

Preparing Grades for SASI at the End of Each Quarter

North Jr. High, January 2009

Step 1: Opening the End Term Spreadsheet

At the end of each grading period, grades must be copied to the “End Term Spreadsheet”. Start up your gradebook and open the first class.

Click in the Spreadsheet selection box and select the End Term Spreadsheet for the appropriate grading period. “End Term” and the date should show in parenthesis.

The screenshot shows the InteGrade Pro interface for the class 'SCIENCE (14 - YR - 12)'. The 'Spreadsheet' dropdown is set to 'Weighted Type (Numeric Total Points)'. The 'View' is set to 'Task View'. The spreadsheet shows columns for 'Measurement Post Lab (25)', '%', and 'Letter Grade'. The data for the first five students is as follows:

Student	Measurement Post Lab (25)	%	Letter Grade						
Ahles, Kelsey	9	25	95.7	A-					
Carlson, Tanya	6	23	87.1	B+					
Cediel, Camila	9	14	10	25	7	9	23	89.4	B+
Charron, Jordan	9	14	10	29	7	9	24	95.4	A-
Cichy, Dayna	0	14	10	27	7	0	21	07.4	D+

The ETS will open, showing no values in any column.

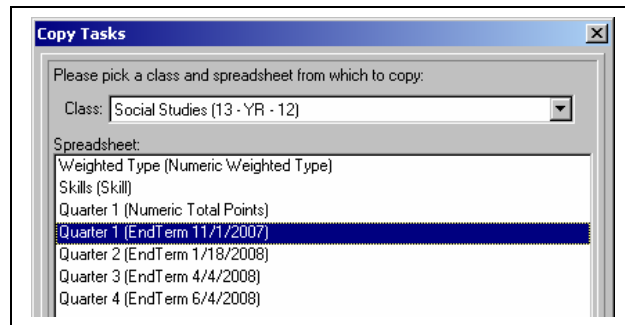
The screenshot shows the InteGrade Pro interface for the class 'SCIENCE (14 - YR - 12)'. The 'Spreadsheet' dropdown is set to 'Quarter 1 (EndTerm 11/4/2004)'. The 'View' is set to 'Column View'. The spreadsheet shows columns for 'Student Name', 'QTR 1 Grade', 'QTR 1 CUR ABS', 'QTR 1 CUR TDY', 'QTR 1 Comment #1', and 'QTR 1 Comment #2'. The data for the first five students is as follows:

Student Name	QTR 1 Grade	QTR 1 CUR ABS	QTR 1 CUR TDY	QTR 1 Comment #1	QTR 1 Comment #2
Ahles, Kelsey					
Carlson, Tanya					
Cediel, Camila					
Charron, Jordan					
Cichy, Dayna					

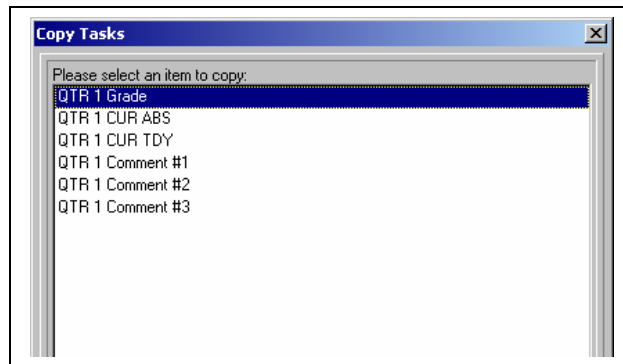
2) From the “Task” menu, select “Copy Task...”

The screenshot shows a Microsoft Word window titled 'End Term Spreadsheet Directions.doc'. The 'Task' menu is open in the InteGrade Pro window, and the 'Copy Task...' option is selected. The menu options are: New Task..., Edit Tasks..., Bulk Fill..., Copy Tasks..., Import Tasks..., and Scan... The spreadsheet data from the previous screenshot is visible in the background.

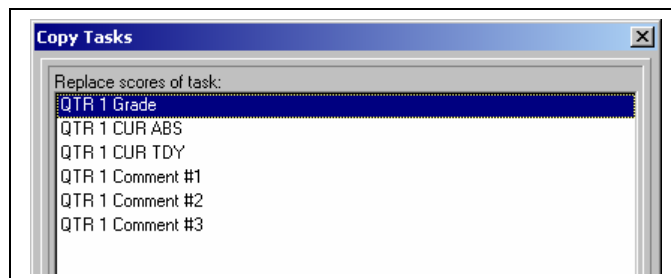
Check to make sure the class is correct and **select the name of the current quarter spreadsheet**. Click Next.



