

GRADE QUICK

End of the Year Procedures for Alma High School 2008

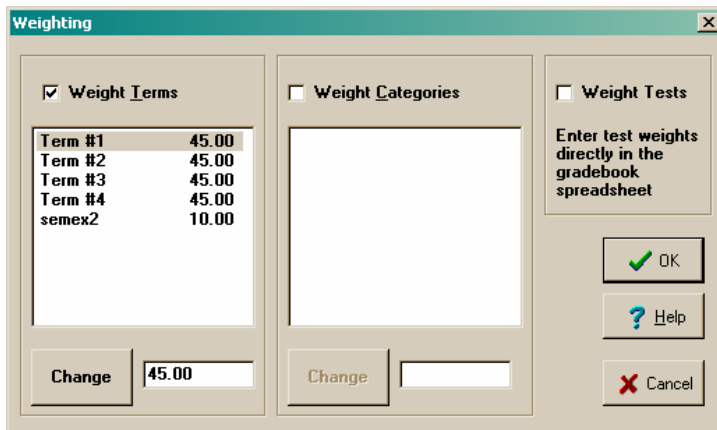
May 9th Have all grades for Term 3 entered (including transfer grades) by 3:30 on May 9th

Teachers who DO NOT give semester Tests DO NOT need a semester test column

Adding Semester Test Column—semex2 Select View All Terms and then select f6 or add a column. In the Name area you MUST have semex2 exactly as it appears here- **NO CAPITAL LETTERS—NO SPACES—NO ABBREVIATION**



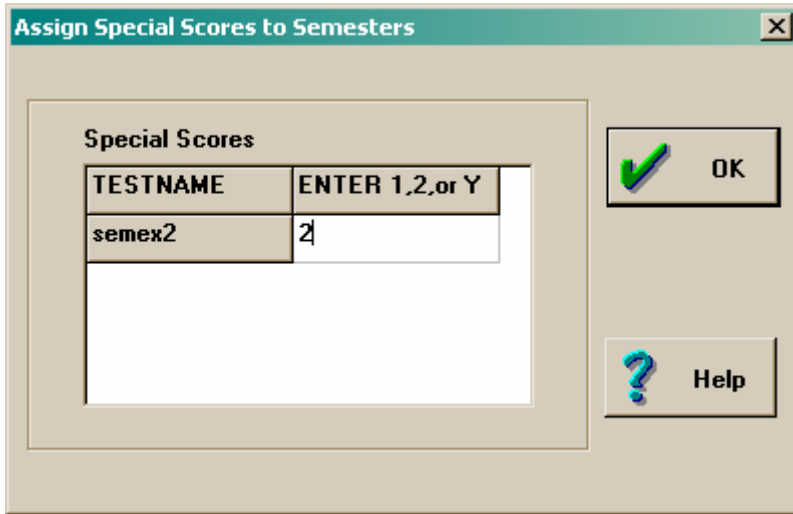
Double click on TERM 4 and DELETE the term by using the delete key on your keyboard OR backspacing over it and then the weighting box should appear.



HS your weighting is
40/40/20

After you select OK on your weighting the ASSIGN SPECIAL SCORES BOX should appear:

Reminder at HIGH SCHOOL your weighting CAN NOT exceed 40% Term 3; 40% Term 4 and 20% semex2 . You can have variations of this BELOW 40/40/20---meaning your Terms can count more and your semester test less.



Change the date to 5/29/08: double click on the date and then select the specified date from the calendar.

In the POINTS POSSIBLE for semex2 put the points possible (you can change it later if needed). Then RIGHT CLICK your mouse and select FILL CURRENT COLUMN

	**	**	**	**	**	semex2		
	3	3	4	4	4			Yr
	**	**	**	**	**	**		
	2/20/08	3/6/08	4/3/08	4/17/08	4/25/08	05/29/08		
						10		
	100	100	100	100	100	**	Avg	Grade
	100	100	100	100	100	**	100.0	A+
AMUEL DE	100	100	100	100	100	**	100.0	A+
	100	100	100	100	100	**	100.0	A+

A FILL CURRENT COLUMN box will appear enter X in the Fill Column With blank **NOTE all students must have a grade, an X for exempt or a ZERO--- we will change grades the week of semester test- for now use an X for exempt.

