INow

- https://sti.hoover.k12.al.us/InformationNow

INOW

INSTRUCTIONS FOR SEMESTER EXAM SETTINGS IN GRADE BOOK

IMPORTANT NOTE!

*Categories must be set up during the 1st nine weeks grading period. Categories cannot change throughout the year.

Options
*Categories
Semester Exam Activity
Average Setup

OPTIONS

Options must be setup for each class.

Instructions for setting up OPTIONS.

Options
*Categories
Semester Exam
Activity
Average Setup

INOW

Grade Book of Teacher: E

Section Number:

710.04

Tasks

Print Screen
Copy Options
Help

Options

Grade Book

- ☐ View By Date Descending
- ☑ Round Displayed Averages
- ☐ Group By Category
- ☐ Hide Student Names
- ☐ Include Withdrawn Students
- ☐ Display Total Points
- ☑ Display Student Averages
- ☐ Display Letter Grades
- ☑ Display Maximum Score

Averaging Method
- ○ Points
- ○ Average
- ◉ Category Points
- ○ Category Average

Student Sort By:

Student Display Name

Standards

- ☐ Standard Calculate Weight Maximum Value

Standards Scale:

Standards Calculate Rule:

Current Grading Period

Standards Calculate Method:

Averaging

CLICK - OK

OK   Close

CATEGORIES

CATEGORIES must be created for each class.

Options

*Categories

Semester Exam Activity

Average Setup

Instructions for setting up CATEGORIES.

IMPORTANT NOTE!

*SEMESTER EXAM category must be created for each class.

**UNDER MANAGE
SELECT – CATEGORIES**

Manage

Categories ⬅
Seating Chart
Post Standards
Post Grades
Student Averages
Comment Setup
Average Setup
Options

INOW

CATEGORY POINTS METHOD - ADD multiple categories as necessary including one for **SEMESTER EXAM**.

STRAIGHT POINTS METHOD - ADD a category called GRADE and one for SEMESTER EXAM.

A category MUST be created for SEMESTER EXAM
Click ADD if you do not have a Semester Exam category then see next slide.

CATEGORY POINTS METHOD example

All categories <u>excluding</u> SEMESTER EXAM must total 100%

SEMESTER EXAM category must equals 100%

ALL Category TOTALS = 200%

STRAIGHT POINTS METHOD example

GRADE category must equal 100%

SEMESTER EXAM category equals 100%

ALL Category TOTALS = 200%

INOW

Adding a SEMESTER EXAM category
NAME: Semester Exam
PERCENTAGE: 100.00
CLICK OK

*Name:
Semester Exam

Description:

High Score To Drop: Low Score To Drop:
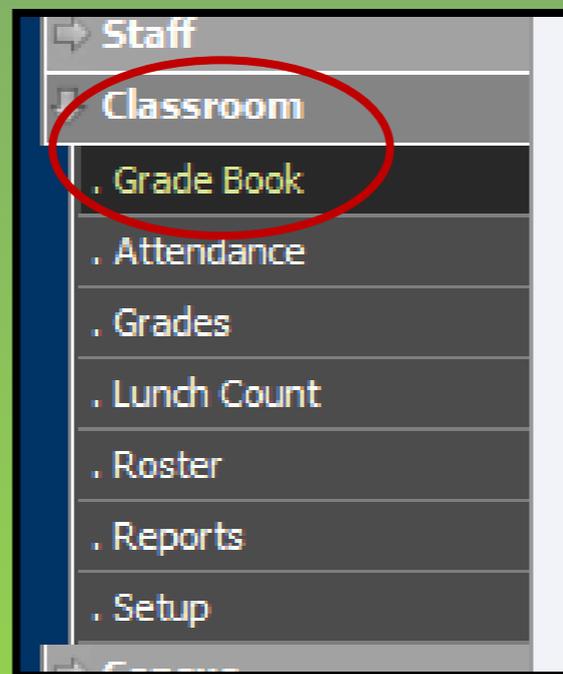0   0

Percentage:
100.000

OK   Close

Category List

Categories

Add   View   Delete

	Name	Description	HS To Drop	LS To Drop	Percent
☐	Composition				35.000
☐	H/W Avg.				10.000
☐	Quizzes				20.000
☐	Semester exam				100.000
☐	Tests				35.000

Add   View   Delete
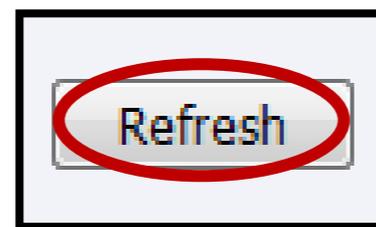
Close

Close category screen
close all screens back
to the grade book

Change the grading period to 2ⁿᵈ Nine Weeks.

