End of 1st Semester Grade Reporting Procedures

I. Make sure student rosters are correct

The deadline for counselors to submit schedule changes is **Thursday, December 14.** See a counselor as soon as possible if your student rosters are not correct.

II. Enter Incompletes or Grade Overrides

1. Select the correct Nine Weeks or Semester Exam (1st Semester overrides: change the average column to 1st Semester.) and click on the student’s average.
2. An Override Grade window will appear. Select one of the following:
   a. **Override Grade:** Enter the correct numeric grade. (Record a note in the gradebook for the student’s grade override to justify your change).
   b. **Incomplete:** Select I: Incomplete or NG: No Grade from the list.
3. Click on **Save**.

**NOTE:** Incompletes a Nine Weeks or Semester Exam require the 1st Semester Average to be overwritten to Incomplete.

III. View Inactive Students on your Class Roster

**Show Inactive Students**

To view inactive students, click the blue arrow at the top of the roster. Select **Show Inactive Students**. The student’s name will appear in light gray at the bottom of the class roster.

IV. Enter Grades for Transfer Students and Students with Schedule Changes

1. Switch back to the 1st Nine Weeks.
2. Follow the steps to **Show Inactive Students** to view the student on the roster.
3. Follow the steps in the **Enter Incompletes or Grade Overrides** section. Ask the registrar or previous teacher for the average to enter.

V. Enter Conduct and Comments

Click on **Assignments** and select **Grade Reporting Items**.

1. **Conduct grades:** enter E, S, N, or U and press enter.
2. **Comments:** enter the comment number (1-10)
3. Use the asterisk key * on the numeric keypad to copy codes down the column for all students.
4. To see the list of valid conduct and comment codes:
   a. Place the cursor in the column you wish to view the list.
   b. Press the **Space Bar** for definitions.
VI. Enter the Semester Exam Grade

**Enter Numeric Grades for the Semester Exam**
1. Click on the 1st Semester Exam tab at the bottom of your gradebook.
2. Create a new assignment for the Semester Exam. If you have a two-part exam, create an assignment for each part and enter the correct weighting for each part. Enter the numeric grades.

**Enter Exempt for the Semester Exam**
1. Select the 1st Semester Exam tab at the bottom of your gradebook window.
2. Click on the grade cell in the Result Column for the student you want to Exempt.
3. In the Override Grade window, click Override Code and select E: Exempt from the list.

VII. Enter Grades for English/Reading Double-block Classes (Middle School)

1. Enter assignment grades for the first classes, print your verification report using the steps below.
2. Switch to the second of the two classes and create an assignment titled Nine Weeks Average and link it to the Daily Work Category.
3. Enter the final grades from the verification report into this new assignment and print the verification report as outlined below.

VIII. Enter NG for Advisory (Middle School)

1. In Advisory, create a new assignment matching the screen shot.
2. Save the assignment and go to the gradebook grid.
3. Enter the grade of NG for the first student and press the enter key.
4. In the box below the NG you just entered, press the * key on your numeric keypad to copy the NG to all of your students down the column.
5. The assignment grades as you enter them should look like: **NG 100**
6. The result column as you enter the grades should look like: **100% NG**
7. The Class Semester Grade Report will print NG for the Nine Weeks grade.

IX. Reports to turn in to your Registrar

1. Click on Reports and then New to generate a new report.
2. In the Grading section, select Class Semester Grade Report. Select class and click Run Report.
3. When the Status changes to Ready, click on the report link to open the report and print.
4. Insure there are no blanks (see the exceptions below).
5. Sign and date the report before turning in to your Registrar.

**Special Notes & Exceptions:**
- ALL students should have grades for ALL nine weeks in the 1st Semester. Blank grades affect the 1st semester average.
- Contact your registrar if you have questions about blank grades for your students.
- Students receiving NG for a Nine Weeks must have NG entered in the gradebook as an override.

If you notice grades that are incorrect on this report, make corrections in your gradebook as necessary and re-print the report. This is your last chance to verify that there are not any missing nine weeks grades for students. The Nine Weeks Verification Report is not required at the end of the semester.

*Your registrar will not accept reports with hand-written changes.*