

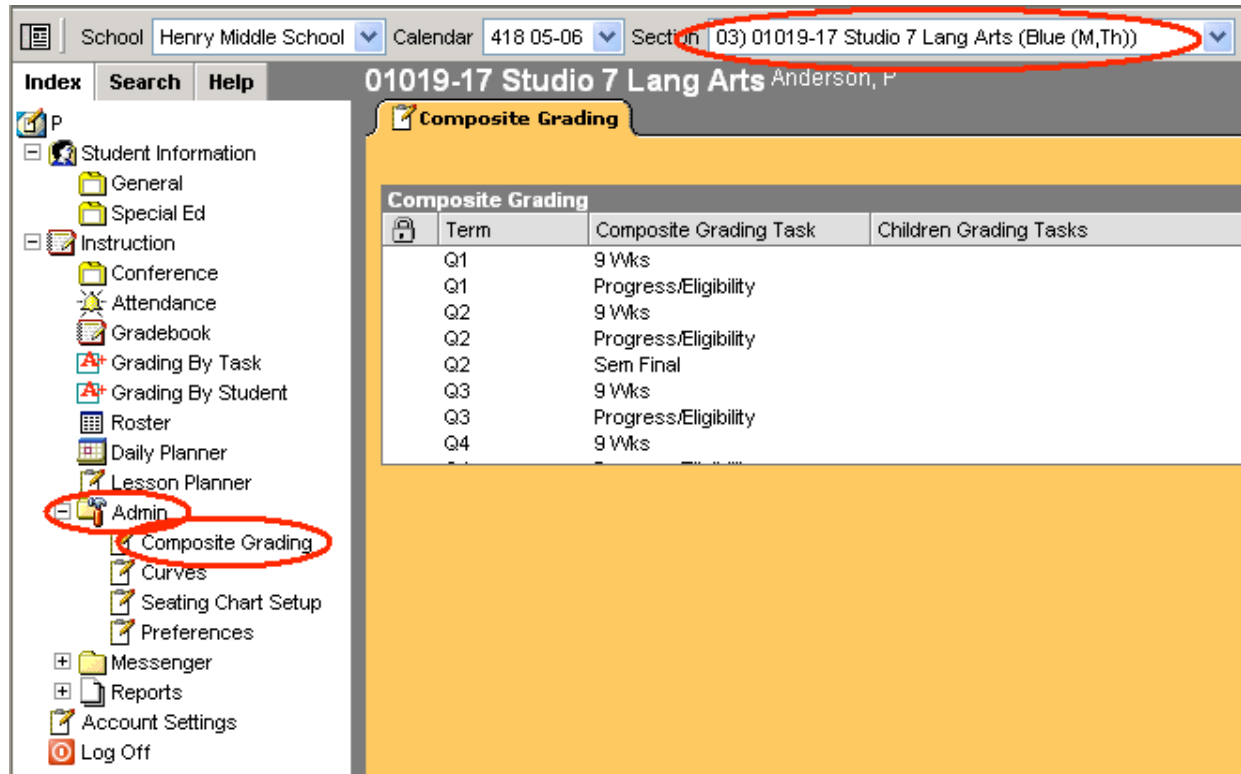
End Of Semester Grading Step-By-Step Checklist For Composite Grading With A Separate Final Exam / Project

Composite Grading (With a separate semester Final Exam / Project) - The following are the steps to setup your gradebook for posting grades at the end of the grading term when using the composite grading method. Composite grading sets the gradebook to average the terms for the semester with a separate semester final test or project to calculate the semester final grade.

Composite Grading with a separate Final Exam or Project

Step 1 – Set Composite Grading Percentages

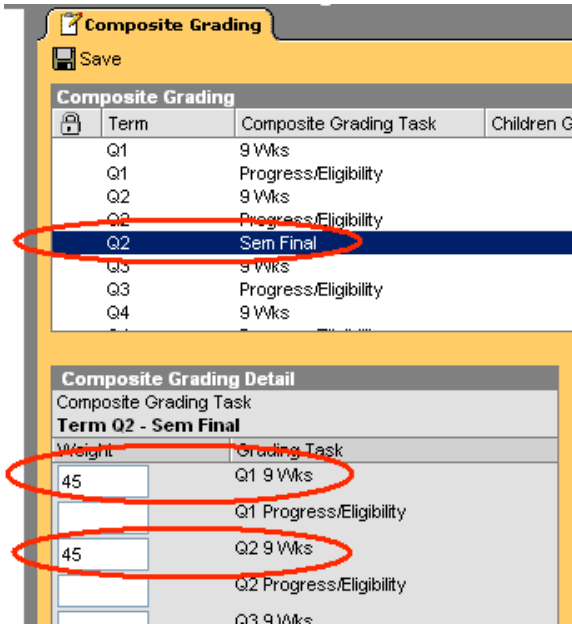
1. Choose your **Section** from the pull-down, Click on **Admin**, then click on **Composite Grading** (click the name, not the icon).