Grading Period:

2nd Nine Weeks ▼

Click refresh.

Refresh

SEMESTER EXAM ACTIVITY

Instructions for setting up SEMESTER EXAM ACTIVITY.

Semester Exam activity must be created for each class.

Options

*Categories

➡️ **Semester Exam Activity**

Average Setup

Go to the PLAN tab
Create an activity for Semester 1 Exam

NAME: Semester 1 Exam

Set DATE for <u>approximate</u> EXAM date

PERCENT must be 100%

INOW

PLAN TAB
Click ADD to create an activity for Semester 1 Exam

Term:
Semester 1

Grading Period:
2nd Nine Weeks

Section Number - Name:
110.17 - English 10

Plan   Scores   Comments   Standards

View:
Grading Period ▼   ◀◀   Date: 12/6/2012   ▶▶   Order By:
Ascending ▼

Add   View   Delete

☐ Activity

AVERAGE SETUP

Average Setup must be completed for each class

Instructions for setting up **AVERAGE SETUP.**

Options
*Categories
Semester Exam Activity
Average Setup

Manage

Categories
Seating Chart
Post Standards
Post Grades
Student Averages
Comment Setup
Average Setup ←
Options

**UNDER MANAGE
SELECT – AVERAGE SETUP**

⟩ Average List

Averages

Add   View   Delete

	Name	GP	Graded Item	Type	Wt Add	Wt Score	Show
☐	1NW	1	1NW	Current Grade	0.000000		No
☐	2NW	2	2NW	Current Grade	0.000000		No
☐	EXAM1	2	EXAM1	Single	0.000000		No
☐	SEM1	2	SEM1	Percentage	0.000000		No
☐	3NW	3	3NW	Current Grade	0.000000		No
☐	4NW	4	4NW	Current Grade	0.000000		No
☐	EXAM2	4	EXAM2	Single	0.000000		No
☐	SEM2	4	SEM2	Percentage	0.000000		No

Add   View   Delete

Close

**CLICK ON THE BLUE LETTERS
EXAM 1**

Edit Average: EXAM1

Section Number - Name:
110.17 - English 10

Periods:
01

**CLICK
Averaging Method tab**

Main | **Averaging Method**

○ All Graded Activities within Current Grading Period

○ Running Average for Current Term: All Graded Activities within Current and Previous Grading Periods within the Current Term

○ Running Average Across Terms: All Graded Activities for All Grading Periods across the selected Terms

○ Computed Average Combining other Averages

◉ Single Activity (Activity will be excluded from Running Average)

○ Multiple Activities

**CLICK THE RADIO DIAL
FOR SINGLE ACTIVITY
or
CLICK ON THE BLUE LETTERS SINGLE
ACTIVITY to open next screen**

OK | Close

> **Averaging Method: Single Activity**

Activities

	Date	Activity	Category
◉	12/17/2012	Semester 1 exam	Semester exam

OK   Close

Click the radio dial beside the correct semester exam title
Click OK

Close all screens back to the Grade book screen.
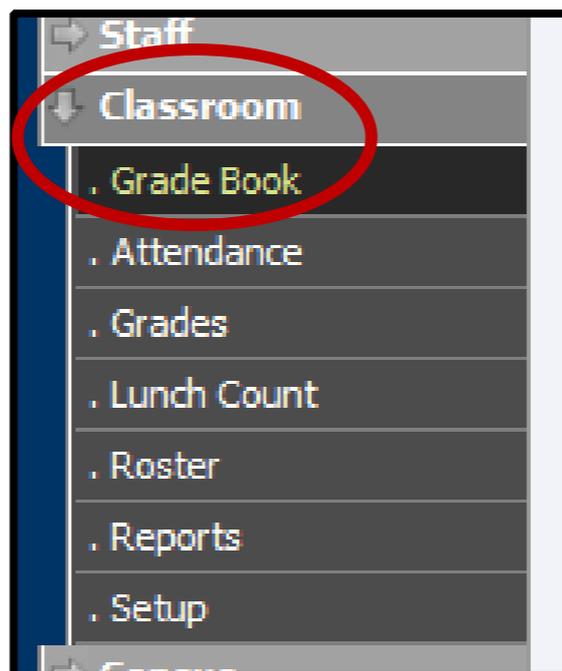
Change the grading period to 4th Nine Weeks.

Grading Period:

4th Nine Weeks ▾

Click refresh.

Refresh

2ND SEMESTER EXAM SETUP

4TH Nine Weeks

OPTIONS

Options remain the same for 2nd Semester.

Options
*Categories
Semester Exam Activity
Average Setup

CATEGORIES

You will not create another category for 2nd Semester Exam

Options
*Categories
Semester Exam Activity
Average Setup

Once a Semester Exam category is created in 1st semester it can be used in 2nd semester for

. . .
Semester 2
Exam activity
&
Average Setup .

