

## Setting Up Semester Long Classes that Have an EOC/Semester Exam

Log into Skyward, and go to the gradebook of that class. If it is marked Terms 1-2 or Terms 3-4 the class is a semester long class and you will need to follow these instructions. If it meets Terms 1-4, it is a year long class and you DO NOT set it up this way. The exam grade for year long classes goes in the SE2 column of your gradebook.

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Dept	Subject	Terms	Period	Days Meet	Class	Description	
ELA	ELA	3 - 4	1	MTWRF	3003 / 003	English 11	<a href="#">Secondary Gradebook</a>
HU	HUM	1 - 4	2	MTWRF	3014 / 001	AP English Literature	<a href="#">Secondary Gradebook</a>
ELA	ELA	3 - 4	3	MTWRF	3003 / 005	English 11	<a href="#">Secondary Gradebook</a>
ELA	ELA	3 - 4	4	MTWRF	H3003 / 004	Hon Eng 11	<a href="#">Secondary Gradebook</a>

Once the gradebook loads, click on “Categories”

Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export	
				<b>Term Grade</b> Q3 Sort By %	Tell m W04-M 01/26 HW 100 0.00	Higher W04-T 01/27 Test 100 96.84	Holsto W04-F 01/30 Proj 100 0.00	Q3 Options	Q4 Options	SE2 Options	S2 Options	FG Options

Then, click on “Change Score Method”

Score Method

Grades based on percents assigned to Categories  
Total Percent Allocated: 100%

**NOTE: Once a grading period has closed in this Gradebook, you will not be able to modify your Score Method. Please make sure to change your Score Method, if needed, prior to a grading period closing.**

[Change Score Method](#)

Choose the last option and click “Save”

Category Group Maintenance

Score Method

Use total points to calculate grades

Base grades on percents assigned to categories

Base grades on percents assigned to categories by Grade Period

[Save](#)

Above each nine weeks is now a link that says “Click Here to Modify %”. Click the link above the 3<sup>rd</sup> Nine Weeks.



Category ▲	Category Description	<a href="#">Click Here to Modify %</a> 3rd Nine Weeks	<a href="#">Click Here to Modify %</a> 4th Nine Weeks
HW	Homework	10%	10%
Proj	Project	70%	70%
Test	Tests	20%	20%

Set up the 3<sup>rd</sup> Nine Weeks with the categories and percents that you want to use. YOU DO NOT HAVE TO USE THE ONES IN THIS EXAMPLE, but whatever you choose, it must equal 100%. If you want everything to count the same, choose one category and set it to 100%. Once you are finished, click save.

Category	Category Description	Current Percent	Include	Modified Percent
APT	Aptitude (ROTC)	0.00	<input type="checkbox"/>	0.00
CP	Class Participation	0.00	<input type="checkbox"/>	0.00
DW	Daily/Class Work	0.00	<input type="checkbox"/>	0.00
EOC	EOC/FE	0.00	<input type="checkbox"/>	0.00
HW	Homework	10.00	<input checked="" type="checkbox"/>	10.00
Lab	Lab Work	0.00	<input type="checkbox"/>	0.00
Proj	Project	70.00	<input checked="" type="checkbox"/>	70.00
Quiz	Quizzes	0.00	<input type="checkbox"/>	0.00
Test	Tests	20.00	<input checked="" type="checkbox"/>	20.00
U	Uniform (ROTC)	0.00	<input type="checkbox"/>	0.00

Now, click to modify the 4<sup>th</sup> Nine Weeks.



Category ▲	Category Description	<a href="#">Click Here to Modify %</a> 3rd Nine Weeks	<a href="#">Click Here to Modify %</a> 4th Nine Weeks
HW	Homework	10%	10%
Proj	Project	70%	70%
Test	Tests	20%	20%

This time, you MUST include “EOC/FE” (End of Course/Final Exam) to your list of categories. Set it to 25%. Other than “EOC/FE”, YOU DO NOT HAVE TO USE THE ONES IN THIS EXAMPLE, but whatever you choose, it must equal 100%. Weight your other categories accordingly. If you only chose one category for the 3<sup>rd</sup> nine weeks, choose the same one and set it to 75%.

Category	Category Description	Current Percent	Include	Modified Percent
APT	Aptitude (ROTC)	0.00	<input type="checkbox"/>	0.00
CP	Class Participation	0.00	<input type="checkbox"/>	0.00
DW	Daily/Class Work	0.00	<input type="checkbox"/>	0.00
EOC	EOC/FE	0.00	<input checked="" type="checkbox"/>	25.00
HW	Homework	10.00	<input checked="" type="checkbox"/>	7.50
Lab	Lab Work	0.00	<input type="checkbox"/>	0.00
Proj	Project	70.00	<input checked="" type="checkbox"/>	52.50
Quiz	Quizzes	0.00	<input type="checkbox"/>	0.00
Test	Tests	20.00	<input checked="" type="checkbox"/>	15.00
U	Uniform (ROTC)	0.00	<input type="checkbox"/>	0.00

Once you have your EOC/FE grades, you will need to add an assignment and give it this category. Doing so will have it factor into the current nine weeks, and you will be able to add the two points for perfect attendance without the issues we had last semester.

If a student is exempt for the exam, when scoring the assignment you created for the exam, in the “Special Code” column, place an “X” for exempt. It will automatically check the box for “No Count”.

