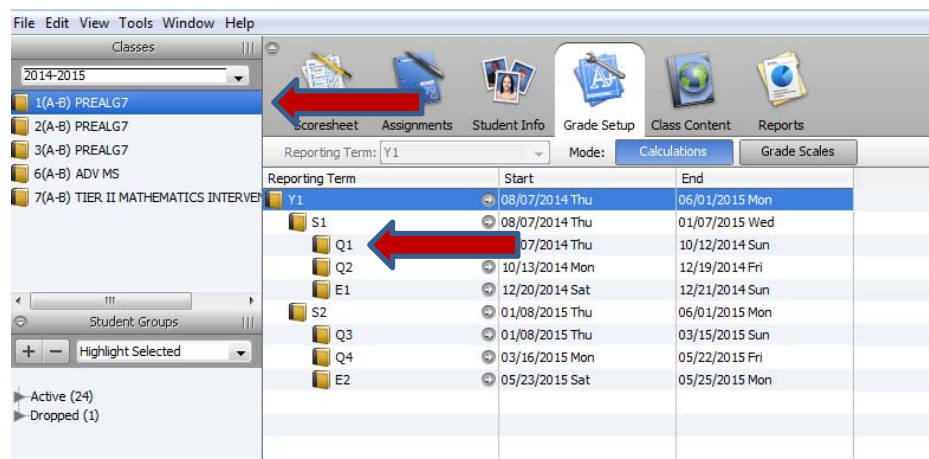


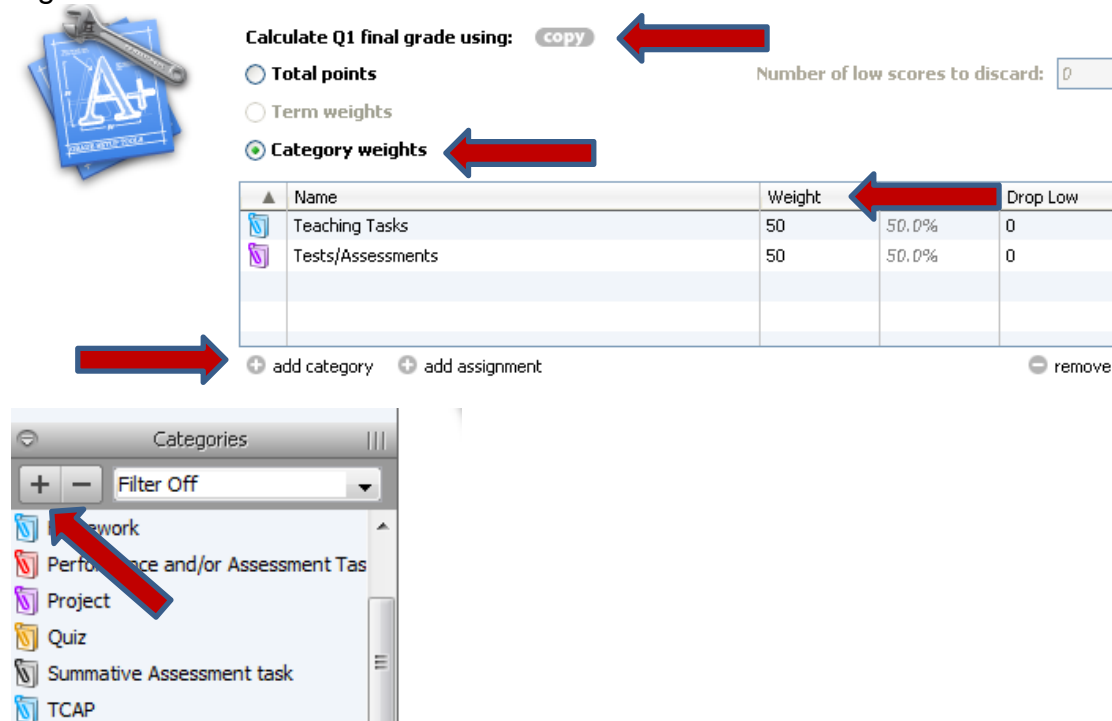
## Final Grade Setup-Middle School

1. a. Choose your first class under Classes in the top left corner.
- b. On the **Grade Setup** tab, double-click on the **reporting term, Q1**.



2. Mark the bubble to select "**Category weights** (Figure 2)."
  3. Click "**add category**" (Figure 2) to view a list of categories already created in the gradebook.
- If the needed categories are not available, click the "+" sign at categories and add (Figure 2).
4. Select the categories to use in the final grade and click OK.

Figure 2.

