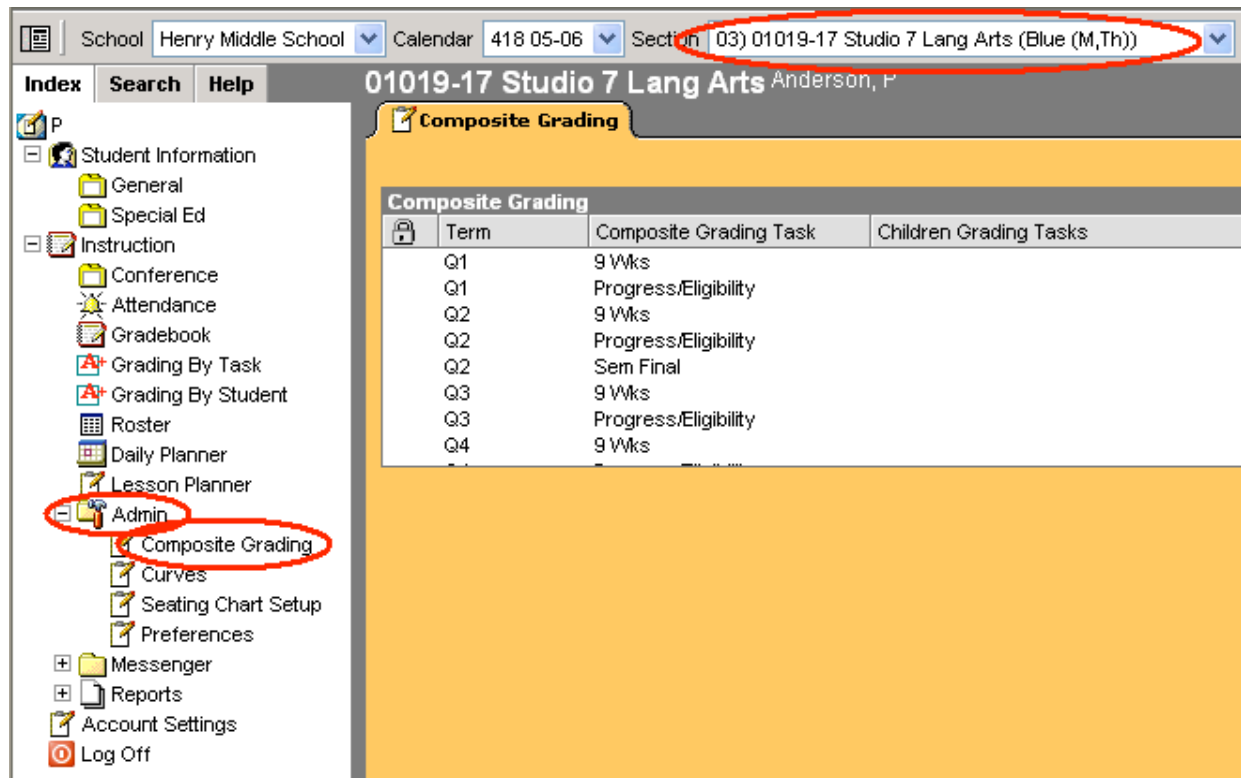


End of Semester Grading Step-By-Step Checklist for Composite grading without a separate Final Exam / Project

Composite Grading (Without a separate Final Exam / Project score) - 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 to calculate the Semester Final grade.

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 menu is set to '03) 01019-17 Studio 7 Lang Arts (Blue (M,Th))'. The left sidebar menu has 'Admin' highlighted with a red circle. The main content area shows the 'Composite Grading' table with the following data:

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	

2. 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. In this example the **Sem Final** grade will be comprised of 50% Q1 9 wks and 50% Q2 9 wks. If your school uses 6-weeks grading then place the proper % next to each of the grading terms (example - 33% 1st 6-wks, 33% 2nd 6-wks, 34% 3rd 6-wks). *The percentage amount is at the teacher and administration discretion for each school.* **CLICK SAVE!**

The screenshot shows the 'Composite Grading' interface. At the top, there is a 'Save' button. Below it is a table with columns: Term, Composite Grading Task, and Children. The 'Q2 Sem Final' row is highlighted in blue and circled in red. Below this is the 'Composite Grading Detail' section for 'Term Q2 - Sem Final'. It shows a table with columns: Weight and Grading Task. The '50' weight for 'Q1 9 Wks' and 'Q2 9 Wks' is circled in red.

