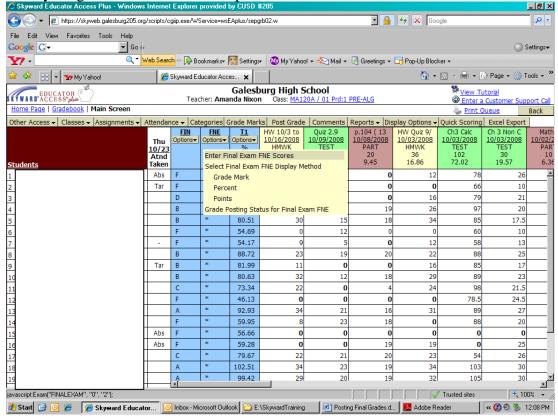
Enter Final Exam Scores:

1. In your gradebook, under FNE options – select "Enter Final Exam FNE scores"

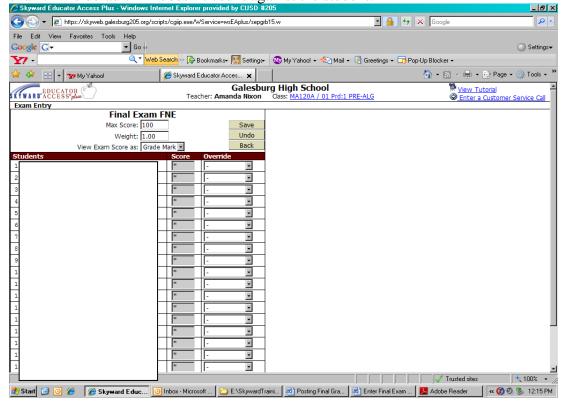


grade mark

2. Type in the total points for the exam and select how you want the FNE to be viewed: percent

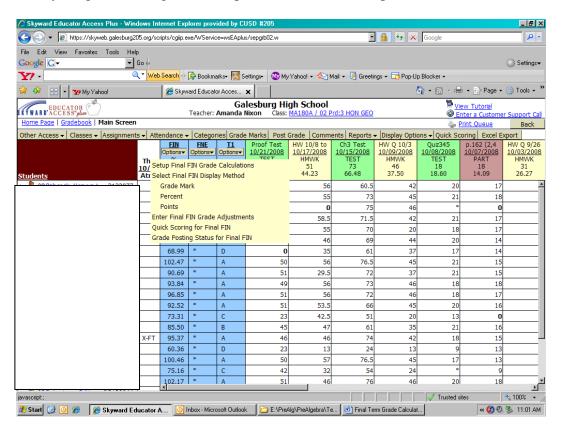
points

Then, enter the score and select "save". Make sure to type in "0" for students who didn't take the final exam. The default "*" doesn't count against the student.



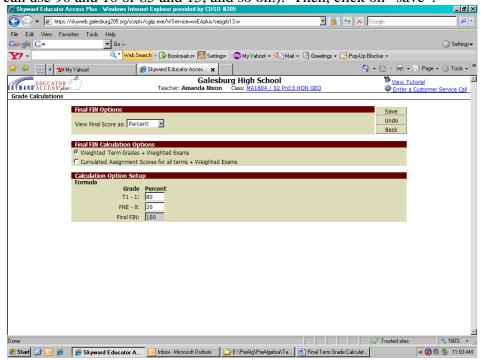
Final Term Grade Calculation Set-up Directions

1. In your gradebook, go to FIN options and select "Setup Final FIN Grade Calculations"



2. Under "Final FIN Calculations Options", make sure "Weighted Term Grades + Weighted Exams" is clicked

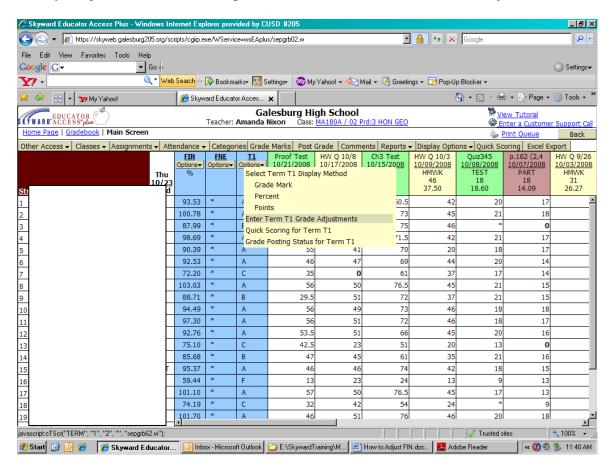
Then type in the appropriate percentages: T1 - 1: 80 and FNE - 0: 20. (If you use different weights, you can use 90 and 10 or 85 and 15, and so on.). Then, click on "save".



