

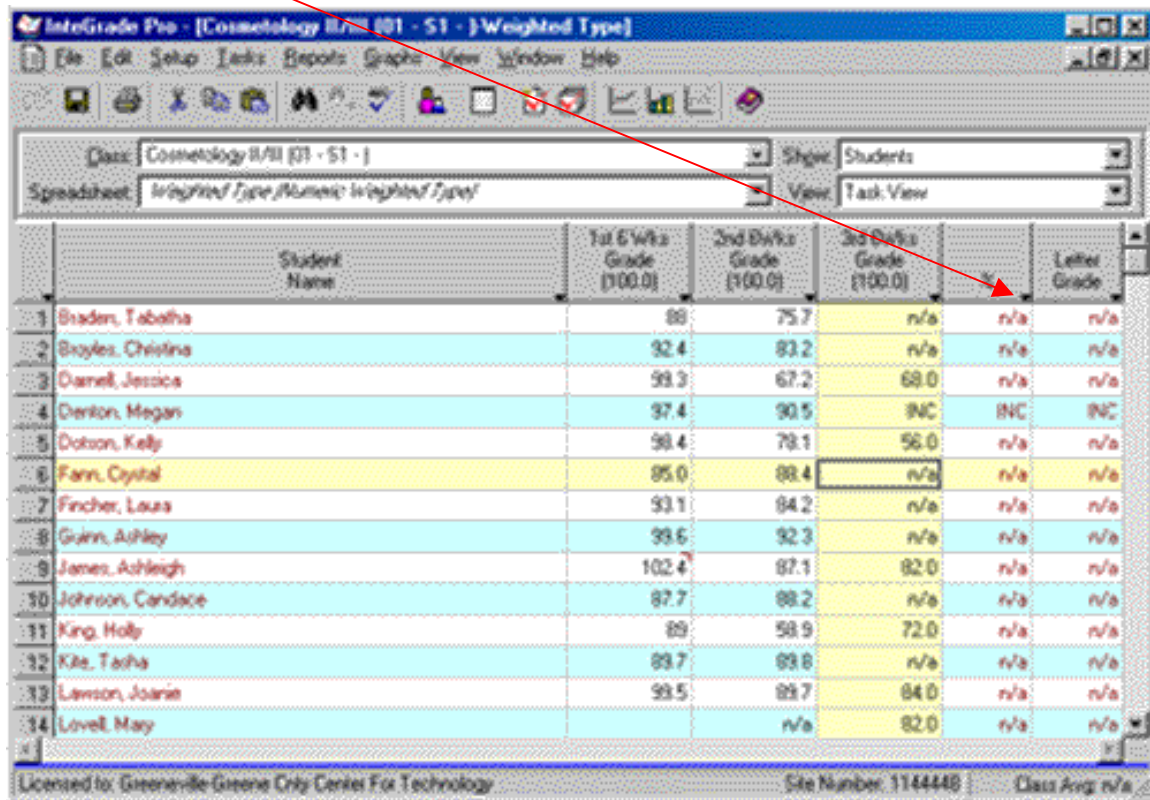
## Integrate Combining Scores for the Final Grade

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.**



Integrate Pro - [Cosmetology II/III (01 - S1 - )-Weighted Type]