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

Weight	Grading Task
50	Q1 9 Wks
	Q1 Progress/Eligibility
50	Q2 9 Wks
	Q2 Progress/Eligibility
	Q3 9 Wks

3. 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

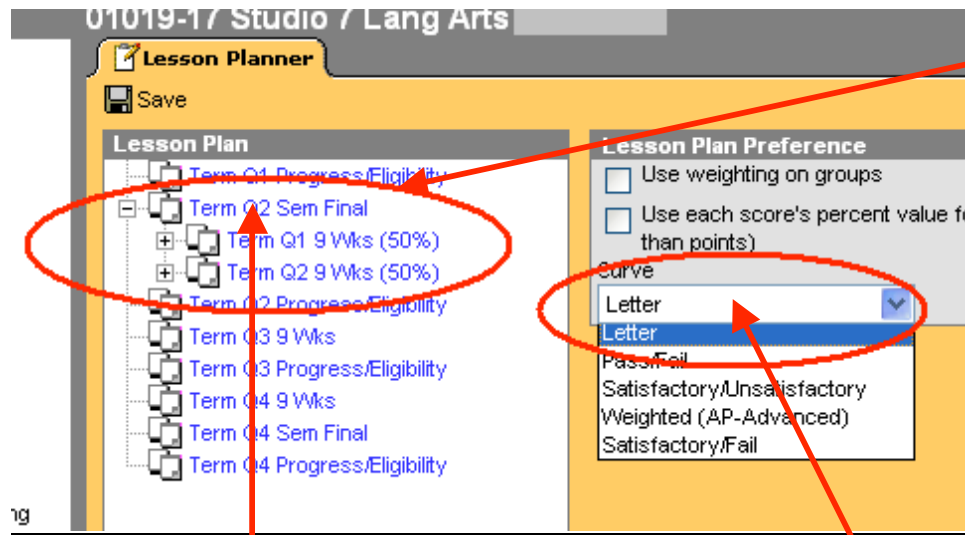
The screenshot shows the 'Composite Grading' interface after saving. The 'Q2 Sem Final' row is highlighted in blue and circled in red. To the right of this row, the weighted components are displayed: '(50%) Q1 9 Wks' and '(50%) Q2 9 Wks', which are also circled in red. A red arrow points from the top right of the page towards these components.

Term	Composite Grading Task	Children Grading Tasks
Q1	9 Wks	
Q1	Progress/Eligibility	
Q2	9 Wks	
Q2	Progress/Eligibility	
Q2	Sem Final	(50%) Q1 9 Wks (50%) Q2 9 Wks
Q3	9 Wks	
Q3	Progress/Eligibility	

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

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

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 (words, not the icon) and select the **Curve** for the Sem Final from the pull-down in the **Lesson Plan Preference** window.
3. Repeat 1 & 2 for all of your sections (classes).

Setup for Composite Grading (without 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 (Without 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, Section 02) 01015-1 7th Lang Arts 1,2. The interface includes a navigation menu on the left with options like Student Information, Instruction, Attendance, and Gradebook. The main area displays a table of student grades for a task named 'Q2 - 9 Wks'. The table has columns for Student, Pts, Poss, %, Grd, and a green portion with % and Grd columns. A red arrow points to the 'Task' dropdown menu, and another red arrow points to the '%' 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 ikomi, 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 kcank, 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 nnoon, 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

