

## **Steps for ending term, exporting grades to SASI, and preparing gradebook for a new term**

1. Create a new spreadsheet to save your individual tasks for the six weeks.
2. Copy all the tasks you have for the six weeks from your Weighted Type (Numeric Weighted Type) into your new spreadsheet that you just created.
3. Copy the Averages and Letter Grades for the six weeks to the current End of Term spreadsheet.
4. Combine Tasks in the Weighted Type spreadsheet to create a sub-total column for the term.

Unless you are working with term 3 or 6 you are ready to begin entering grades for the new term.

If you are in term 3 or 6, you need to follow these additional steps.

5. In the Weighted Type Spreadsheet, create a Task for your final exam. use the Type Set of Final Exam. You should have created this when you set up your gradebook. Enter final exam scores for your students.
6. Change the other three subtotal columns ( one for each six weeks) that you have from the Type Set Unused to Grades.

You should now have a correct final average and grade for the semester.

7. Open the End of Term Spreadsheet for the current term and copy the final exam grade, as well as the semester average and letter grade from the Weighted Type spreadsheet.