

EXAMS



Entering Exam Grades



Go into your Gradebook and change your MARKING PERIOD to EXAM:

SCORED	DUE DATE
22 / 22 ✓	11/15/2019
22 / 22 ✓	11/15/2019
22 / 22 ✓	11/13/2019
22 / 22 ✓	11/8/2019
22 / 22 ✓	11/7/2019
22 / 22 ✓	11/6/2019
22 / 22 ✓	11/6/2019

Dropdown menu options:

- T1 (9/3/2019 - 11/26/2019)
- M1 (9/3/2019 - 11/21/2019)
- E1 (11/22/2019 - 11/26/2019)
- All

The next screen you get to will be your Exam "assignment" page. Just create a new assignment and MAKE SURE the date for your Final lands within the DATE RANGE that you saw in the dropdown for E1 in the picture above.

Assignment

Category

HELPFUL NOTE:

It might be helpful to some if you put your **PreTest** into this same area as your exam so it will be easy for you to **show growth** when it comes time for our Review. Just make sure when you are defining your **PreTest** that it **does not count in the final grade**. It is up to you if you want the **PreTest** to be seen by anyone other than you.



Left screenshot: 'Publish' tab selected, dropdown menu open.

Right screenshot: 'Publish' tab selected, 'Publish Scores' field checked.