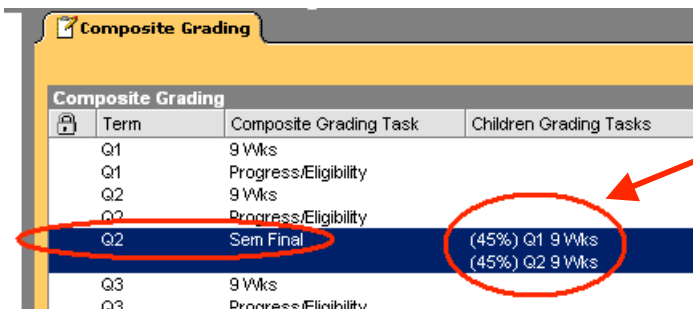
The screenshot shows the Denver Public Schools gradebook interface. At the top, the 'Section' dropdown is set to '03) 01019-17 Studio 7 Lang Arts (Blue (M,Th))'. The 'Admin' menu item is circled in red, and the 'Composite Grading' sub-menu item is also circled in red. The main content area shows a table with columns for Term, Composite Grading Task, and Children Grading Tasks.

Term	Composite Grading Task	Children Grading Tasks
Q1	9 Wks	
Q1	Progress/Eligibility	
Q2	9 Wks	
Q2	Progress/Eligibility	
Q2	Sem Final	
Q3	9 Wks	
Q3	Progress/Eligibility	
Q4	9 Wks	

- Select the **Sem Final** (the Q2 label may be different in your school) from the list and fill in the box next to the terms you want to use to average the grades for the Semester Final, MINUS the percentage for the Exam / Project. In this example the Sem Final grade will be comprised of 45% Q1 9 wks and 45% Q2 9 wks. If your school uses 6-weeks grading then place the proper % next to each of the grading terms (example - 30% 1st 6-wks, 30% 2nd 6-wks, 30% 3rd 6-wks). *The percentage is at the discretion of the teacher and administration at each school.* **CLICK SAVE!**



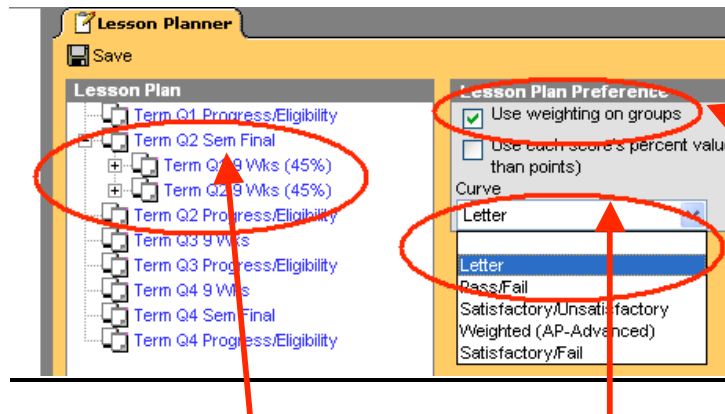
- After the setting are saved and the screen refreshes you should see the detail window with the percentages shown next to the Sem Final task The total % shown is 90%, allowing 10% for the separate Final Exam / Project.



- Repeat 1 - 3 to set up **Composite Grading** for all of your sections (classes).

Step 2 – Verify Composite Grading, set Curve, and Weighting for Sem Final in Lesson Planner.

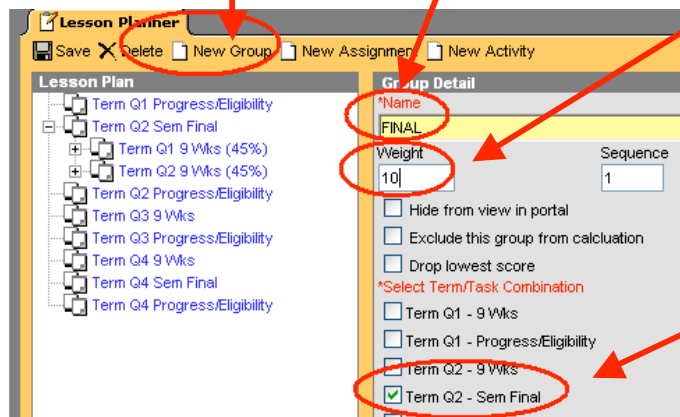
1. Click on **Lesson Planner**. If the composite grading is set correctly it will show the terms indented under the Sem Final. Your view may have terms folders expanded to show groups and assignments, this example shows them collapsed for clarity.



