

Exeter High School Technology Services

Grade Reporting at End of Semester One:

Dear Colleagues,

This is intended to clarify the grade reporting convention you should follow at the end of the semester.

For Semester Courses:

You'll need to fill in:

- A. The Quarter 2 grade
- B. Conduct
- C. Comment 1 (Attendance)
- D. Comments 2 and 3 (Your Choice)
- E. The Mid Year Exam Grade
- F. The S₁ Grade (*Not shown*, just one field right of Mid Year Exam Grade)
- G. The Year Average (scroll over to the right hand end of the form for this field)

Student Information			Quarter Two Grades					
Ln	Student ID	Student Name	Qtr 2G	Cond	Cmt 1	Cmt 2	Cmt 3	Mid Yr Ex
1	99	Bergeron, Rene						
2	253	Cornack, Sunaj						
3	322	Dickson, Amanda						
4	436	Frederick, Courtney						
5	1520	Martin, Christine A.						
6	813	McGrail, Erin						
7	942	Patrie, Gregory						

Scroll Right one space and fill in the S₁ Grade.

Scroll Far Right and fill in the Year Average Grade.

Student Information			Quarter Four Grades				
Ln	Student ID	Student Name	Qtr 3	Fnl Ex	S2	Yr Ave	Credits Attempt
1	99	Bergeron, Rene				2.000	2.000
2	253	Cornack, Sunaj				2.000	2.000
3	322	Dickson, Amanda				2.000	2.000
4	436	Frederick, Courtney				2.000	2.000
5	1520	Martin, Christine A.				2.000	2.000
6	813	McGrail, Erin				2.000	2.000
7	942	Patrie, Gregory				2.000	2.000

Exeter High School Technology Services

For Year Courses:

You'll need to fill in only:

- A. The Quarter 2 grade
- B. Conduct
- C. Comment 1 (Attendance)
- D. Comments 2 and 3 (Your Choice)
- E. The Mid Year Exam Grade

The screenshot shows a software window titled "556-001, Biology II 200" with a "Class Grades" tab. It contains the following data:

Section ID	Tch#	Teacher Name	Period	Ending	Term	Room
556-001	68	Stackhouse, P	02	03	YR	S240

Course ID	Course Title	Credit
556	Biology II 200	4.40

Student Information			Quarter Two Grades						
Ln	Student ID	Student Name	Qtr 2G	Cond	Cmt 1	Cmt 2	Cmt 3		Mid YrEx
1	82	Begiebing, Kate							
2	114	Blaisdell, Benjamin							
3	181	Cacciatore, Rachael							
4	213	Cedeno, Gonzalo							
5	362	Dwelley, Joshua N.							
6	391	Erdmann, Sara							
7	415	Fichera, Kristin							

At the bottom of the window, there is a "Show All Data" button and a "Close" button.

That's it! Thanks to Rod and Pete!

I hope this is helpful,

Richard