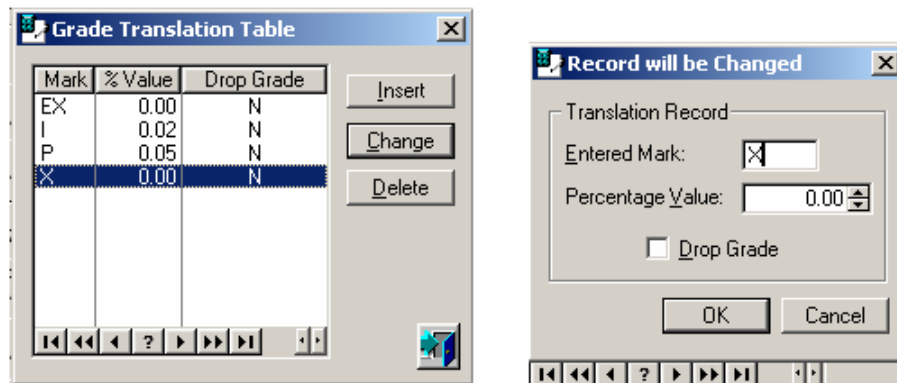


# STIClassroom Win – Posting Final Averages



## Posting Final Averages for Courses that have Final Exams

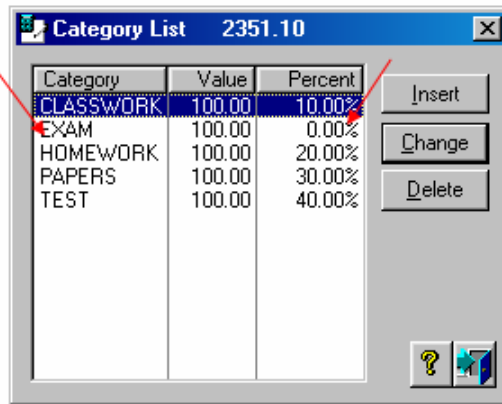
Before teachers can set up the Grade Book to compute final averages with exempt marks, the Principal's Module must be set up as described below.




- In the *Grade Translation Table* (accessed under **Setup** in the *Principal's Desktop* screen), the user must add the alphabetical character that represents an exempt mark. This will allow teachers to enter exempt marks into the Grade Book. In this example, we are using *X* to represent the exempt mark.

