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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 2ND SEMESTER – **WIZARD**  
**DATE:** 6/2/2011

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It has been brought to my attention that if you set up your grade books using the wizard this fall, the way you send grades has changed.

If you used the wizard to setup grade books, you will have four grade books for each class, i.e. exam, qtr 3, qtr 4, and fn. If you don't have this, then the old directions will work.

If you used the wizard, then great, there are fewer steps in sending and computing grades. The steps for sending are listed below:

1. Enter your exam grades in the exam grade book (still use percentages). Click the disk icon to make sure they are saved. Once completed you don't have to do anything else with this grade book.
2. Enter your 3<sup>rd</sup> quarter grade book. Click the disk to save. You are now done with this grade book too.
3. Do the same as above for your 4<sup>th</sup> quarter grade book. Click the disk to save and you are done.
4. Now, enter your final grade book. If all the columns on the right have the correct information, you are good to go. Click the disk to save and all averages should compute correctly on the left. If your averages are not showing in any of the columns on the right, come see me.
5. Now for sending grades to the office. To send grades to the office it is the same as before. From the final grade book you can send quarter 4 grades, exam grades, and final grades. If everything is correct in your final grade book, save the grade book first, then click the globe icon.

**PLEASE NOTE: If you make changes to any student's assignment grades in either quarter book, you must remember to save that grade book to repost to the final grade book. If you repost, you must resave the final grade book before sending grades, saving will adjust averages.**

6. First, send Quarter 4 Grades. In the new area that appears, make sure "Qtr 4 Grade – [G1]" is in the first box.

7. In the second box, make sure "Office Grades" is selected.
8. In the third box, select "Qtr 4 – (15)".
9. When completed click the two pieces of paper icon next to Post Grades at the left.
10. Next, send the Exam Grades. Change the top box to "Exam Grade – [G2]".
11. Make sure the second box still says "Office Grades".
12. Then change the last box to "Exam – (19)".
13. Once again click the two pieces of paper icon next to Post Grades at the left.
14. Last, send the Semester Grades. In the top box make sure "Grade Book Letter Grade" is selected.
15. In the second box make sure "Office Grades" is still there.
16. Change the last box to "Fn – (20)".
17. One last time click the two pieces of paper icon next to Post Grades at the left.
18. 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 repeat all of the above steps for all of your grade books. To make sure your grades are correct, click on the open grade book icon at the top of your screen and click on the correct class. Your grades should be posted to the columns.

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 4", "Exam", and "Fn" 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.