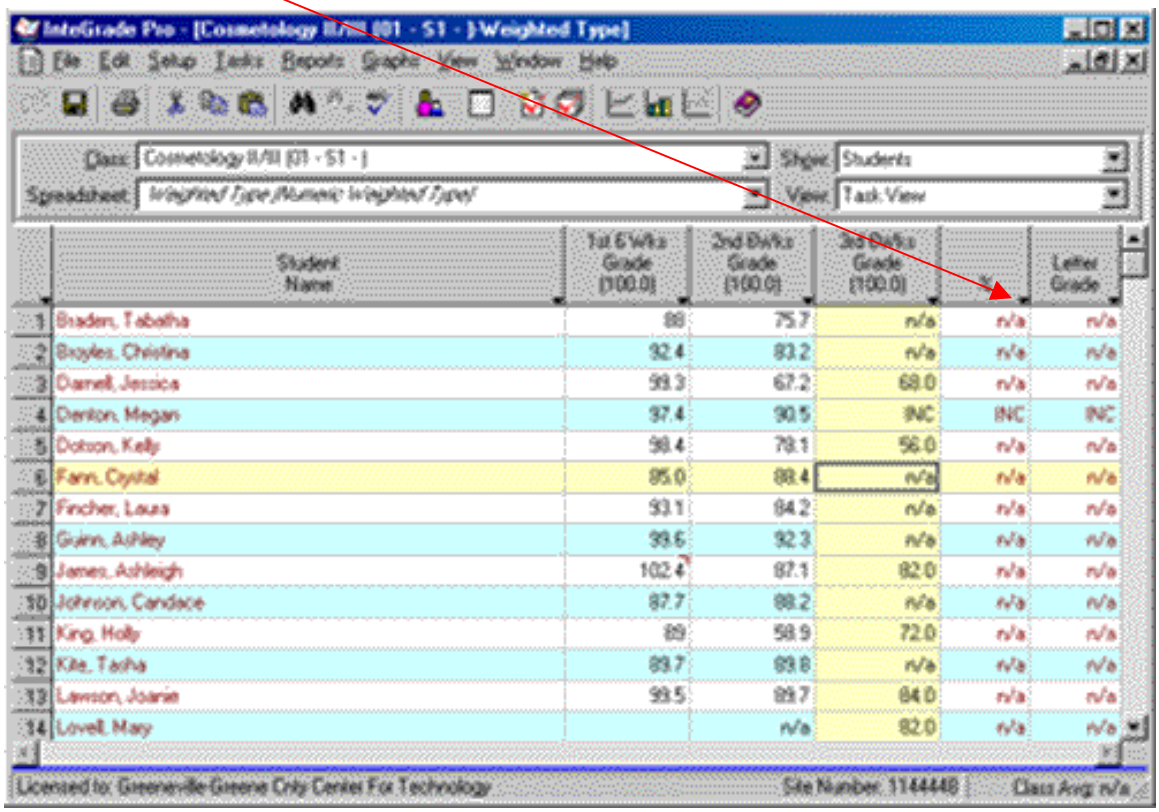
Integrade Combining Scores for the Final Grade

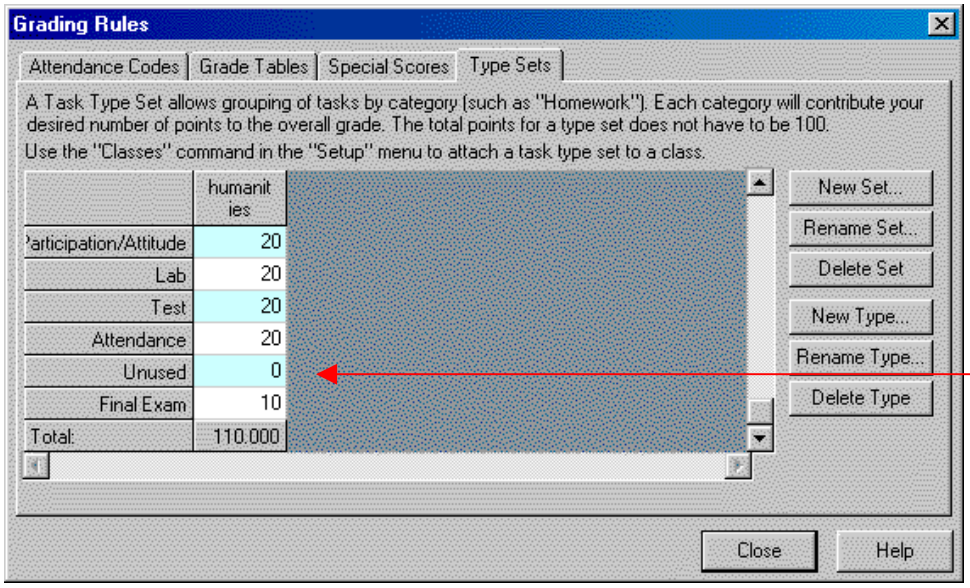
Before final semester grades can be exported you will need to go back and give a value to each term subtotal and set up for final exam.