	**	**	**	**	**	semex2		
	3	3	4	4	4			
	**	**	**	**	**	**		
	2/20/08	3/6/08				05/29/08		
						10		
	100	100				**		Av
DANIEL	100	100				**	**	100
PH (JJ) SAMUEL DE	100	100				**	**	100
JAN	100	100				**	**	100
DOUGLAS	100	100				**	**	100
XIS	100	100				**	**	100
HAWN	100	100	100	100	100	**	**	100

Input Form

Fill Column With

Only cells that do not have a value.

OK Cancel

Last Chance!

Are you sure?

Yes No

Yes

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File Edit View Options Window Help

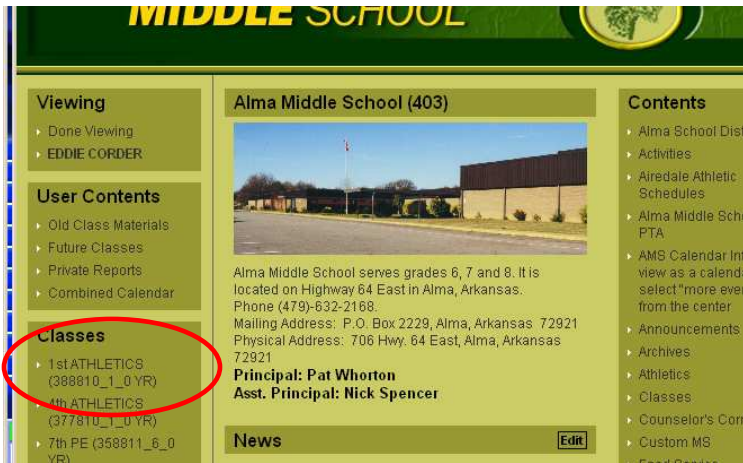
Lesson Planner Memo Post To Edline SupportLink Online Assessment Wizard

All Terms Year

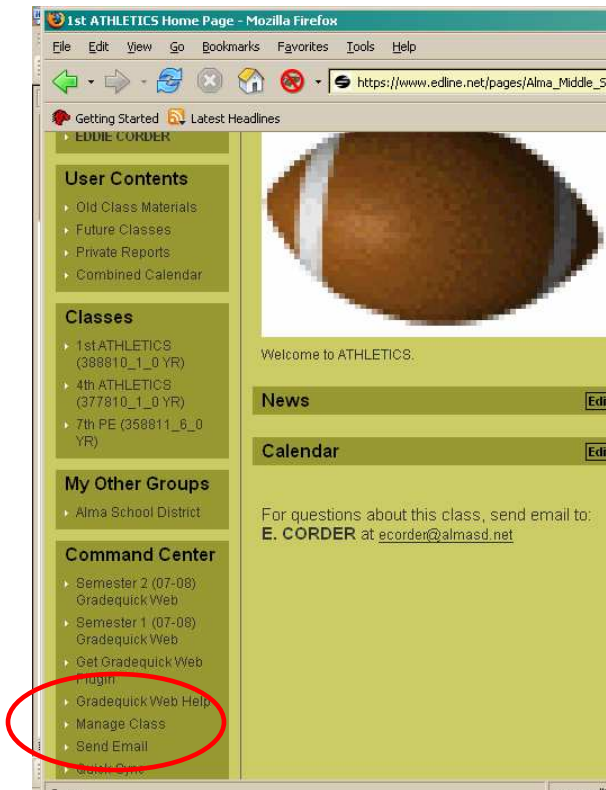
	**	**	**	**	**	semex2			
	3	3	4	4	4				Yr
	**	**	**	**	**	**			
	2/20/08	3/6/08	4/3/08	4/17/08	4/25/08	05/29/08			
						10			
	100	100	100	100	100	100	Avg	Grade	
	100	100	100	100	100	X	**	100.0	A+
SAMUEL DE	100	100	100	100	100	X	**	100.0	A+
	100	100	100	100	100	X	**	100.0	A+
AS	100	100	100	100	100	X	**	100.0	A+
	100	100	100	100	100	X	**	100.0	A+
	100	100	100	100	100	X	**	100.0	A+

May 27th Send semester test exemption notices via Edline- also post a hardcopy in your classroom

