

Semester Exam and Final Grades in IC

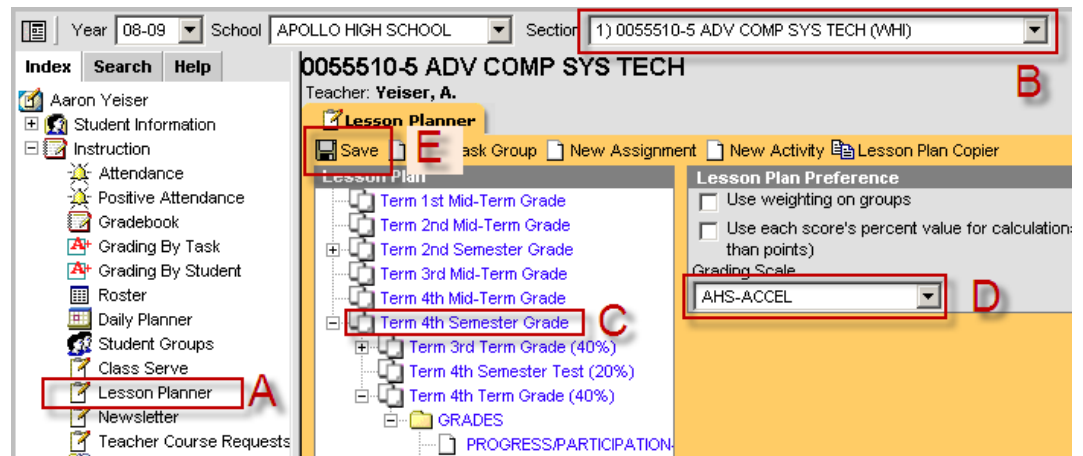
A. Click Lesson Planner

B. Select course

C. Select “Term 4th Semester Grade”

D. Set Grading Scale

E. Click Save (If the scale appears to change, ignore it, just move on, you can check to see if it is correct by clicking back on Term 4th Semester Grade”)



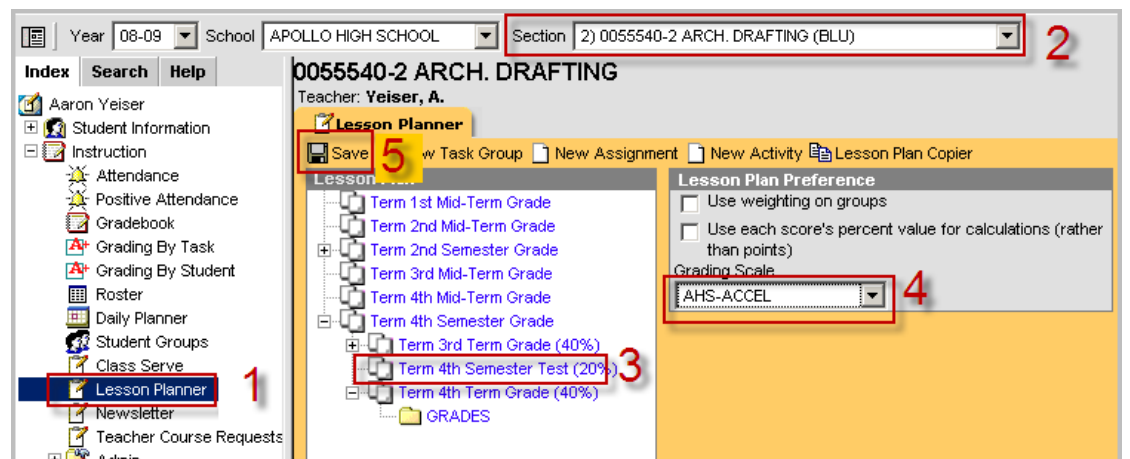
1. Click Lesson Planner

2. Select course

3. Click on “Term 4th Semester Test”

4. Assign a Grading Scale

5. Click Save

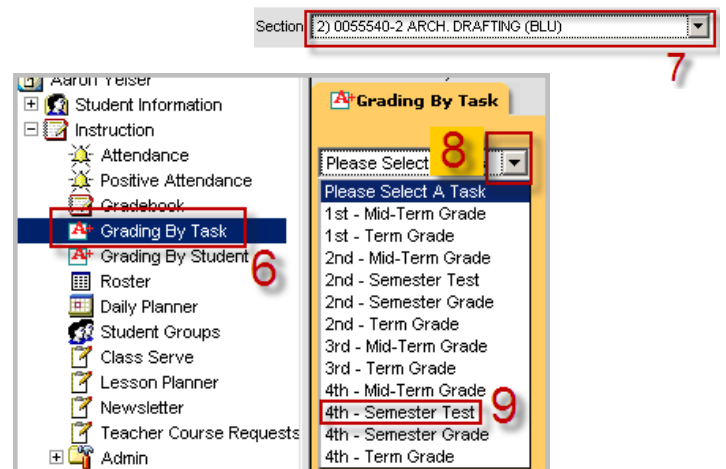


6. Click on “Grading by Task”

7. Select course

8. Click the roll-down

9. Click on “4th – Semester Test”

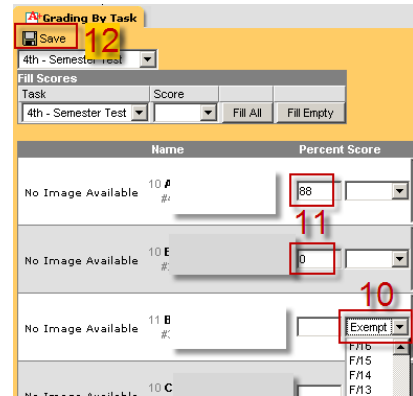


10. Enter an "E" in the right column for those that were exempt

11. Enter the exam score in the left column

Note: Do not enter comments for the test

12. Save (you can click save as often as you like)

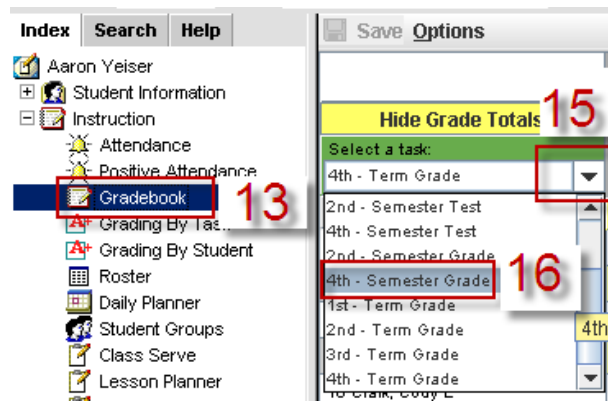


13. Click on Gradebook

14. Select course

15. Click the roll down

16. Select "4th – Semester Grade"



17. Right click on the green area

18. Click "Post Grades"

19. Click Save

Finally, look over your grades for accuracy and breathe a *short* sigh of relief then do the same thing for all other courses

