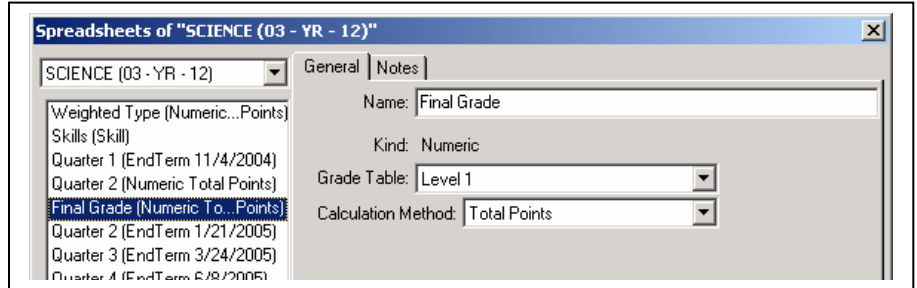


Preparing End of Semester/Year Grade sheet for SASI

North Jr. High, January 2009

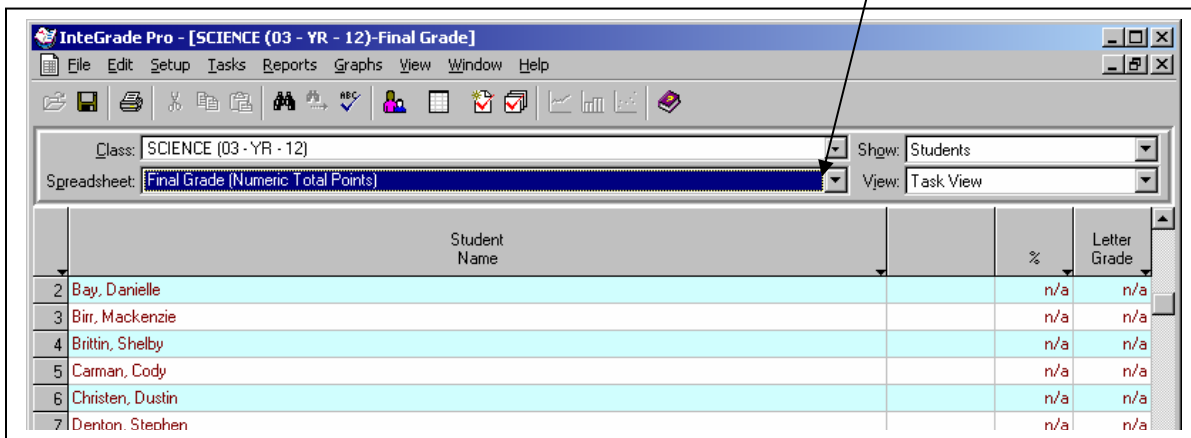
Use this process to create an End Term Spreadsheet for SASI that averages out quarter grades to get a semester grade or end of year grade.

1) Create a new spreadsheet in Integrate by going to “Setup” and selecting “spreadsheets” then naming it Semester grade

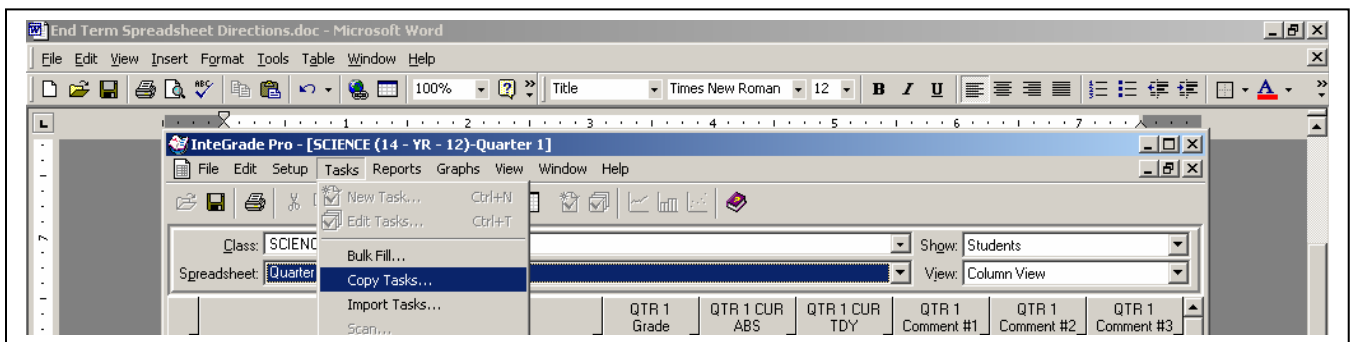


2) Select “Total Points” and a new spreadsheet will be created.

