

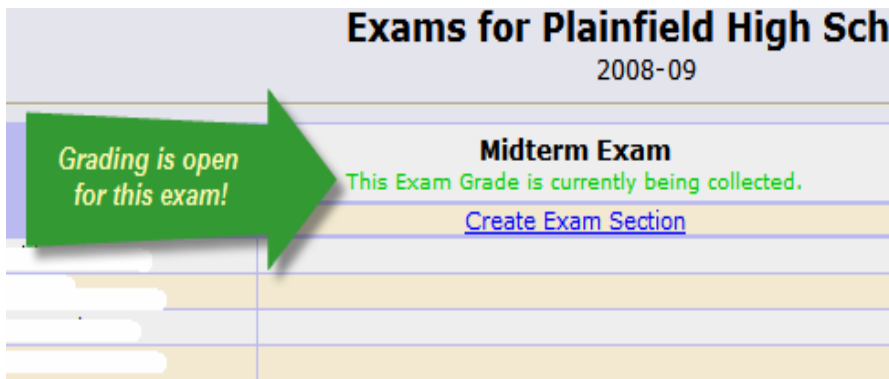
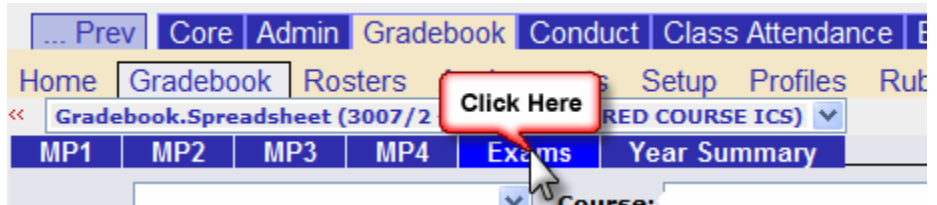


Create a MidTerm/Final Exam

To post grades for an exam, you have the option of creating the exam first. Or you can post the grades manually.

Step 1 – Create a MidTerm or Final Exam

1. From your **gradebook** view (Gradebook.Gradebook), select **Exams** on your Semester Toolbar.
2. The Exams screen will open.



3. There are two sides for this page – the Midterm side and the Final Exam side. You will see a message below each header telling you whether or not you can post grades for that exam or not during the current grading period.

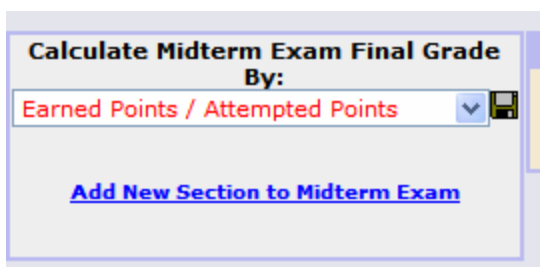
4. To create the exam, select the **Create Exam Section** link beneath the exam you want to create. The Exam Setup screen will open.

Step 2 – Setup your Exam

Your exam can either be one grade, or if you have multiple parts to your exam that you grade (for example: verbal and oral), you can also track that.

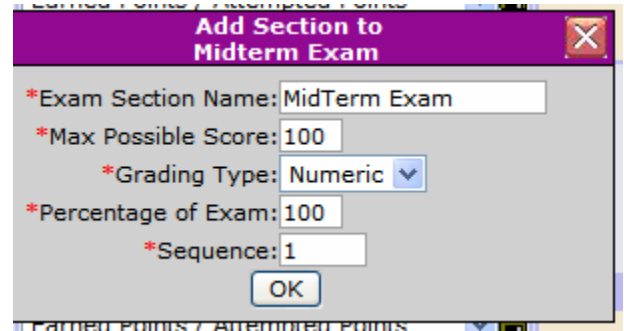
Single Part Exams

If your exam only has one part, you can simply create one section and let that equal 100% of the exam grade.

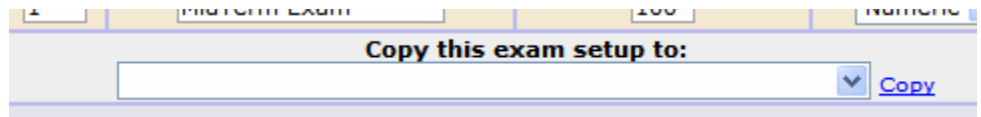


1. From the dropdown on the left side of the page, select **'Earned points / Attempted Points'**. This tells the system that you want the student's grade to be based on the score for this one column.
2. Click the link below the dropdown – **Add New Section to Midterm / Final Exam**.