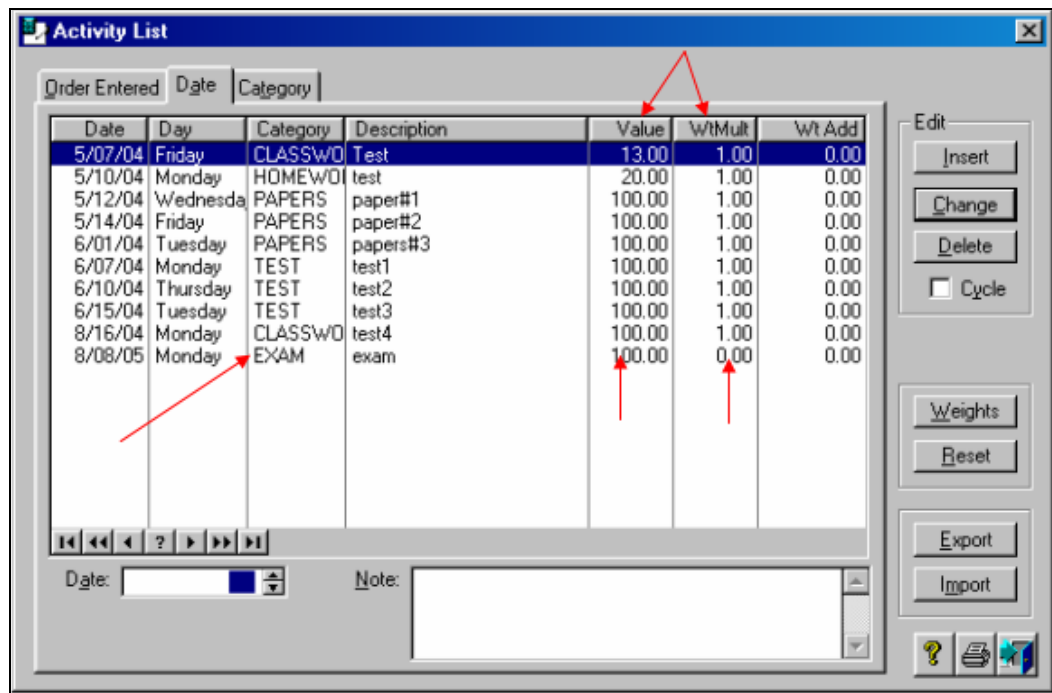


Before a teacher can post exam grades and final averages from STIClassroom, certain settings in the *Class Defaults* must be changed and a Category must be created for the exam grade. This is done by the teacher in STIClassroom Win and the steps are as follows:

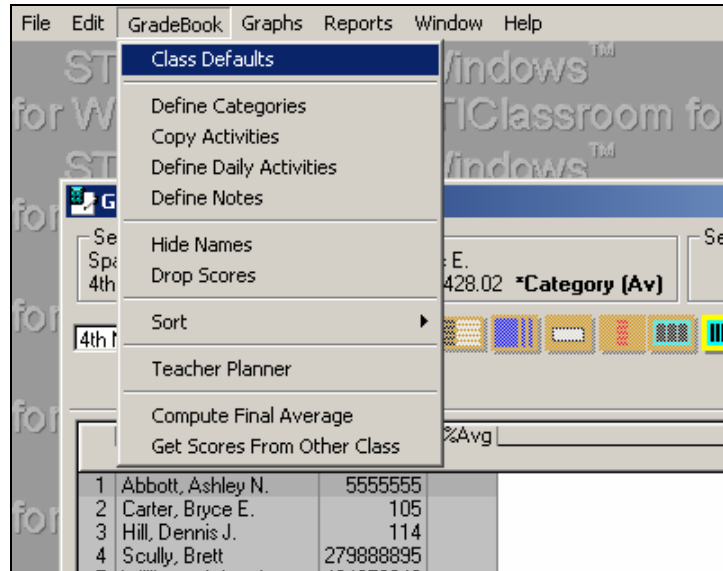
- On the Teacher Desktop, click the  icon to open your Grade Book and then click on the  icon to open your Categories. The *Category List* screen will appear.



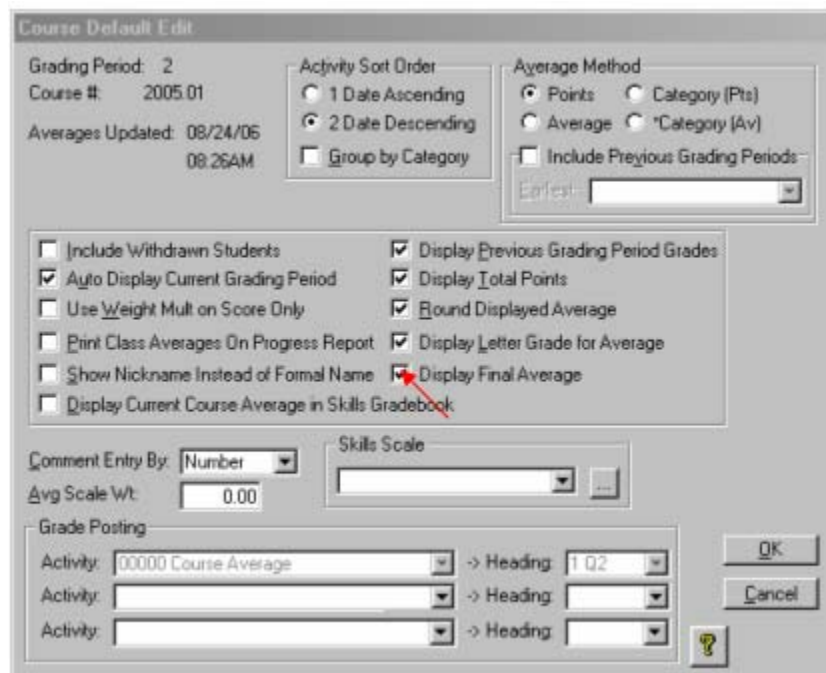
- Click **Insert** and create a category called *Exam* with the highest value possible and then set the *Weight Multiplier* to 0 (zero). If you use category points or average, you will also need to set the *Percentage* to 0 (zero). This will prevent the exam grade from being averaged into the grading period grade.
- Click the  icon to exit the Category List.
- Back in Grade Book, click the  icon to open the *Activity List*. **Insert** an Activity for the *Exam* category created above. Notice that the *Value* is set to 100 and the *Weight Multiplier* is set to 0.
- Click the  icon to exit.