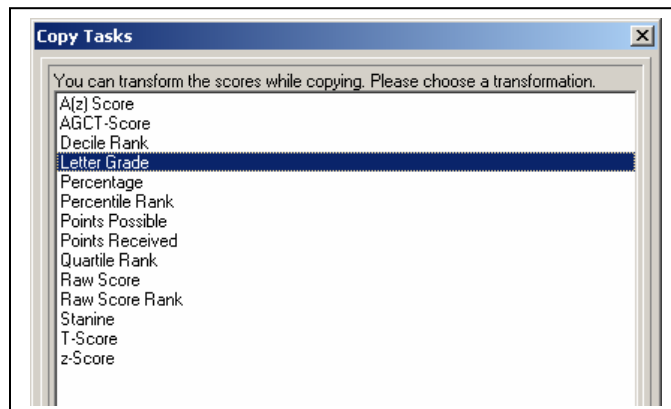
Select the spreadsheet grade for the **current quarter**. (i.e. QTR 1 Grade.) Click Next.



Select the task to be replaced- The column in the End Term Spreadsheet that will be replaced (i.e. 1st Qtr. Grade). Click Next.

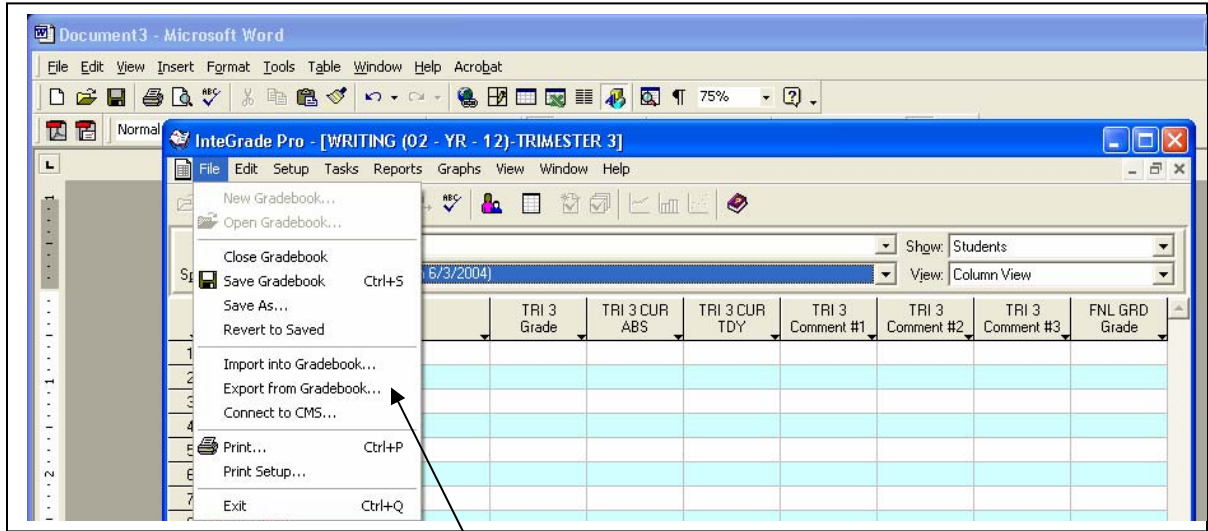


Select the letter Grade” to transfer to the End Term Spreadsheet. Click Next.



