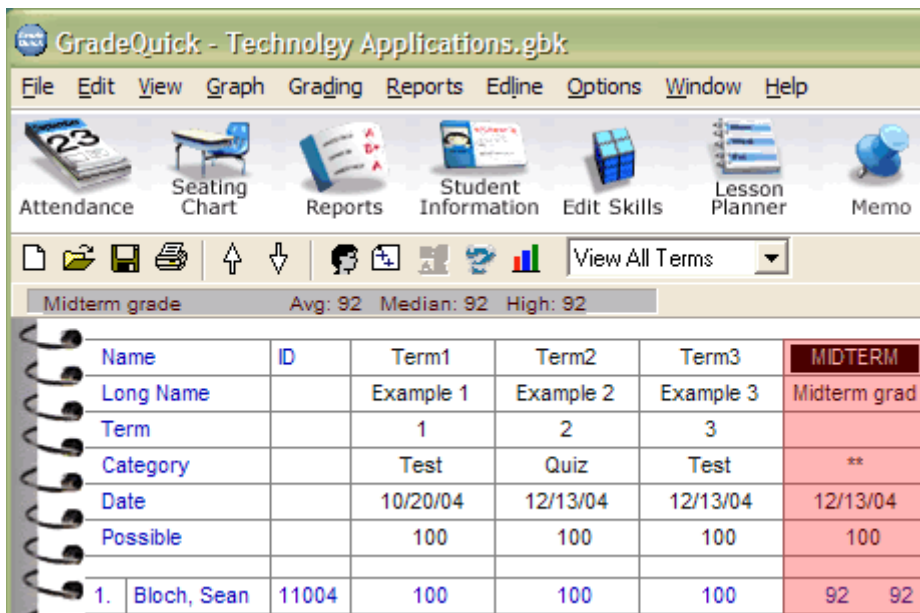


Entering Mid-term and Final Grades

You must use the following procedure to enter mid-term and final grades.

Midterm

1. Open your grade book
2. Complete your Term 3 assignments and grades
3. Create a new test column
4. Enter MIDTERM in the name section –*All caps*
5. Delete the term designator
6. If using grade weighting, you will have a weight field, this field should be blank.
7. Enter 100 in the possible section
8. Enter your Mid-term grades
9. Save your grade book
10. Send Grades



The screenshot shows the GradeQuick software interface. At the top, there is a title bar that reads "GradeQuick - Technology Applications.gbk". Below the title bar is a menu bar with options: File, Edit, View, Graph, Grading, Reports, Edline, Options, Window, and Help. Underneath the menu bar is a toolbar with icons for Attendance, Seating Chart, Reports, Student Information, Edit Skills, Lesson Planner, and Memo. Below the toolbar is a status bar that displays "Midterm grade" and summary statistics: "Avg: 92 Median: 92 High: 92". The main area of the interface is a table with the following columns: Name, ID, Term1, Term2, Term3, and MIDTERM. The table contains several rows of data, including a row for "Bloch, Sean" with an ID of 11004 and scores of 100 in Term1, Term2, and Term3, and a score of 92 in the MIDTERM column.

Name	ID	Term1	Term2	Term3	MIDTERM
Long Name		Example 1	Example 2	Example 3	Midterm grad
Term		1	2	3	
Category		Test	Quiz	Test	**
Date		10/20/04	12/13/04	12/13/04	12/13/04
Possible		100	100	100	100
1. Bloch, Sean	11004	100	100	100	92 92

