



# Entering Grades at the End of a Semester

## Skyward

### Entering Grades

- To enter grades at the end of a semester, open your gradebook for one of your classes. For these instructions, we will be using Semester 1.
- Term 2 grades should automatically be calculated.
- The semester final exam will need to be entered. At Garber, the exam column is called EX1 or EX2. At Cramer, the exam is called SE1 or SE2.
- If you do NOT have a Final Exam, the semester grade will automatically be calculated by taking 50% of Term 1 and 50% of Term 2. **For classes that you do not have a final exam, do not enter anything in the exam column, it will automatically disregard that column and use the standard calculation(50%-Term 1, 50% Term 2) for the final grade.**
- If you have a final exam, the semester grade will be calculated by taking 40% of Term 1 and 40% of Term 2. The remaining 20% will use the semester final exam. To enter a semester final exam, click on a cell under the EX1 column and enter a grade.

Other Access		Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export		
Students		Wed 01/16 Atnd	Ch 12. 12/04 HW 14 7.44	Ch 12. 12/04 HW 11 8.81	Ch 12. 12/04 HW 7 6.38	Ch 12 12/05 HW 33 14.88	Ch 13. 12/13 HW 20 17.50	Ch 12- 01/05 T/Q 100 68.75	Ch 15. 01/07 HW 17 11.44	MT2 Options % 72.24%	C2	T2 Options % 72.24%	EX1 Options	S1 Options % 76.14%
1			8	10	7	18	20	68	14	74.77		74.77	*	80.30
2			0	9	7	0	20	85	13	72.77		72.77	*	72.55
3			12	8	4	0	20					65.50	*	59.93
4			14	9	7	24	20					78.82	*	82.92
5			14	10	7	26	20	81	16	88.55		88.55	*	91.89
5			14	9	7	23	20	87	14	90.99		90.99	*	93.38
7			0	10	7	0	20	72	11	69.30		69.30	*	69.89
8			0	9	7	0	20	85	7	70.12		70.12	*	72.92
9			8	10	6	14	20	65	9	69.49		69.49	*	76.16
10			7	8	6	15	0	84	14	63.54		63.54	*	74.49
11			0	8	4	15	20	50	12	61.78		61.78	*	68.76
12			14	9	7	21	20	70	8	81.93		81.93	*	80.77
13			0	9	6	0	0	52	7	29.18		29.18	*	39.05
14			0	6	7	27	20	70	8	77.17		77.17	*	82.39
15			14	10	6	31	20	92	17	96.55		96.55	*	96.10
16			14	7	7	24	20	0	15	65.33		65.33	*	76.76

Click here to enter exam grade

- A grade entry window will appear. Enter the grades and make sure to press Save.

**Exam Entry**

**Semester Exam EX1**

Max Score: 100

Save  
Undo  
Back

Grade Mark

Students

Students	Score	Override
*	-	-
*	-	-
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2. PRESS SAVE!

1. Enter exam grade here

- To display both Terms in your gradebook window, go to Display Options in your gradebook window. Click on Grade Period Display. Click on the box below Display Grade Period for Term 1.
- If you would like to view percents instead of grademarks, click on Options below the Term column and select percent. See below.

Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export					
Wed 01/16 Atnd	Term Grade S1 Sort By %	S1 Options	SE1 Options	T2 Options	C2	SC-Mak W20-M 01/14	SC-Cha W19-F 01/11	SC-Cha W19-W 01/09	SC-Uni W19-T 01/08	SC-Ali W16-T 12/18	SC-A H W15-Th 12/13	SC-Con W15-M 12/10	SC W 12/10
	A- 92.11%	A-	*	A		Asmt 21 19.63	Asmt 16 13.42	Asmt 26 20.79	Asmt 26 16.42	21	15	25	26
	A- 92.70%	A-	*	A		21	16	23	26	21	16	23	26
	B- 81.02%	B-	*	B		21	16	24	0	21	16	24	0
	A 94.72%	A	*	A		21	16	24	26	21	16	24	26
NEW	C 74.68%	C	*	B-		*	*	20	16	16	23	0	*
	C 73.72%	C	*			*	*	*	*	*	*	*	*

Select Term T2 Display Method

Grade Mark

Percent

Points

Enter Term T2 Grade Adjustments

Quick Scoring for Term T2

Grade Posting Status for Term T2