Semester Exam activity must be created for each class in 2ⁿᵈ Semester.

Options
*Categories
Semester Exam Activity
Average Setup

click on the class
PLAN tab.

Go to the PLAN tab
Create an activity for Semester 2 Exam

NAME: Semester 2 Exam

Set DATE for <u>approximate</u> EXAM date

PERCENT must be 100%

PLAN TAB
Click ADD to create an activity for SEMESTER 2 EXAM

Term: Semester 2

Grading Period: 4th Nine Weeks

Section Number - Name: 110.17 - English 10

Plan   Scores   Comments   Standards

View: Grading Period

Date: 3/13/2013

Order By: Ascending

Add   View   Delete

☐ **Activity**

▸Edit Activity: Semester 2 exam

Term:	Grading Period:	Section Number - Name:
Semester 2	4th Nine Weeks	110.17 - English 10

Activity

*Date:
05/20/2013   ...

Day:
Monday

Unit:

*Category:
Semester exam   ▾

*Activity Name:
Semester 2 exam

☐ Assessment   ☑ Visible in Home Portal

Grading Properties

☑ Graded   ☐ Can drop student score   ☐ Is entire activity dropped

*Total:
100.00

*Weight Multiplier:
1.000000

*Weight Addition:
0.000000

Standards | Attributes

Add Delete
➕   ❌

Add Delete
➕   ❌

☐ Is Completed

(OK)   Close

CHECK THE ITEMS BELOW

DATE- Approximate date for exam
CATEGORY – Semester Exam
ACTVITY NAME – The title of the Semester Exam
CHECK – Visible in Home Portal
CHECK – Graded
TOTAL – 100.000
WEIGHT MULTIPLIER – 1.000
WEIGHT ADDITION – 0.000
CLICK - OK

Average Setup must be completed for each class in 2nd Semester

AVERAGE SETUP

Options
*Categories
Semester Exam Activity
Average Setup

INOW

❯ Average List

Averages

Add **View** **Delete**

	Name	GP	Graded Item	Type	Wt Add	Wt Score	Show
☐	**1NW**	1	1NW	Current Grade	0.000000		No
☐	**2NW**	2	2NW	Current Grade	0.000000		No
☐	**EXAM1**	2	EXAM1	Single	0.000000		No
☐	**SEM1**	2	SEM1	Percentage	0.000000		No
☐	**3NW**	3	3NW	Current Grade	0.000000		No
☐	**4NW**	4	4NW	Current Grade	0.000000		No
☐	**EXAM2**	4	EXAM2	Single	0.000000		No
☐	**SEM2**	4	SEM2	Percentage	0.000000		No

Add **View** **Delete**

[Close]

CLICK ON THE BLUE LETTERS EXAM 2

> **Edit Average: EXAM2**

Section Number - Name: Periods:

110.17 - English 10 01

CLICK Averaging Method tab

| Main | **Averaging Method** |

○ All Graded Activities within Current Grading Period

○ Running Average for Current Term: All Graded Activities within Current and Previous Grading Periods within the Current Term

○ Running Average Across Terms: All Graded Activities for All Grading Periods across the selected Terms

○ Computed Average Combining other Averages

◉ Single Activity (Activity will be excluded from Running Average)

○ Multiple Activities

CLICK THE RADIO DIAL FOR SINGLE ACTIVITY or CLICK ON THE BLUE LETTERS SINGLE ACTIVITY to open next screen

Close

> **Averaging Method: Single Activity**

Activities

	Date	Activity	Category
◉	05/20/2013	Semester 2 exam	Semester exam

OK   Close

Click the radio dial beside the correct semester exam title
Click OK

Average List

Averages

Add   View   Delete

	Name	GP	Graded Item	Type	Wt Add	Wt Score	Show
☐	**1NW**	1	1NW	Current Grade	0.000000		No
☐	**2NW**	2	2NW	Current Grade	0.000000		No
☐	**EXAM1**	2	EXAM1	Single	0.000000		No
☐	**SEM1**	2	SEM1	Percentage	0.000000		No
☐	**3NW**	3	3NW	Current Grade	0.000000		No
☐	**4NW**	4	4NW	Current Grade	0.000000		No
☐	**EXAM2**	4	EXAM2	Single	0.000000		No
☐	**SEM2**	4	SEM2	Percentage	0.000000		No

Add   View   Delete

Close

**EXAM 2 - Type column
SINGLE**

NOW – Before you forget!

REPEAT THESE STEPS FOR EVERY CLASS IN BOTH SEMESTERS!

CLOSE OUT ALL SCREENS

CONGRATULATIONS!
Grade Book setup is completed for both semesters.