4) Select the spreadsheet you just created and it will open, showing no values in any column.

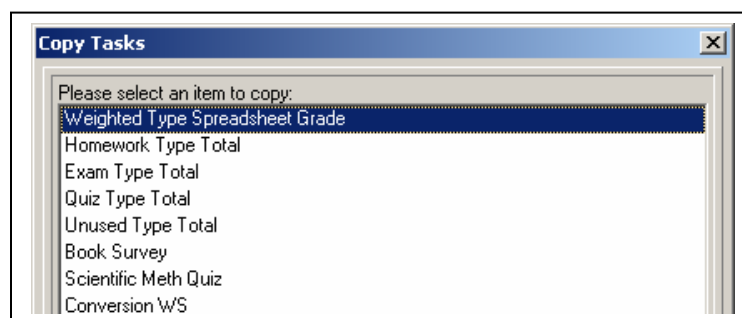


5) From the “Task” menu, select “Copy Task...”

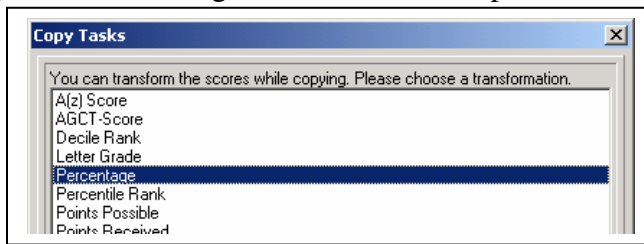


6) Check to make sure the class is correct and select the name of your first quarter spreadsheet. Click Next.

7) Select the Spreadsheet Grade option. Click Next.



8) Select “Percentage” to transfer to grades to End Term Spreadsheet. Click Next.



9) Click OK.

10) Repeat the process (steps 5-9) of copying tasks for each quarter grade that is needed to calculate the final grade for the semester. The spreadsheet will average the grades from each quarter and should look similar to the sample below.

| | Student Name | WghtdTypS prdshGrd (100) | Qtr25p rdshtGrd (100) | % | Letter Grade |
|----|-----------------|--------------------------|-----------------------|------|--------------|
| 16 | Ingeman, McLean | 76.3 | 71.3 | 73.8 | C |
| 17 | Johnson, Justin | n/a | n/a | n/a | n/a |
| 18 | Kellen, Brandon | 85.7 | 61.3 | 73.5 | C |
| 19 | Lahr, Ashley | 84.5 | 67.2 | 75.9 | C |
| 20 | Le, Tom | 93.9 | 83.3 | 88.6 | B+ |

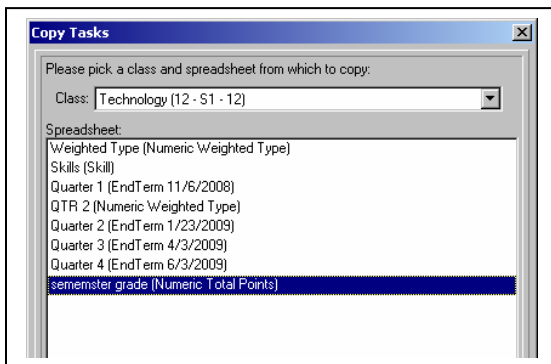
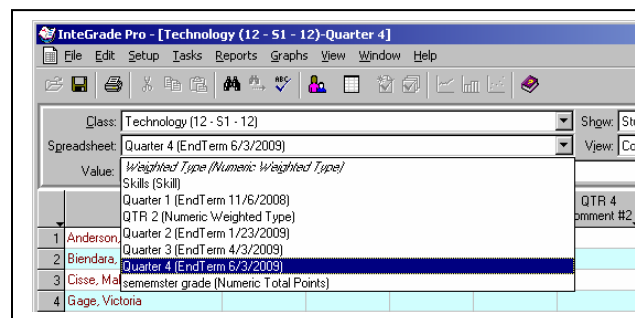
11) Complete this process (steps 1-10) for each class. You are now ready to copy these scores to your End Term Spreadsheet.