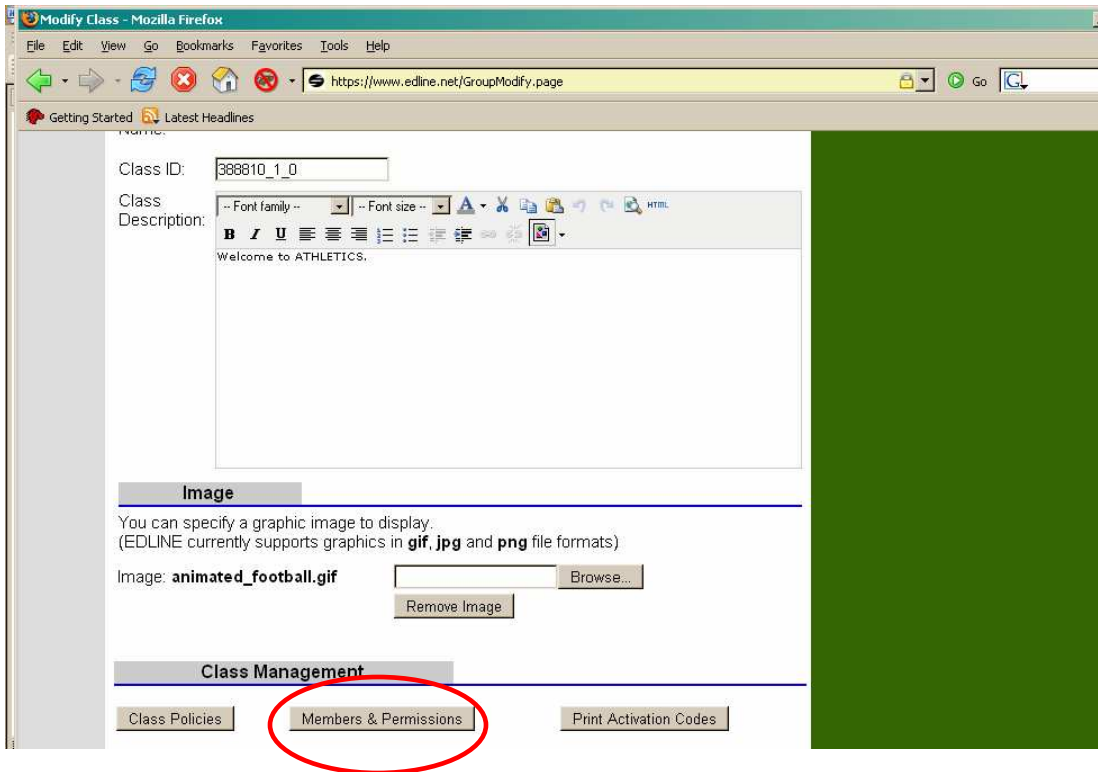
Login to Edline and select one of your classes from your MY Classes section of Edline



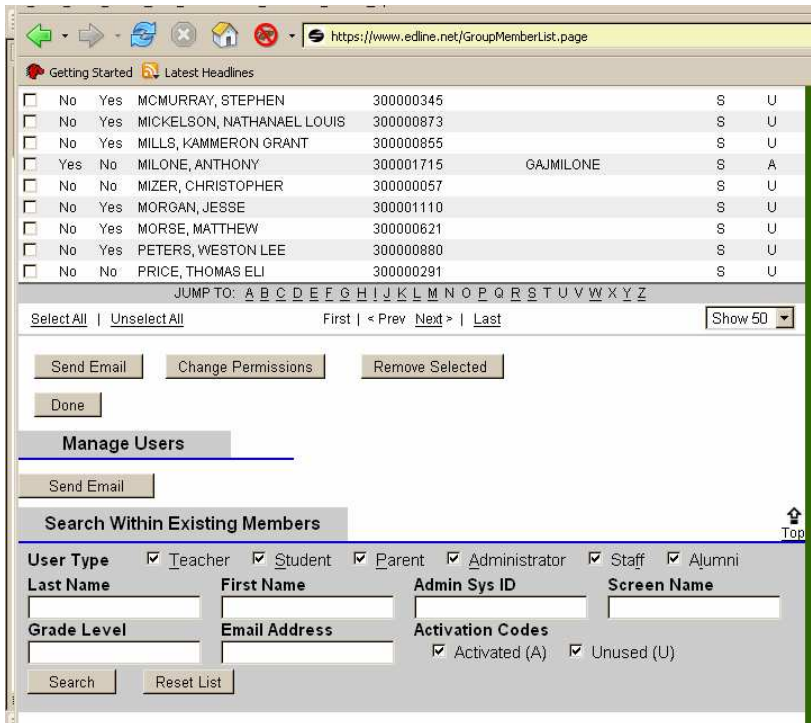
Once you are on a specific class page go to your Command Center on the left-hand side of the page and select **MANAGE CLASS**



