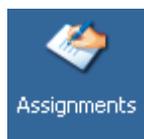


GradeSpeed Semester Exam

1. Click on the *Assignments* icon.

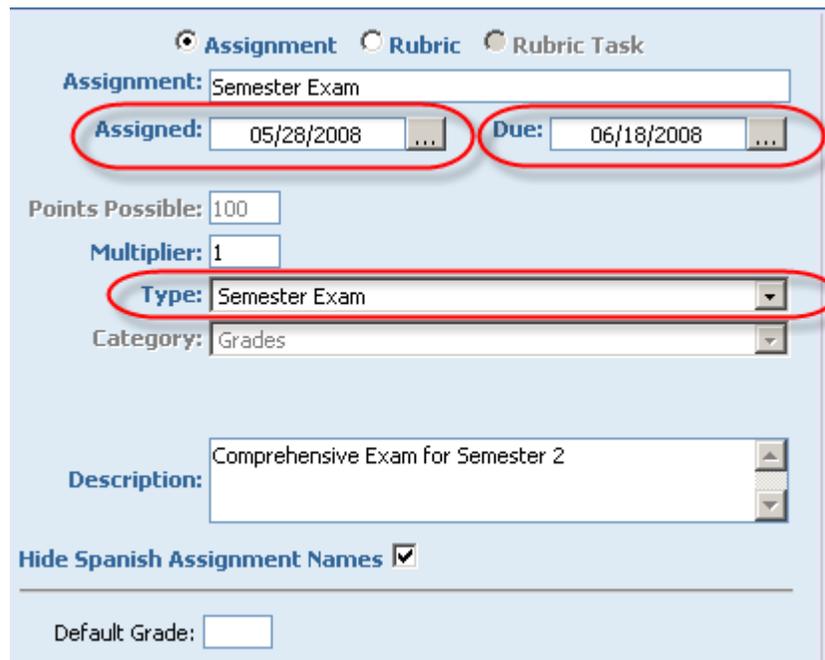


2. Create a new assignment, just like you would any other assignment.

3. *Assigned Date*: Remember that the parents are watching. The more information they have, the better off we all are. I suggest you enter the date that you announced what would be on the exam. In this case the exam was announced on May 28th.

4. *Due Date*: The date the exam will be given.

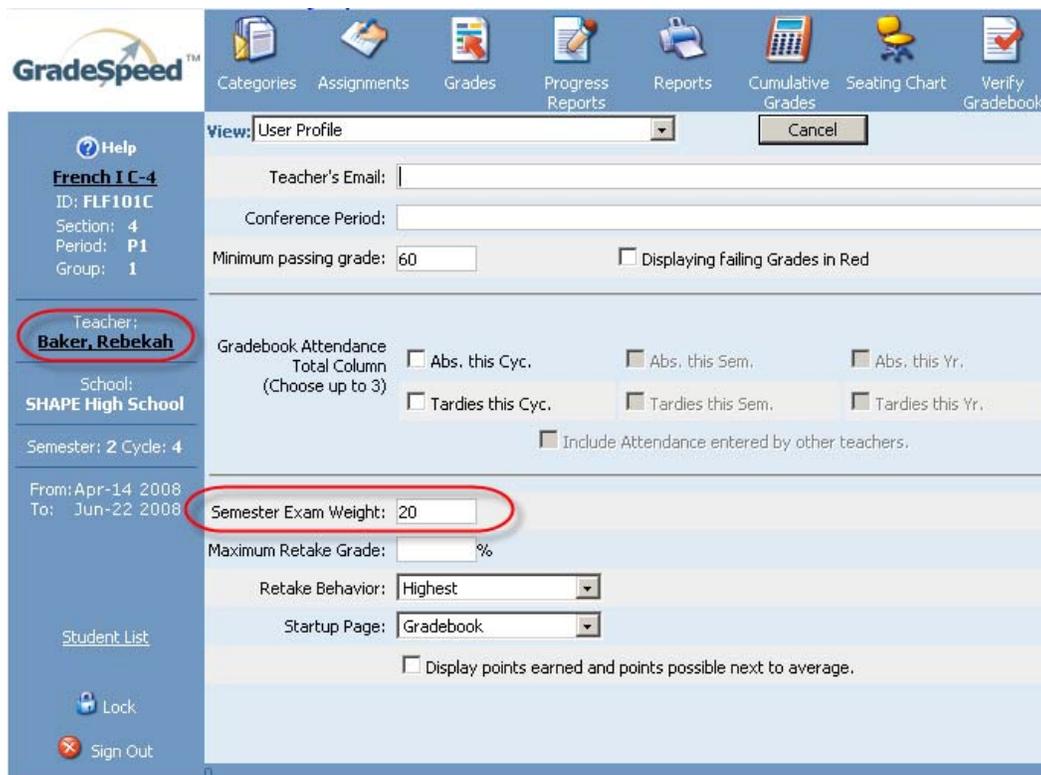
5. *Type*: click on the drop-down box and select *Semster Exam*. This is where the assignment becomes a semester exam.

A screenshot of the GradeSpeed assignment creation form. The form has three radio buttons at the top: "Assignment" (selected), "Rubric", and "Rubric Task". Below them is a text field for "Assignment:" containing "Semester Exam". Two date pickers are circled in red: "Assigned:" with the date "05/28/2008" and "Due:" with the date "06/18/2008". Other fields include "Points Possible:" (100), "Multiplier:" (1), "Type:" (a dropdown menu with "Semester Exam" selected, circled in red), and "Category:" (Grades). A "Description:" text area contains "Comprehensive Exam for Semester 2". There is a checked checkbox for "Hide Spanish Assignment Names" and a "Default Grade:" field.

By default, the semester exam is worth 20%. The DoDDS policy is that the semester exam shall be worth no more than 20%. If you would like to make it worth less or simply double-check it:

1. Click on the teacher name to view the *User Profile*.

2. Check the Semester Exam Weight.

A screenshot of the GradeSpeed user profile page for a teacher. The page has a blue header with the GradeSpeed logo and navigation icons for Categories, Assignments, Grades, Progress Reports, Reports, Cumulative Grades, Seating Chart, and Verify Gradebook. The main content area is titled "View: User Profile" and includes a "Cancel" button. The profile information includes: "Teacher's Email:", "Conference Period:", "Minimum passing grade: 60" with a checkbox for "Displaying Failing Grades in Red". Under "Gradebook Attendance Total Column (Choose up to 3)", there are checkboxes for "Abs. this Cyc.", "Abs. this Sem.", "Abs. this Yr.", "Tardies this Cyc.", "Tardies this Sem.", and "Tardies this Yr.", and a checkbox for "Include Attendance entered by other teachers.". The "Semester Exam Weight:" field is circled in red and contains the value "20". Other fields include "Maximum Retake Grade:" (with a percentage sign), "Retake Behavior:" (dropdown menu set to "Highest"), "Startup Page:" (dropdown menu set to "Gradebook"), and a checkbox for "Display points earned and points possible next to average.". The left sidebar shows the teacher's name "Baker, Rebekah" circled in red, along with school information: "School: SHAPE High School", "Semester: 2 Cycle: 4", and dates "From: Apr-14 2008 To: Jun-22 2008". There are also links for "Student List", "Lock", and "Sign Out".