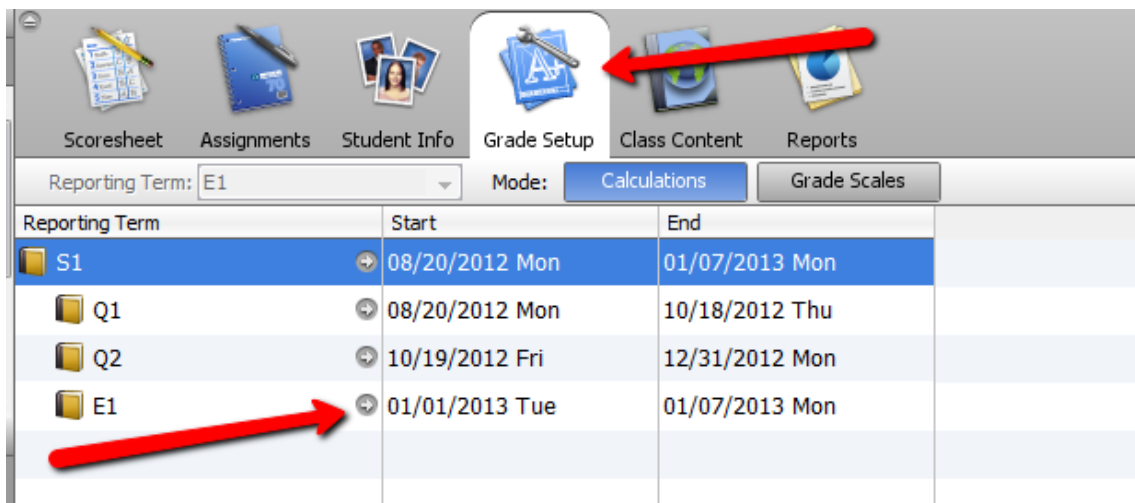# Entering Exam Grades

Assignment dates for Exams will be different each year as the school calendar changes. Those dates are available to you in the grade book under grade setup.

This year the E1 dates are January 1st – January 7th.

Each year and semester you can find this information under grade setup as show below.

When you create the assignment to enter exam grades change the date of the assignment to any date in the range of Jan 1st – Jan 7th.

After entering your assignment for the exam change your reporting term to E1. You should see your exam listed there. If it is not listed under E1 you did not put it in the correct date range. You will then need to find it under the current quarter and change the date. If it is not under E1 it will not count as 20% of the grade.