- With the Grade Book open, click the *GradeBook* drop-down menu at the top of the screen and select **Class Defaults**.



- In the *Course Default Edit* screen, check the *Display Final Average* box. This will add a column to your Grade Book that will be used to show the final average.



- In the area of the *Course Default Edit* screen where *Grade Posting* is set up, you must select the exam *Activity* and the corresponding *Heading*, as well as the *Final Average* and the corresponding *Heading*. Click **OK** to save.

**Course Default Edit**

Grading Period: 2  
Course #: 2005.01  
Averages Updated: 08/24/06 08:26AM

Activity Sort Order:  
 1 Date Ascending  
 2 Date Descending  
 Group by Category

Average Method:  
 Points  Category (Pts)  
 Average  \*Category (Av)  
 Include Previous Grading Periods  
 Period: [ ]

Include Withdrawn Students  
 Auto Display Current Grading Period  
 Use Weight Mult on Score Only  
 Print Class Averages On Progress Report  
 Show Nickname Instead of Formal Name  
 Display Current Course Average in Skills Gradebook

Display Previous Grading Period Grades  
 Display Total Points  
 Round Displayed Average  
 Display Letter Grade for Average  
 Display Final Average

Comment Entry By: [Number] Skills Scale: [ ]

Avg Scale Wt: 0.00

Grade Posting:  
 Activity: [00000 Course Average] -> Heading: [1 Q2]  
 Activity: [00003 1/10/07 Final Exam EXAM] -> Heading: [4 EX]  
 Activity: [\*\*\*\*\* Final Average] -> Heading: [5 S1]

Buttons: OK, Cancel, ?

- Your Grade Book will now have the following columns and activities:

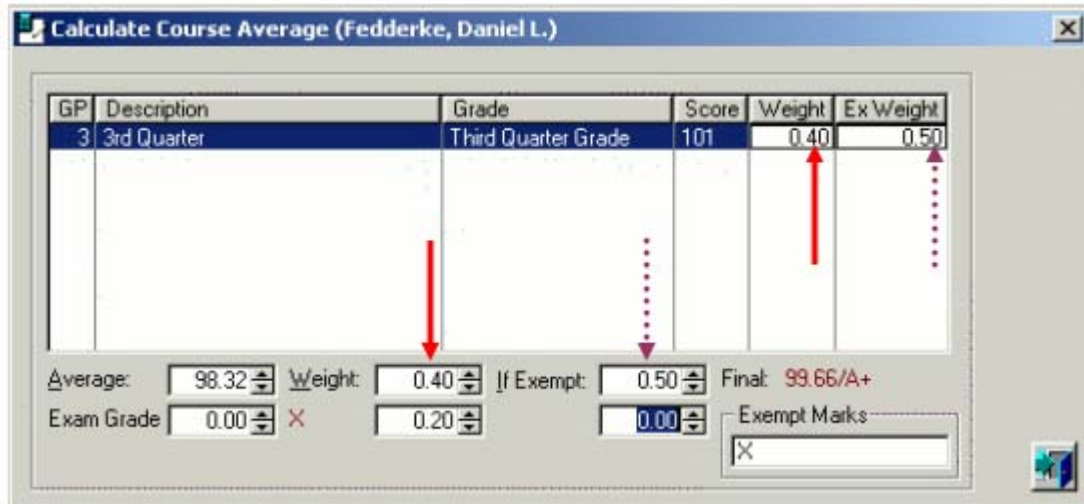
**Grade Book**

Selected Course: Drama I, Term 2, Boston, Maria, Pd 1, 2351.10  
 Selected Activity: Category (Pts), Value: 0.00