File Edit Setup Tasks Reports Graphs View Window Help

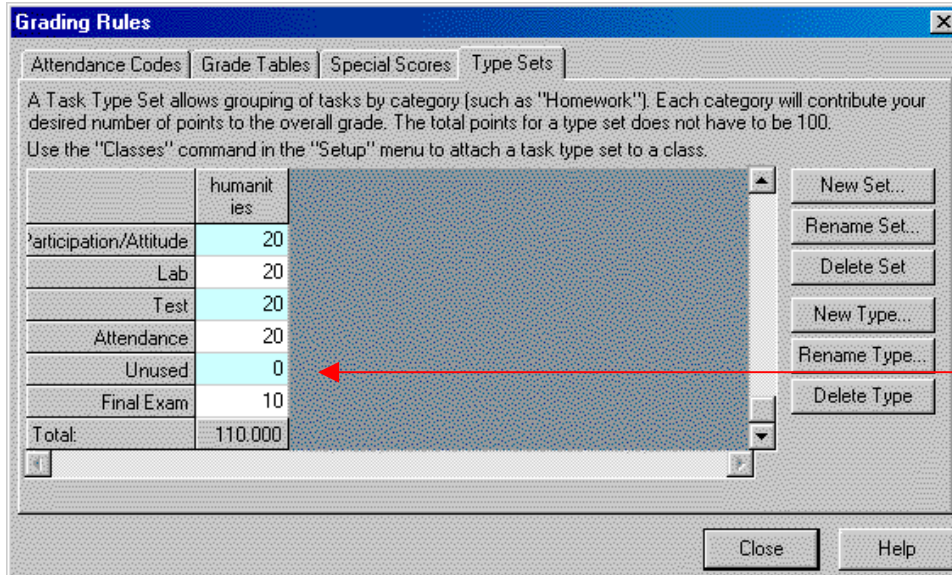
Class: Cosmetology II/III (01 - S1 - ) Show: Students

Spreadsheet: Weighted Type / Numeric Weighted Type View: Task View

	Student Name	1st 6 Wks Grade (100.0)	2nd 6 Wks Grade (100.0)	3rd 6 Wks Grade (100.0)	Unused	Letter Grade
1	Braden, Tabatha	88	75.7	n/a	n/a	n/a
2	Boyles, Christina	92.4	83.2	n/a	n/a	n/a
3	Carroll, Jessica	99.3	67.2	68.0	n/a	n/a
4	Denton, Megan	97.4	90.5	INC	INC	INC
5	Dotson, Kelly	98.4	79.1	56.0	n/a	n/a
6	Farr, Crystal	85.0	88.4	n/a	n/a	n/a
7	Fincher, Laura	93.1	84.2	n/a	n/a	n/a
8	Gunn, Ashley	99.6	92.3	n/a	n/a	n/a
9	James, Ashleigh	102.4	87.1	82.0	n/a	n/a
10	Johnson, Candace	87.7	88.2	n/a	n/a	n/a
11	King, Holly	89	58.9	72.0	n/a	n/a
12	Kite, Tasha	89.7	89.8	n/a	n/a	n/a
13	Lawson, Joanie	99.5	89.7	84.0	n/a	n/a
14	Lovell, Mary		n/a	82.0	n/a	n/a

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



The "Grading Rules" dialog box has tabs for "Attendance Codes", "Grade Tables", "Special Scores", and "Type Sets". The "Type Sets" tab is active. It contains a table with the following data:

	humanities
Participation/Attitude	20
Lab	20
Test	20
Attendance	20
Unused	0
Final Exam	10
Total:	110.000

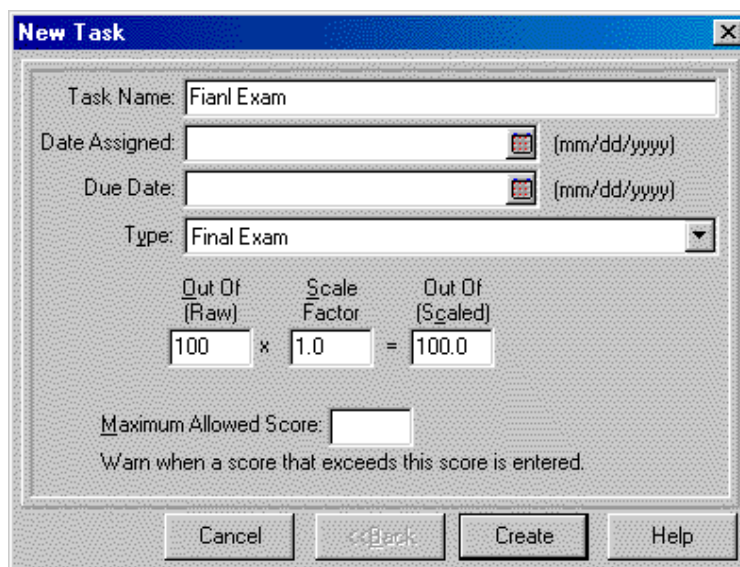
Buttons on the right include "New Set...", "Rename Set...", "Delete Set", "New Type...", "Rename Type...", and "Delete Type". A red arrow points from the "New Type..." button to the "Final Exam" row in the table.

