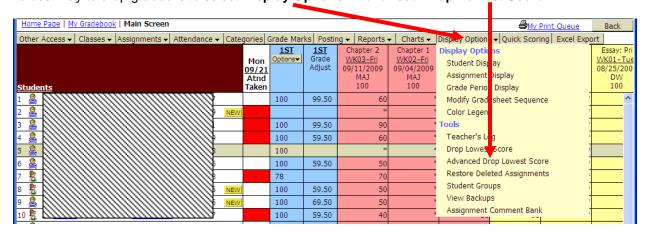
Semester Grades

DROPPING GRADES:

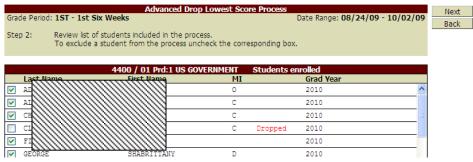
The best way to drop grades is to select Display Options >Advanced Drop Lowest Score



Select the appropriate six weeks.



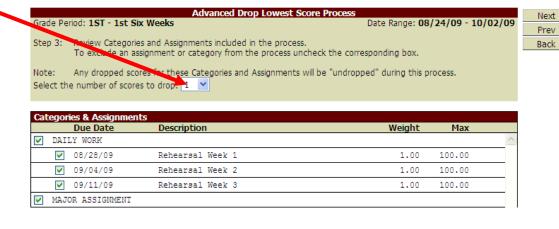
You may have reasons for not dropping grades for a student. Simply uncheck the box before the name.



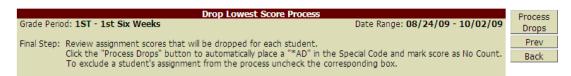
Select the number of scores to drop. You can exclude an assignment in the dropping process by **unchecking** its box.

If you want to drop one Daily and one Major you will need to run the process twice. Drop one each time and deselect one of the categories.

Before you process the



drops, review the scores that will be dropped for each student. If you need to make changes, move to a previous screen by clicking **Prev**. Clicking **Process Drops** will recalculate student averages and dropped grades will be denoted with **AD***.

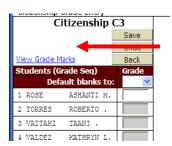


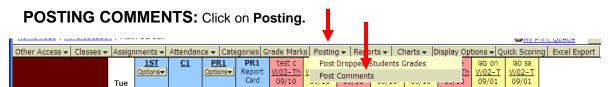
These are the scores that will now be set to dropped with this process.													
Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd				
	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90				
	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90				
	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90				
	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90				
□ 11111111111111111111111111111111	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90				

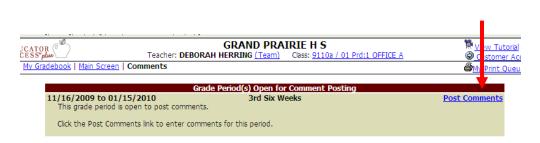
CITIZENSHIP:



Enter a **S(satisfactory)**, **N(needs improvement)**, or **U** (unsatisfactory) in <u>Grade</u> blank and hit enter. To assign **all** students the same citizenship grade enter the grade in the Default blanks to space. Change individuals as needed and then click **Save.**





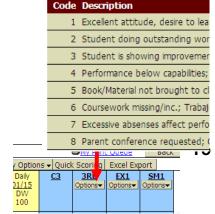


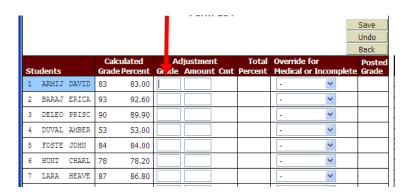
make grade adjustments:

Click on Options under 2nd and click on Enter 2nd Term Grade Adjustments

Enter grade adjustments or an INC for Incomplete and Save.

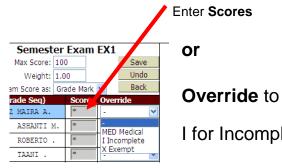
Comment Codes





Entering Exam Grades

Under EX1, click on Options and select, enter Semester Exam EX1 Scores



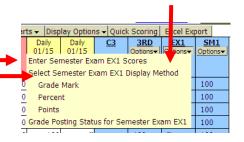
Override to select

I for Incomplete then Save

96

80

100



Check Sem 1 Averages to see if any adjustments need to be made.



Click here Select here nents 🕶 At SM1 EX1 3RD 06 Setup Semester SM1 Grade Cal ulations nd Select Semester SM1 Display M Grade Mark Percent Points Enter Semester SM1 Grade Adjustments Ouick Scoring for Semester SM1

Add grades change to INC when appropriate and Save.

		culated e Percent	G		djustme Amou			ide for al or Incomple
ANTI M	100	100.00					-	~
ERTO	69	69.33	7)			-	~
NI	95	95.00					-	~
AHAM	96	96.00					-	~