Preparing Exam Grades to be Printed on Report Cards
JMC Next-Gen Instructions
Option # 1

Pros: Very easy to do.
Cons: The program will use the letter grade values from the Office, not the actual percentage the student earned on the exam.

Step 1: In your GradeBook, go to Edit: Course Grades. Place the cursor under the "Exam" column. Click on the grade to the right of each student, choose a grade, and it will appear in the box. After completing the grades for all students , click "Save" and then manually enter the Semester/Trimester/Year grade or you can calculate them, but they will be calculated based on the letter grade value not the percentage.
Step 2: Go to File: Teacher to Office to send grades to the office.

Option #2

Pros: The score/percentage the student earned on the test is used to calculate the Semester/Trimester/Year grades.
Cons: This option takes longer than Option 1.

Step 1: In your GradeBook go to File: Preferences. Check the box that says "Include Exams in Course Menus" and click "Save."
Step 2: Go to Scores: Categories and Assignments. Choose the Course with name "Exam" after it. For example: Language Arts – Per 1 – Sem 1 Exam.

Step 3: Create a category called Exam and check the "Stand Alone Category" box. This allows you to enter a score for this category. If you are grading using weights put a weight of 100 in for the category. If you are grading with total points there is no need to do this. Click "Save"

Step 4: Go to Scores: Assignment Scores, choose the course with which you want to work that has the name "Exam" at the end and enter the Exam grade for each student.

Step 5: Go to Edit: Course Grades and choose the course with which you are working. Go to the Quick Links on the right side to Calculate S1/T1 Ex Grades from Scores, then click OK.

Step 6: If you want to Calculate a Sem 1 or Tri 1 grade at this time you can go to go to the Quick Links on the right side to Calculate S1/T1 from Scores, then click OK. This will take the students' grades times the weights and calculate a Term grade.
Step 7: Click "Save" and then go to File: Teacher to Office to send grades to the office.