You will need to copy and combine your scores before you enter a grade for your final exam.

First, you will need to go through the same process that we have been using to **copy** and combine tasks in order to come up with a final average column for the third six weeks.
You should end up with a spreadsheet that looks like this. **Remember that the Unused column still has a value of "0", so you won't see any final averages yet.**



To create a Task Type for your final exam, Select **Setup** then **Grading Rules**

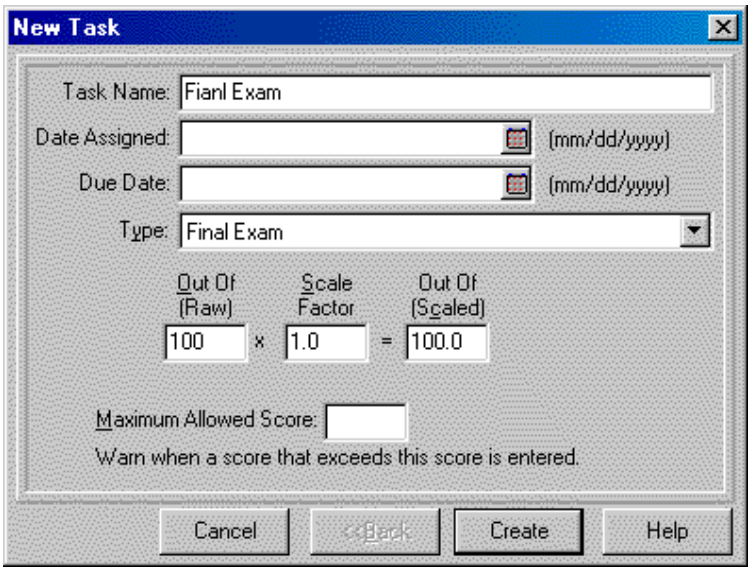


Select **New Type**
Call it **Final Exam**

You will need to give it a Value of 10.

You also need to create **a New Type and call it Grades with a value of 90**

Next, create a New Task called Final Exam and assign it to the Final Exam Category that you just created.



You can now enter your final exam grade in this new column.

