INOW

INow

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

INOW

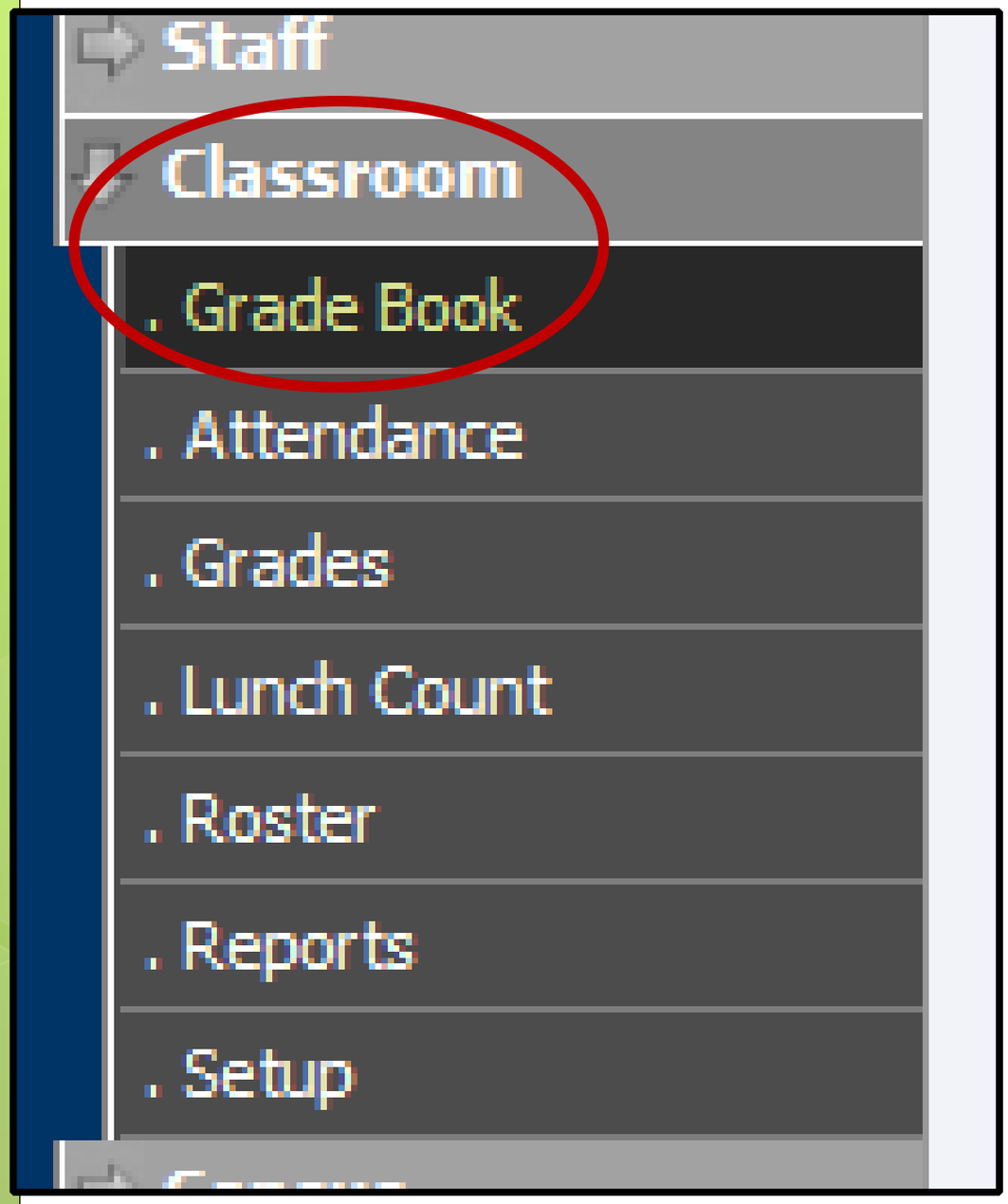
INSTRUCTIONS FOR SEMESTER EXAM SETTINGS IN GRADE BOOK

- Options
- Categories
- Exam Activity
- Average Setup

OPTIONS

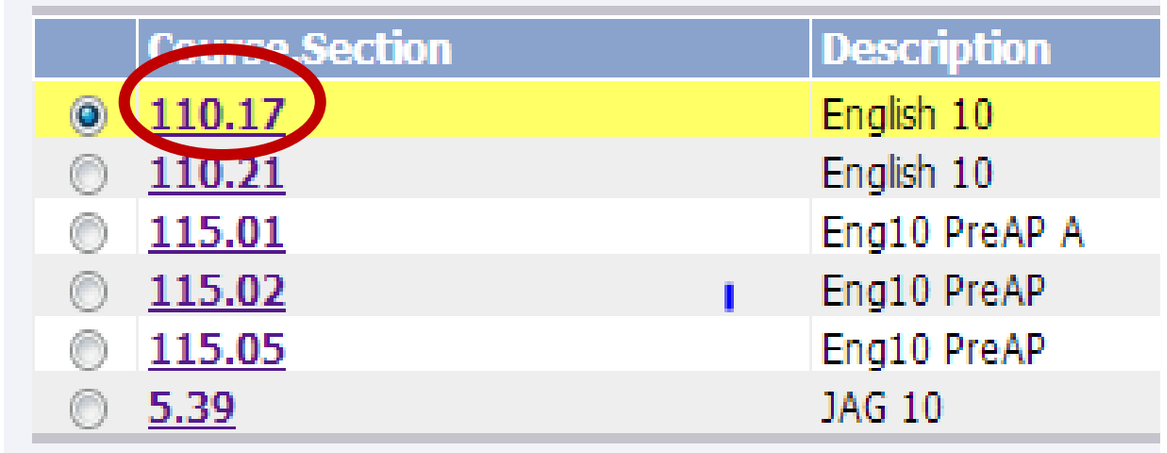
Options must be setup for each class.