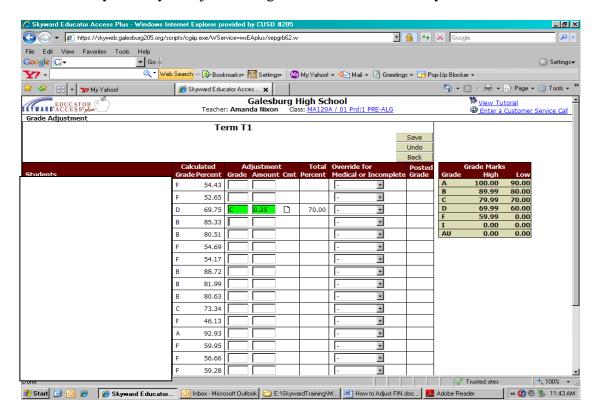
3. You will have to repeat this process for each of your classes.

How to Adjust Term (TI) and/or Final (FIN) Grades

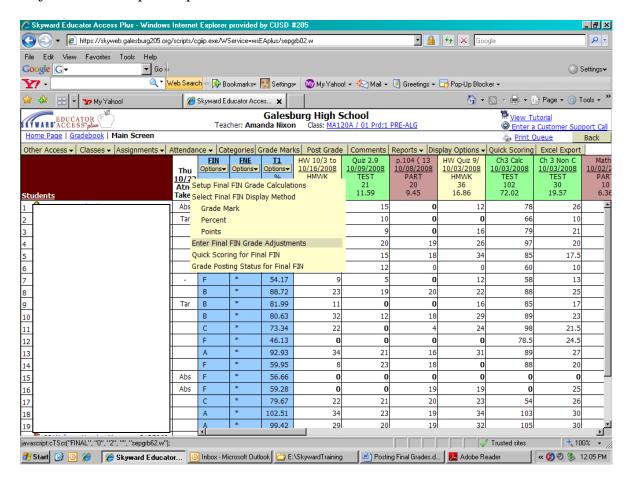
1. In your gradebook, under T1 options – select "Enter Term T1 Grade Adjustments".



2. The 3rd student's grade is actually a 69.75, which I would round up to a C. Type in the letter grade you want to change the grade to in the "grade" column and press enter. Skyward will automatically figure out the amount by which you adjusted the grade. Click "save" when you are done.



3. To adjust Final term grades (FIN), go under FIN options and select "Enter Final FIN grade Adjustments". Repeat step 2 as above and click "save"



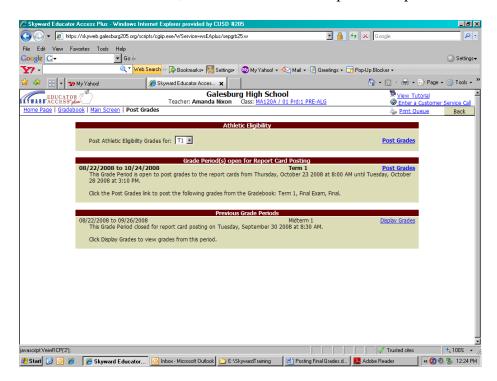
Posting Final Grades:

DONE PREVIOUSLY:

- 1. Setup final grade calculations to 80%: 20%. (See *Final Term Grade Calculations* instruction sheet)
- 2. Entered your Final Exam (FNE) scores: (See *Enter Final Exam Scores* instruction sheet)
- 3. Made your desired/appropriate term (T1) and final (FIN) grade adjustments. (See *How To Adjust FIN* instruction sheet)

TO POST GRADES:

- 1. In your gradebook, select "post grades" from the headings across the top of your gradebook.
- 2. In the middle section, under "Grade Periods open for Report Card Posting", click on Post Grades.



3. Click "save". You will repeat this process for each of your classes.

