



## **JCampus – Processing 4<sup>th</sup> Nine Weeks Grades**

**2018-19**

Teacher Edition

Consult with your school principal on your deadline to complete entering all fourth nine weeks marking period student assignment grades, exams, and comments in your Gradebook. You must be in compliance with JPPSS policies as it relates to the minimum number of grades required for each course you teach.

Students must have a grade for each assignment. Do not leave blanks in your Gradebook. Use an "I" for missed work (averaged as a 50) or an "E" for exempt or excused work (not averaged).

Comments you selected for the fourth nine weeks interim reports still remain in your Gradebook and must be updated to reflect the current nine weeks grading averages.

- To change an old comment, click on the old comment and select the replacement comment on the right.
- To delete an old comment, click on the old comment and click on the blank space above comment number 101.
- To make a new comment, click on an empty box to the right of the student's name and click on the appropriate comment on the right.

## Middle School Exams

Exams count as 25% of the fourth nine weeks grade.

Exam Grades must be entered as follows:

1. In Gradebook, select the appropriate "Course" and "Marking Period: 4th Nine Weeks."
2. Click "New."
3. For the "Assignment Title" type "Nine Weeks Exam."
4. For the "Category" select "Exams."
5. Complete the remaining fields as you normally would for an assignment.
6. Click "Save."
7. Enter student grades.
8. Click "Save."

### EXCEPTION:

\*\*\* High school courses (English I, Algebra I, etc.) taught at the middle school level \*\*\*

Exams count as 25% of the final grade. The final grade will average as 75% of all nine weeks grades (letter grades), and 25% of the exam grade (letter grade). The exam grade will appear on the report cards.

Exam grades must be entered as follows:

1. In Gradebook, select the appropriate "Course."
2. Select the "Marking Period" titled "2<sup>nd</sup> Sem Exam."
3. Click "Assignment."
4. Click "New."
5. For the "Assignment Title" type "Final Exam."
6. Note: There is no need to select "Category."
7. Complete the remaining information as you normally would for an assignment.
8. Click "Save."
9. Enter student grades.
10. Click "Save."

## High School Exams

Exams count as 25% of the final grade. The final grade will average as 37.5% of the third nine weeks grade (letter grade), 37.5% of the fourth nine weeks grade (letter grade), and 25% of the exam grade (letter grade) for semester schools. The exam grade will appear on the report cards.

Exam grades must be entered as follows:

1. In Gradebook, select the appropriate "Course."
11. Select the "Marking Period" titled "**4<sup>th</sup> Sem Exam.**"
12. Click "Assignment."
13. Click "New."
14. For the "Assignment Title" type "Semester Exam."
15. Note: There is no need to select "Category."
16. Complete the remaining information as you normally would for an assignment.
17. Click "Save."
18. Enter student grades.
19. Click "Save."

### EXCEPTIONS:

- Riverdale High will enter exam grades as a "Major Assessment". Exam grades will not appear on report cards.
- All Schools: ½ unit courses will enter exam grades as a "Major Assessment". Exam grades will not appear on report cards.