INOW



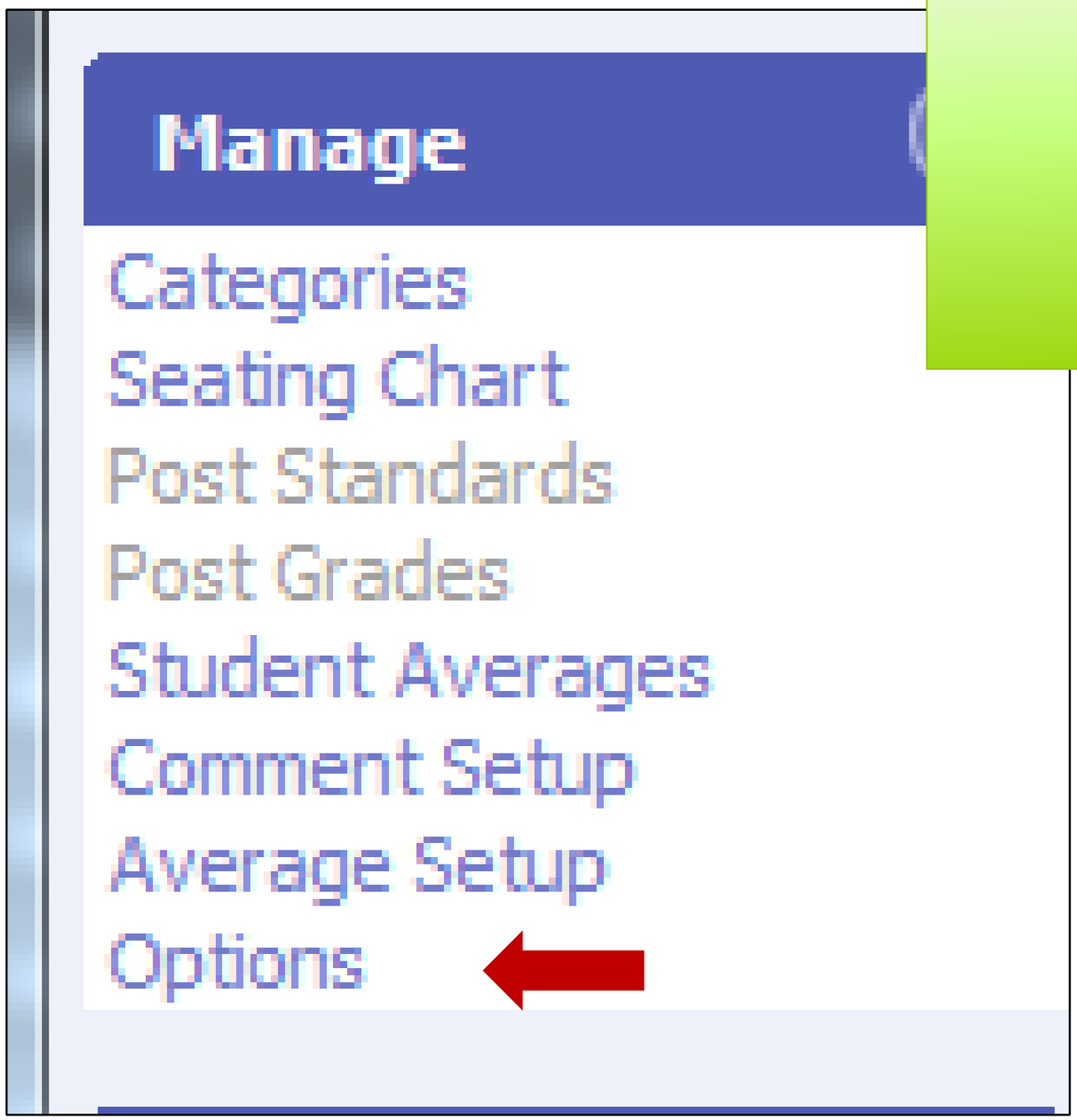
GO TO CLASSROOM – GRADE BOOK

SELECT A CLASS



	Course Section	Description
◉	110.17	English 10
○	110.21	English 10
○	115.01	Eng10 PreAP A
○	115.02	Eng10 PreAP
○	115.05	Eng10 PreAP
○	5.39	JAG 10

INOW



UNDER MANAGE
SELECT – OPTIONS

INOW

CHECK THE THREE BOXES BELOW
Make sure the averaging method is marked CATEGORY POINTS

Grade Book of Teacher: E

Section Number: 710.04

Tasks
- Print Screen