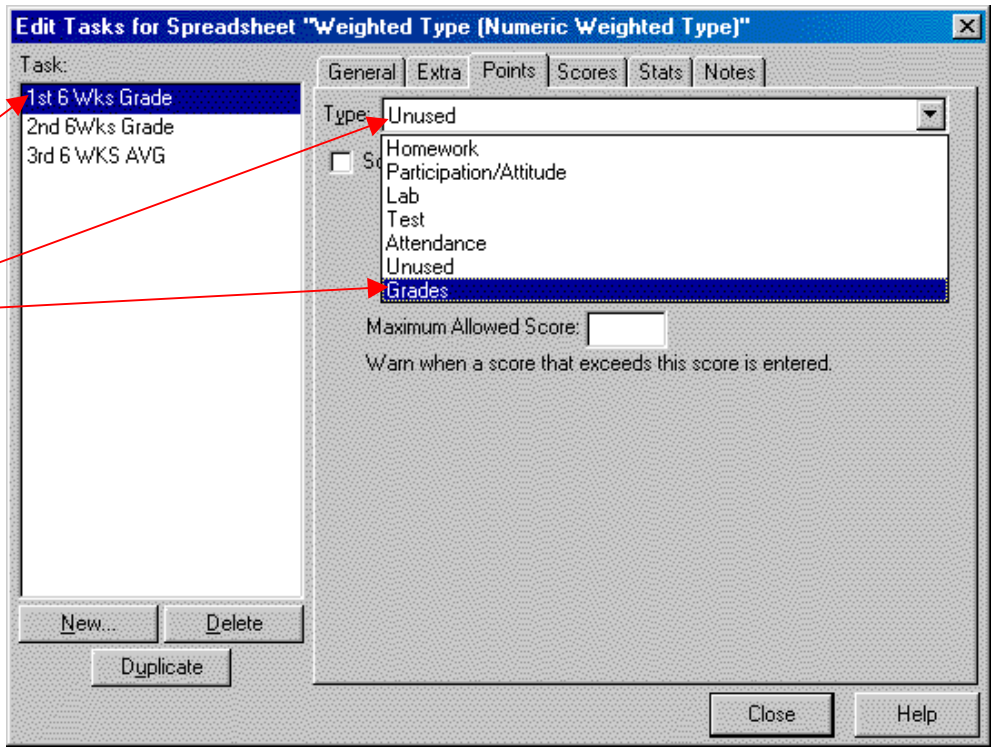
You will need to change the Type for each of your subtotal columns to include them in the final average.

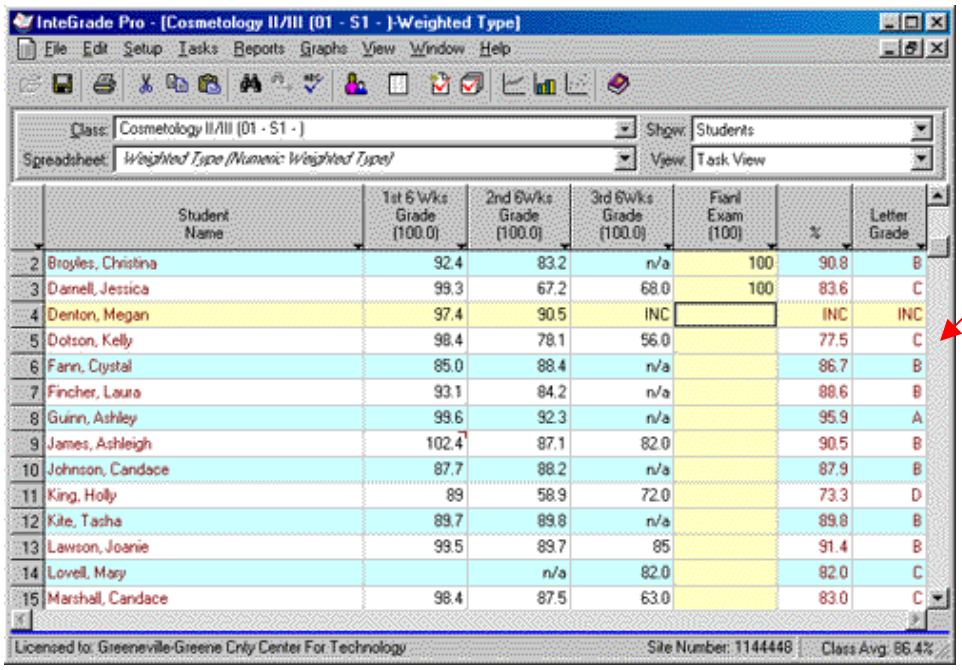
To do this, select **Task**, then **Edit Task** from the menu bar.

Click on the first task in the list.

Then change the Type to Grades.

You will need to do this with each of these Subtotals.