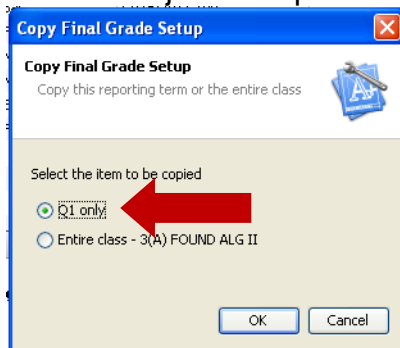


5. Allocate the appropriate **weight** to the category or assignment. HCDE policy is shown. (Figure 2).

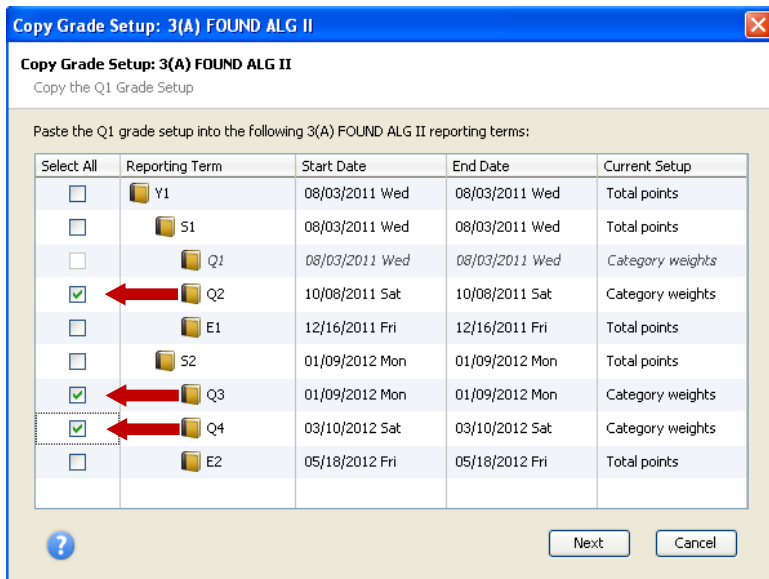
6. Click **Save**.

7. Select “Copy” next to “Calculate Q1 final grade using:” (Figure 2)

8. Choose just this quarter and select OK.



9. Select the remaining quarters- Q2, Q3, Q4. Select Next and Finish.



10. Double-click Y1. Select Term Weights. Change the weights of S1 and S2 to 50% each, and Save.



Calculate Y1 final grade using: **copy**

☐ Total points

Number of low scores to discard:

☒ Term weights

☐ Category weights

Name	Weight	Percent	Drop Low
S1	50		n/a
S2	50		n/a

11. Double-click S1. Select Term Weights. Change Q1 and Q2 to 50% each, E1 to 0, and Save.



Calculate S1 final grade using: **copy**

☐ Total points

Number of low scores to discard:

☒ Term weights

☐ Category weights

Name	Weight	Percent	Drop Low
Q1	50	50.0%	n/a
Q2	50	50.0%	n/a
E1	0	0.0%	n/a

**IF THIS IS A TCAP TESTED COURSE, CONTINUE WITH STEP 13.**

**IF THIS IS NOT A TCAP TESTED COURSE, REPEAT STEP 12 FOR Q3, Q4, AND E2 (and do not complete steps 13-15).**

**IF THIS IS AN EOC COURSE, USE THE HIGH SCHOOL POLICY FOR THE EOC WEIGHT.**

12. Double-click S2. Select Term Weights. Change Q3 and Q4 to 42.5% and E2 to 15%.



Calculate S2 final grade using: **copy**

☐ Total points

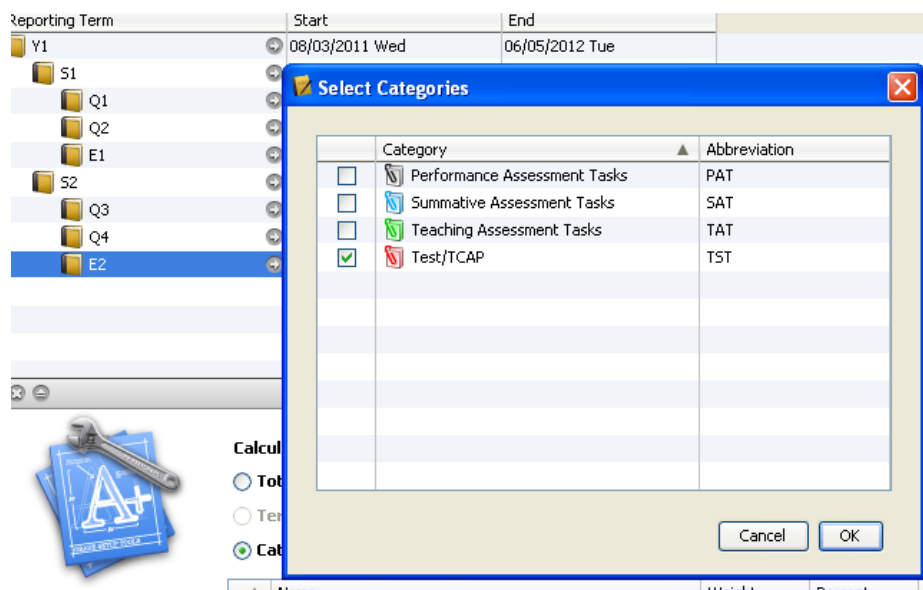
Number of low scores to discard:

☒ Term weights

☐ Category weights

Name	Weight	Percent	Drop Low
Q3	42.5	42.5%	n/a
Q4	42.5	42.5%	n/a
E2	15	15.0%	n/a

13. Double-click E2. Select “Category Weights”, “add category” and choose Test/TCAP.

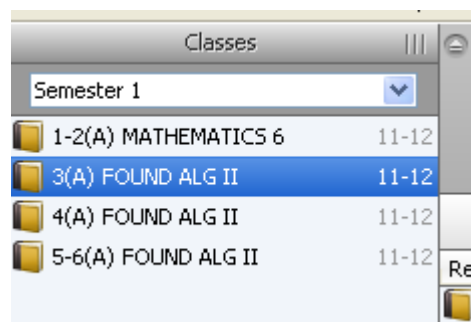


14. Select OK, change the weight to 100%, and Save.

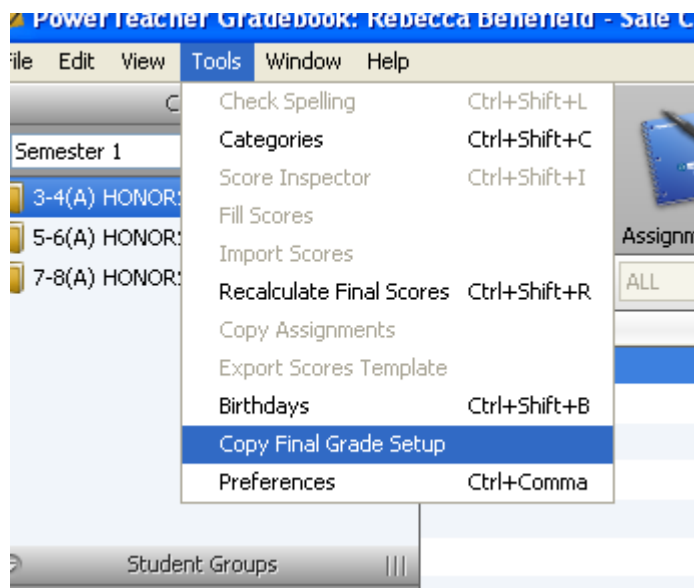
At the end of the year, the TCAP scores will be entered in the E2 field.

**Once you have completed the setup on the first class and are sure it is correct, you can copy that setup to the other classes.**

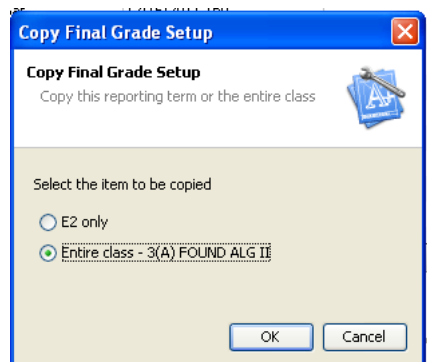
1. Make sure the class with the correct setup is selected under “Classes”.



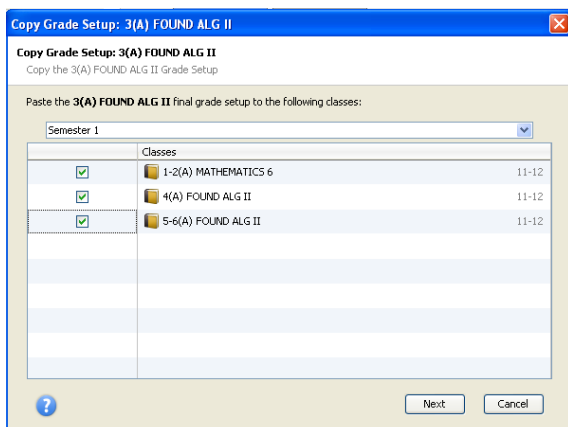
## 2. Choose Tools>Copy Final Grade Setup



## 3. Choose "Entire class- ..." and click OK.



## 4. Select the remainder of your classes and choose Next.



5. Confirm your choices and click Finish.
6. Verify the copy by clicking on each class and checking the Grade Setup.