- Copy Options
- Help

Options

Grade Book

- [ ] View By Date Descending
- [x] Round Displayed Averages
- [ ] Group By Category
- [ ] Hide Student Names
- [ ] Include Withdrawn Students
- [ ] Display Total Points
- [x] Display Student Averages
- [ ] Display Letter Grades
- [x] 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

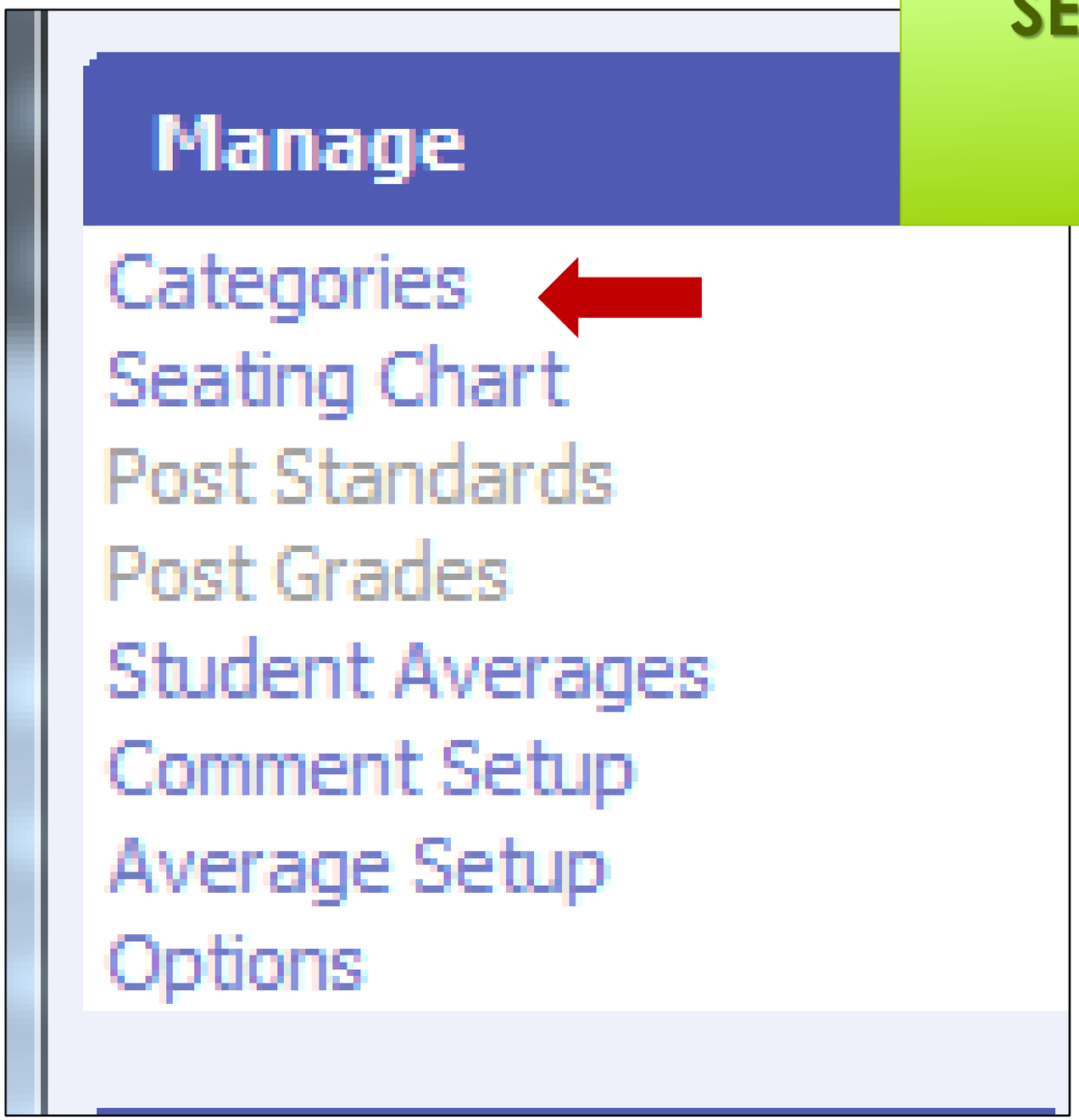
OK Close

CATEGORIES

Semester Exam category is created for each class.