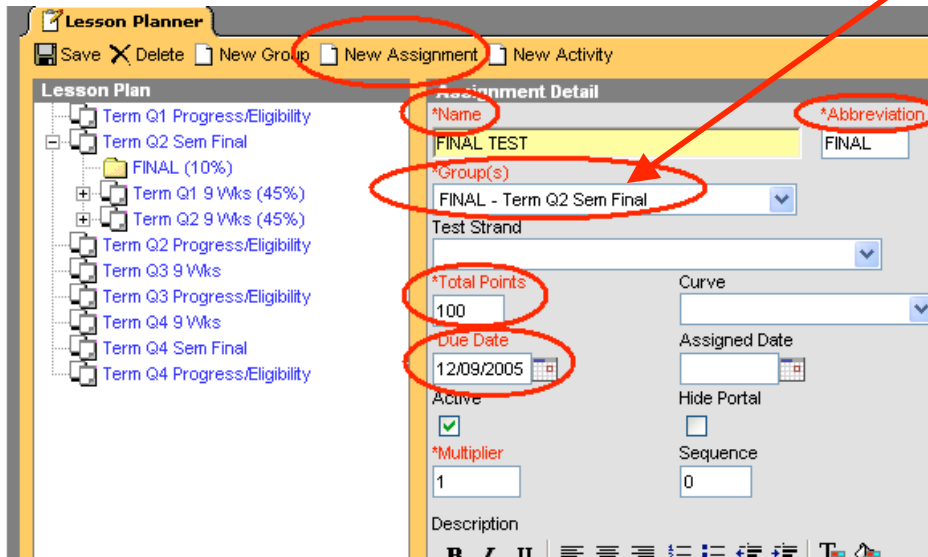
2. Click on the **Sem Final** task and select the **Curve** for the Semester Final from the pull-down, and check **Use Weighting on Groups** in the **Lesson Plan Preference** window. **CLICK SAVE!**
3. Repeat 1 & 2 for all of your sections (classes).

Step 3 – Create Group and Assignment for the separate Final Exam / Project.

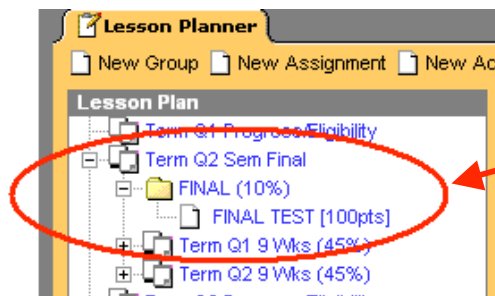
1. Click on **New Group**, Name it **FINAL**, assign it the proper **Weight** (10% in this example), and assign it to the **Sem Final**.



2. Click on **New Assignment**, Fill in all the mandatory (red) fields such as the Name (*FINAL TEST or PROJECT*), Abbreviation, assign the points possible (100 in this example), Due Date, and assign it to the **Final – Term Q2 Sem Final** (your term may have a different label). **CLICK SAVE!**



3. The Group and Assignment that you have created will now show in the Lesson Planner under the Sem Final, and in the gradebook on the Sem Final Task page (shown later in the document when posting grades).



4. Repeat 1 – 3 for all of your sections (classes).

Setup for Composite Grading with a separate Final Exam / Project is complete. Please proceed to the next page for instruction on posting the End of term grade and Semester Final grade.

Composite Grading (WITH a separate Final / Project) – Post your End-of-Semester Grades

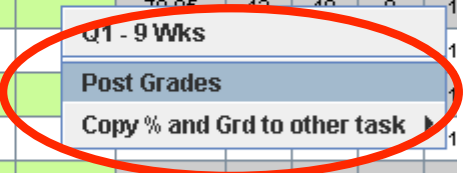
1. Open your Gradebook, make sure you are on the correct **Task**, and place your cursor over the % column of the green portion of the gradebook.

The screenshot shows a gradebook interface for Henry Middle School. The top navigation bar includes 'School', 'Calendar', and 'Session'. The left sidebar contains a navigation menu with options like 'Student Information', 'Instruction', 'Attendance', and 'Gradebook'. The main area displays a table with columns for 'Student', 'Pts', 'Poss', '%', 'Grd', and a green section with '%', 'Grd', and 'asd (2/5)'. A red arrow points to the 'Select a task' dropdown menu, which is currently set to 'Q2 - 9 Wks'. Another red arrow points to the percentage column in the green portion of the table.