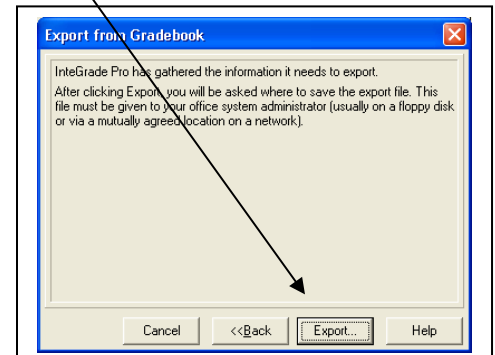
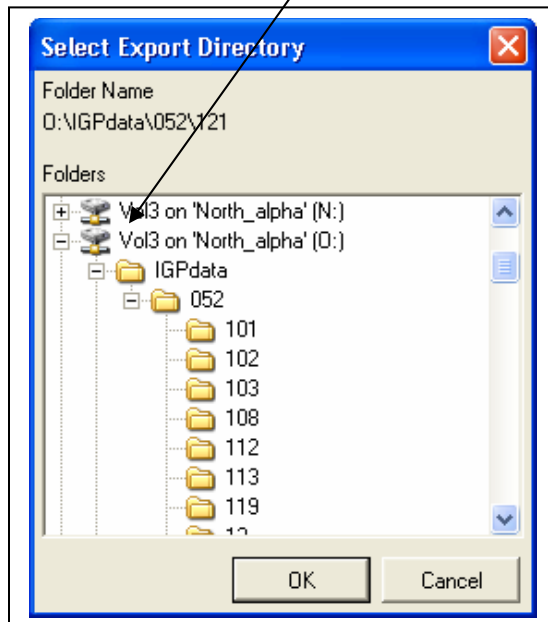
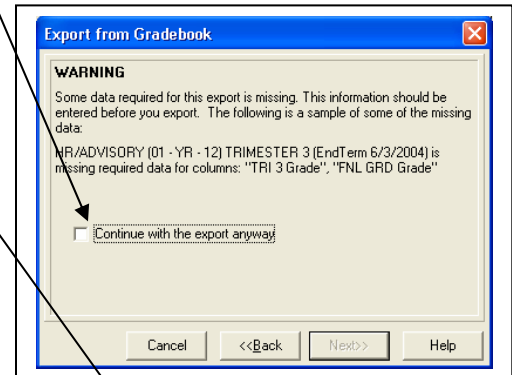
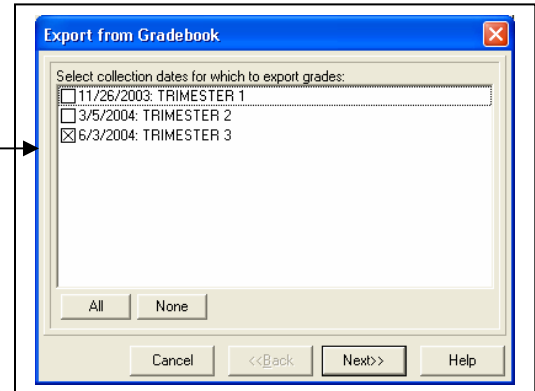
The resulting message states that InterGrade Pro has enough information to complete the transfer. Click OK. Repeat this process for each class. Grades will be copied into the end term Spreadsheet. Asterisk grades should be recorded on the End Term Spreadsheet. Now you are ready to export your grades.

Exporting Grades from InteGrade Pro



Steps to Export your grades

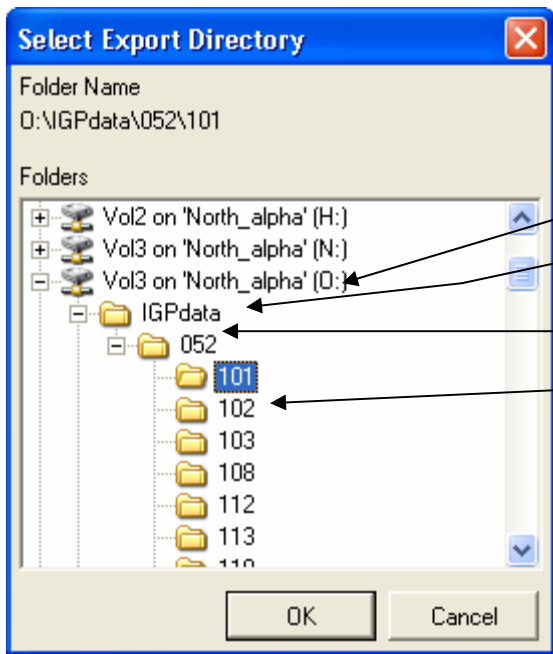
1. With your end term spreadsheet open, select “export from Gradebook” under the “File” menu.
2. Choose the grade to export and click “Next”
3. The warning will be displayed if information is missing. This will include any student that might not have been assigned a grade. **Double check to make sure 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.

Your gradebook only needs to be exported once. However, you will need to export your grades each time you make any changes to your gradebook.



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. This is your SASI staff number. Contact Bryon or Helen if you don't know the number.