

## **Preparing Midterm Grades to be Printed on Report Cards**

### *Teacher Instructions*

The following is a list of items that should be completed to prepare and send midterm/in progress grades to the office to be printed on a midterm report card. The items are listed in sequential order and should be completed in this order.

1. In your GradeBook go to Scores: Assignment Scores.
2. In the upper center part of the window next to the Course drop down menu the term will be listed, Qtr 1 for example, and next to it in a drop down menu the word Current will appear.
3. Click on the pop-up menu displaying Current and select Midterm.
4. A box will appear with a calendar icon to the right.
5. Enter the midterm date manually or click on the calendar item.
6. Assignments through this date will be included in the “in-progress” calculation.
7. If necessary you can “choose/lock” a student’s midterm grade by clicking on it and choosing the grade that is different than the calculated grade. A check will appear in the box next to the grade to indicate this is a “locked” grade. To change a “locked” grade back to a calculated grade you can click on the checkbox next to the grade and it will change back to a calculated grade.
8. This process must be done for each course.
9. Go to Edit: Midterm Grades.
10. The Midterm Grades will appear in the term column. Review/Change them if necessary.
11. Choose a comment from the drop down menu in the comment area.
12. Repeat this process for each class by choosing each class in the Course pop-up menu.
13. After all grades and comments have been verified click “Send Grades for All Courses to Office” to send grades to the Office.
14. Smile! Midterm grades are done!