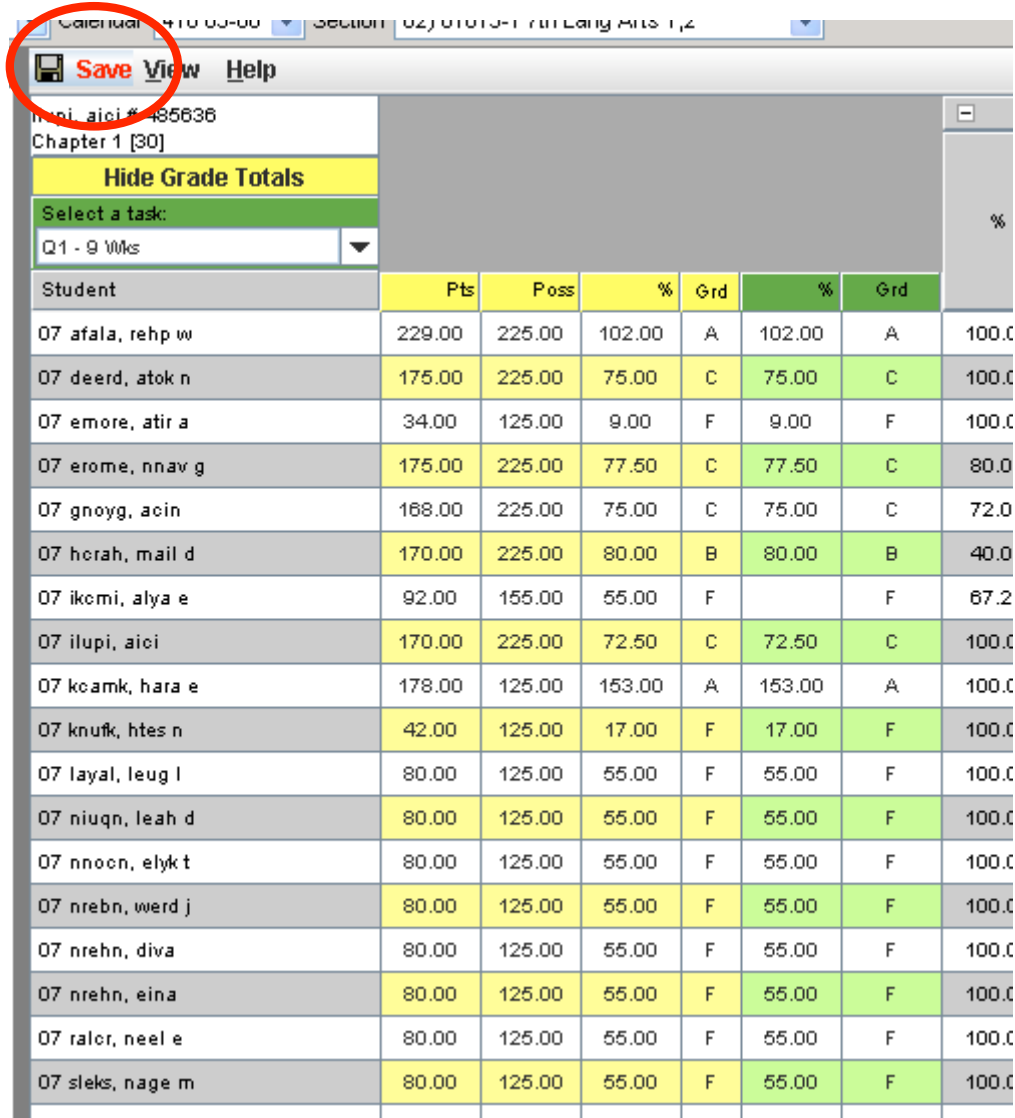
Student	Pts	Poss	%	Grd	%	Grd	%	asd (2/5)
07 afala, rehp w	229.00	225.00	102.00	A			100.00	25
07 deerd, atok n	175.00	225.00	75.00	C			100.00	25
07 emore, atir a	34.00	125.00	9.00	F			100.00	25
07 erome, nnav g	175.00	225.00	77.50	C			80.00	20
07 gnoyg, acin	168.00	225.00	75.00	C			72.00	18
07 horah, mail d	170.00	225.00	80.00	B			40.00	10
07 ikcmi, alya e	135.00	225.00	55.00	F			100.00	25
07 ilupi, aici	170.00	225.00	72.50	C			100.00	25
07 koamk, hara e	178.00	125.00	153.00	A			100.00	25
07 knufk, htes n	42.00	125.00	17.00	F			100.00	25
07 layal, leug l	80.00	125.00	55.00	F			100.00	25
07 niuqn, Leah d	80.00	125.00	55.00	F			100.00	25
07 nnoen, elykt	80.00	125.00	55.00	F			100.00	25
07 nrebN, werd j	80.00	125.00	55.00	F			100.00	25
07 nrehn, diva	80.00	125.00	55.00	F			100.00	25
07 nrehn, eina	80.00	125.00	55.00	F			100.00	25
07 ralcr, neel e	80.00	125.00	55.00	F			100.00	25
07 sleks, nage m	80.00	125.00	55.00	F			100.00	25
07 srals, rove l	80.00	125.00	55.00	F			100.00	25

