e.g. 1 | READING 6 | 6RDG 1 1 ).
3. Give your grade book a title (make sure to include “Semester 1” in the title).
4. Click on the “Special Options” button.
5. For the “Template” section, choose “Semester 1 Average (2 Qtrs)”.
6. Choose your appropriate grade scale/chart.
7. Save the grade book (the disk icon).
8. Open your quarter 1 grade book (for the same class you just created the semester book).
9. Click the globe icon.
10. In the new area that appears, choose “Grade book numeric average” in the first box.
11. In the second box, choose the title of your semester grade book. Your screen will now refresh/blink.
12. Choose “Quarter 1” in the third box.
13. Click the post icon (the two pieces of paper to the **right** of the words “Post Grades”).
14. Close the posting area by clicking on the green arrow to the **right** of the words “Post Grades”.
15. Close and save the grade book.

16. Repeat steps 8-13 for your second quarter grade book – replacing titles appropriately.
17. While you are still in your second quarter grade book (at the posting area), you will also post your second quarter grades to the office. Choose “Gradebook Letter Grade” in the first box.
18. In the second box, choose “Office Grades”. Your screen will now refresh/blink.
19. Choose “Qtr2” in the third box.
20. Click the post icon (the two pieces of paper to the **right** of the words “Post Grades”).
21. Close the posting area by clicking on the green arrow to the **right** of the words “Post Grades”.
22. Close and save the grade book.
23. Open your semester grade book.

If you do not use exams, do not enter anything in the “Final Exam” column and the system will calculate the student’s semester grade based on the 50% - 50% formula. After you save your grade book, you may skip to step 30. For those of you who give exams, please continue with step 24 below. If you are not ready to enter exam scores at this time, just close your grade book and start at step 24 whenever you are prepared to do so.

24. Enter the final exam scores (as percentages) directly into this grade book. Save the book once you have entered the exam grades – this will calculate the student’s semester grade based on the 40% - 40% - 20% formula
25. Click the globe icon.
26. In the new area that appears, choose “Test Grade” in the first box.
27. In the second box, choose “Office Grades”. Your screen will now refresh/blink.
28. In the third box, choose “Exam”.
29. Click the post icon (the two pieces of paper).
30. You will now post your first semester grade to the office. Click the globe icon.
31. Choose “Gradebook Letter Grade” in the first box.
32. In the second box, choose “Office Grades”.
33. Choose “Sem”.
34. Click the post icon (the two pieces of paper to the **right** of the words “Post Grades”).
35. Close the posting area by clicking on the green arrow to the **right** of the words “Post Grades”. You may now close and save your grade book, as the posting process is complete.

**PLEASE NOTE: If you make changes to any student’s assignment grades in either**

**quarter book, you must remember to adjust the overall average grade in the semester grade book so that the system will compute an accurate semester grade.**

Once you have posted all of your grades you are ready to add student citizenship and comment information. In order to do so, you must be at your Teacher Web main screen.

1. Click on the open book icon.
2. Click on the class you would like to edit.
3. A screen showing all of your students will now appear. Your grades should be already entered in the "Qtr 1", "Qtr 2", ("Exam" – if you use one) and "Sem" column. You can now assign students a citizenship grade and comments.
4. When you are done assigning citizenship and comment information, you must click on the save (disk icon) button to save your changes.
5. You can now click the back button to return to the Grade Entry main screen.

I appreciate your patience and cooperation. If you have any questions, please contact me. From now on all instructions will be on the website. The link is <http://www.ishpemingschools.com/contact/techoff.shtml> under the Help Center section.