



North Schuylkill Technology Department

Posting of Midterm and Final Exam Grades on eSchoolBook

First you must check that your class is set up for midterm or finals.

1. Click on the class you would like to check
2. Click Description, if not already there, then Class Weight Scale
3. Under Class Weight Scale (Grade Based), make sure it has the correct amount of marking periods and either a final or a midterm and a final, depending on the length of the course and if you give a final
4. If it is correct go to step 5, if incorrect, click Copy Weights from Another School/Class
 - Find the correct scale from the drop down list then click Copy Selected Weight Scale
 - Once back on the Class Weight Scale Screen, Click the incorrect scale and remove the check marks then update, your Class Weight Scale should now be correct
5. Click on Class Information
6. About half way down the page is a field called Marking Periods
 - Make sure the check boxes indicated what marking periods you teach the course, **including the school year check box.**
 - If you have a half year course you must check FINAL as you are giving a final and not a midterm
 - Click update, click OK on Your Changes have been Saved dialog box
7. You now must add your midterm or final as an assignment
 - Click Assignments
 - Add an Assignments
 - Add the assignment as you normally would, except for Marking Period, choose either Midterm or Final, depending on your course
 - Click Add
8. Posting report cards is the same as last marking period with one or two additional step
 - Click Grades
 - Click Post Report Cards
 - Post Grades for 2nd Marking Period and 2nd Marking Period, then click Go
 - Click Copy Scores and Grades, then update, OK on your updates have been saved
 - **If you have a full year course**, you must post the grades for the midterm, by using Midterm and Midterm in the post grades for fields
 - **If you have a half year course**, you must post the grades for the final and for the school year, by first using Final and Final Exam, then School Year and School Year in the drop down boxes
 - **Remember for school year you must select Calculate for Semester/Final**