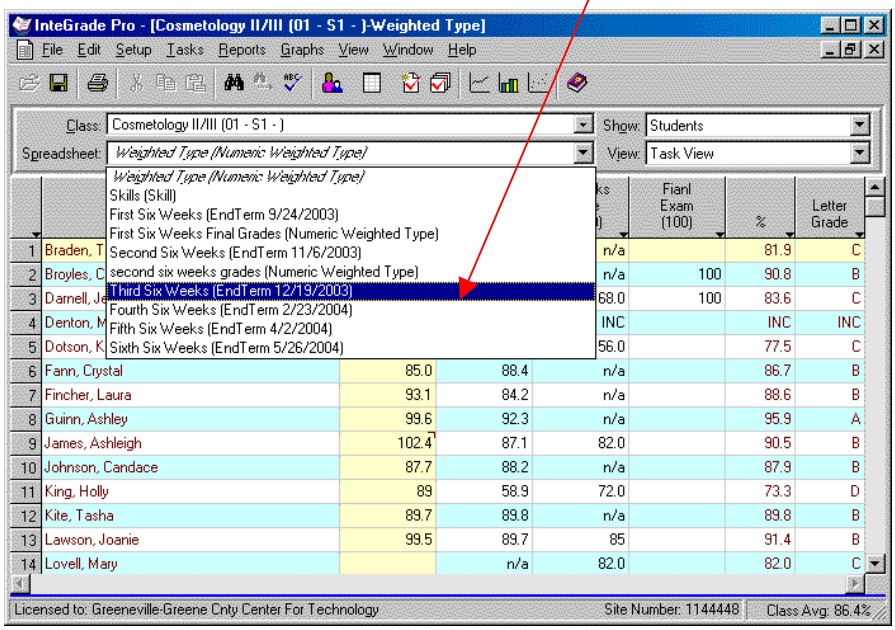




You should now see your final average and grade reflect the correct grade, including your final exam.

You are now ready to transfer these grades to the End of Term Spreadsheet . You can go through the same process you have been using to Copy Task and repeat that process for each of these items or you can use the process outlined below**. Regardless of which way you do this, if you keep hours you will need to enter them on the End of Term spreadsheet so that they can be exported.**

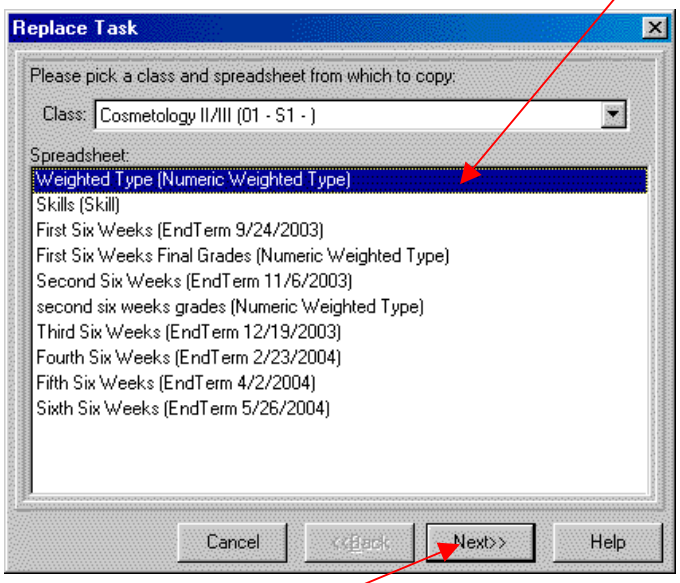
Open the third Six Weeks End of Term Spreadsheet



Right click on a cell under the heading **6W3AVG Grade**

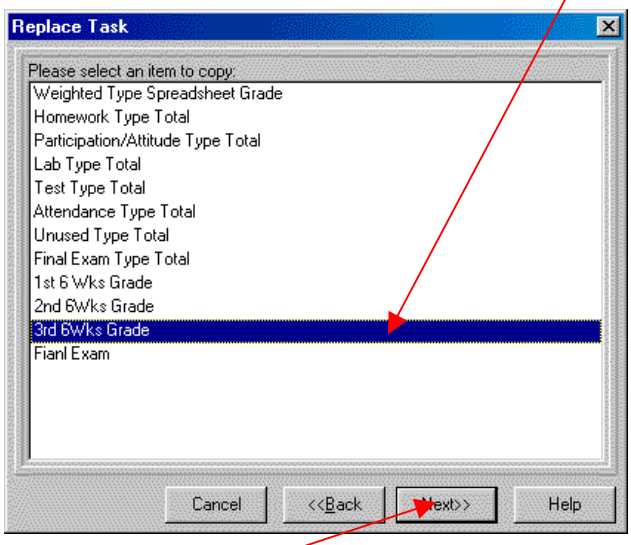
Select **Replace Task**

A replace Task window will appear. **Click** on **Weighted Type (Numeric Weighted Type)** in the Spreadsheet field.



