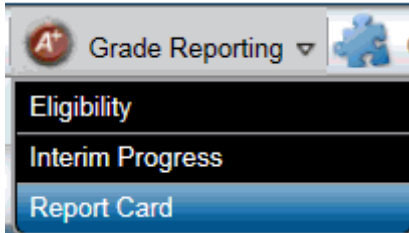


## TAC – Semester Grades

Very important that the steps are done in the order listed.....or the semester average will not be correct.

1. Click on Grade Reporting > Report Cards



2. Manually enter exam grades – **be sure to enter EX if exempt.** Do NOT leave any of them blank or the blank will calculate as a zero.
3. This MUST be done BEFORE clicking on Load. Failure to do so will result in the sem grade not being averaged


• **Troubleshooting: IF the SEM field is blank after you Load from Gradebook, the problem is either:**

- o There is no EXAM grade entered, type the grade in and click Load from Gradebook again.

- o There is no 1st or 3<sup>rd</sup> Quarter grade due to student transferring in during 2nd or 4th quarter. Please see the counselor and/or secretary to have their transfer grade entered into eschool. Once this is done, click on Load from Gradebook again.


The problem MUST be fixed.....



4. Load from GB  – when the grade loads, it will average the previous Quarter grade that was entered by the office into RC summary with the exam grade entered and the current Quarter grade that you load.
5. Verify the current Quarter and Semester grades are correct.
6. Save

If you find that the current quarter grades are not correct, and adjustments need to be made, go back to Gradebook > Entry and adjust assignments and scores in the gradebook. When you click Load again, the grades will reflect the new averages.



Click on  for a report of both quarters, exam and semester grades. **Please make all adjustments in the actual gradebook.**

- If you adjust the 9 week grade in the RC area, no adjusting made to assignment/scores will override or average.