

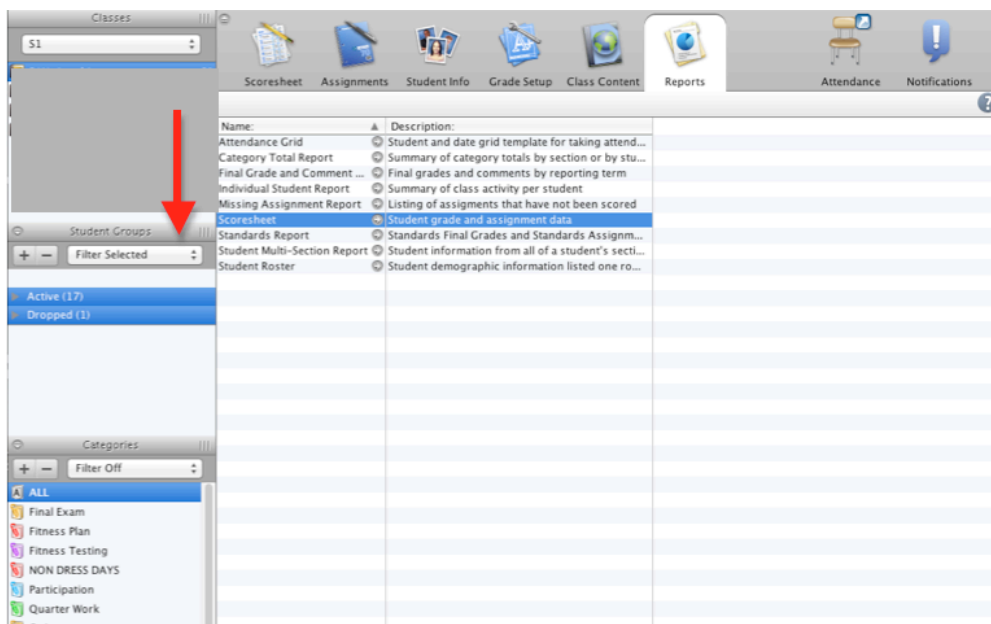
## Reminders for Semester Grades:

If you are assigning an incomplete for either a Quarter grade or Exam grade, the S1 grade should also reflect the "I".

Please enter your **exemptions for the final exam** last. Once exemptions have been entered, please double-check your students S1 letter grade.

## To print all semester grades (including dropped students):

1. Open Gradebook.
2. Select one of your classes.
3. Under Scoresheet icon tab, set Reporting Term: S1
4. Under the Student Groups menu (far left column) select both Active and Dropped by holding down the [command] key as you click. Also, change Highlight Selected to Filter Selected.

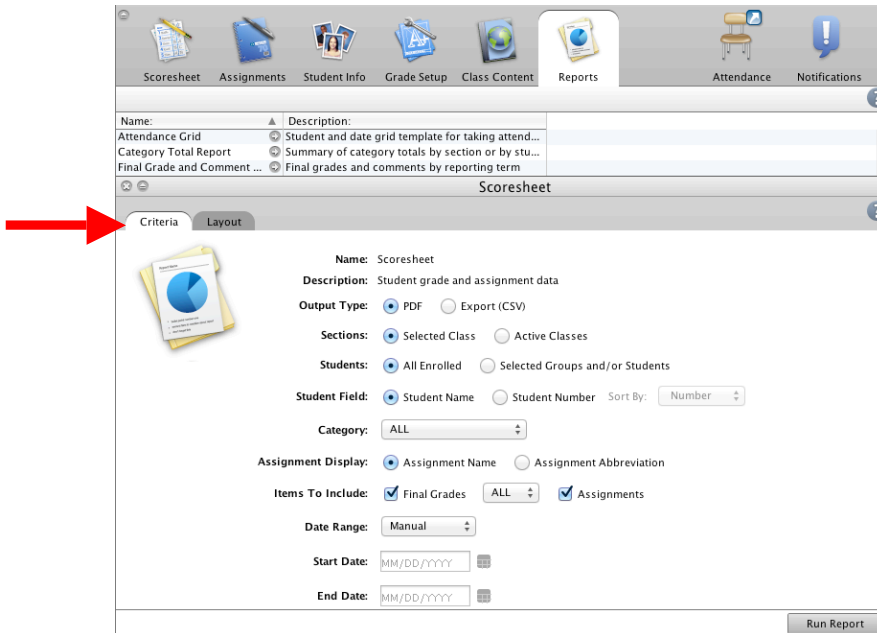


5. For any student that has dropped or transferred out of your class, you need to hold down the [control] key and click on the S1 grade. Show Score Inspector > Manual Override > delete Percent value (it will print as 0) > change grade to - (dash).

6. Click on the Reports icon tab.

7. Double-click on Scoresheet.

8. Under Criteria Tab, Select: PDF, Selected Class, Selected Groups and/or Students, Student Name, ALL, Assignment Name, Final Grades, ALL, Assignments, Manual.



9. Under Layout Tab, Report Title: type in your LAST NAME, FIRST NAME & DATE.

10. Click Run Report.

11. Open Report > OK, You should see several pages of your students & all their grades.

12. File > Print > Size Options: "Fit" OR Page Scaling > "Fit to Printable Area."

13. Print.

14. Highlight each student name that has an Incomplete.

15. Repeat steps 2-14 for all other classes.

16. Please make sure your name and the name course are printed at the top of each page.