

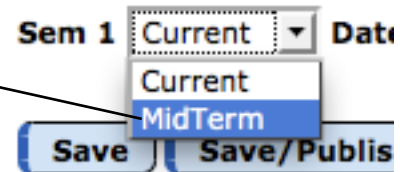


Calculating and Reporting Midterm Grades to the Office

1) In your GradeBook please select Scores--Assignment Scores.



2) Click on the pop-up labeled Current and select Midterm.

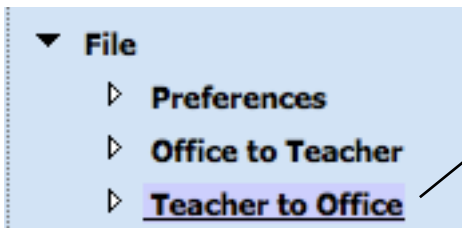


3) Enter the Midterm Cutoff Date in the Date: field and then click on the Save button.



4) Repeat steps 2 & 3 for each section of your classes.

5) To send the Midterms to the Office select File--Teacher to Office. Click on the Execute button.



Choose which information to send to the Office:

- Grades
- Standards and Benchmarks

Execute

6) If you would like a print-out of the Midterm Grades you sent to the Office please select Edit--Midterm Grades and click on the Print button.

