

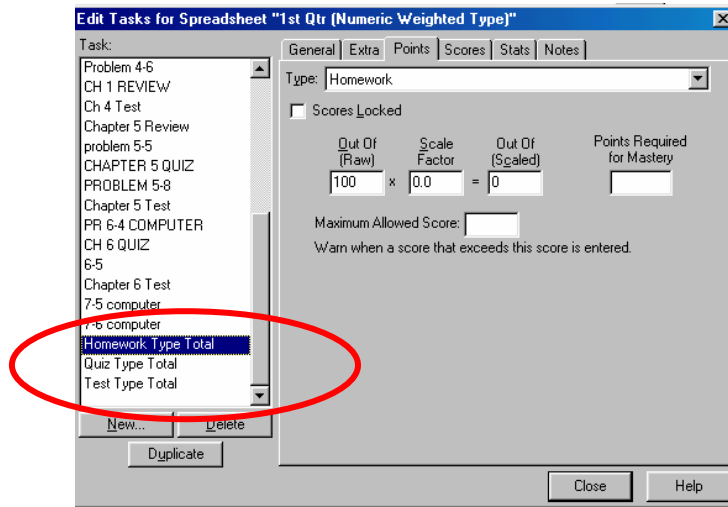
End of Term Reports (Exporting Grades)

End of term spreadsheets are created by the administration at the time you get your class rosters. At the end of each grading period, grades are copied to the end of term spreadsheet and then exported to the administration.

1) Enter all scores in the quarter grade spreadsheet that you created at the beginning of the year.

Class:
 Spreadsheet:

2) Double Check to make sure that the scale factor for Homework Average and Test Average is set to zero. (Only if you did this.)



3) For each class, select the **2nd Semester Report Card (EndTerm 1/10/2002)**

4) Click and hold on the column heading for **4th Qtr Grade**, and then select **Replace Task**.

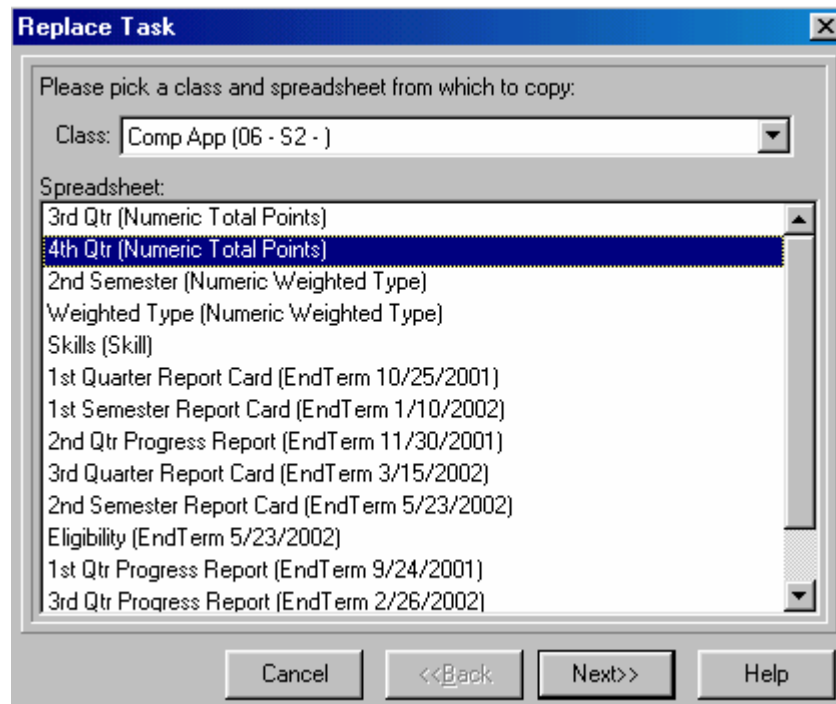
Class: Show:
 Spreadsheet: View:
 Comment:

	Student Name	4th Qtr Grade	4th Qtr All Abs	4th Qtr All Tdy	4th Qtr Comment #1	4th Qtr Comment #2	4th Qtr Comment #3	2nd Sem Grade	2nd Sem All Abs
1	Belitz, Christina								
2	Collins, Shayla								
3	Gacke, Emily								
4	Harvill, Crystal								
5	Hopen, Michael								
6	Janky, Joshua								
7	Kettleborough, Sierra								
8	Kirby, Jon								
9	Meekins, Robert								
10	Meyer, Dmitri								

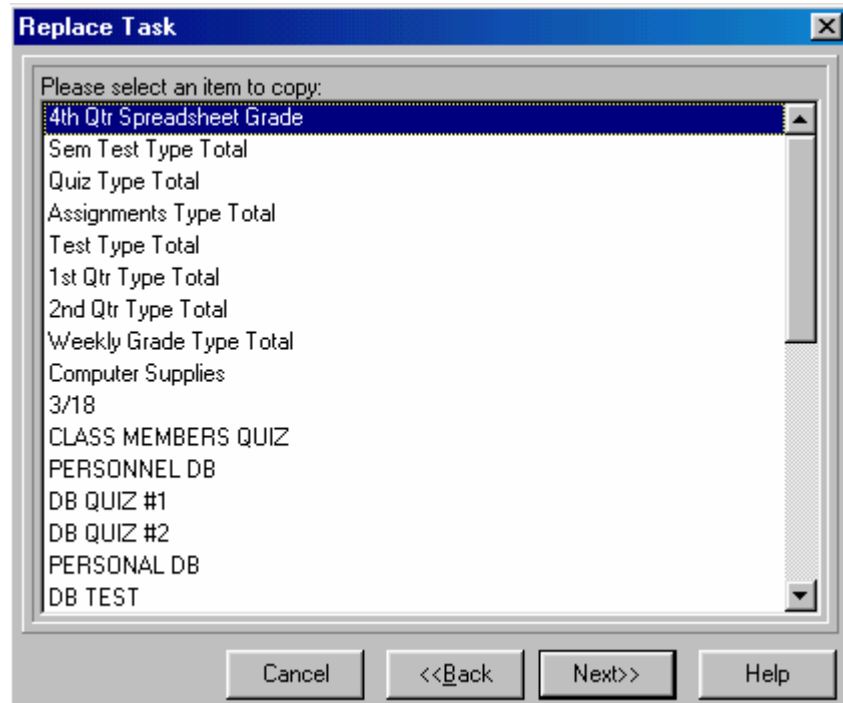
Context menu for '4th Qtr Grade' column:

- Sort Students by Column
- Sort Students...
- Fill Column...
- Replace Task...

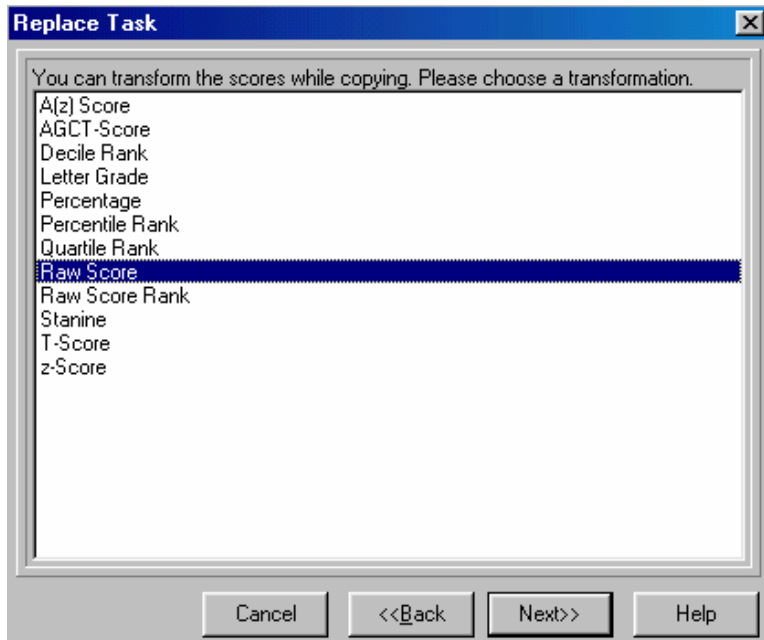
5) Double-click the **4th** quarter spreadsheet.



