Entering Exam Grades and end of quarter assignments
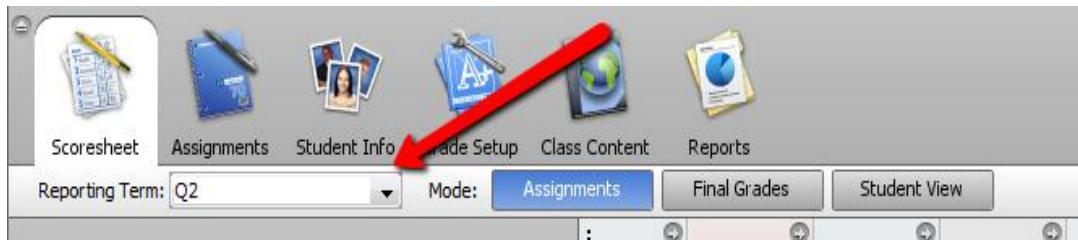
There are a few steps you must follow to ensure that the exams and assignments you add at the end of the term show up in the correct terms. Dates play a key role in this process.

1. **Entering assignments at the end of the quarter**.

   Because we have to make "room" for the exam dates if you enter any assignments for quarter 4 after May 29th you will need to change the assignment date to May 29th or earlier. If you fail to do so the assignment will show in the E2 column and will be calculated as 20% of the grade.

2. **Entering Exams-** Change the reporting term to E2. Create an assignment. Call it Exam and change the date to **May 30th or the 31st**. It doesn't matter when you give the exam just make sure the assignment date is May 30th or the 31st. You should only see one assignment under E2 (unless you have a multi-part exam). If you see a 4th quarter assignment under E2 you need to change the date of that assignment to the 29th or earlier.
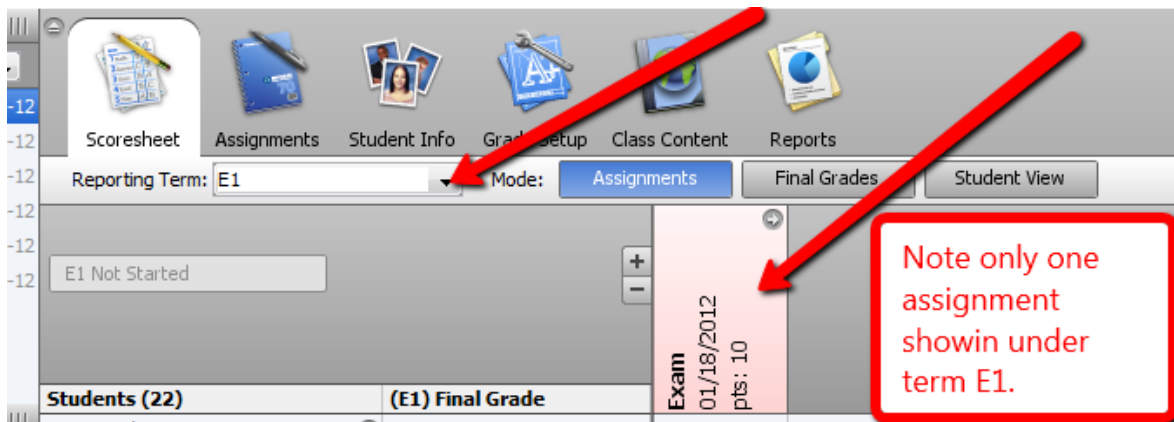
3. **Double check**- When all exams and assignments are complete click on the reporting term field and select E2. You should see the Exam and the date should be May the 30th or the 31st. If another assignment appears you will need to change the assignment date to the 29th or an earlier date.