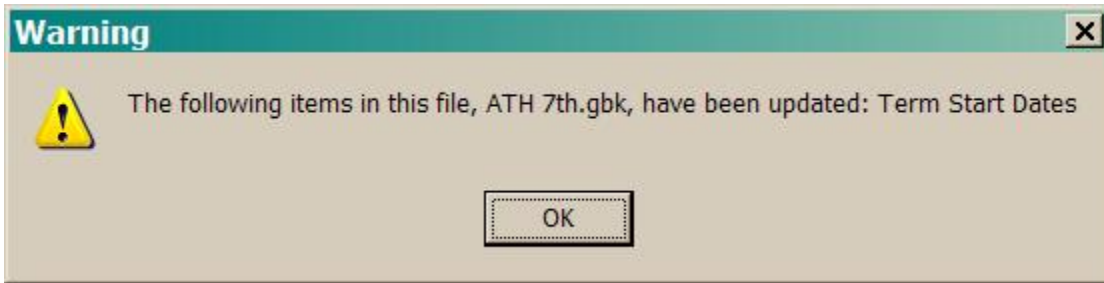


## Middle School Memo 1-11-06 Setting up grade books for Term 3



When you first open your gradebooks you may receive a message that looks like the above warning just select ok. This should fix the invalid date message we keep getting.

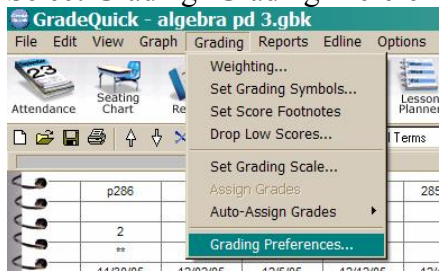
### Setting up Term 3

Once you open your gradebooks select F6 to add a new column. This new test column should default to term 3 and the Weighting box should pop up as shown below. Be sure that you enter 45 for TERM 3 and select change before you select ok (watch the movie). If for some reason the Weighting box does not pop up then go to Grading > Weighting and then enter the information. You will not see semex2 or Term 4 yet because it is not time to set this up. **BE SURE YOU SET-UP YOUR WEIGHTING NOW; IF YOU DO NOT USE SEMETER TEST STILL USE THE TERM WEIGHT OF 45/45--- YOUR GRADEBOOK WILL AUTOMATICALLY FIGURE THIS AS 50/50.**

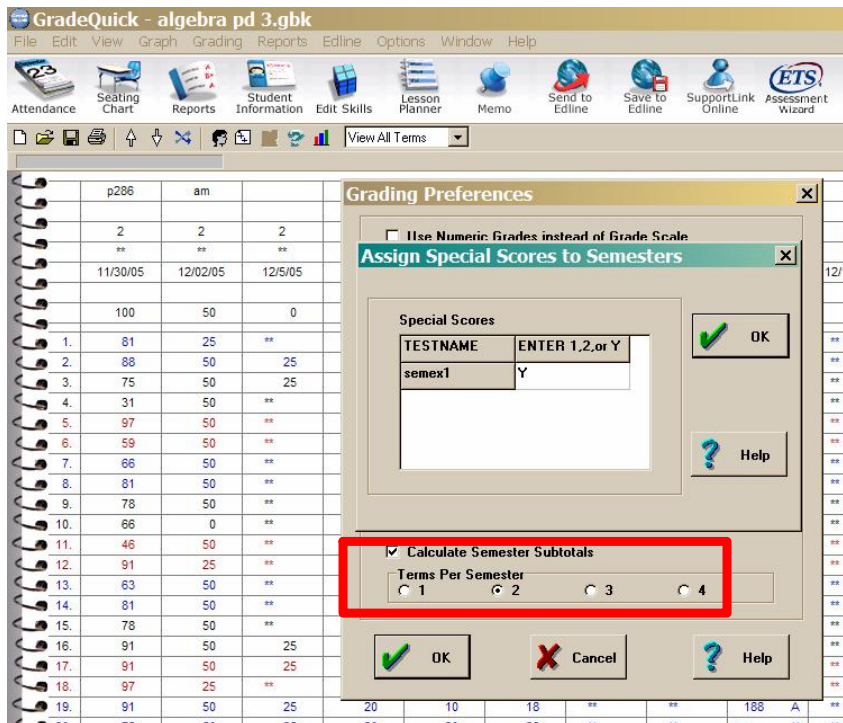


Once you have entered the Weighting. **YOU MUST DO THE FOLLOWING:**

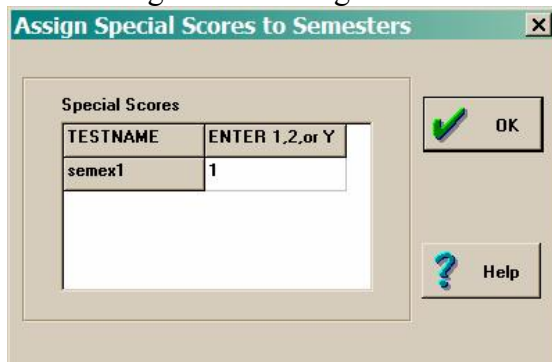
## Select Grading > Grading Preferences



When the Grading Preferences box appears look at the very bottom at the text that says "Calculate Semester Subtotals" select the radial box next to this.



Once you have select the box that says Calculate Semester Subtotals, make sure the 2 is selected--- an ASSIGN SPECIAL SCORES TO SEMESTERS will appear. Make sure that you change the Y next to semex1 to the number 1 and then select OK. You will need to do this again when we get semex2 in the gradebook and then we will enter a 2.



If you need to delete the extra columns we added before the break, highlight the name of the column (top row) then right click your mouse and select Delete Test. You can also just change the term to 3 and the date to this month and use them for Term 3--- it is up to you.

**IF YOU HAVE A 2<sup>ND</sup> SEMESTER CLASS—NEW:**

Please refer to your beginning of the year memo about starting your new gradebooks. You will follow the same procedures. This memo is also on the Gradequick for Teachers page. Go to [www.almasd.net](http://www.almasd.net)>Technology> Gradequick for Teachers> Memos>MS Memo 8-11-05.