

Submitting End of the Semester/Trimester Grades

Step 1: Open up the appropriate class and make sure that the "Term" row says 1, 2, or 3 (based on the current trimester or semester-see Picture 1A) for ALL of your assignments. Go to the "View" menu and select "Subtotals" from the list. Check the box next to "Terms" and uncheck the other two if they aren't already (Picture 1B). Click "OK". You should notice a "subtotal" column after your final assignment. There should only be 1 subtotal column and it should have the appropriate term number in the "Terms" row (Picture 1C).

Picture 1A

Name	ID	Fiction	Poetry	Speech	Grammar
Long Name		Study of	Using Me	Shakespe	Subject
Term		1	1	1	1
Category		Test	Test	Quiz	Homework
Date		8/17/01	8/23/01	9/5/01	9/23/01
Possible		100	100	50	50
1. Adler, Leslie	1	100	**	50.0	✓
2. Boyd, Jerry	18	**	75.0	32.0	ok
3. Chang, Julia	5	94.0	97.0	49.0	Good

Picture 1C

Picture 1B

Subtotals

Show subtotal columns for:

- Categories
- Terms
- Categories by term

In subtotal columns, show:

- Totals
- Maximums
- Averages

Cancel OK

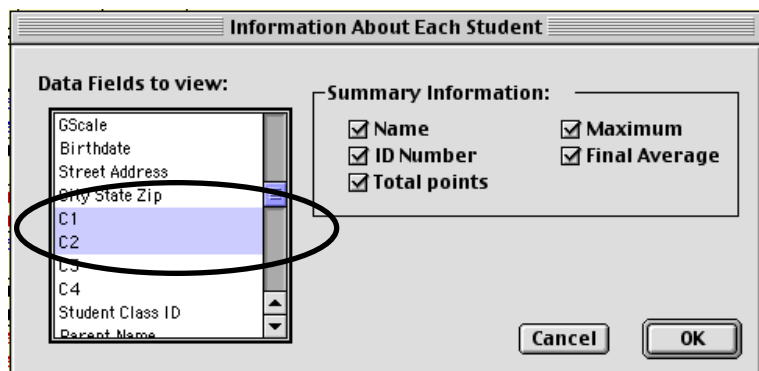
Name	ID	Fiction	Poetry	Speech	Grammar	SUBTOTAL
Long Name		Study of	Using Me	Shakespe	Subject	
Term		1	1	1	1	1
Category		Test	Test	Quiz	Homework	ALL
Date		8/17/01	8/23/01	9/5/01	9/23/01	
Possible		100	100	50	50	100%
1. Adler, Leslie	1	100	**	50.0	✓	96.2 A
2. Boyd, Jerry	18	**	75.0	32.0	ok	72.2 C
3. Chang, Julia	5	94.0	97.0	49.0	Good	93.3 A
4. Cohen, Josh	6	100	100	X	✓	97.0 A
5. Denton, Bill	14	90.0	81.0	48.0	A	88.8 B
6. Flaherty, Sarah	7	88.0	84.0	45.0	Fail	76.5 C
7. Gardner, Alex	4	92.0	76.0	50.0	NC	82.6 C

Step 2: Check all of your grades in the "Subtotal" column. When you submit your grades this is the one that will be sent for third trimester. If you want to adjust a grade for a particular student without changing their scores, click into the "Subtotal" column for that student and type in the desired letter grade, then hit return. You should notice that the changed letter grade is now in bold. If you want to change the grade back to the original calculated grade, simply delete the letter grade in the subtotal column and hit return.

Step 3: Comments. Go to the "View" menu and select "Student Info". On the left hand side of this box there is a list of possible data fields. Scroll down until you see C1, C2... Click on the number of data fields that correspond to the maximum number of comments you plan on making for any one particular student. For example, if you plan on making no more than 2 comments for any one student, click on (so it highlights in blue) C1 and C2 (See Picture 3A). Now click "OK". You should see two extra columns called C1 and C2 right next to the student's names. Put ONLY ONE (1) comment in each box (Picture 3B). If you need to see a list of comments please select the "Middle School Comment List" or the 'High School Comment List' on the 'Faculty and Staff Only' part of the Minnehaha Webpage under Classroom Resources

Picture 3B

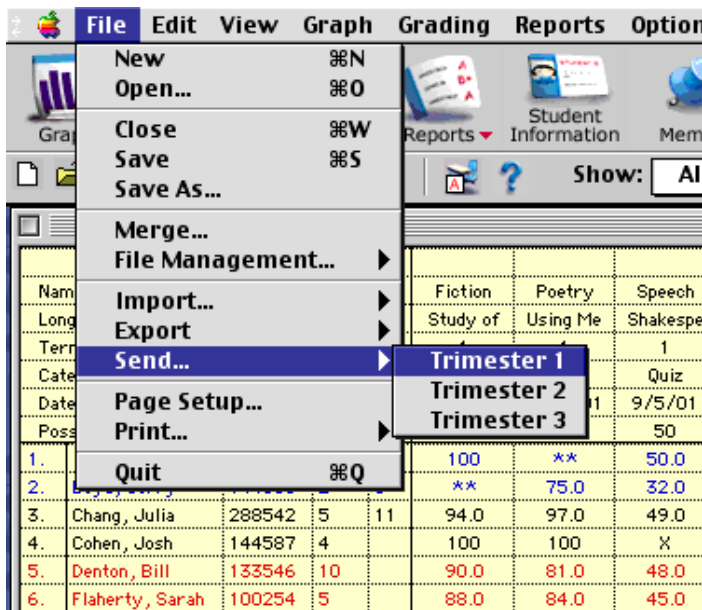
Picture 3A



Name	ID	C1	C2	Fiction Study of
Long Name				1
Term				Test
Category				8/17/01
Date				Possible
				100
1. Adler, Leslie	188403	2		100
2. Boyd, Jerry	144560	2	3	**
3. Chang, Julia	288542	5	11	94.0
4. Cohen, Josh	144537	4		100
5. Denton, Bill	133546	10		90.0
6. Flaherty, Sarah	100254	5		88.0
7. Gardner, Alex	100254	41	11	92.0
8. Guth, Michael	133555	12	34	66.0
9. Jackson, Martin	100548	8		90.0

Step 4: Once you have checked your grades and inserted comments, you are ready to submit your grades. At this point you need to make sure that you are sending your grades from the Grade Quick folder that is on your server file ONLY. The easiest way to make sure that you are doing this correctly is to do it from an iMac at school, not a laptop. If you use a laptop, you need to make sure that there are no extra copies of Grade Quick somewhere on the hard drive. Now go to the "File" menu and go to "Send". Select the appropriate Trimester or Semester (Picture 4A). This will bring up a window that should say "GQ Grades" at the top (Picture 4B). Just click "Send" and you are ready to move on to the next class.

Picture 4A Middle School Example (High School would say Semester 1)



Picture 4B

