

# Inputting final grades

If students have opted out of finals then the **T1(T2)** and **S1(S2)** grade should be identical. There must be a grade/score in the **S1(S2)** column. If students take the final exam then place that score in the **SE1(SE2)** column. The **S1(S2)** grade will now reflect that score input by weighing the **T1(T2)** score by 80% and the semester exam score by 20% in calculating the final grade.

If students must take your final, but are absent, you still must input incompletes for the semester exam and the semester grade. This is how you do it.

## Step 1

No Atnd Entry Today	Term Grade	S1	SE1	T1
	S1	Options▼	Options▼	Options▼
Sort By %				
	A 97.18%	A	60/60	A
	A+ 99.12%	A+	*	A+
	B+ 91.02%	B+	50/60	A-

Go to the SE column and click under options arrow.

## Step 2

Term Grade	S1	SE1	T1	daily W19-T 12/16	daily W18-F 12/12	daily W17-F 12/05
S1	Options▼	Options▼	Options▼			
Sort By %						
B 85.81%	B					
A 96.23%	A					
A+ 97.88%	A+					

Enter Semester Exam SE1 Scores  
Select Semester Exam SE1 Display Method  
Grade Mark  
Percent  
Points  
Grade Posting Status for Semester Exam SE1

This menu appears. Click on enter semester exams from SE scores

### Step 3

**Exam SE1**

0

ints

Save

Undo

Back

Score	Override
40	-
60	-
60	I Other
	P Other

Now you will see this window. Find the student who has not taken their final and on override click on the I other.

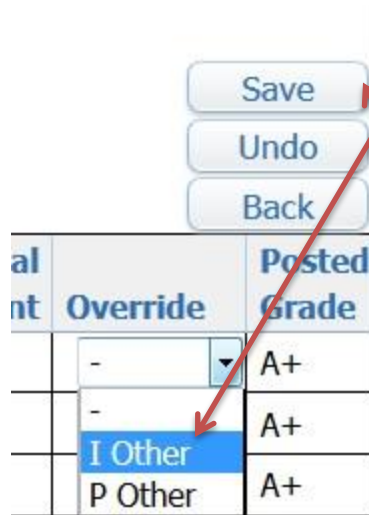
Then click on the save. This will pull in an I for the semester exam grade.

### Step 4

S1	SE1	T1	daily	daily
Options	Options	Options	W19-T	W18-F
Setup Semester S1 Grade Calculations				
Select Semester S1 Display Method				
Grade Mark				
B	Percent			
A	Points			
A	Enter Semester S1 Grade Adjustments			
B	Quick Scoring for Semester S1			
A	Grade Posting Status for Semester S1			

Now do the same in the S1 or S2 column. Click on arrow for options and this brings down a menu. Click on Enter Semester grade Adjustments.

## Step 5



al	nt	Override	Posted Grade
		-	A+
		-	A+
		I Other	A+
		P Other	A+

This window now opens . Find the student(s) whose S1(S2) grades you need to make incomplete. Click on the down arrow by override and click on I Other

Now click save. This will bring you back to the grade book screen and it will populate that student's Semester grade with an Incomplete.