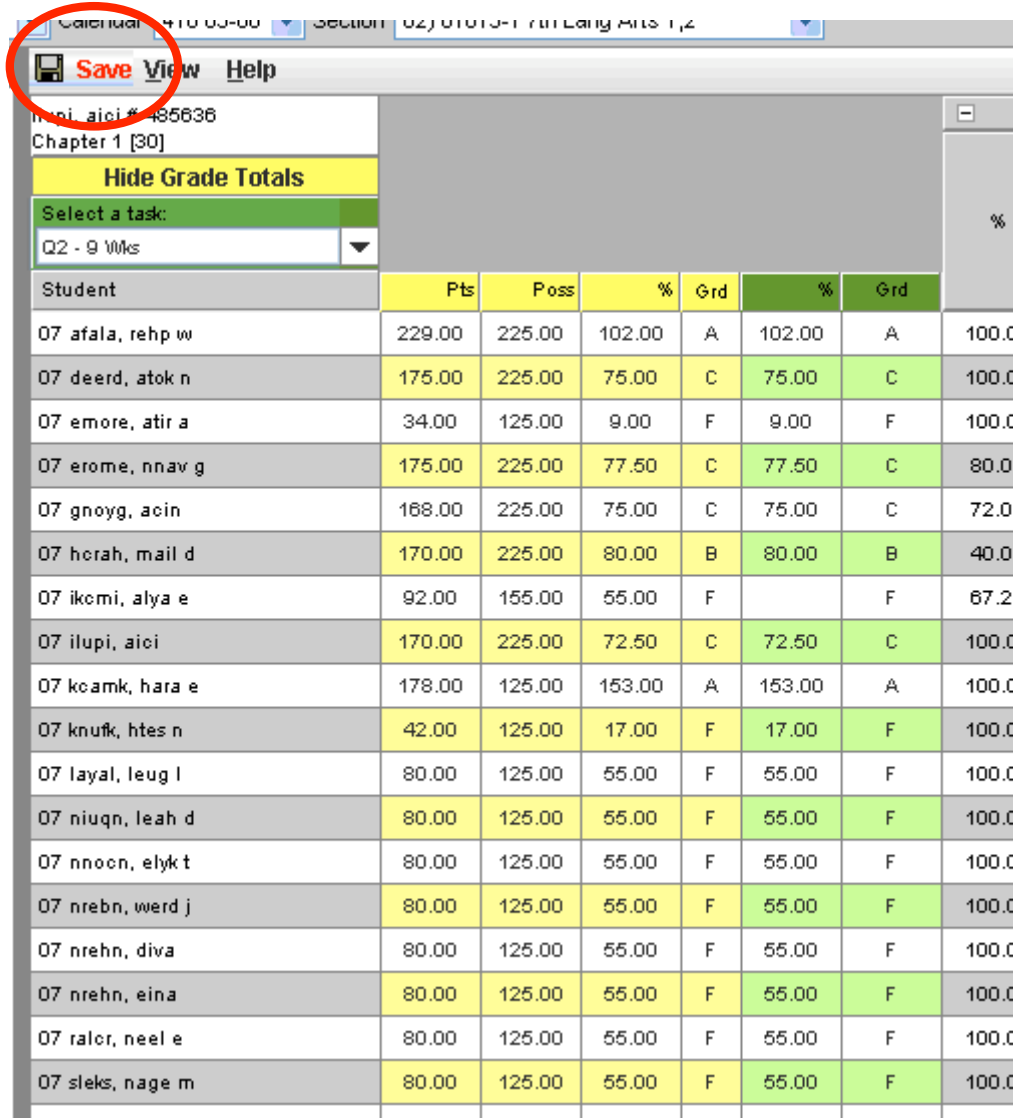
							Daily Language Practice									
							%	DLP1 [18]	DLP2 [12]	DLP3 [11]						
							Pts	Poss	%	Grd	%	Grd				
							80.00	102.00	78.43	C			65.52	12		7
							112.00	124.00	90.32	A			87.80	17	11	8
te L							79.00	106.00	74.53	C			65.22		11	4
							86.00	124.00	69.35	D			70.05	12	10	0
							105.00	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			75.81	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
Jesus A							101.00	124.00	81.45	B			68.29	13	8	7
							105.00	124.00	84.68	B			75.81	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
n D							72.00	93.00	77.42	C			89.66	17		9