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.



The "New Task" dialog box contains the following fields and options:

- Task Name: Final Exam
- Date Assigned: (calendar icon) (mm/dd/yyyy)
- Due Date: (calendar icon) (mm/dd/yyyy)
- Type: Final Exam (dropdown menu)
- Out Of (Raw): 100
- Scale Factor: 1.0
- Out Of (Scaled): 100.0
- Maximum Allowed Score: (empty field)
- Warn when a score that exceeds this score is entered.

Buttons at the bottom include "Cancel", "<<Back", "Create", and "Help".

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

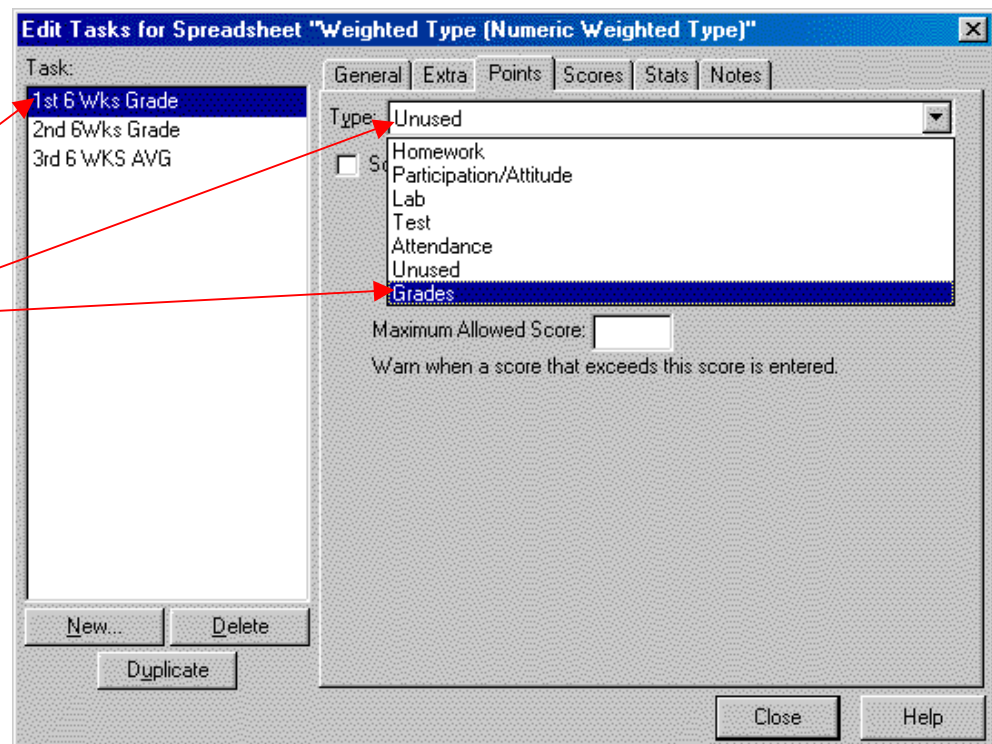
You will need to change the Type for each of your subtotal columns to include them in the final average.

