

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.

12:15 PM

Final Term Grade Calculation Set-up Directions

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

The screenshot shows the Skyward Educator Access Plus interface for Galesburg High School. The 'FIN Options' menu is open, displaying the following options:

- Setup Final FIN Grade Calculations
- Select Final FIN Display Method
- Grade Mark
- Percent
- Points
- Enter Final FIN Grade Adjustments
- Quick Scoring for Final FIN
- Grade Posting Status for Final FIN

The background shows a gradebook table with columns for various assessment types and their scores. The 'FIN' column is highlighted in yellow.

Assessment	Score	Grade	Weight
HW 10/8 to 10/17/2008	44.23		51
Ch3 Test 10/15/2008	73		66.48
HW Q 10/3 10/09/2008	46		37.50
Quiz345 10/08/2008	18		18.60
p.162 (2,4 10/07/2008	18		14.09
HW Q 9/26 10/03/2008	31		26.27

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”.

The screenshot shows the 'Final FIN Calculation Options' screen. The 'Weighted Term Grades + Weighted Exams' option is selected. Below it, the 'Calculation Option Setup' screen is visible, showing the following formula setup:

Grade	Percent
T1 - 1:	80
FNE - 0:	20
Final FIN:	100

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”.

The screenshot shows a web browser window with the URL <https://skyweb.galesburg205.org/scripts/cgip.exe/WService=wsEPlus/sepgrb02.w>. The page header identifies the school as Galesburg High School, Teacher: Amanda Nixon, and Class: MA180A / 02 Prd:3 HON GEO. The main content is a gradebook table with columns for various assessment types and their scores. A dropdown menu is open over the 'T1' column for the 3rd student, showing options like 'Select Term T1 Display Method', 'Grade Mark', 'Percent', 'Points', and 'Enter Term T1 Grade Adjustments' (which is highlighted).

St#	FIN Options %	FME Options %	T1 Options	Proof Test 10/21/2008	HW Q 10/8 10/17/2008	Ch3 Test 10/15/2008	HW Q 10/3 10/09/2008	Quiz345 10/08/2008	p.162 (2.4 10/07/2008	HW Q 9/26 10/03/2008
1	93.53	*					46	18	14.09	26.27
2	100.78	*					46	18		
3	87.99	*					46	18		0
4	98.69	*					46	18		17
5	90.39	*	A	55	41	70	20	18		17
6	92.53	*	A	46	47	69	44	20		14
7	72.20	*	C	35	0	61	37	17		14
8	103.03	*	A	56	50	76.5	45	21		15
9	88.71	*	B	29.5	51	72	37	21		15
10	94.49	*	A	56	49	73	46	18		18
11	97.30	*	A	56	51	72	46	18		17
12	92.76	*	A	53.5	51	66	45	20		16
13	75.10	*	C	42.5	23	51	20	13		0
14	85.68	*	B	47	45	61	35	21		16
15	95.37	*	A	46	46	74	42	18		15
16	59.44	*	F	13	23	24	13	9		13
17	101.10	*	A	57	50	76.5	45	17		13
18	74.19	*	C	32	42	54	24			9
19	101.70	*	A	46	51	76	46	20		18

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.

The screenshot shows the 'Grade Adjustment' screen for Term T1. The table below shows the adjustment for the 3rd student, where the grade is changed from 87.99 to 69.75, resulting in a grade of C.

Students	Calculated Grade Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override for Medical or Incomplete	Posted Grade
F	54.43						
F	52.65						
D	69.75	C	0.25		70.00		
B	85.33						
B	80.51						
F	54.69						
F	54.17						
B	88.72						
B	81.99						
B	80.63						
C	73.34						
F	46.13						
A	92.93						
F	59.95						
F	56.66						
F	59.28						

On the right side of the screen, there is a legend for Grade Marks:

Grade	High	Low
A	100.00	90.00
B	89.99	80.00
C	79.99	70.00
D	69.99	60.00
F	59.99	0.00
I	0.00	0.00
AU	0.00	0.00

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”

Galesburg High School
Teacher: Amanda Nixon Class: MA120A / 01 Prd:1 PRE-ALG

Navigation: Home Page | Gradebook | Main Screen

Menu: Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grade | Comments | Reports | Display Options | Quick Scoring | Excel Export

	FIN Options	FNE Options	T1 Options	HW 10/3 to 10/16/2008 HMWK	Quiz 2.9 10/09/2008 TEST	p.104 (13 10/08/2008 PART	HW Quiz 9/ 10/03/2008 HMWK	Ch3 Calc 10/03/2008 TEST	Ch 3 Non C 10/03/2008 TEST	Math 10/02/2008 PAR	
Students	Setup Final FIN Grade Calculations										
1	Take Select Final FIN Display Method										
2	Abs	Grade Mark			15	0	12	78	26		
3	Tar	Percent			10	0	0	66	10		
4		Points			9	0	16	79	21		
5		Enter Final FIN Grade Adjustments									
6		Quick Scoring for Final FIN									
7		Grade Posting Status for Final FIN									
8	-	F	*	54.17	9	5	0	12	58	13	
9		B	*	88.72	23	19	20	22	88	25	
10	Tar	B	*	81.99	11	0	0	16	85	17	
11		B	*	80.63	32	12	18	29	89	23	
12		C	*	73.34	22	0	4	24	98	21.5	
13		F	*	46.13	0	0	0	0	78.5	24.5	
14		A	*	92.93	34	21	16	31	89	27	
15		F	*	59.95	8	23	18	0	88	20	
16	Abs	F	*	56.66	0	0	0	0	0	0	
17	Abs	F	*	59.28	0	0	19	19	0	25	
18		C	*	79.67	22	21	20	23	54	26	
19		A	*	102.51	34	23	19	34	103	30	
20		A	*	99.42	29	20	19	32	105	30	

Task List:

- Setup Final FIN Grade Calculations
- Enter Final FIN Grade Adjustments
- Quick Scoring for Final FIN
- Grade Posting Status for Final FIN

Task List Legend:

- Abs: Absolute
- Tar: Target
- F: Final
- B: Best
- C: Current
- A: Average