Q1 - 9 Wks

Post Grades

Copy % and Grd to other task

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' and 'Section'. Below them is a menu bar with 'Save', 'View', and 'Help'. The 'Save' button is highlighted with a red circle. The main area displays 'Chapter 1 [30]' and a 'Hide Grade Totals' button. A 'Select a task' dropdown is set to 'Q2 - 9 Wks'. Below this is a table with columns for 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. 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: Q2 - Sem Final					%	Grd
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 ▶

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



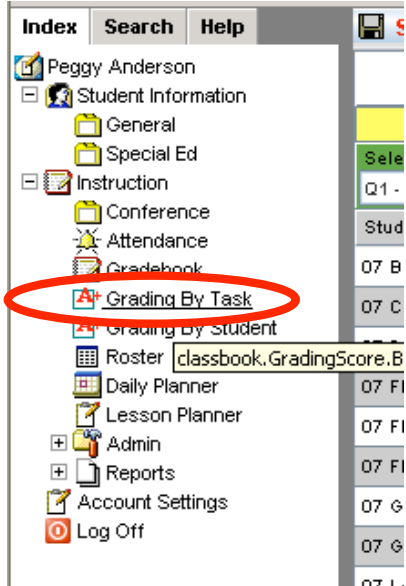
The screenshot shows a software interface with a menu bar containing 'Save', 'View', and 'Help'. The 'Save' button is circled in red. Below the menu bar is a 'Hide Grade Totals' button. A dropdown menu labeled 'Select a task:' is open, showing 'Q2 - Sem Final'. Below this is a table with columns for '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	73
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	73
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	71
07	74.96	C	74.96	C	67
07	88.17	B	88.17	B	86
07	76.76	C	76.76	C	71

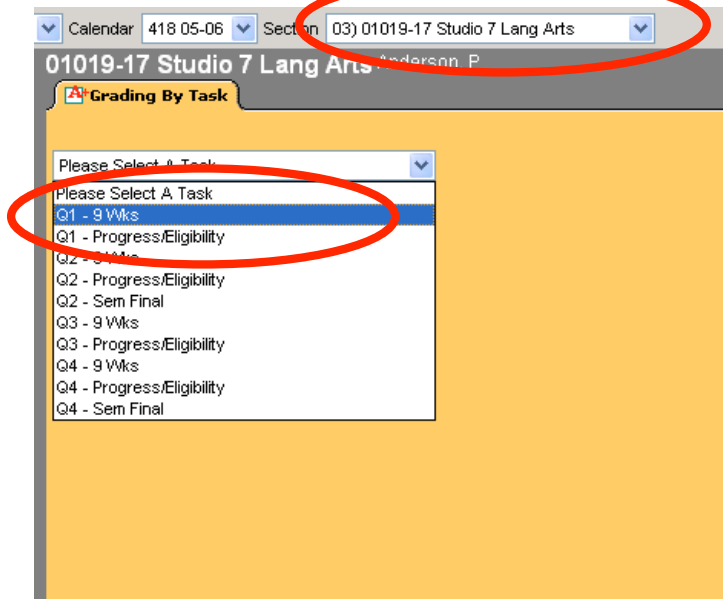
6. **Repeat for each of your sections.**

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.

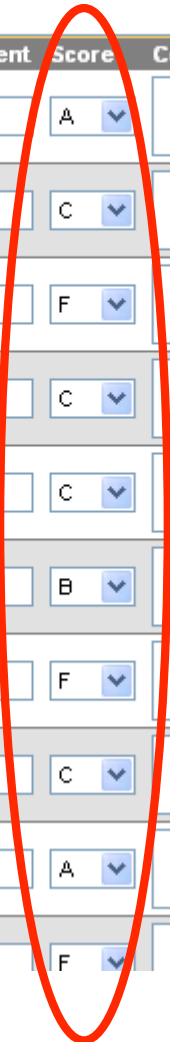
01015-1 7th Lang Arts 1,2 Anderson, Peggy

