

Ending the Term for Middle School and High School Teachers

JMC Next-Gen Instructions

Please note that the items in **Gray** are optional and typically used after the 1st term.

- 1. Review Term Grades:** Review the Term Grade for each student in Scores: Assignment Scores.
- 2. Prepare Term Grades to be Sent to the Office:** Go to Edit: Course Grades. Your Term Grades from the Assignment Scores screen will appear on this screen automatically.

Optional - Changing a Student's Grade

If you want to give a student a final Term Grade that is different than the percentage they have earned, you can change it by clicking on that grade for that student and choosing the grade you wish to give him/her. This is a “locked score” and will have a ✓ next to it.

If a student has a “locked score” (a ✓ next to it) but you do not wish them to have one, click on the ✓ in the box next to the grade to un-check it. This will change it back to a calculated grade.

Optional – Calculating Semester and Year Grades

If necessary, calculate the Semester/Year Grade from the previous terms by clicking on the “Weights” button on the Edit: Course Grades screen. Edit the percent weight for each of the term grades used in the calculation.

After saving the weights, it will automatically calculate the Semester/Year grade.

- 3. Add Comments to Each Student:** Click in the “Comment” column and choose a comment.

Optional – Clearing Comments

If you want to clear out comments from a previous term, click on the link in the top right corner or the “Clear Comments” link under File: Preferences.

- 4. Click the “Save” Button.**
- 5. Move to the Next Class:** Click the “Course” pop-up menu button and choose the next course.
- 6. Send Term Grades to the Office:** After all classes have been completed, you must send your grades to the office by clicking the “[Send Grades to Office](#)” link in the top right corner of the screen. This only needs to be done one time and all of your course grades will be sent for all courses.
- 7. Change the Term to the Next Term:** Get ready for the next term by choosing the next term in File: Preferences. You can change the term to Sem 1 which will allow you to see Qtr 1 and Qtr 2 sections from the Assignment Scores screen.