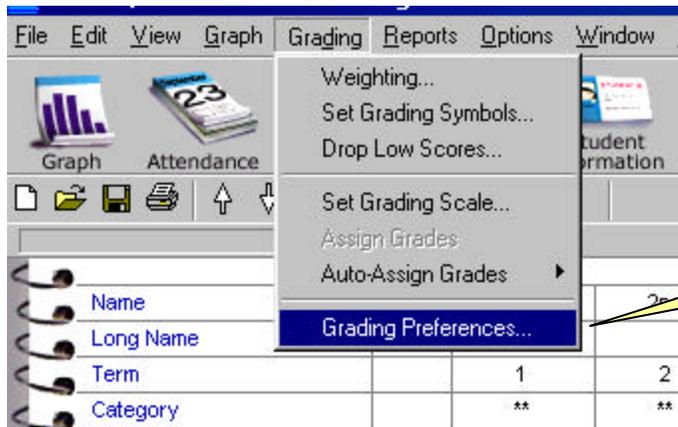
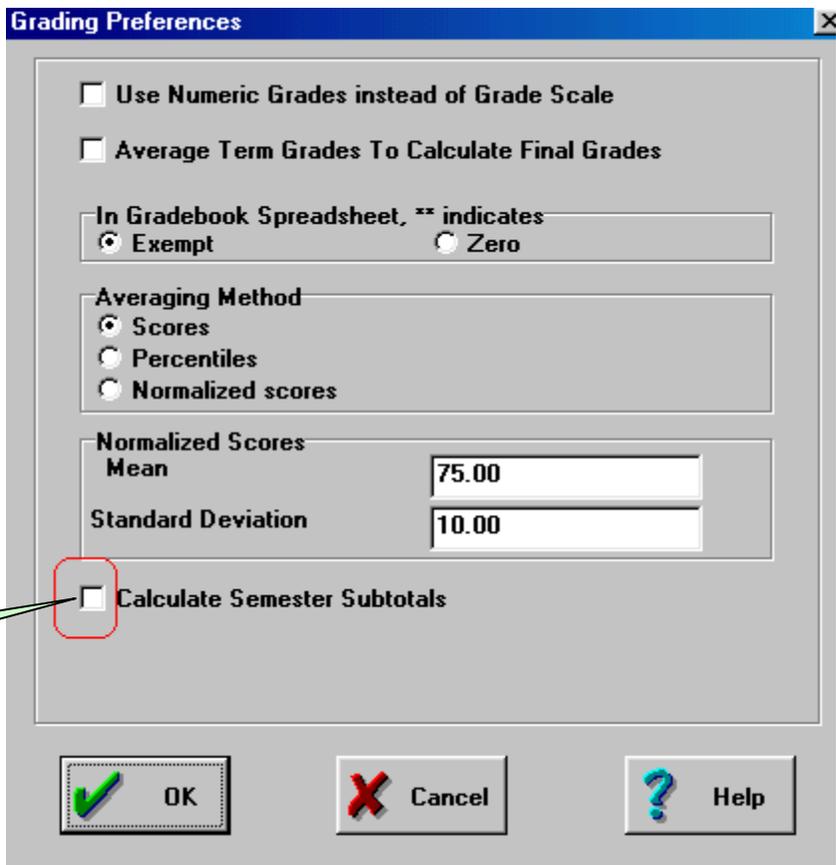


## Step by Step Instructions

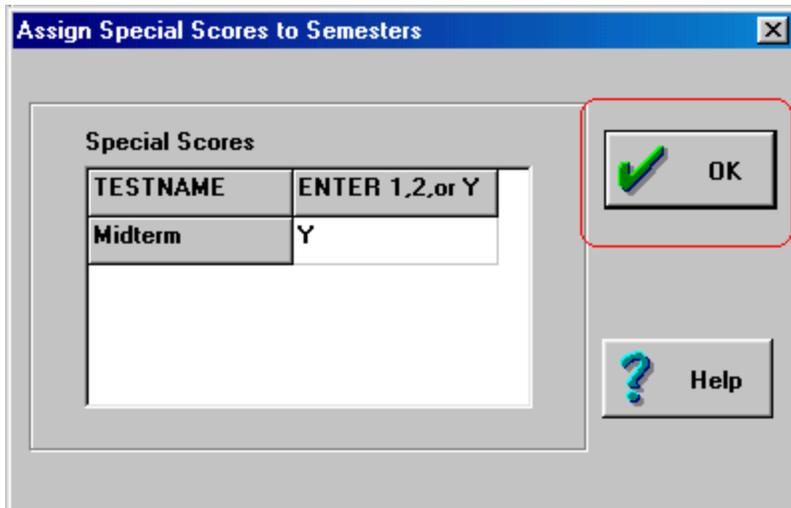
# Gradequick for Semester 2



click on Grading and then Grading Preferences:

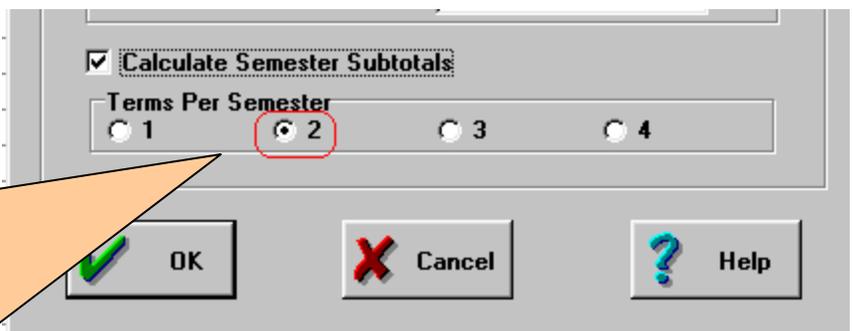


Check off the Calculate Semester Subtotals Box

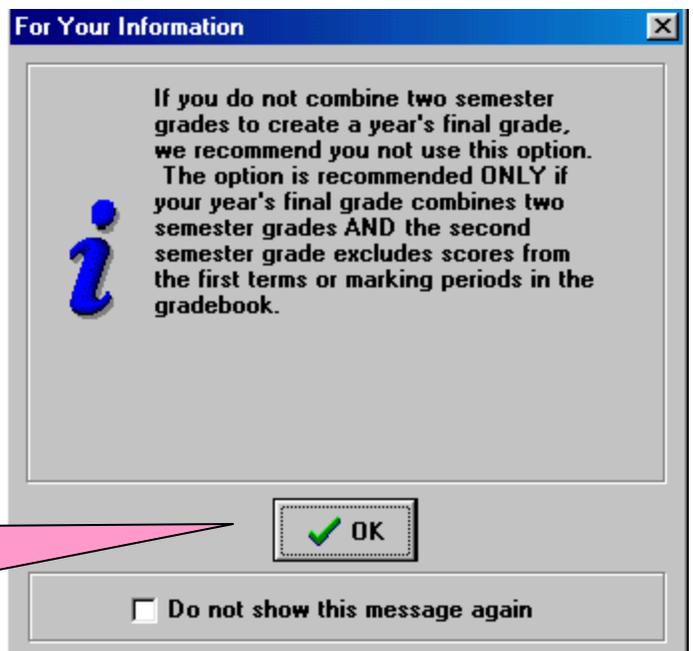


click OK when you see this box: (we'll go back later and make changes here)

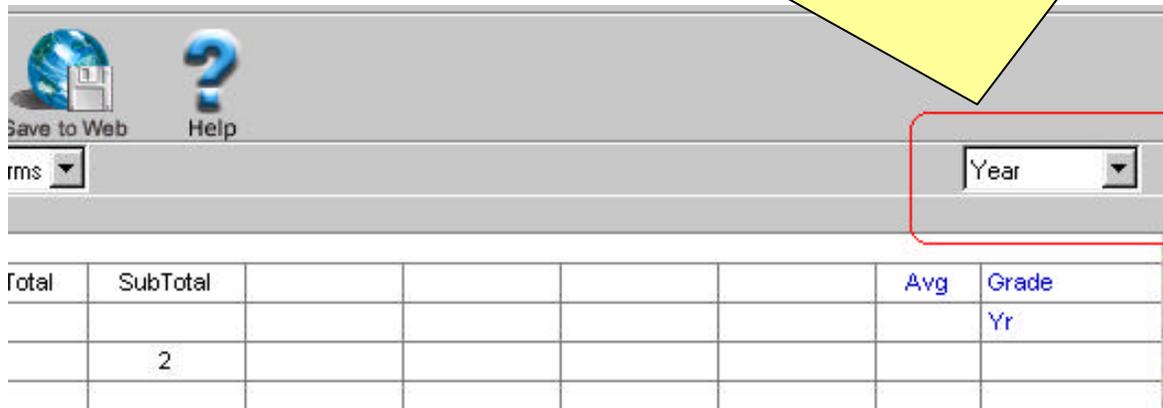
The same box will appear again, this time with radio buttons on the bottom. Make sure 2 is selected for Terms Per Semester. Then click OK.



Click OK again when you see the next Information Box.