Once on this page select **MEMBERS** and **PERMISSIONS**

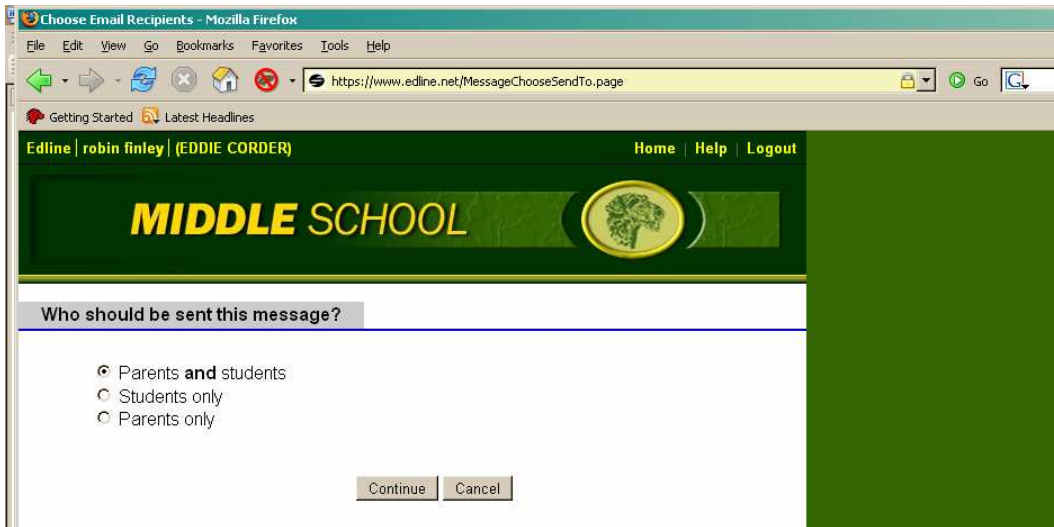


Once on the MEMBERS page select the name(s) of the students you want to send the Exemption Message to then at the bottom of the page select SEND EMAIL



You can use EITHER Send Email button on this page.

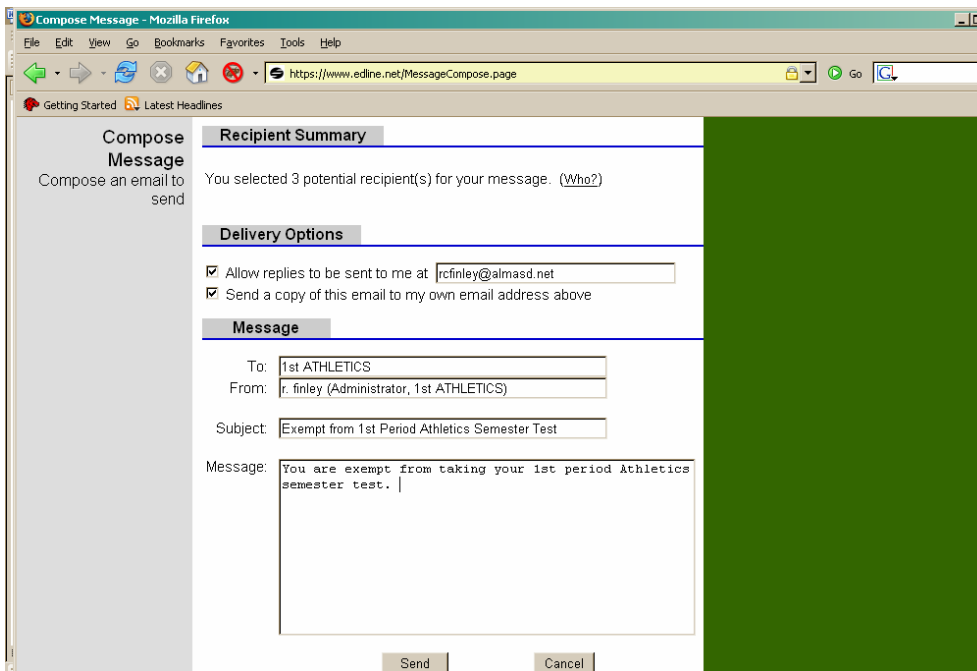
A dialog box will appear and you need to select PARENTS AND STUDENTS and select Continue