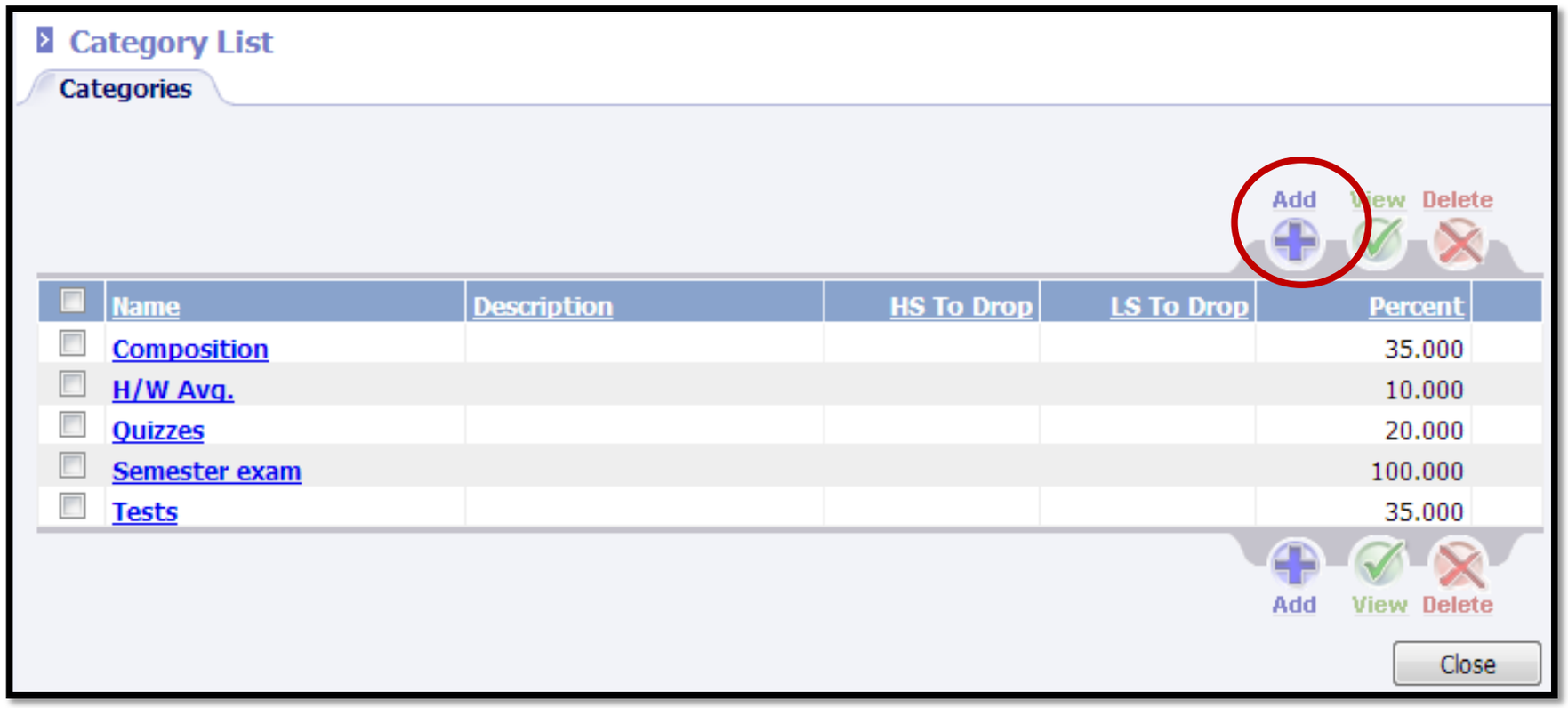
INOW

UNDER MANAGE SELECT – CATEGORIES



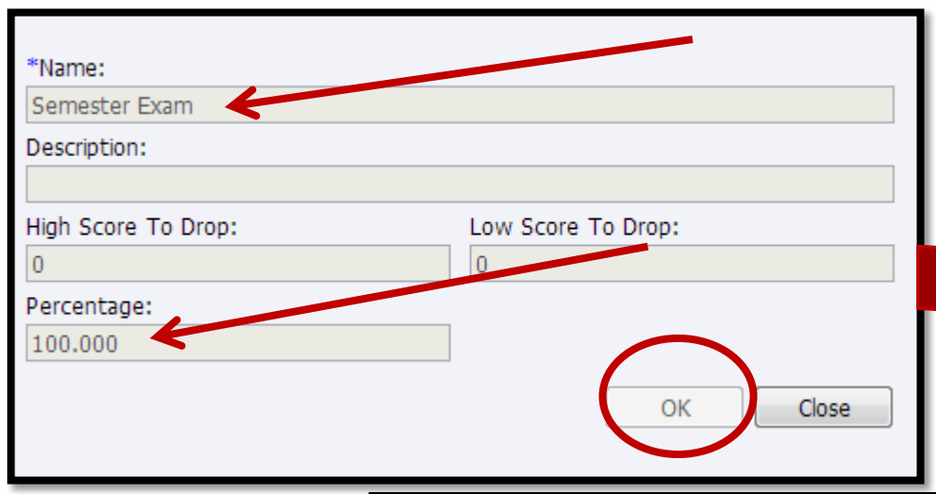
INOW

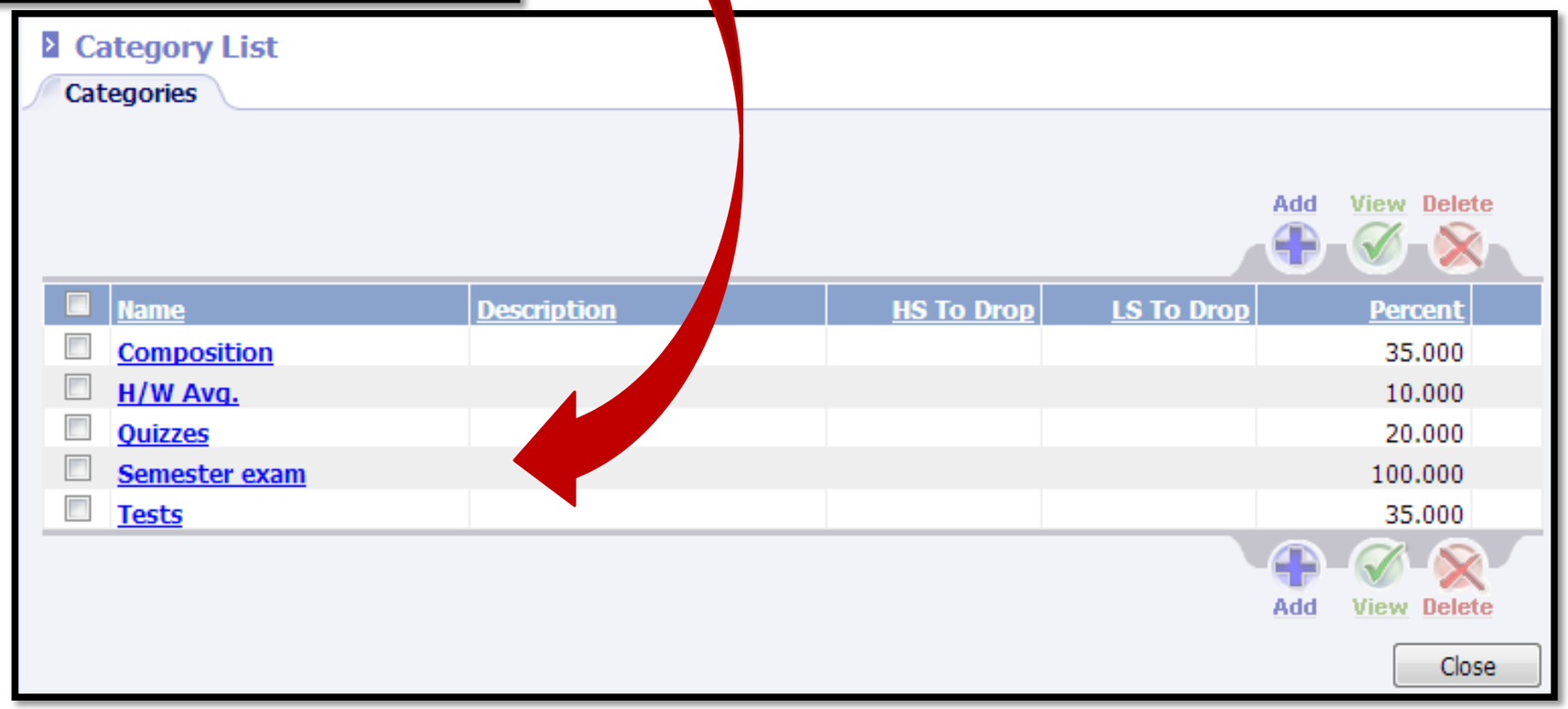
A category should be created for SEMESTER EXAM
Click ADD if you do not have a Semester Exam category.
(Note: One has already been created in this example.)