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.**



**InteGrade Pro - [Cosmetology II/III (01 - S1 - )-Weighted Type]**

File Edit Setup Tasks Reports Graphs View Window Help

Class: Cosmetology II/III (01 - S1 - ) Show: Students  
 Spreadsheet: Weighted Type (Numeric Weighted Type) View: Task View

	Student Name	1st 6 Wks Grade (100.0)	2nd 6 Wks Grade (100.0)	3rd 6 Wks Grade (100.0)	Final Exam (100)	%	Letter Grade
2	Broyles, Christina	92.4	83.2	n/a	100	90.8	B
3	Darnell, Jessica	99.3	67.2	68.0	100	83.6	C
4	Denton, Megan	97.4	90.5	INC		INC	INC
5	Dotson, Kelly	98.4	78.1	56.0		77.5	C
6	Fann, Crystal	85.0	88.4	n/a		86.7	B
7	Fincher, Laura	93.1	84.2	n/a		88.6	B
8	Guinn, Ashley	99.6	92.3	n/a		95.9	A
9	James, Ashleigh	102.4	87.1	82.0		90.5	B
10	Johnson, Candace	87.7	88.2	n/a		87.9	B
11	King, Holly	89	58.9	72.0		73.3	D
12	Kite, Tasha	89.7	89.8	n/a		89.8	B
13	Lawson, Joanie	99.5	89.7	85		91.4	B
14	Lovell, Mary		n/a	82.0		82.0	C
15	Marshall, Candace	98.4	87.5	63.0		83.0	C

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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

**InteGrade Pro - [Cosmetology II/III (01 - S1 - )-Weighted Type]**

File Edit Setup Tasks Reports Graphs View Window Help

Class: Cosmetology II/III (01 - S1 - ) Show: Students  
 Spreadsheet: Weighted Type (Numeric Weighted Type) View: Task View

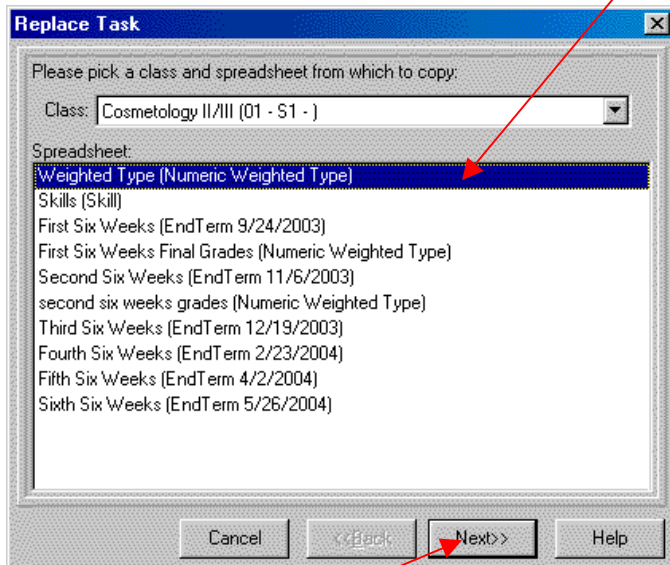
	Student Name	1st 6 Wks Grade (100.0)	2nd 6 Wks Grade (100.0)	3rd 6 Wks Grade (100.0)	Final Exam (100)	%	Letter Grade
1	Braden, T						
2	Broyles, C						
3	Darnell, J						
4	Denton, M						
5	Dotson, K						
6	Fann, Crystal	85.0	88.4	n/a		86.7	B
7	Fincher, Laura	93.1	84.2	n/a		88.6	B
8	Guinn, Ashley	99.6	92.3	n/a		95.9	A
9	James, Ashleigh	102.4	87.1	82.0		90.5	B
10	Johnson, Candace	87.7	88.2	n/a		87.9	B
11	King, Holly	89	58.9	72.0		73.3	D
12	Kite, Tasha	89.7	89.8	n/a		89.8	B
13	Lawson, Joanie	99.5	89.7	85		91.4	B
14	Lovell, Mary		n/a	82.0		82.0	C

Licensed to: Greenville-Greene Cnty Center For Technology Site Number: 1144448 Class Avg: 86.4%

