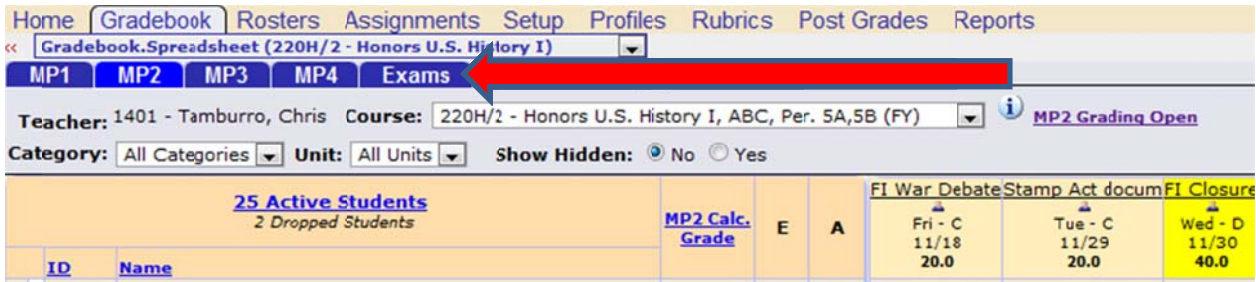


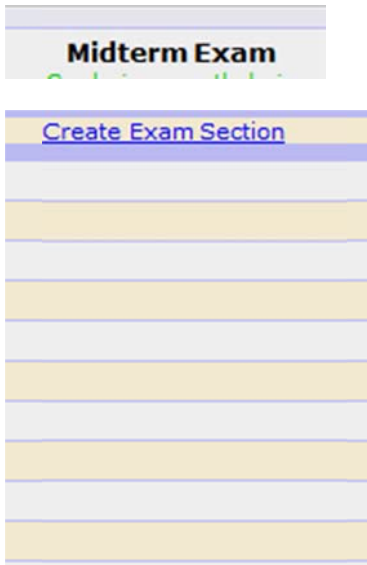
## Entering Exam Grades into Genesis

- 1.) Open the grade book spreadsheet for one of your course sections.
- 2.) In the grade book window, there are tabs which correspond to the marking periods. After MP4, there is an “exams” tab. Click there.



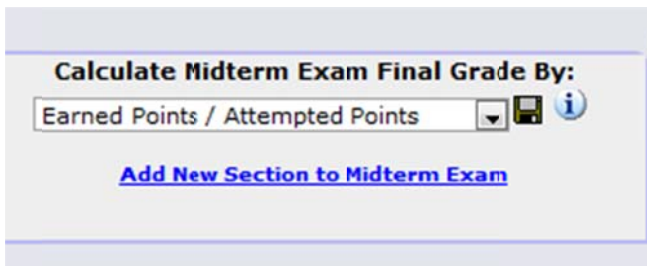
The screenshot shows the Genesis Gradebook interface. At the top, there are navigation tabs: Home, Gradebook, Rosters, Assignments, Setup, Profiles, Rubrics, Post Grades, and Reports. Below these is a dropdown menu for the spreadsheet, currently showing 'Gradebook.Spreadsheet (220H/2 - Honors U.S. History I)'. A red arrow points to the 'Exams' tab, which is highlighted in blue. Below the tabs, there are fields for 'Teacher: 1401 - Tamburro, Chris' and 'Course: 220H/2 - Honors U.S. History I, ABC, Per. 5A,5B (FY)'. There is also a 'Show Hidden' option set to 'No'. Below these fields, there is a summary row showing '25 Active Students' and '2 Dropped Students'. To the right, there are columns for 'MP2 Calc. Grade', 'E', 'A', and three final exam sections: 'FI War Debate', 'Stamp Act docum', and 'FI Closure'. The 'FI Closure' column shows a grade of 40.0.

- 3.) The next screen will have columns for your midterm and final exams. Click on the blue link to “create exam section”



The screenshot shows a 'Midterm Exam' setup screen. At the top, there is a header 'Midterm Exam'. Below it, there is a blue link labeled 'Create Exam Section'. The rest of the screen is a list of rows, each with a yellow background, representing different exam sections.

- 4.) To the left in the row marked Midterm Exam Setup, find the section below:



The screenshot shows a dialog box titled 'Calculate Midterm Exam Final Grade By:'. It has a dropdown menu set to 'Earned Points / Attempted Points'. Below the dropdown, there is a blue link labeled 'Add New Section to Midterm Exam'.