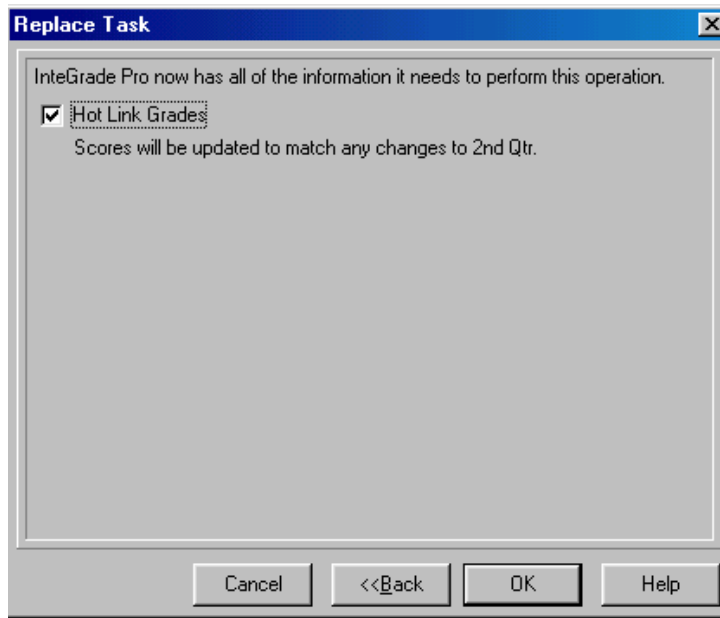
6) Double-click the **spreadsheet grade**.



7) Double-click Raw Score.



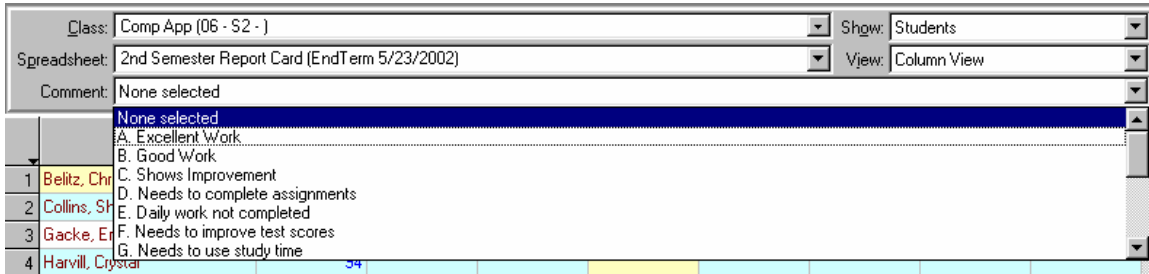
8) Click on the checkbox next to Hot Link Grades if you want any changes that are made in your QTR spreadsheet to update the report card spreadsheet as well.



9) Click OK

10) Manually adjust grades if necessary. (Note: This will remove the Hot Link feature for the entire class)

11) Enter comment references in the comment column by selecting the comment from the pull down menu.



12) Go to **Reports, Spreadsheet** and print out a paper copy of the grades that you are about to export.