3. A popup box will open asking for information about the 'section' you are adding to the MidTerm or Final. Fill in the necessary information. Hit Ok when you are finished.
4. Your section will be added to the exam.
5. If all of your exams will be setup this way, you can use the 'Copy This Exam Setup To:' dropdown to copy this exam to your other classes.



- a. Use the dropdown to select which class you want to copy the exam to.

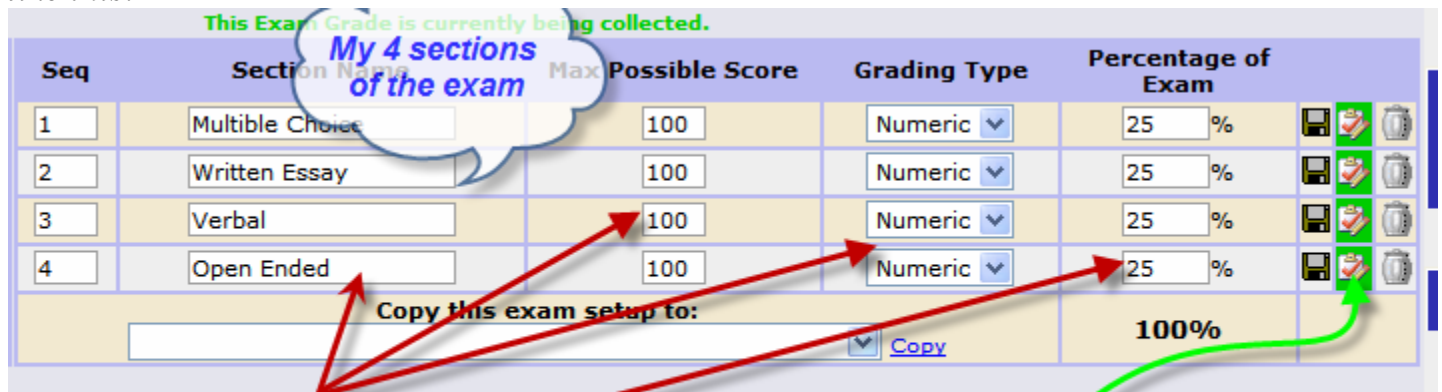


- b. Click the [Copy](#) link.

6. If you are not creating a Midterm/Final Exam with sections, you can move onto Step 3.

Multiple Part Exams

If your exam contains multiple sections, you can continue to add graded sections. Repeat steps 1-4 from above to add more sections to your exam. Your finished product may look something like this:



Remember - All of these fields can be edited by clicking on them and deleting what's in the box!

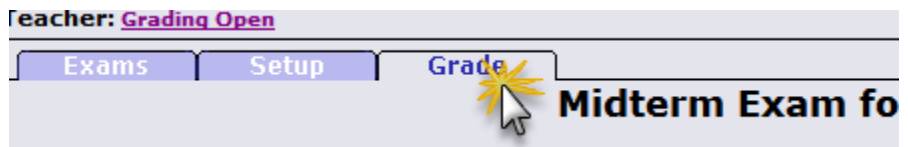
Use this icon to grade the individual sections of the exam

Step 3 – Grade Your Exam

Once you have setup all of your exam sections, you are ready to assign the grades! There are two ways to get to the Exam grading section.

1. Click on the Grade tab above the Exam header.

OR



Use the Grade icon next to the floppy disk for each exam section (see above image).

- The grading screen will open. **Grade the exam** the way you would a normal assignment. If you have more than one exam section, click on the section column to assign grades for it.
- Remember to save** when you are finished!!

Midterm Exam for Plainfield High School
2008-09

To grade another part of the exam, click on the column for the section you want to grade.

	Mean	Median	Deviation	Mode	
Multiple Choice Totals:	.00	.00	.00	None	
Written Essay Totals:	.00	.00	.00	None	
Verbal Totals:	.00	.00	.00	None	
Open Ended Totals:	.00	.00	.00	None	
Midterm Exam Totals:	.00	.00	.00	None	

Exam: Midterm Exam

Midterm Exam Average	Multiple Choice Average	Written Essay Average	Verbal Average	Open Ended Average	Grade Multiple Choice ALL	Absent	Inc	Exempt	Missing
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Graded	Not Graded	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grade the exam the way you would a normal assignment!

Step 4 – Post Your Exam Grades

If you followed Steps 1 -3 above and created an exam section (or more), you can automatically post your exam grades on the Post grades screen.

- From the Gradebook toolbar, select **Post Grades**.
- Select the link that says **Update all grades for the MP# Grading Period**.
- Your grades will automatically populate.
- Hit **Save** to post the grades.