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

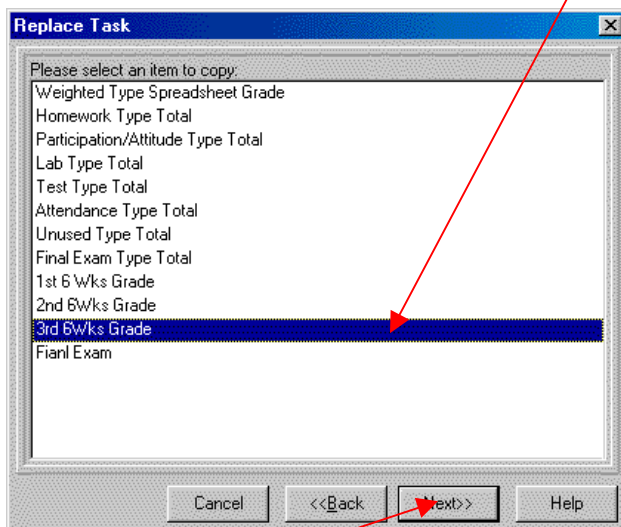
## Select **Replace Task**

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



Click **Next**

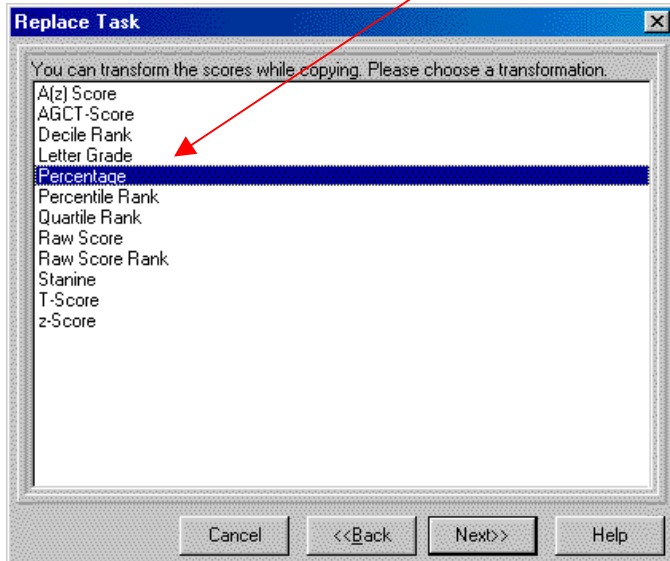
In the next window, select whatever you have called your column for your **third six weeks combined grade**.



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.



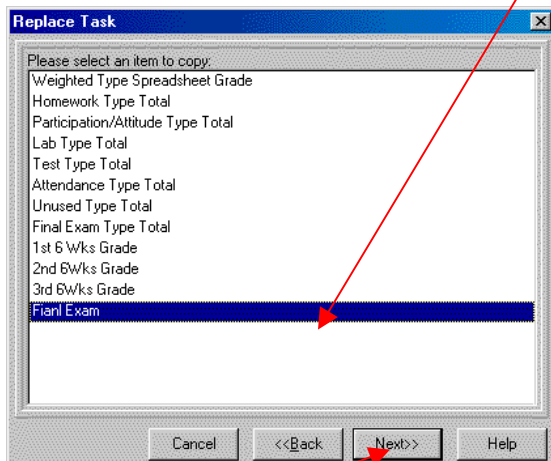
**NOTE: This is just like you did when you copied tasks each 6 weeks.**

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.

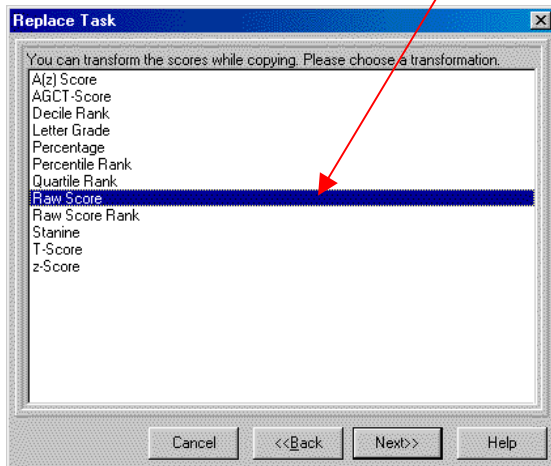
**REMINDER: Each time you select Replace Task, be sure to select the Weighted Numeric Spreadsheet to copy from.**

