



# Genesis News...

... for Teachers



**Did You Know...**

## **All About MidTerm & Final Exams**

***In Genesis, to post MidTerm and Final Exam grades, you can either post them manually, or create a MidTerm/Final Exam and have the computer post them automatically. If you decide to post your exam grades manually (this means, on the Post grades screen, typing in each exam grade for each student), you can bypass Steps 1 through 3.***

### **✚ Step 1 – Create a MidTerm/Final Exam**

*In your gradebook, on the Semester toolbar, there is an Exam tab that allows you to see the MidTerm and Final Exams you have set up for your class. Use this tab to set up your exam. If your exam has more than one part, you can set up exam sections and their individual weights. For example, if the MidTerm exam consists of a written part and a verbal part, you can create 2 sections for these and track each grade separately. This does not mean the student will receive 2 exam grades – Genesis will average the 2 grades together for you!*

### **✚ Step 2 – Assign Grades to the Exam**

*Once you have setup your exam, you can then go and assign grades for each part (if you have split the exams into parts). This is done the same way you assign grades to a regular assignment.*

### **✚ Step 3 – Post grades**

*Once you have entered all of your grades for the exam, on the Post Grades screen, you can use the link to [Update all grades for MP# grading period](#) to automatically have your grades show up.*

**OR**

*You can simply type in each student's exam grade in the Exam Grade field. Once you have finished, remember to hit Save to post the grades!!!*



*For more help on creating a MidTerm or Final Exam, refer to the 'How Do I... Create a MidTerm/Final Exam' HelpSheet. This is available from the PPS Genesis website.*

*[http://www.plainfieldnj12.org/Departments/Information\\_Technology\\_Genesis.htm](http://www.plainfieldnj12.org/Departments/Information_Technology_Genesis.htm)*

***All requests for help must be  
made by contacting the  
HelpDesk.***



For help, contact

[helpdesk@plainfield.k12.nj.us](mailto:helpdesk@plainfield.k12.nj.us)

Or call

Ext. 5555

***Be sure to include your location  
when calling or emailing!***