2. With a Right Click (PC) or Control Click (Mac) of your mouse on the % column and select **Post Grades**.

Help							Daily Language Practice			
Totals							%	DLP1 [18]	DLP2 [12]	DLP3 [11]
Pts	Poss	%	Grd	%	Grd					
80.00	102.00	78.43	C			65.52	12		7	
112.00	124.00	90.32	A			87.80	17	11	8	
79.00	106.00	74.53	C			65.22		11	4	
86.00	124.00	69.35	D			70.05	12	10	0	
105.00	124.00	84.68	B							
110.00	124.00	88.71	B							
91.00	124.00	73.39	C							
91.00	124.00	73.39	C			75.61	13	10	8	
62.00	79.00	78.48	C			72.73			8	
98.00	124.00	79.03	C			70.73	12	7	10	
101.00	124.00	81.45	B			68.29	13	8	7	
105.00	124.00	84.68	B			75.61	16	7	8	
79.00	124.00	63.71	D			65.85	13	6	8	
72.00	124.00	58.06	F			63.41	12	8	6	
72.00	93.00	77.42	C			89.66	17		9	



3. Verify your grades are all listed and click **SAVE**.



The screenshot shows a software interface for a gradebook. At the top, there are dropdown menus for 'Calendar' (set to 10-03-00) and 'Section' (set to 02) 010101 7th Early Arts 1,2. Below these is a menu bar with 'Save', 'View', and 'Help'. The 'Save' button is circled in red. The main area displays 'Inpi, aici # 485636' and 'Chapter 1 [30]'. A yellow button labeled 'Hide Grade Totals' is visible. Below it is a 'Select a task:' dropdown menu currently showing 'Q1 - 9 Wks'. The main data is a table with columns: Student, Pts, Poss, %, Grd, %, Grd, and a final % column. The table lists 18 students with their respective scores and grades.

Student	Pts	Poss	%	Grd	%	Grd	%
07 afala, reh p w	229.00	225.00	102.00	A	102.00	A	100.0
07 deerd, atok n	175.00	225.00	75.00	C	75.00	C	100.0
07 emore, atir a	34.00	125.00	9.00	F	9.00	F	100.0
07 erome, nnav g	175.00	225.00	77.50	C	77.50	C	80.0
07 gnoyg, acin	168.00	225.00	75.00	C	75.00	C	72.0
07 horah, mail d	170.00	225.00	80.00	B	80.00	B	40.0
07 ikomi, alya e	92.00	155.00	55.00	F		F	67.2
07 ilupi, aici	170.00	225.00	72.50	C	72.50	C	100.0
07 kcamk, hara e	178.00	125.00	153.00	A	153.00	A	100.0
07 knufk, htes n	42.00	125.00	17.00	F	17.00	F	100.0
07 layal, leug l	80.00	125.00	55.00	F	55.00	F	100.0
07 niuqn, Leah d	80.00	125.00	55.00	F	55.00	F	100.0
07 nnoen, elykt	80.00	125.00	55.00	F	55.00	F	100.0
07 nrebn, werd j	80.00	125.00	55.00	F	55.00	F	100.0
07 nrehn, diva	80.00	125.00	55.00	F	55.00	F	100.0
07 nrehn, eina	80.00	125.00	55.00	F	55.00	F	100.0
07 ralcr, neel e	80.00	125.00	55.00	F	55.00	F	100.0
07 sleks, nage m	80.00	125.00	55.00	F	55.00	F	100.0

4. Change to the Sem Final Task using the pull-down menu, and verify your grades are calculating correctly. Enter the scores from your Final Exam / Project in the column designated **FINAL**. (The final scores can be added at any time after the group and assignment are created)