Grading By Task

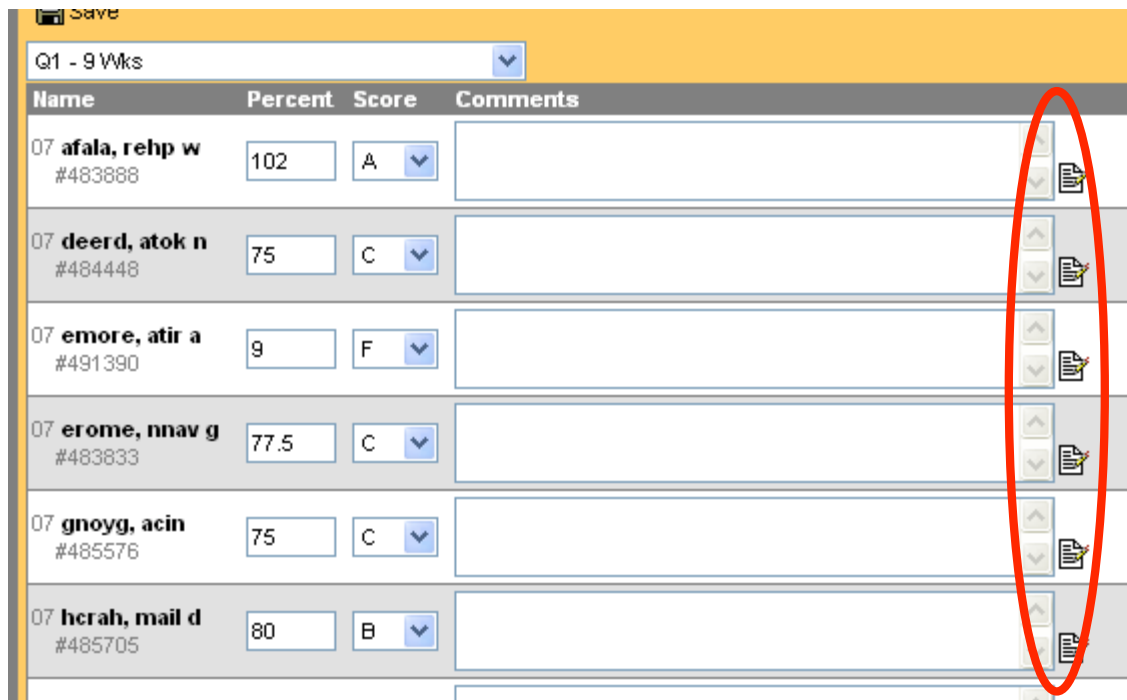
Save

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	



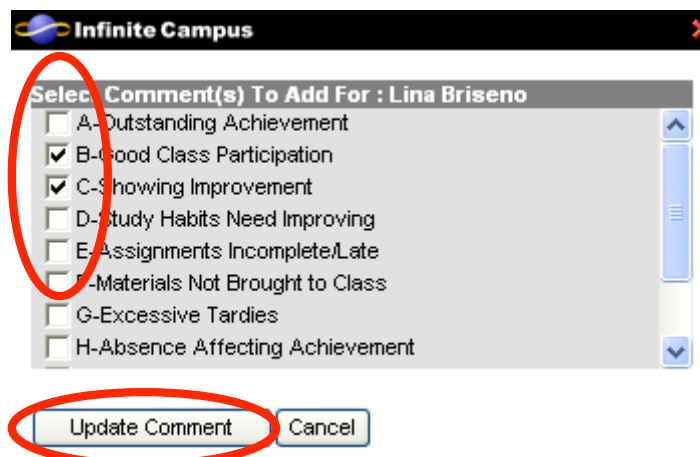
4. Click on the icon to the right of the comment field for those students for whom you wish to enter comments.



The screenshot shows a table with columns for Name, Percent, Score, and Comments. A red circle highlights the comment icons (a small document icon) 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 a sub-header "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.

Select Comment(s) To Add For : Lina Briseno

- 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.

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.

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).