



*From the Desk
of
Mrs. Witkowski*

TO: Teachers

SUBJECT: Final Exams and GradeQuick

DATE: May 16, 2005

Below are the instructions for adding your final exam column to GradeQuick. A million and more thanks to Mr. Maddy who persevered last year until he got the percentage figured out. I NEVER would have gotten it!

Two things to remember when sending grades to Patty. This is very important!

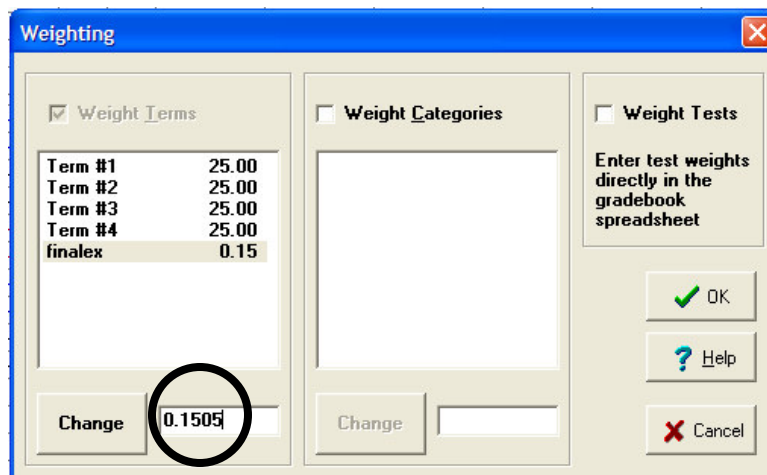
1. Send **ONLY Quarter 4 and 5th 6-week and 6th 6-week grades**. DO NOT resend grades that have already appeared on report cards. Doing so makes a mess in MMS. If you need to report grades for incompletes, etc. for Quarter 3, give them to Patty on paper or email them.
2. All grades **over 100%** must be overwritten as 100% in the **SUBTOTAL** column to record correctly. Again, not doing this causes errors in MMS and makes Patty sad. ☹

To add your final exam column and make your final exam 7% of the final grade:

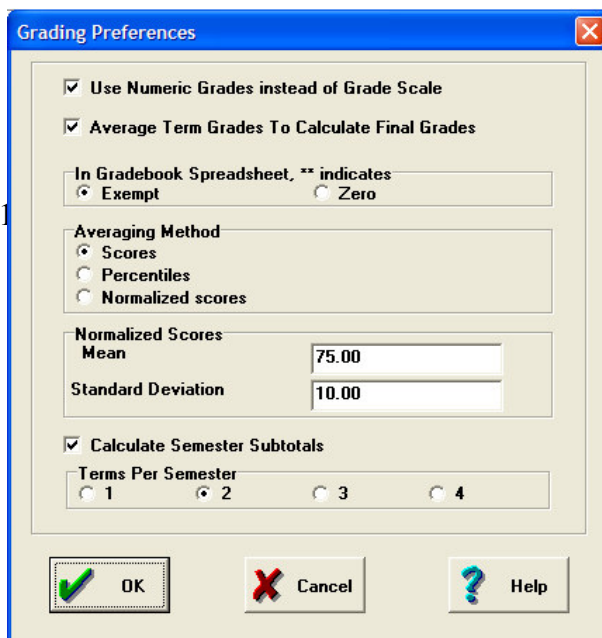
1. Each class must be done separately.
2. "View all terms" must be selected from the drop down box.
3. Click to the right of the last column to create a new test column.
4. The **short** name of the new test must be **finalex** to transfer to MMS correctly.
5. The **long** name can be anything.
6. The term will come up as 4. Highlight the 4 and delete it.

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7. As soon as you do that, a dialog box will appear for weighting. You must enter .1505 for the weight:



8. The dialog box to “assign special scores to semesters” will come up; just hit OK.
9. Category can be “final exam”
10. Points possible will be the total possible points for your final exam. (or 100 if you are using percents.)
11. Now you can enter your scores.
12. Grading---Grading Preferences must look like this:



In case you're wondering . . .

The reason the weight must be entered as .1505 is that when semester subtotals are calculated, GradeQuick then reassigns the weights for each semester as “1” so the total weights for the two semesters is 2. Using .1505 for the weight for the final exam is necessary because .1505 is 7% of 2.1505, the total weight of the 2 semesters and the final exam.