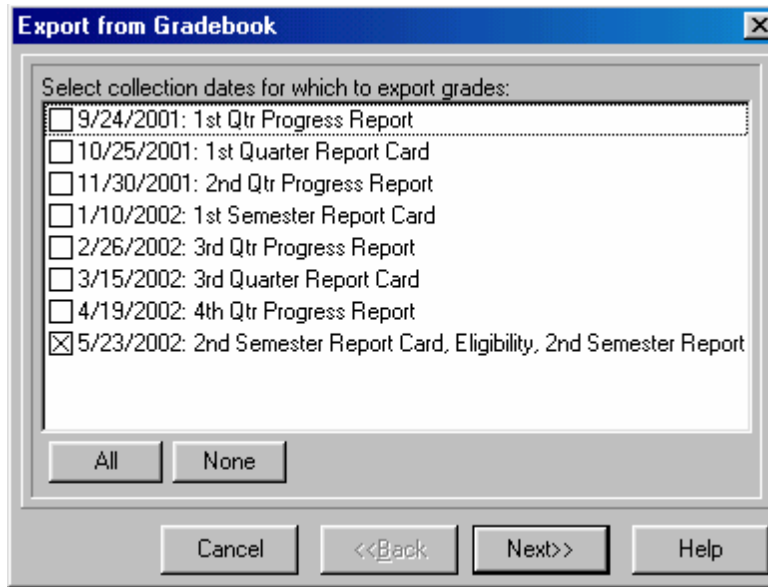
13) Use the Replace Task method of Manually Enter 2nd Semester Grades in the appropriate column at this time.

	Student Name	4th Qtr Grade	4th Qtr All Abs	4th Qtr All Tdy	4th Qtr Comment #1	4th Qtr Comment #2	4th Qtr Comment #3	2nd Sem Grade	2nd Sem All Abs
1	Belitz, Christina	89							
2	Collins, Shayla	88							
3	Gacke, Emily	93							
4	Harvill, Crystal	94							
5	Hopen, Michael	79							
6	Janky, Joshua	87							
7	Kettleborough, Sierra	93							
8	Kirby, Jon	92							
9	Meekins, Robert	92							
10	Meyer, Dmitri	90							

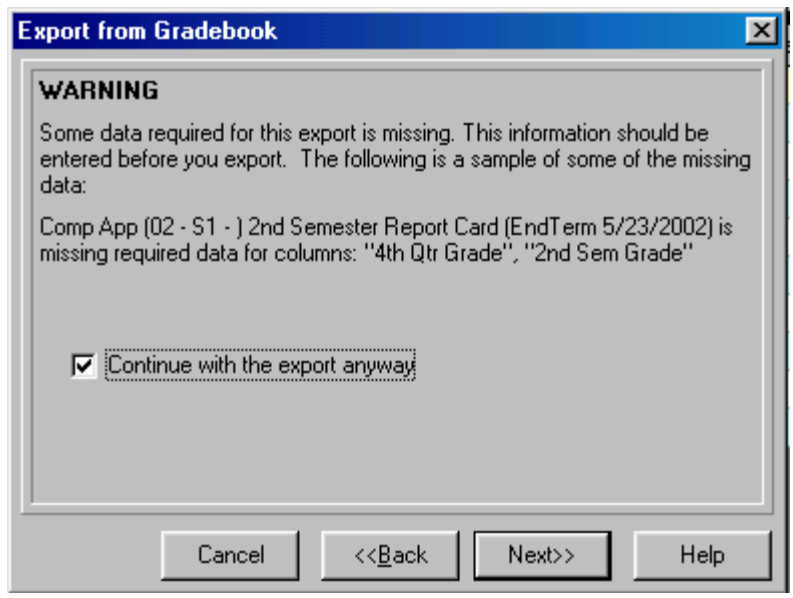
14) Repeat steps 1 through 13 for each of your classes.

15) Click **File, Export from Gradebook**.

16) Check the appropriate Collection Date and click Next.



17) The next window will probably tell you that you have some missing data. As long as you have entered grades for all of your students, ignore the message and Check Continue with the export anyway.



18) Click **Next**.

19) Click **Export**.

20) Click **NO** to view the error log.