

Upper School Midterm Grade Submission Instructions

November, 2003 — Semester 1 Midterm

Yay! Time once again for doing grades. The procedure is only a little different from previous years, due to the change from the old quarter system to the new midterms.

1. First, a word about “terms”: since we’re no longer on a quarter system at the Upper School, we no longer use Gradequick’s concept of a “term.” Instead, *only the final grade is ever used*. This means that the grades you submit now for the midterm are whatever the current **final grade** is for each of your students.

In fact, it is probably best to turn off the “Terms” subtotal, under the View menu.

The screenshot shows the 'View' menu with 'Subtotals...' selected. The 'Subtotals' dialog box is open, with 'Terms' checked and circled. The 'In subtotal columns, show:' section has 'Averages' selected. To the right, a gradebook table is visible with columns for 'Total', 'Max', 'Avg', and 'Grade'. A black oval highlights the 'Grade' column in the table.

	Speech	Grammar			Total	Max	Avg	Grade
Entry	Shakespe	Subject						Yr
1	1	1						
est	Quiz	Homework						
3/01	9/5/01	9/23/01						
00	50	50						
* *	50.0	✓			192.50	200	96.25	A
5.0	32.0	ok			144.50	200	72.25	C
7.0	49.0	Good			280.00	300	93.33	A
00	X	✓			242.50	250	97.00	A
1.0	48.0	A			266.50	300	88.83	B
4.0	45.0	Fail			229.50	300	76.50	C
5.0	50.0	NC			218.00	300	72.67	C
7.0	**	Good			183.00	250	73.20	C

If you need to override someone’s grade, or enter a letter grade or special code manually, just highlight the letter grade in the last column and type the grade you wish to assign. (See Nancy Johnson for instructions on the special grading codes WP, WA, etc.) Once you’ve manually assigned a grade, it will appear in **bold**. To reset the grade back to its automatically calculated value, just highlight the grade and press *delete* on your keyboard, then click elsewhere in your gradebook.

2. Comments

Next, you need to enter comment codes for your students. To show the columns for the comment codes, go to the View menu and choose *Student Info*. Scroll to the bottom of the list of student data fields, and click on each of the comment code fields, C1, C2, C3, C4, and C5. (C5 might be farther down in the list) If you know that you’re only going to need room for three comments, you may highlight only C1, C2, and C3 if you wish. Click *OK* when you’re finished.

The screenshot shows the 'View' menu with 'Student Info...' selected. The 'Information About Each Student' dialog box is open. The 'Data Fields to view:' list has C1, C2, C3, and C4 selected. The 'Summary Information:' section has 'Name', 'ID Number', 'Total points', 'Maximum', and 'Final Average' checked.

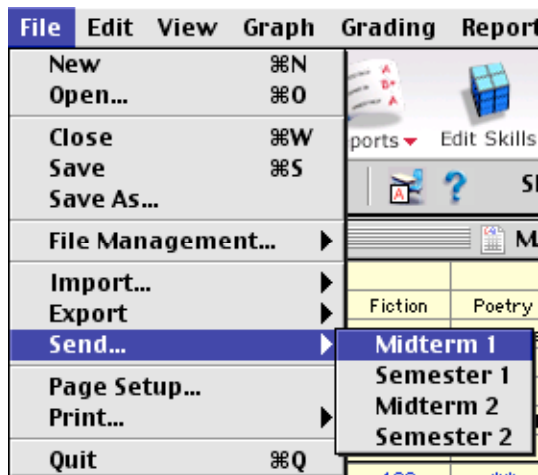
Once you've turned on the comment code columns, they'll appear next to the list of your students' names. Enter the two or three digit comment codes in the appropriate boxes.

MAC DEMO									
Name	C1	C2	C3	C4	Fiction	Poetry	Speech		
Long Name					Study of	Using Me	Shakespe		
Term					1	1	1		
Category					Test	Test	Quiz		
Date					8/17/01	8/23/01	9/5/01		
Possible					100	100	50		
1. Adler, Leslie	50	125			100	**	50.0		
2. Boyd, Jerry					**	75.0	32.0		
3. Chang, Julia					94.0	97.0	49.0		
4. Cohen, Josh					100	100	X		
5. Denton, Bill					90.0	81.0	48.0		
6. Flaherty, Sarah					88.0	84.0	45.0		

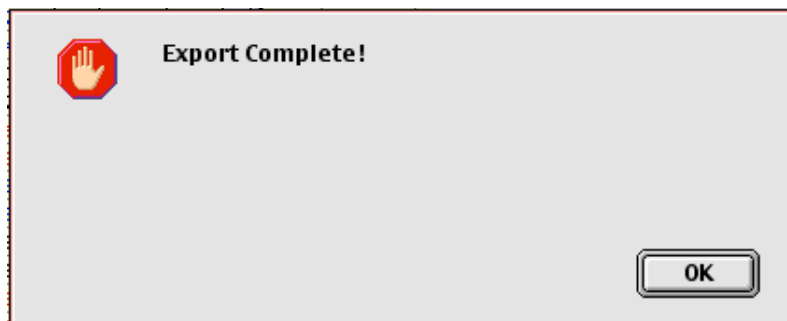
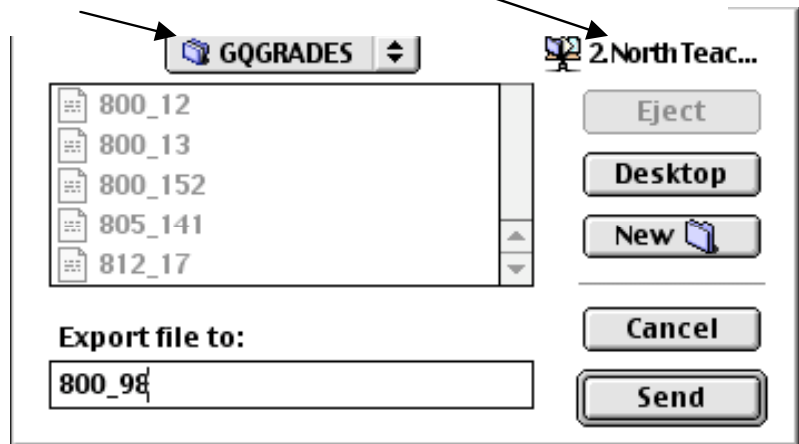
The list of comment codes is available on the MA web site. Some printed copies will be available in the office as well.

3. Send them!

Finally, all you need to do is choose "Midterm 1" from the File -> Send menu. Then, simply press "Send" in the dialog box that appears.



Make sure you see these names, showing that you're properly connected to the server!



You're Done!