



**Gradebook Setup for Courses with Final Exams that are outside of terms**

The purpose of this document is to show how a teacher can to set their gradebook up so that the final exam can be calculated as part of a final mark but not a term mark.

**Part 1. Setting up: Details**

Make sure that you have set your gradebook preferences to one of:

- a. Categories Only,
- b. Categories Total Points, or
- c. Categories & Assignments

to use this strategy

Course Nickname	MMA--08-001
Description	MATHEMATICS 8
Classroom	E4
Schedule	1(1) 2(4) 3(3) 4(2)
Schedule term	S2
Team	
House	
Average Mode	Gradebook Default
Averages grade scale	Gradebook Default Categories only Categories and assignments Total points Category total points
Portal Notes	

**Part 2. Setting up Categories (this is not an exhaustive list – work with your teacher leader to modify the scenarios that match what you are attempting)**

Scenario 1  
 Course Outline  
 Term 1 = 40%  
 Term 2 = 40%  
 Final Exam = 20%

Within the term:  
 Assignments = 40%  
 Quizzes = 30%  
 Tests = 30%

How to enter in MyEd  
 Create the following Categories:  
 Assignments Q1 with a weighting of 16%  
 Quizzes Q1 with a weighting of 12%  
 Tests Q1 with a weighting of 12%  
 Assignments Q2 with a weighting of 16%  
 Quizzes Q2 with a weighting of 12%  
 Tests Q2 with a weighting of 12%  
 Final Exam with a weighting of 20%

**2015-2016 - MMA--08-001 - MATHEMATICS 8**

<input type="checkbox"/>	Code	Desc	Weight	Percent
<input type="checkbox"/>	AQ1	Assignments Quarter 1	16.0	16.0%
<input type="checkbox"/>	AQ2	Assignments Quarter 2	16.0	16.0%
<input type="checkbox"/>	FE	Final Exam	20.0	20.0%
<input type="checkbox"/>	QQ1	Quizzes Quarter 1	12.0	12.0%
<input type="checkbox"/>	QQ2	Quizzes Quarter 2	12.0	12.0%
<input type="checkbox"/>	TQ1	Tests Quarter 1	12.0	12.0%
<input type="checkbox"/>	TQ2	Tests Quarter 2	12.0	12.0%



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Scenario #2

Course Outline  
 Fractions = 20%  
 Integers = 20%  
 Ratio / Rate & Proportion = 20%  
 Surface Area & Volume = 10%  
 Algebra =30 %  
 (Units add to 100%)  
 Then a final exam  
 Final exam = 20%

How to enter in MyEducation BC  
 Create the following categories:  
 Fractions with a weighting of 16%  
 Integers with a weighting of 16%  
 Ratio Rate and Proportion with a weight of 16%  
 Surface area and volume with a weight of 8%  
 Algebra with a weight of 24%  
 Final Exam with a weight of 20%

Scenario 3

Course Outline:  
 Term Marks are based upon:  
 Tests = 30%  
 Projects = 30%  
 Assignments = 40%

Final Exam = 20% of Final Mark

How to enter in MyEducation BC  
 Create the following categories:  
 Tests with weighting of 24%  
 Projects with a weighting of 24%  
 Assignments with a weighting of 32%  
 Final Exam with a weight of 20

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<input type="checkbox"/>	Code	Desc	Weight	Perce
<input type="checkbox"/>	Alg	Algebra	24.0	24.0%
<input type="checkbox"/>	FE	Final Exam	20.0	20.0%
<input type="checkbox"/>	FR	Fractions	16.0	16.0%
<input type="checkbox"/>	Int	Integers	16.0	16.0%
<input type="checkbox"/>	RRP	Ratio, Rate & Proportion	16.0	16.0%
<input type="checkbox"/>	SAV	Surface Area and Volume	8.0	8.0%

**2015-2016 - MMA--08-001 - MATHEMATICS 8**

<input type="checkbox"/>	Code	Desc	Weight	P
<input type="checkbox"/>	Asgn	Assignments	32.0	32
<input type="checkbox"/>	FE	Final Exam	20.0	20
<input type="checkbox"/>	Projects	Projects	24.0	24
<input type="checkbox"/>	Tests	Tests	24.0	24

Part 4 → Entering Scores

Enter scores as you would normally; make sure to select the correct category using the magnifying glass.

Part 5 → End of Term

1. End of Term 1 (Q1) follow the directions [SD73 - Pushing Marks from Gradebook to Report Card.pdf](#)
2. End of term 2 (Q2) this is where you need to be more careful, this will be a 2 part process.
  - i. Enter all of the Q2 assignments (or at least confirm the entry)
  - ii. Start the process to have the gradebook software push the Q2 marks to the report card



**Gradebook Setup for Courses with Final Exams that are outside of terms**

Click **Options, Update post columns**

**Update Post Columns: Select Columns Step 1 of 3**

Class	
Grade Term	Q2
Grades to update	Term grades for all students

< Back   Next >

Select what you want the Q2 Mark to be, for final mark, select **(DO NOT UPDATE)**

**Update Post Columns: Choose Update Values Step 2 of 3**

Q2 Grade	Average:Q2	Depending on your assessment philosophy select one of these
Final Mark	(Do Not Update)	

*(Note: In the original image, 'Average:Semester 1' is highlighted in the dropdown menu for Q2 Grade.)*

It should look something like this, click **Next**, then **Finish**

**Update Post Columns: Choose Update Values Step 2 of 3**

Q2 Grade	Average:Q2
Final Mark	(Do Not Update)

- iii. Mark the final exam, enter the scores into the gradebook. Make sure that the assignment has the category **Final Exam**.
- iv. Have the gradebook software push the final mark to the report card

Click **Options, Update post columns**

**Update Post Columns: Select Columns Step 1 of 3**

Class	
Grade Term	Q2
Grades to update	Term grades for all students

< Back   Next >

Click **Next**

Select: Q2 Grade: **(Do Not Update)**, Final Mark: **Average Cumulative**

**Update Post Columns: Choose Update Values Step 2 of 3**

Q2 Grade	(Do Not Update)
Final Mark	Average:Cumulative

Click **Next**, then **Finish**

- v. Enter your work habits
- vi. Select the comments
- vii. Post Grades on Mark Due Date.