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**



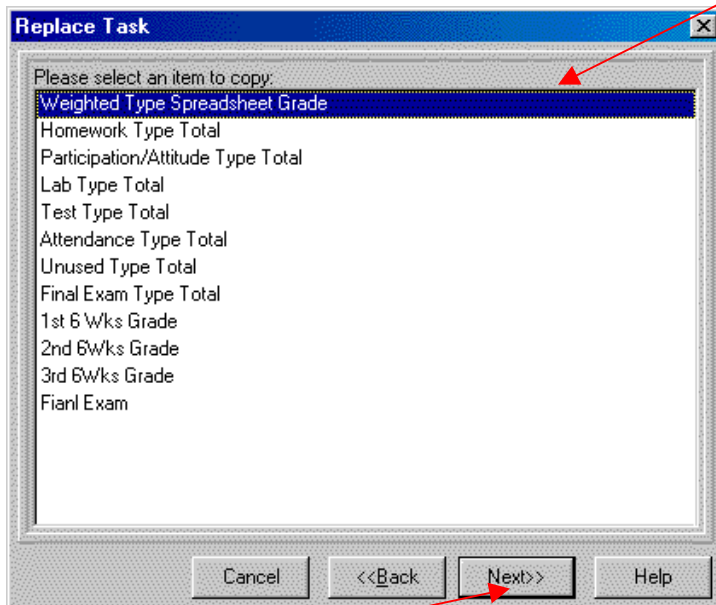
**Click Next, then OK.**

Your students final exam grades should populate the column.

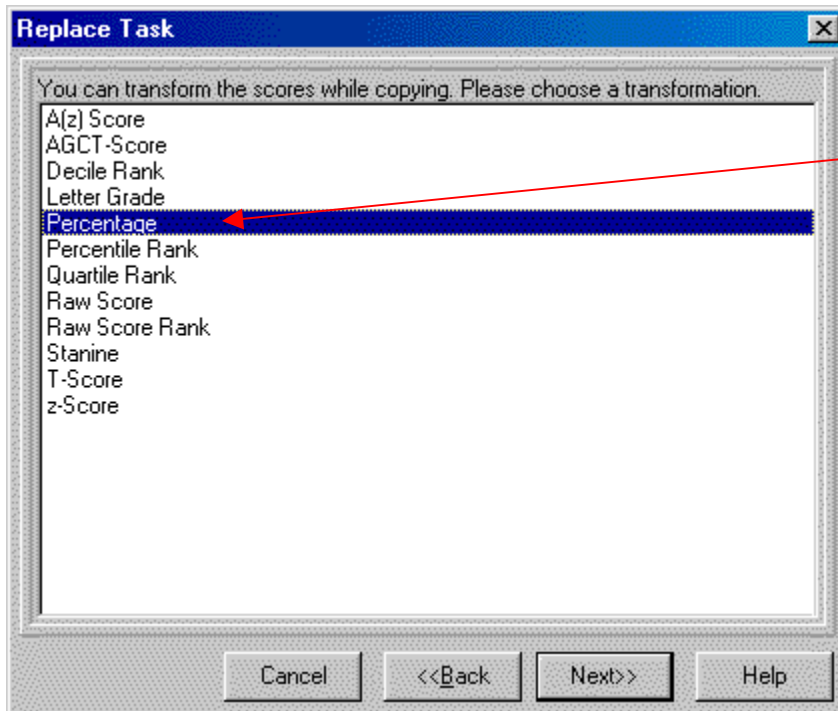
The next two columns are for your **Final Average** and **Final Grade**.

Again, you will follow the same process you used for the 3<sup>rd</sup> 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 are 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.