INOW

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





Close category screen back to the score screen.

Then click on the **PLAN** tab.

SEMESTER EXAM ACTIVITY

Semester Exam activity must be created for each class

INOW

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

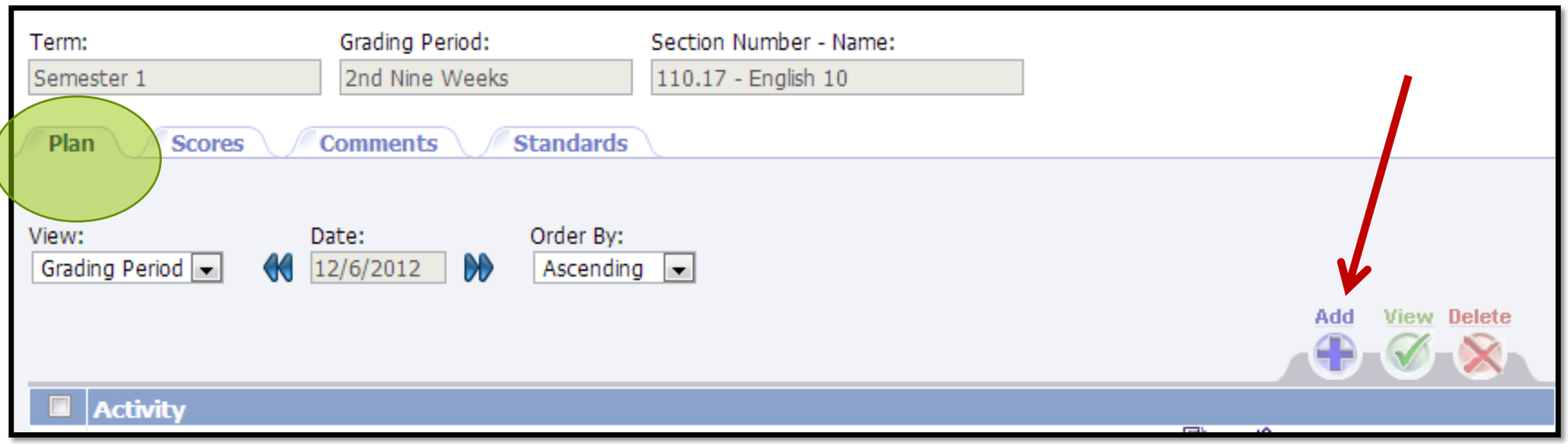
NAME: Semester 1 Exam

Set DATE for approximate EXAM date

PERCENT must be 100%

INOW

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



INOW

Edit Activity: Semester 1 exam

Term: Semester 1

Grading Period: 2nd Nine Weeks

Section Number - Name: 110.17 - English 10

Activity

*Date: 12/17/2012 ...

Day: Monday

Unit:

*Category: Semester exam

*Activity Name: Semester 1 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

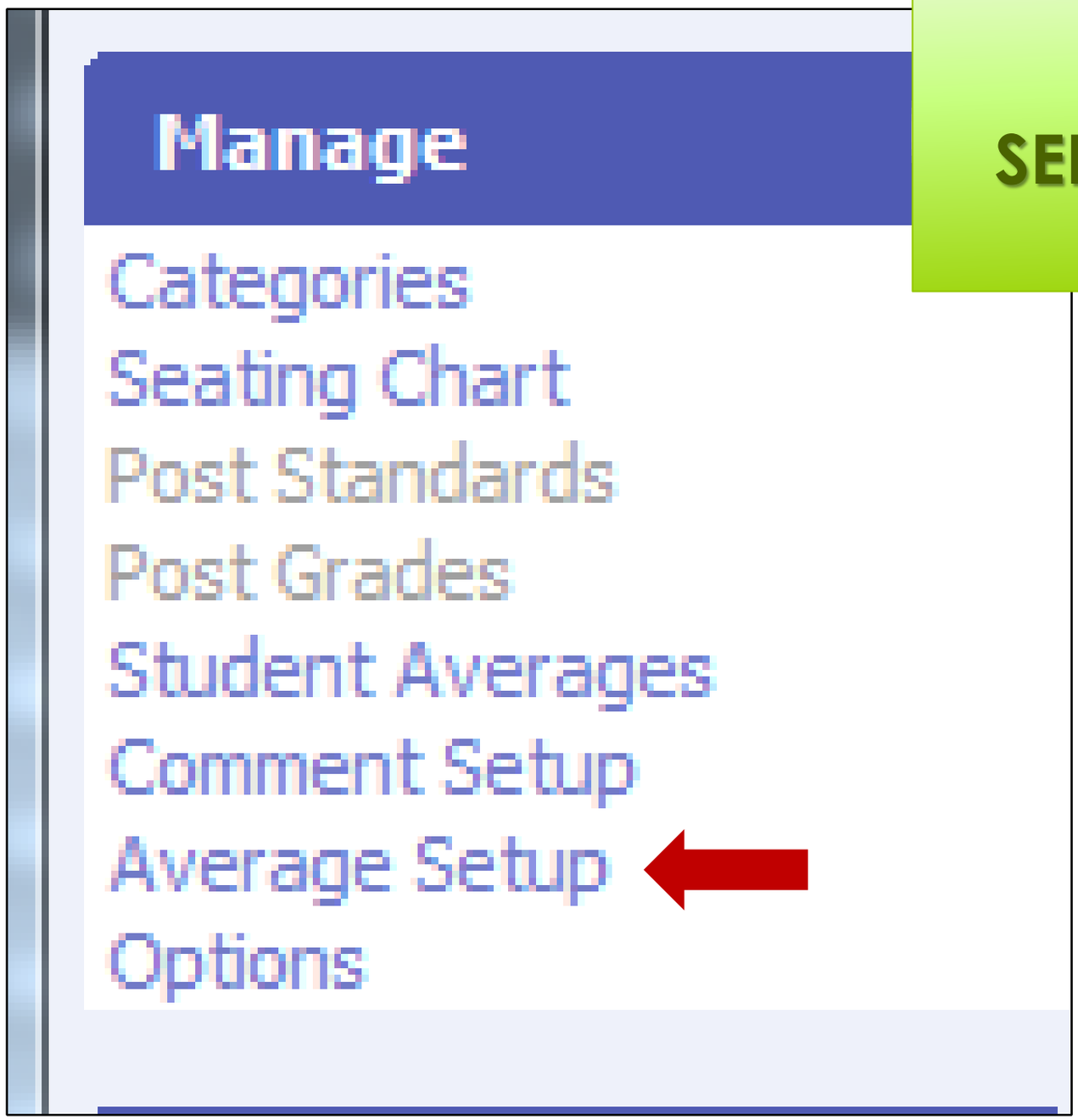
DATE – Approximate date for exam
CATEGORY – Semester Exam
ACTVITY NAME – The title of the Semester Exam
CHECK – Visible in Home Portal
CHECK – Graded
TOTAL – 100.000
WEIGHT MULTIPLIER – 1.000
WEIGHT ADDITION – 0.000
CLICK - OK

AVERAGE SETUP

Average Setup must be completed for each class

INOW

UNDER MANAGE
SELECT – AVERAGE SETUP



INOW

Average List

Averages

Add View Delete

Name	Graded Item	Wt Add	Type	Wt Score
1NW	1NW	0.000000	Current Grade	
2NW	2NW	0.000000	Current Grade	
3NW	3NW	0.000000	Current Grade	
4NW	4NW	0.000000	Current Grade	
EXAM1	EXAM1	0.000000	Single	
EXAM2	EXAM2	0.000000	Single	
SEM1	SEM1	0.000000	Percentage	
SEM2	SEM2	0.000000	Percentage	

CLICK ON THE BLUE LETTERS EXAM 1

Add View Delete

Close

INOW

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

CLICK ON THE BLUE LETTERS SINGLE ACTIVITY to open next screen

OK | Close

INOW

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

INOW

Close screens and go back to the Grade book screen.

Change the grading period to 4th Nine Weeks. Click refresh.

click on the class

PLAN tab.

INOW

2ND SEMESTER EXAM SETUP

4TH Nine Weeks

OPTIONS

Options remain the same for 2nd Semester.

CATEGORIES

You will not create another category for 2nd Semester Exam

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

Semester Exam activity must be created for each class.