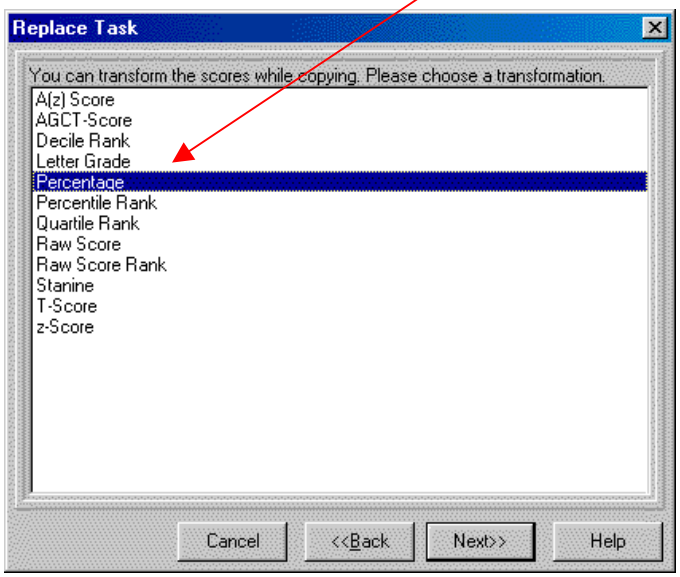
Click Next

In the next window, **select whatever you have called your column for your third six weeks combined grade.**



Click Next

In the next window, select **Percentage** if you are in the average column of the end of term spreadsheet and **Letter Grade** if you in the Grade column.



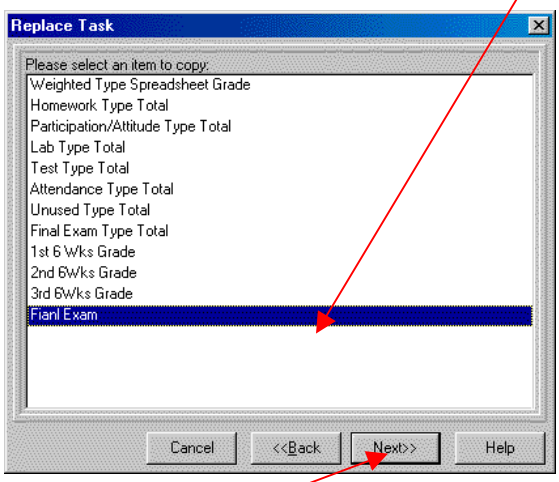
NOTE: This is just like you did when you copied tasks each 6 weeks.

Click **Next**, then click **Ok** on the next screen and your students grades should populate the column.

You will need to complete this process for both **grade and average** for the third six weeks.

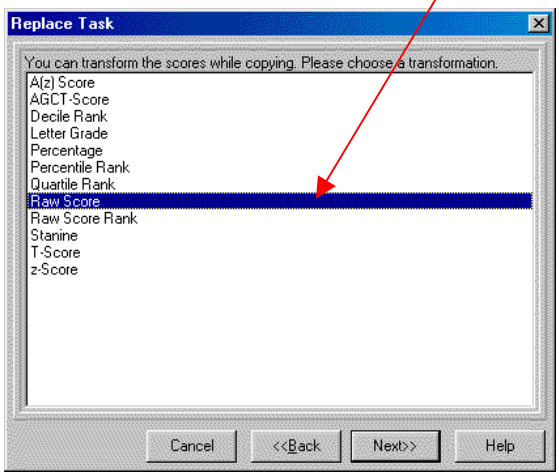
REMINDER: Each time you select Replace Task, be sure to select the Weighted Numeric Spreadsheet to copy from.

