

How to Weight Grades for Semester Grades

1. In the teacher gradebook click on Grade Setup
2. Double Click S1
3. In the lower screen, choose Term Weights
4. In the Weight Column, replace the 100's with the appropriate percent weights for each term.
5. For classes without exams the following applies: Q1 – 50, Q2 – 50, E1 – 0
6. For classes with exams the following applies: Q1 – 40, Q2 – 40, E1 – 20
7. Make sure and Save when done.
8. Repeat this process for S2 weights while you are in Grade Setup.