Copying Scores to your End Term Spreadsheet

1) Select your first class and choose the **quarter 4 end term spreadsheet**

2) From the task menu, select copy task

3) Select the spreadsheet you created that has the averaged grades on them.



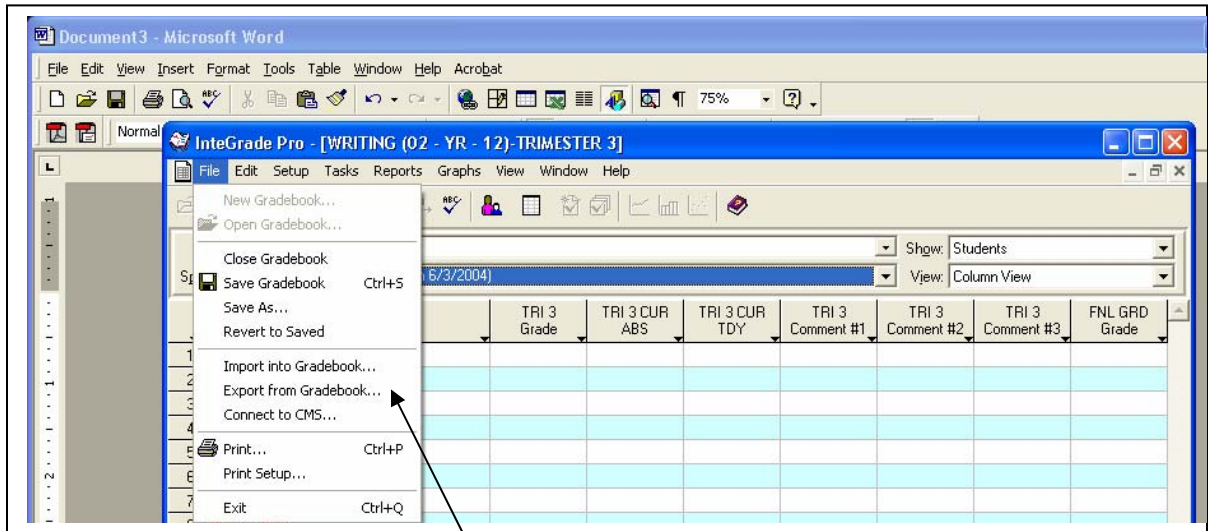
4) Choose copy task and select the top spreadsheet grade option

5) Replace scores of task “Final Grade”

6) Transform the score as a letter grade. This is the location for any Asterisk grades.