INOW

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

NAME: Semester 2 Exam

Set DATE for approximate EXAM date

PERCENT must be 100%

INOW

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

INOW

Edit Activity: Semester 2 exam

Term: Semester 2

Grading Period: 4th Nine Weeks

Section Number - Name: 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

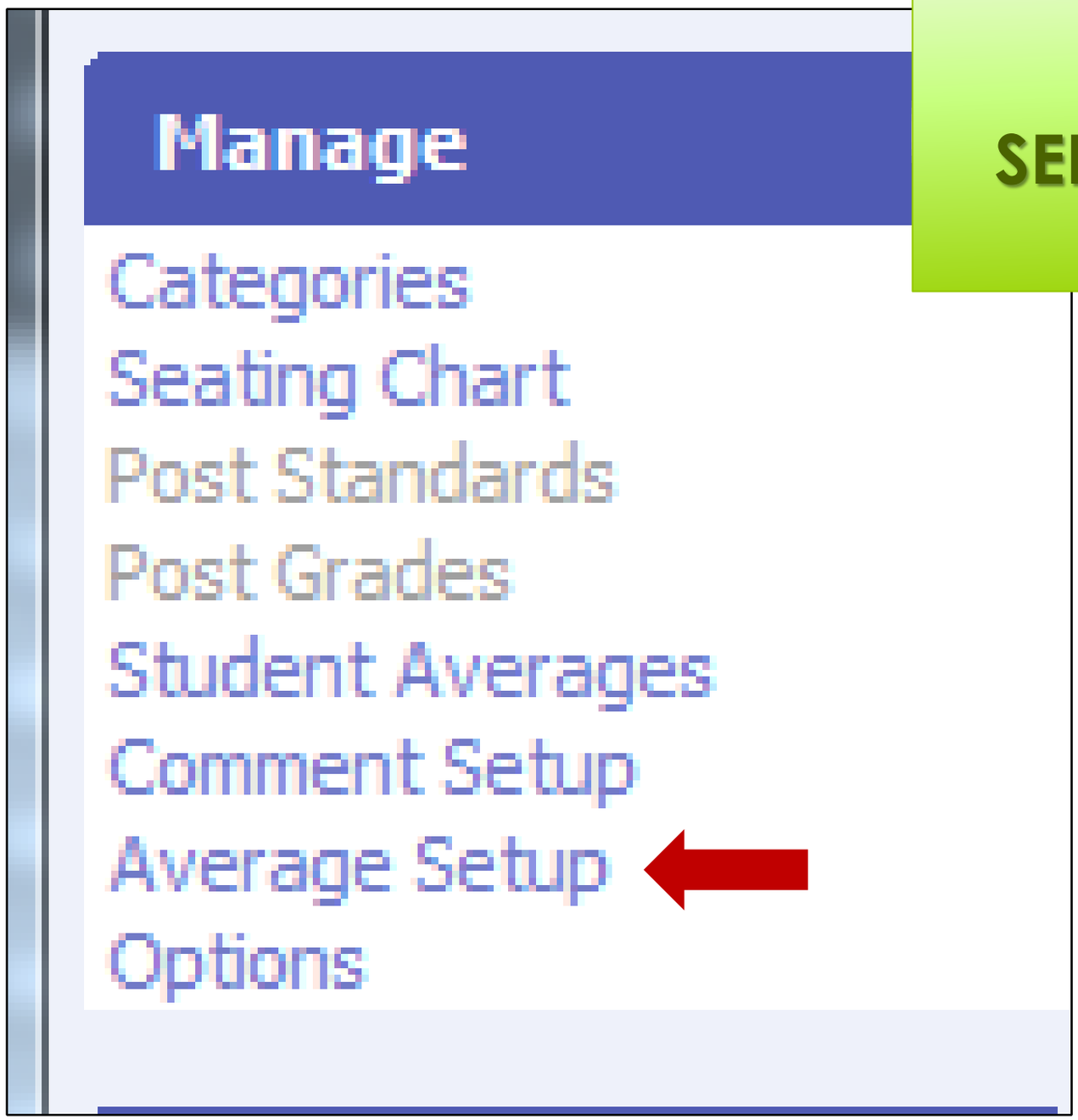
DATE- Approximate date for exam
CATEGORY – Semester Exam
ACTVITY NAME – The title of the Semester Exam
CHECK – Visible in Home Portal
CHECK – Graded
TOTAL – 100.000
WEIGHT MULTIPLIER – 1.000
WEIGHT ADDITION – 0.000
CLICK - OK

AVERAGE SETUP

Average Setup must be completed for each class

INOW

UNDER MANAGE
SELECT – AVERAGE SETUP



INOW

Average List

Averages

Add View Delete

	Name	Graded Item	Wt Add	Type	Wt Score
	1NW	1NW	0.000000	Current Grade	
	2NW	2NW	0.000000	Current Grade	
	3NW	3NW	0.000000	Current Grade	
	4NW	4NW	0.000000	Current Grade	
	EXAM1	EXAM1	0.000000	Single	
	EXAM2	EXAM2	0.000000	Single	
	SEM1	SEM1	0.000000	Percentage	
	SEM2	SEM2	0.000000	Percentage	

CLICK ON THE BLUE LETTERS
EXAM 1

Add View Delete

Close

INOW

Edit Average: EXAM2

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

CLICK ON THE BLUE LETTERS SINGLE ACTIVITY to open next screen

Close

INOW

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

CLOSE OUT ALL SCREENS

EXAM SETUP IS COMPLETED FOR BOTH SEMESTERS