To transfer your final exam grades, you will need to follow the same process. Right click under the final exam heading, select **Replace Task**, select **Weighted Numeric Spreadsheet**, select **Final Exam**



Click Next

This time you will select **Raw Score**

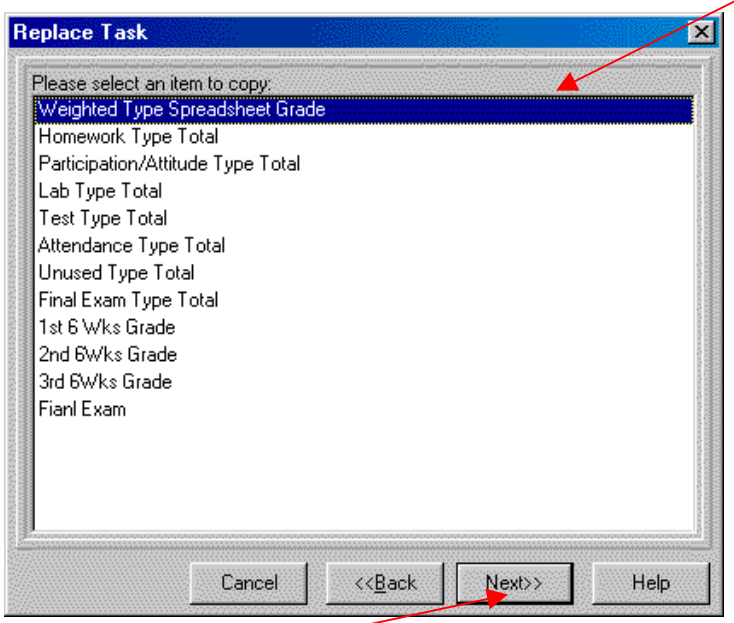


Click Next, then OK.
Your students final exam grades should populate the column.

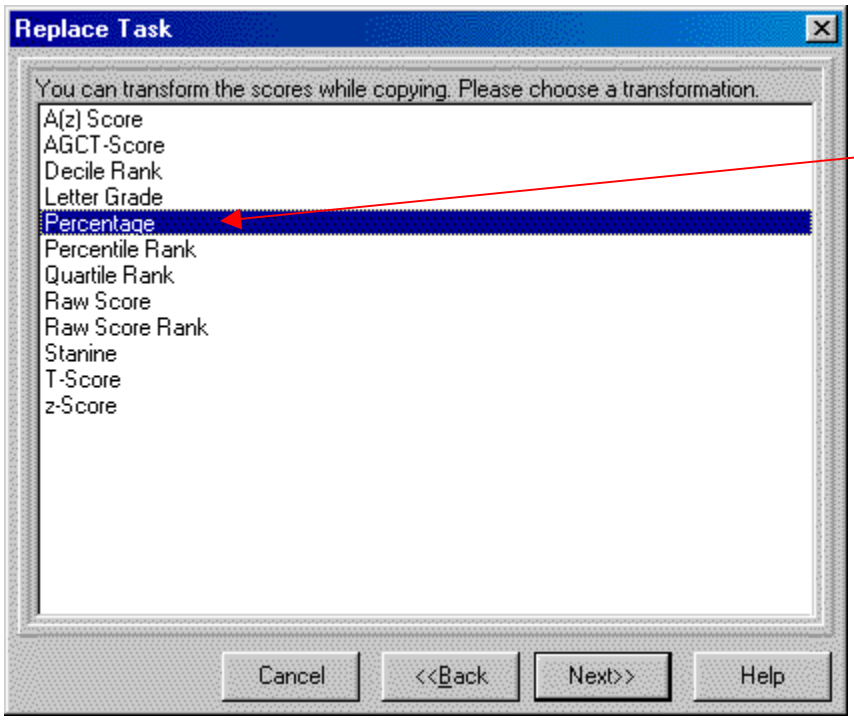
The next two columns are for your **Final Average** and **Final Grade.**

Again, you will follow the same process you used for the 3rd six weeks grades.

Right click under the heading **TRM1AVG,** select **Replace Task,** Select **Main Numeric Spreadsheet, Select Weighted Type Spreadsheet Grade**



Click Next



Once again, you will select Percentage if you in the AVG column, select Letter Grade if you are in the Grade column.
You need to do both.

Finally, if you are a class that needs to keep hours, you will need to enter your hours for the student.

To do this, go back to your Third Six Weeks End of Term Spreadsheet and locate the column **TRM 1 HRS**

You will simply enter the number of hours that the student earned directly in this column.

Once you have all of these columns completed, you will export your grades in the same manner as always.