FINAL TEST [100]						FINAL	Q1 - 9 Wks		Q2 - 9 Wks		
Hide Grade Totals											
select a task						%		%	Grd	%	Grd
Q2 - Sem Final											
Student	%	Grd	%	Grd		FINAL [100]	%	Grd	%	Grd	
07 B	75.81	C			98.00	98	72.81	C	73.44	C	
07 C	85.32	B			85.00	85	83.29	B	87.41	B	
07 D	74.81	C			70.00	70	70.14	C	80.11	B	
07 F	84.17	B			98.00	98	73.83	C	91.43	A	
07 F	81.83	B			56.00	56	82.37	B	86.58	B	
07 F	84.52	B			78.00	78	79.06	C	91.43	A	
07 G	81.81	B			88.00	88	76.86	C	84.93	B	
07 G	69.75	C			81.00	81	72.73	C	64.26	D	
07 L	86.22	B			98.00	98	82.39	B	87.43	B	
07 L	75.16	C			100.00	100	80.14	B	64.67	D	
07 M	78.48	C			56.00	56	76.03	C	85.93	B	
07 N	81.54	B			78.00	78	74.93	C	88.93	B	
07 R	74.08	C			88.00	88	67.77	D	77.29	C	
07 R	65.43	D			86.00	86	65.63	D	60.67	D	
07 R	53.24	F			84.00	84	77.48	C	22.17	F	
07 S	75.90	C			85.00	85	65.47	D	84.30	B	
07 T	86.75	B			97.00	97	80.30	B	90.93	A	
07 T	80.13	B			91.00	91	77.96	C	79.89	B	
07 T	73.86	C			64.00	64	67.49	D	82.43	B	
07 T	86.95	B			76.00	76	86.23	B	90.10	A	
07 T	76.48	C			74.00	74	71.59	C	81.93	B	
07 Z	78.50	C			66.00	66	78.48	C	81.30	B	
07 Z	82.72	B			89.00	89	73.81	C	90.43	A	
07 Z	74.06	C			91.00	91	69.42	D	74.93	C	

5. With a Right Click (PC) or Control Click (Mac) of your mouse on the % column and select **Post Grades**.

Hide Grade Totals					Q1 - 9 Wks	
Select a task:					%	Grd
Q2 - Sem Final						
Student	%	Grd	%	Grd		
07 E	73.12	C			72.81	C
07 C	85.35	B			83.29	B
07 D	75.12	C			70.14	C
07 F	82.63	B			73.83	C
07 F	84.48	B				
07 F	85.24	B				
07 C	80.90	B				
07 C	68.50	D			72.75	C
07 L	84.91	B			82.39	B
07 L	72.40	C			80.14	B
07 M	80.98	B			76.03	C
07 M	81.93	B			74.93	C
07 F	72.53	C			67.77	D
07 F	63.15	D			65.63	D
07 F	49.83	F			77.48	C
07 S	74.89	C			65.47	D
07 T	85.62	B			80.30	B
07 T	78.93	C			77.96	C
07 T	74.96	C			67.49	D

Q2 - Sem Final

Post Grades

Post Grades to other task ▶

6. Verify your grades are all listed and click **SAVE**.



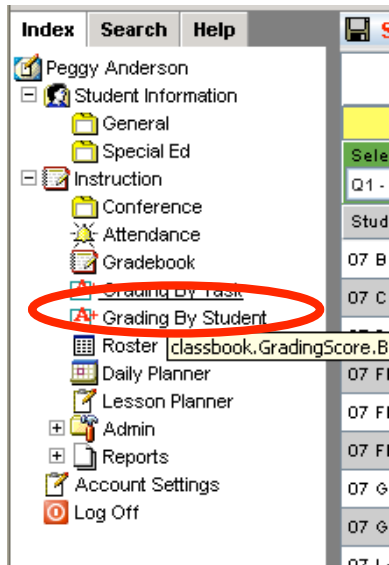
The screenshot shows a software interface with a menu bar containing 'Save', 'View', and 'Help'. The 'Save' button is circled in red. Below the menu bar is a 'Hide Grade Totals' button. A dropdown menu labeled 'Select a task:' is open, showing 'Q2 - Sem Final'. Below this is a table with columns for 'Student', '%', 'Grd', '%', 'Grd', and a final column. The table contains 20 rows of student data.