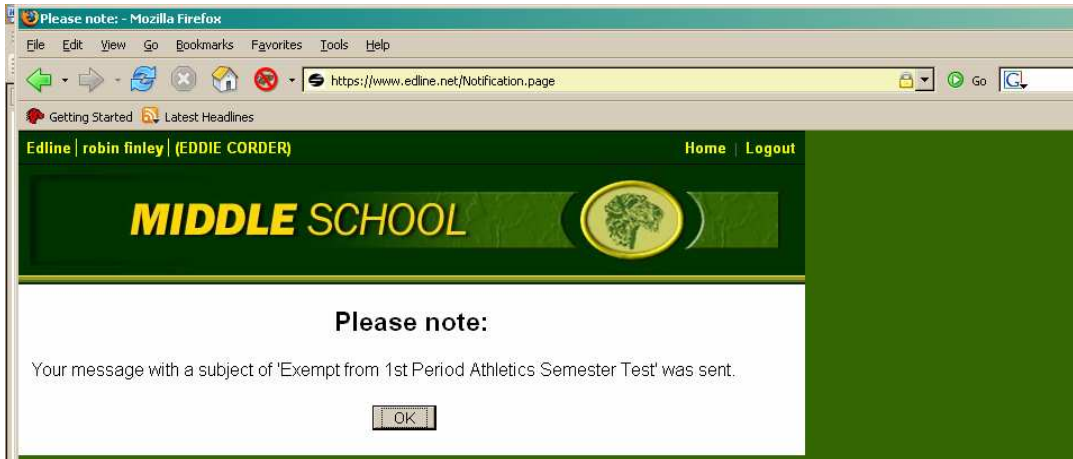
You will need to type in the Subject line and the Message—the following text with your specific class information and then select SEND **I will send you an e-mail with the text for your Semester Exemption message --- the Yes you are exempt and the NO you are not

Message: You are exempt from taking your (class period and name) semester test.

Message: You are NOT exempt from taking your (class period and name) semester test.



After you send it you will get a confirmation that it has been sent



Then follow these steps for those students NOT EXEMPT for this class
Then follow the same procedures for those students that are EXEMPT
Note: you want to do your exempt and non exempt class in sequence to save time

May 27th After posting the Exempt and NON- Exempt message you need to change ALL students who take the semester test's grade to a zero--- YEP a ZERO. So if they are Exempt it is an X ; if they are not it is a ZERO until you change their grade because they have taken the semester test and you enter that score.

May 19-22nd **Weekly Report Post to Edline** this is YOUR final post to Edline

May 30th **Grades Uploaded**

ON MAY 30th all grades must be entered by 3:30. Verification sheets will be printed ASAP and distributed into teacher's boxes— 3rd & 4th Term, semex2 and semester grades Return Verification Sheets to Ms. Treece ASAP. Please make note of any problems on the sheet and point these out to Ms. Treece. All have to be verified BEFORE checking out on May 30th.

June 5th **Makeup exams:**

Gradequick/Gradebooks will NOT be accessible AFTER June 5th. Makeup Exams are the morning of June 5th. After grades are re-uploaded that day, your gradebook will NOT be accessible again. Counselors will handle the make-up exams

June 6th Ms. Word will post final grade reports to Edline which will reflect the final grade for Term 3, Term 4, Semester Test and Semester 2 grade

Return this Checklist to Ms. Lewis as part of your end of the year items to be completed:

- **May 9th** Have all grades corrected and entered for Term 3
- Add Semester Test Column semex2
- **May 27th** Send semester test exemption notices via Edline- also post a hardcopy in your classroom .
- **May 27th** Change all student's grades (semex2) who ARE NOT exempt from the semester test to a Zero
- **May 19-22nd** Post Weekly Report to Edline
- **May 30th Grades Uploaded** – all grades must be entered by 3:30
- **June 5th** Makeup exams
- **June 6th** Ms. Word will post final grade reports to Edline. Grade changes after this point require a GRADE CHANGE FORM.