

End of Semester Gradebook duties

Your gradebook will automatically calculate the semester (and final) averages from your term (six weeks) grades. There are a few tasks for the semester (i.e., 3rd and 6th six weeks) that you did not have with the other terms. Please complete the following in order:

1. **Clear all INC grades from previous terms** with your registrar. Also enter grades for any incomplete assignments in your gradebook.
2. **Close out your term (six weeks)** using the End of Term procedures.
3. **Enter the semester exam scores.** For 1st semester, enter exam scores in the **EX1 column**; for 2nd semester, enter exam scores in the **EX2 column**. *NOTE: exemptions will be handled in step 6 below.*
4. If necessary, click **Options on the SM1 or SM2 column** and make any **adjustments** to a student's semester score.
5. **Post your Grades.**
6. **Go to your Home Page. Click My Classes...Class Options...Report Card Posting.**
 - **DO NOT make score changes in the grade buckets...**go back to gradebook, make any changes and then repost your grades.
 - **Enter an "X" in the EX1 or EX2 column** for exam exemptions.
 - **Enter "INC" if necessary** in TERM and SEMESTER columns.
 - **Click Save**

NOTES:

- **Entering "X" or "INC" in step 6 above is the LAST thing you do for your gradebook.** If you make changes or adjustments to your gradebook after you post, you must **REPOST** your grades and repeat step 6.
- **A bolded score with an asterisk (*)** denotes that your gradebook differs from the posted score. This will occur if you make changes to the grade bucket or to your gradebook after you have posted. Make sure you correct the gradebook and repeat steps 4 – 6 as many times as necessary to reconcile the grade buckets and your gradebook.
- **Enter "X" or "INC" only in step 6.** Do not enter these codes in your gradebook. Leave asterisk (*) as grade for exams exemptions and for incomplete assignments.
- **If end for semester has passed, you will have to go to Display Options...Grade Period Display and check to display the previous term.** You will have to create new report templates for reports from the previous term.

Congratulations, you have successfully closed your gradebook for the semester.