

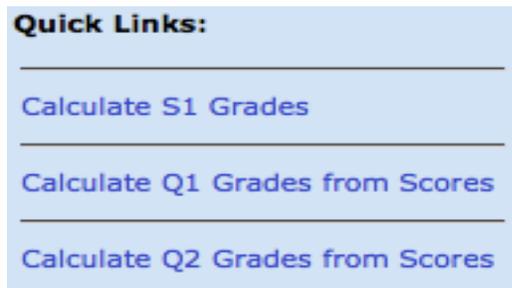


### Calculating and reporting Quarter 2 and Semester Grades

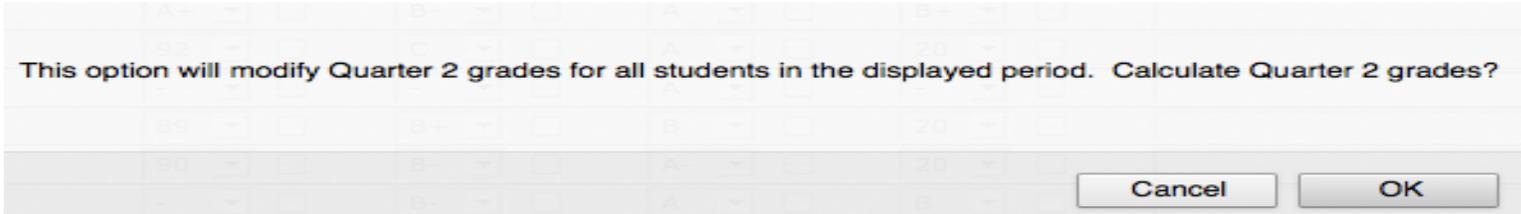
1) In your JMC GradeBook please select Edit--Course Grades.



2) On the far right hand side of the screen please click on Calculate Q2 Grades from Scores.

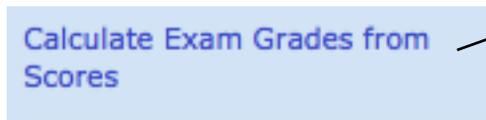


3) When the message below appears please click on the OK button and then on the Save button.

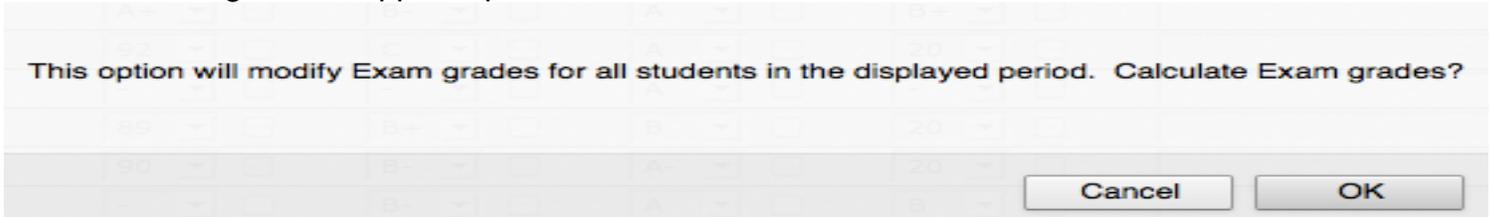


4) Calculating Semester Grades:

a) If you have recorded the Semester Exam as an Assignment Score please select



When the message below appears please click on the OK button and then on the Save button.



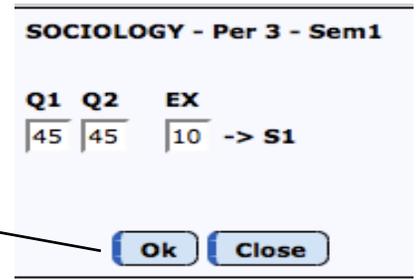
b) If you manually enter the Exam Score then please enter the Exam Grade in the column labeled Exam.

Exam [10]		
Jody	A-	<input checked="" type="checkbox"/>
in	B+	<input checked="" type="checkbox"/>

5) Click on the button named Weights.



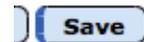
6) Enter the percent for Q1, Q2, and Ex and click on the OK button.



7) Click on the link named Calculate S1 Grades.

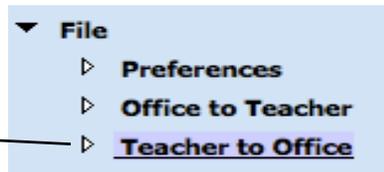


8) When the message below appears please click on the OK button and then on the Save button.

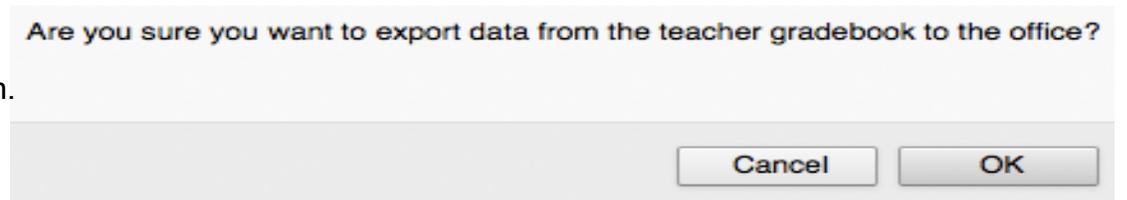


9) Repeat steps 2 through 8 for each section of your Classes.

10) When finished with all of your class sections please click on File-->Teacher to Office.



11) Click on the OK button.



12) Make sure that the Grades box is checked and click on the Execute button.

Choose which information to send to the Office:

- Grades
- Standards and Benchmarks

Execute