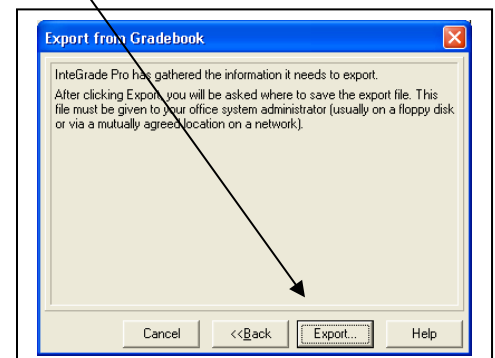
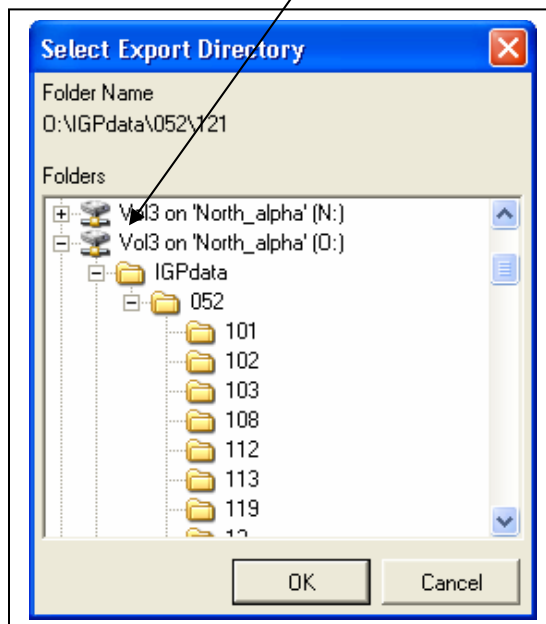
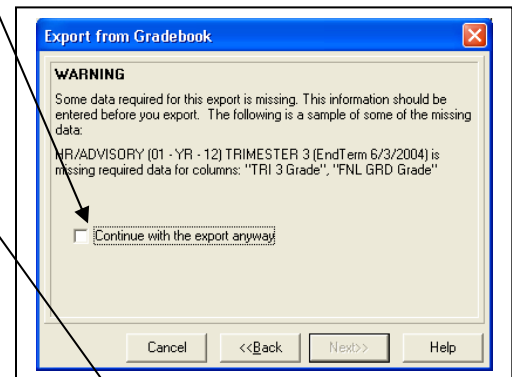
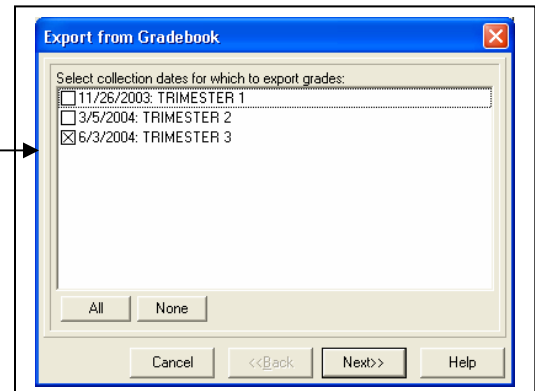
7) Repeat steps 1-6 for your remaining classes. Your semester grades are now complete.

Exporting Grades from InteGrade Pro



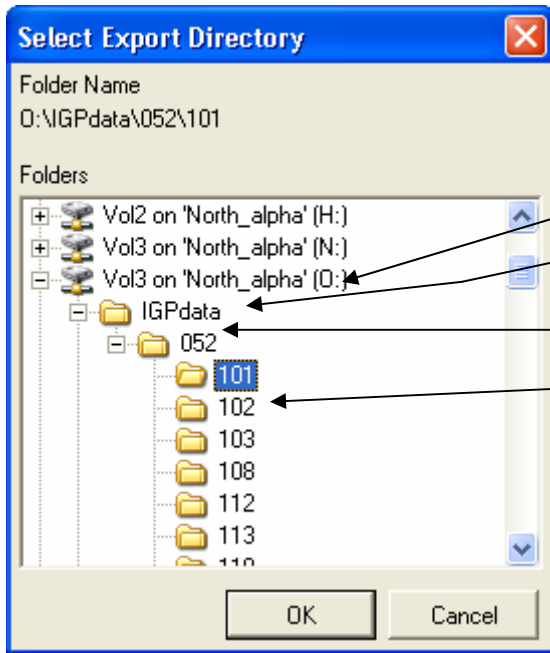
Steps to Export your grades

1. With your end term spreadsheet open, select “export from Gradebook” under the “File” menu.
2. Choose the grade to export and click “Next”
3. The warning will be displayed if information is missing. This will include any student that might not have been assigned a grade. Double check to make sure you don't forget the Advisory grades. If you are ready to export, click “Continue with export anyway” box then click “Next”.
4. This message will appear. Click “Export”.
5. Navigate to the “Vol3 on North_Alpha” find your SASI number by clicking on the “+” sign next to open each of the folders and click “OK”



Selecting the correct location to save your spreadsheets

Use this information to correctly select the folder where you are to save your completed gradebook spreadsheets.



Saving your final grades

1. Select Vol3 on North Alpha (O)
2. Select IGPdata
3. Select folder 052
4. Select the folder where you store your Integrate grades (**usually** your room number)