The top right of your screen should show the term selection box showing Year, Sem 1 and Sem 2; **Change it to Semester 2**.  
**( From now on, you may toggle between these three views.)**



Now, you are ready to set up your grade book by adding new columns, as needed. I've indicated the new columns I added with red frames. I have assigned Terms 3 and 4, while the Final has no term number. Columns for Subtotals 3 and 4 are added automatically. **Please Note: You must label the midterm exam in Semester 2 as FINAL**

The screenshot shows a software interface with a grey header bar. On the left, there are icons for 'Information', 'Memo', 'Send to', and 'Help'. Below these is a dropdown menu currently set to 'View All Terms'. On the right side of the header bar, a dropdown menu is set to 'Semester 2'. Below the header bar is a table with the following columns: 'MIDTERM', 'Test 1', 'Test 2', 'FINAL', 'SubTotal', 'SubTotal', 'SubTotal', 'SubTotal', 'Avg', and 'Grade'. The 'Test 1', 'Test 2', and 'FINAL' columns are highlighted with red rectangular boxes. The 'SubTotal' columns are highlighted with pink rectangular boxes. The 'Grade' column has a sub-column labeled 'Sm2'. The table contains the following data:

MIDTERM	Test 1	Test 2	FINAL	SubTotal	SubTotal	SubTotal	SubTotal	Avg	Grade
	3	4		1	2	3	4		Sm2
**	**	**	**						
12/13/01	1/17/02	1/17/02	1/17/02						
0.2			0.2	0.4	0.4	0.4	0.4		
100	**	**	**	100	100	0.00	0.00		
77	C+	**	**	**	**	80.2	B-	86.0	B
70	C-	**	**	**	**	74.0	C	73.0	C

You now need to set the weighting scale as below:

**Weight Terms**  
 On  
 Off

Term #1	0.20
Term #2	0.40
Term #3	0.40
Term #4	0.00
Midterm	0.20
Finals	0.20

**Weight Categories**  
 On  
 Off

**	1.00
----	------

**Weight Tests**  
 On  
 Off  
Enter test weights directly in the gradebook spreadsheet

Change       Change

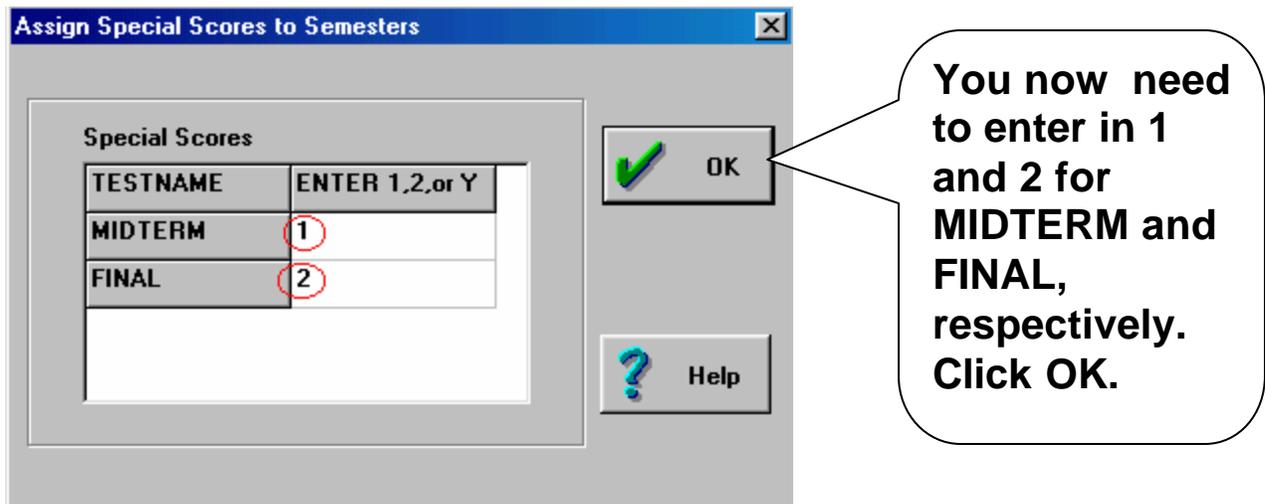
OK      Help

the final step is to designate your Midterm grades (Midterm for Semester 1 and Final for Semester 2).  
**Click Grading, then Assign Special Scores to Semesters...**

CFLT 2001-02.gbk

Graph   Grading   Reports   Options   Window   Help

- Weighting...
- Set Grading Symbols...
- Drop Low Scores...
- Set Grading Scale...
- Assign Grades
- Auto-Assign Grades
- Grading Preferences...
- Assign Special Scores to Semesters...**



## Final reminders

If you see green ink in any column, the score or grade is wrong. Either type it again, or retype it in a different column.

You cannot enter any number in the Subtotals column.

MIDTERM and FINAL needs to be in ALL Capital letters.

Don't forget to include hard copies of GradeQuick when you turn in your signed Grade Verification Forms