Student	%	Grd	%	Grd	
07	73.12	C	73.12	C	73
07	85.35	B	85.35	B	85
07	75.12	C	75.12	C	75
07	82.63	B	82.63	B	75
07	84.48	B	84.48	B	84
07	85.24	B	85.24	B	76
07	80.90	B	80.90	B	76
07	68.50	D	68.50	D	72
07	84.91	B	84.91	B	84
07	72.40	C	72.40	C	80
07	80.98	B	80.98	B	76
07	81.93	B	81.93	B	74
07	72.53	C	72.53	C	67
07	63.15	D	63.15	D	64
07	49.83	F	49.83	F	71
07	74.89	C	74.89	C	64
07	85.62	B	85.62	B	80
07	78.93	C	78.93	C	77
07	74.96	C	74.96	C	67
07	88.17	B	88.17	B	86
07	76.76	C	76.76	C	77

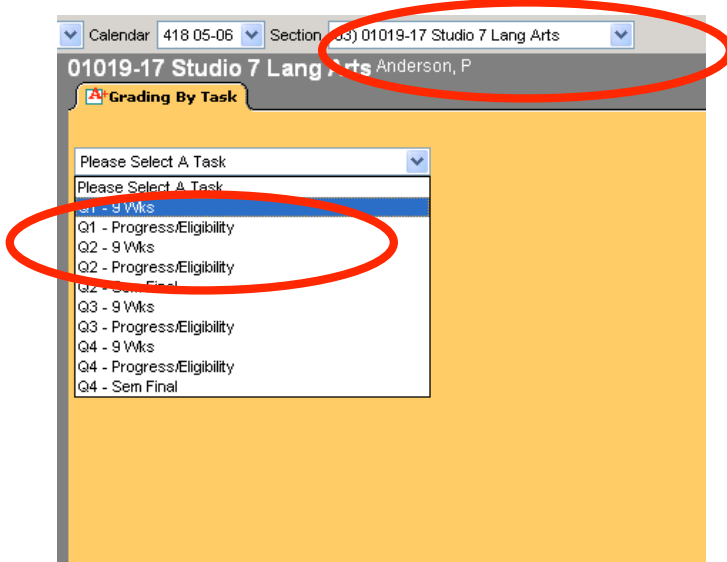
7. **Repeat for each of your sections.**

To Add Comments, Alter Grades, or to Enter Grades Manually

1. Click on the **Grading by Task** link in the navigation bar



2. Select your section and select the **grading term** from the pull-down menus.



3. Verify that student grades are correct.

01015-1 7th Lang Arts 1,2 Anderson, Peggy

Grading By Task

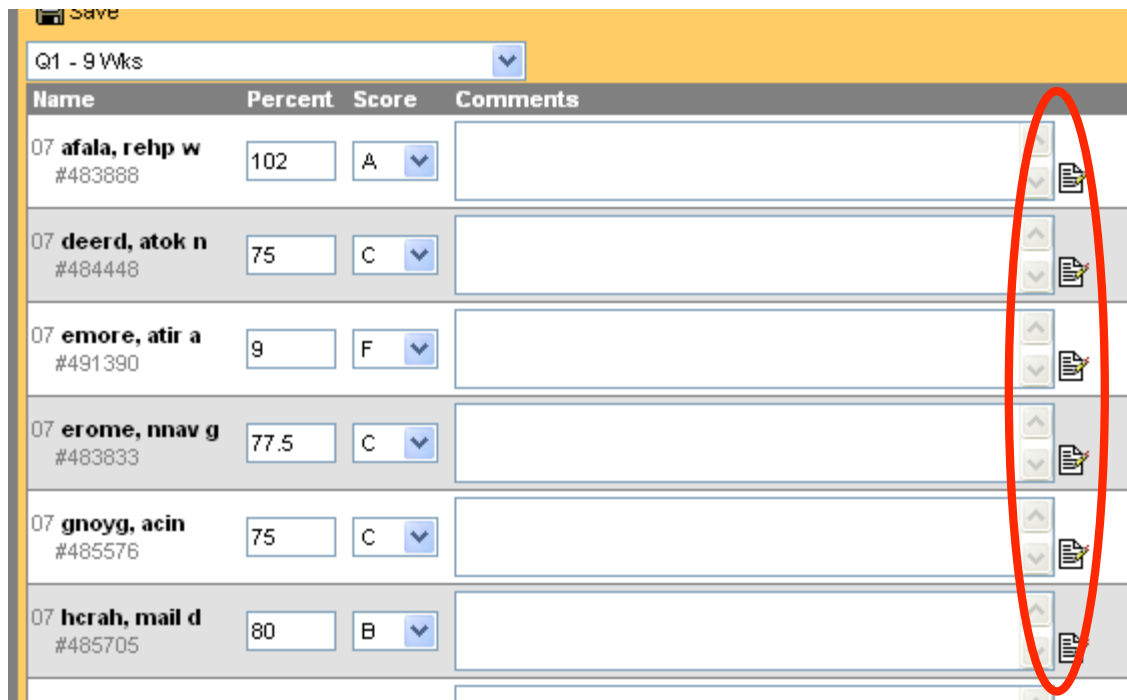
Save

Q1 - 9 Wks

Name	Percent	Score	Comments
07 afala, rehp w #483888	102	A	
07 deerd, atok n #484448	75	C	
07 emore, atir a #491390	9	F	
07 erome, nnav g #483833	77.5	C	
07 gnoyg, acin #485576	75	C	
07 hcrah, mail d #485705	80	B	
07 ikcni, alya e #647994		F	
07 ilupi, aici #485636	72.5	C	
07 kcamk, hara e #483236	153	A	
07 knufk, htes n	17	F	