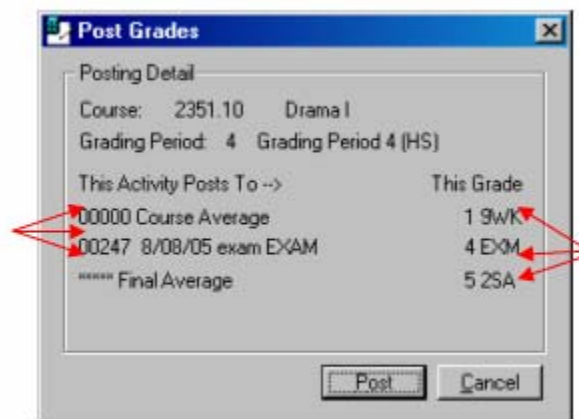
Grading Period 4 IHS1

Student Name	Number	%Avg	%Fin	test3 6/15/04	test4 8/16/04	exam 8/08/05	
1 Aguilera, Kris	401	97	92				89/100
2 Anniston, Jennifer	407	91	90				88/100
3 Apple, Fiona	409	94	91				88/100
4 Applegate, Christina	410	89	86				88/100
5 Cobb, Christina L.	430	86	86				88/100
6 Cobb, Leigh E.	431	89	86				90/100
7 Cordell, Julie R.	433	90	90				88/100
8 Corey, Cherie M.	434	90	82				76/100
9 Crawford, Jeffery L.	435	83	88				88/100
10 Davis, Audrey A.	437	92	89				89/100
11 Engle, Jennifer H.	443	91	90				88/100
12 Ennis, Jean	809	94	93				91/100
13 Fathman, Kimberly E.	447	94	87				88/100
14 Frye, Monica J.	451	96	94				90/100
15 Gray, Clint D.	458	94	92				88/100
16 Gray, Donald G.	460	92	92				88/100
17 Marsters, James	420	91	93				99/100

- Now you must set the *Weight* for the exam, plus the current average and the previous average. To do this, select the *GradeBook* drop-down menu once again and choose **Compute Final Average**. The screen shown below will appear:



- The weight for each listing should be adjusted according to the *percentage of the final grade* that it makes up. The weight may be set for both students required to take the final exam and for students who are exempted. For example, suppose 3<sup>rd</sup> and 4<sup>th</sup> Grading Period grades are worth 40% and the Exam Grade is worth 20%. If exempted, the 3<sup>rd</sup> and 4<sup>th</sup> Grading Period grades might be worth 50% and the Exam Grade would be worth 0.00%. To enter 40%, you may type either .4 or 40. In the screen shot shown above, the solid arrows are pointing to where the standard weights are entered. The dotted arrows point to where the Exempt weights are entered. The exempt mark (X) is entered in the text field labeled *Exempt Marks*.
- As long as you have set up both the *Exam Grade* and the *Final Average Activities and Headings*, you are ready to post the 4<sup>th</sup> Grading Period Grade; the Exam Grade and the Final Average for the class. Your posting screen should look something like this:



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## Posting Final Averages for Courses that do not have Final Exams

Some courses do not use final exams. Typically this would be at the elementary or middle school level; and sometimes there are high school courses with no final exams. To prepare for posting final averages for courses that do not use Final Exams, do the following:

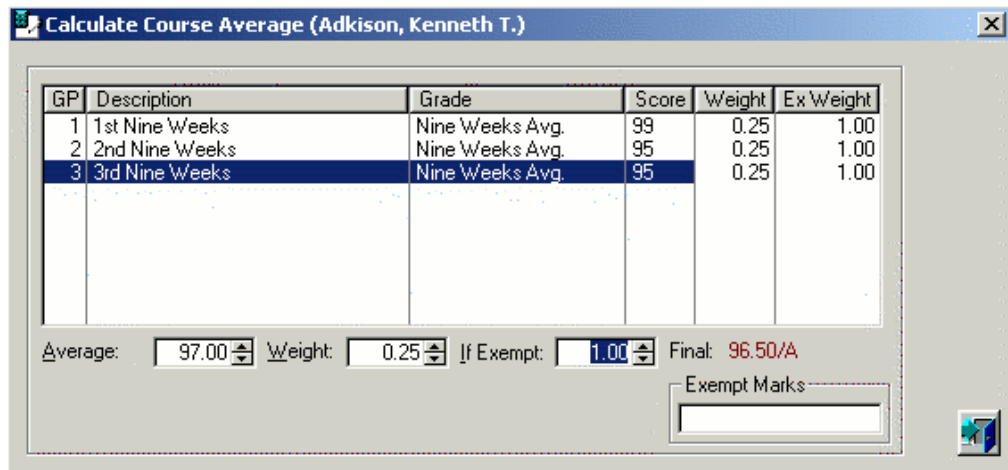
- In your Class Defaults, check the *Display Previous Grading Period Grades* and *Display Final Average* boxes. Then set Grading Posting to *Final Average* and choose the corresponding heading. The *Course Default Edit* screen should look as follows:

The screenshot shows the 'Course Default Edit' dialog box with the following settings:

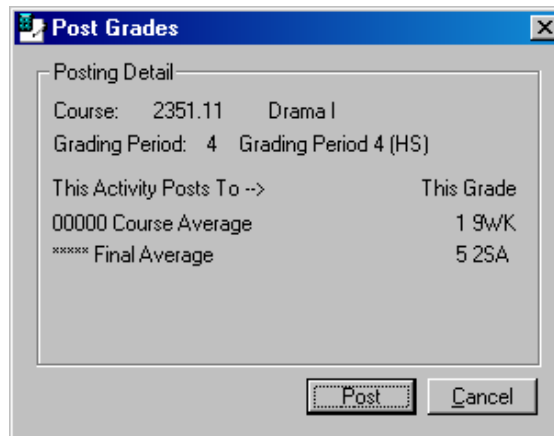
- Grading Period: 4
- Course #: 2351.11
- Averages Updated: 04/08/05
- Activity Sort Order:  1 Date Ascending,  2 Date Descending,  Group by Category
- Average Method:  Points,  Category (Pts),  Average,  \*Category (Av)
- Include Previous Grading Periods
- Estimate: [Dropdown]
- Include Withdrawn Students
- Auto Display Current Grading Period
- Use Weight Mult on Score Only
- Print Class Averages On Progress Report
- Show Nickname Instead of Formal Name
- Display Previous Grading Period Grades
- Display Total Points
- Round Displayed Average
- Display Letter Grade for Average
- Display Final Average
- Comment Entry By: Number
- Avg Scale Wt: 0.00
- Grade Posting:
  - Activity: [00000 Course Average] -> Heading: 1 9WK
  - Activity: [\*\*\*\*\* Final Average] -> Heading: 5 2SA
  - Activity: [ ] -> Heading: [ ]

Red arrows point to the 'Display Final Average' checkbox and the '\*\*\*\*\* Final Average' activity dropdown.

- Next you must set up *Compute Final Averages* and set each Grading Period grade to the proper percentage of the final average (generally 25% each). This screen should look similar to the following:



- When you post, the screen should look as follows:



- This procedure is now complete. Once you have performed these steps, you should go to **Manual Grade Entry** and print out a Grade Verification Roster to keep for your records.

Teacher Name: **Shane Buie**  
 Home Room: **1203** Room No: **206B**

2nd SEMESTER

Manual Grade Entry

A	T	Pd	Course Number	Course Name	Room	Count
				Home Room 1203		
	2	1	403.01	Collab. Global Issues	206B	3
	2	2	413.02	Collab. World Civ	206B	7
	2	4	403.02	Collab. Global Issues	206B	3
	2	4	413.03	Collab. World Civ	206B	1
	2	5	413.06	Collab. World Civ	206B	
	2	5	423.04	Collab. US History	206B	4
	2	6	795.01	Vocational Studies	206B	8