- 5.) Click “add new Section to the Midterm Exam.” If your exam has multiple components (objective, essay, etc.) you can create a section for each grading area. Once you assign values for the sections, Genesis will sum your grades. The create window will appear. The image below represents a populated window.

**Add Section to Midterm Exam**

\*Exam Section Name:

\*Max Possible Score:

\*Grading Type:

\*Percentage of Exam:

\*Sequence:

- 6.) Enter the values for your exam. Note that you should complete the “Max Possible Score” values to correspond to the scoring model on your test. (If you have 100 multiple choice questions worth one point each, populate with “100.”) You do not have to change the values to assist with the grading – the percentage component will do this.
- 7.) Press OK. Repeat step 5 for each of your exam sections. Note that Genesis will not accept percentages with decimal points. The “Sequence” box will order your exam sections.
- 8.) The section to the right will now look like:

**Midterm Exam Setup**  
This Exam Grade is currently being collected.

Seq	Section Name	Max Possible Score	Grading Type	Percentage of Exam	
<input type="text" value="1"/>	<input type="text" value="DBQ"/>	<input type="text" value="40"/>	<input type="text" value="Numeric"/>	<input type="text" value="40"/> %	
<input type="text" value="2"/>	<input type="text" value="Transfer"/>	<input type="text" value="30"/>	<input type="text" value="Numeric"/>	<input type="text" value="30"/> %	
<input type="text" value="3"/>	<input type="text" value="Essay"/>	<input type="text" value="30"/>	<input type="text" value="Numeric"/>	<input type="text" value="30"/> %	
Copy this exam setup to: <input type="text"/>				<input type="text" value="100"/> %	<a href="#">Copy</a>

Or

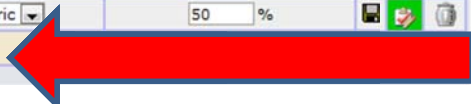
**Midterm Exam Setup**  
This Exam Grade is currently being collected.

Seq	Section Name	Max Possible Score	Grading Type	Percentage of Exam	
<input type="text" value="1"/>	<input type="text" value="Objective"/>	<input type="text" value="100"/>	<input type="text" value="Numeric"/>	<input type="text" value="50"/> %	
<input type="text" value="2"/>	<input type="text" value="Essay"/>	<input type="text" value="100"/>	<input type="text" value="Numeric"/>	<input type="text" value="50"/> %	
Copy this exam setup to: <input type="text" value="."/>				<input type="text" value="100"/> %	<a href="#">Copy</a>

- 9.) You can edit the values in the setup window if necessary. You can also copy the exam setup to a similar course section by selecting the other class and clicking “copy.”

**Midterm Exam Setup**  
This Exam Grade is currently being collected.

Seq	Section Name	Max Possible Score	Grading Type	Percentage of Exam	
<input type="text" value="1"/>	<input type="text" value="Objective"/>	<input type="text" value="100"/>	<input type="text" value="Numeric"/>	<input type="text" value="50"/> %	
<input type="text" value="2"/>	<input type="text" value="Essay"/>	<input type="text" value="100"/>	<input type="text" value="Numeric"/>	<input type="text" value="50"/> %	
Copy this exam setup to: <input type="text" value="210/2 - Modern World History, BCD, Per. 4 (FY)"/>				<input type="text" value=""/>	<a href="#">Copy</a>



- 10.) To enter grades, click on the “” tab.



## Midterm Exam for Verona High School

2011-12

Modifier:   
: Sub Reset

Objective Totals: **Mean Median Deviation Mode**  
Written Totals:  
Midterm Exam  
Totals:

Student	Midterm Exam Average	Objective Average	Written Average	Grade Objective ALL
<a href="#">Baird, Andie</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">Brunner, Jacqueline</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">Chesney, Ryan</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">Crawford, James</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">Daggett, Samantha</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">Fiedler, Alexander</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">Gleason, John</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">McDonald, Francis</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">McMickle, Marcus</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">Melchione, Gionna</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85
<a href="#">Quattrocchi, Bianca</a>	Not Graded	Not Graded	Not Graded	<input type="text"/> out of 85

- 13.) Repeat steps 11 and 12 as necessary to enter all sections. Genesis will calculate the Midterm grade as you provide data.
- 14.) Once these grades are entered, Genesis will carry the values over to the "Post Grades" screen as it would the marking period grades.