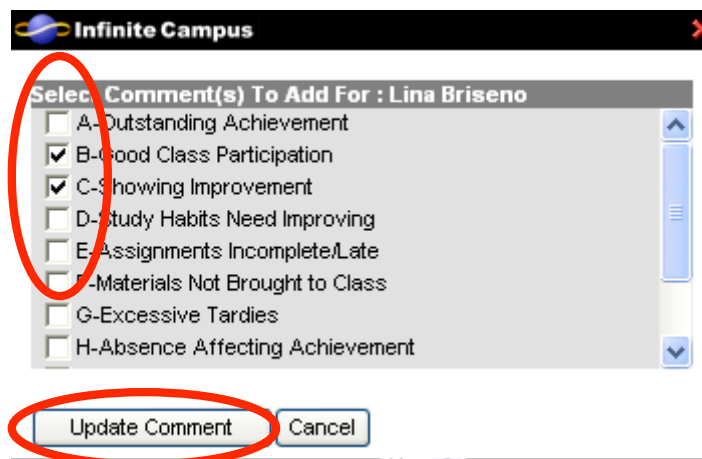
4. Click on the icon to the right of the comment field for those students for whom you wish to enter comments.



The screenshot shows a table with columns for Name, Percent, Score, and Comments. A red circle highlights the comment icons (a small document icon with a pencil) located to the right of each student's comment field.

Name	Percent	Score	Comments
07 afala, reh p w #483888	102	A	
07 deerd, atok n #484448	75	C	
07 emore, atir a #491390	9	F	
07 erome, nnav g #483833	77.5	C	
07 gnoyg, acin #485576	75	C	
07 hcrah, mail d #485705	80	B	

5. Select the comment(s) from the pop-up window that opens and then click **Update Comment**.



The screenshot shows a pop-up window titled "Infinite Campus" with the subtitle "Select Comment(s) To Add For : Lina Briseno". It contains a list of comment options with checkboxes. The "Update Comment" button at the bottom is circled in red.

- A-Outstanding Achievement
- B-Good Class Participation
- C-Showing Improvement
- D-study Habits Need Improving
- E-Assignments Incomplete/Late
- F-Materials Not Brought to Class
- G-Excessive Tardies
- H-Absence Affecting Achievement

Update Comment Cancel

6. Repeat this process to give comments to your remaining students and **click SAVE** when finished.

The screenshot shows a student gradebook for 'Q1 - 9 Wks'. At the top left, a yellow bar contains a 'Save' button with a floppy disk icon, which is circled in red. Below this is a table with columns for Name, Percent, Score, and Comments. The table contains six rows of student data.

Name	Percent	Score	Comments
07 afala, rehp w #483888	102	A	B-Good Class Participation C-Showing Improvement
07 deerd, atok n #484448	75	C	A-Outstanding Achievement
07 emore, atir a #491390	9	F	
07 erome, nnav g #483833	77.5	C	D-Study Habits Need Improving G-Excessive Tardies
07 gnoyg, acin #485576	75	C	
07 hcrah, mail d #485705	80	B	C-Showing Improvement

7. Repeat for each of your sections.

The screenshot shows a dropdown menu for selecting sections. The menu is open, showing a list of sections under 'Term Q1' and 'Term Q2'. The 'Save' button is circled in red. The dropdown menu is currently showing '02) 01015-1 7th Lang Arts 1,2' as the selected section.

Calendar 418 05-06 Section 02) 01015-1 7th Lang Arts 1,2

01015-1 7th Lang Arts 1,2

Grading By Task

Save

Q1 - 9 Wks

Name Percent Score

07 afala, rehp w 102 A

Term Q1

- 01) 01019-1002 Studio 7 Lang Arts
- 02) 01015-1 7th Lang Arts 1,2
- 03) 01019-17 Studio 7 Lang Arts
- 04) 01123-2 7th Reading-Yr
- 05) 01021-19 Studio 8 Lang Arts
- 06) 01123-2 8th Reading-Yr
- 09) 09505-20 Study

Term Q2

- 01) 01019-1002 Studio 7 Lang Arts

8. Repeat for Semester Final Grades for all Sections (Classes).