

Preparing Midterm Grades to be Printed on Report Cards

JMC Next-Gen 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. Click on Save and Done.
10. Go to Edit: Midterm Grades.
11. The Midterm Grades will appear in the term column. Review/Change them if necessary.
12. Choose a comment from the drop down menu in the comment area.
13. Repeat this process for each class by choosing each class in the Course pop-up menu.
14. Go to File: Teacher to Office to send grades to the Office.
15. If you go back to Scores: Assignment Scores you will need to change the pop-up menu displaying “Current” back to “Midterm” if you want to see the midterm grade, or midterm date there.