

Instructions for Creating the “Final Grades” Text File for Users of *GradeBook*.

Open your current *GradeBook*

- ☞ click on “Properties”
- ☞ check if grading scale is ok:

A+ = 100.00 - 97	A = 96.99 - 93	A- = 92.99 - 90.0
B+ = 89.99 - 87	B = 86.99 - 83	B- = 82.99 - 80.0
C+ = 79.99 - 77	C = 76.99 - 73	C- = 72.99 - 70.0
D+ = 69.99 - 67	D = 66.99 - 63	D- = 62.99 - 60.0
		F = 59.99 - 0

- ☞ if not, click on “Edit Properties”, and scroll down to “Overall Grading”.
 - ☞ make the necessary changes
 - ☞ click on “Save Changes”
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- ☞ click on “Summary”, make sure all **four** “Total Grade” columns show, and verify calculated raw score under “Final Grade - Total”

To adjust individual students’ total points (for positive EC points, for negative attendance points, etc.),

- ☞ click on the little notebook icon under “Student Information - Edit”
 - ☞ scroll down to “Adjustment” and enter the total adjustment score from the DGL (if the total points to be adjusted add up to a negative number, place a minus sign before the number)
- ☞ click on “Save Changes” (the “Summary” page should now show the true, **adjusted** score under “Final Grade”)
- ☞ click on “Assignments”
- ☞ scroll down to “Total Grade”
- ☞ click on “View/Edit” in the “Distribution” column
- ☞ click on “I have reviewed the grades, ...”
- ☞ scroll down to and click on “Alert Students via e-mail ...” (and on “Send Copy to me”, -if that is your desire)
- ☞ click on “Summary”

To download the “Final Grades” text file to your hard disk, click on “Download Option”

- ☞ click on “WebGrades”
- ☞ click on box “Click here when you have read the following reminders” after you read those reminders
- ☞ click on “Download” (“File Download” window will appear)
- ☞ click on “Save”
- ☞ choose a directory on your hard disk where you want the file to end up
- ☞ check the filename to match our established convention, according to the class you’re teaching, e.g. “34085-W04-SPAN2B-Schuster.txt”
- ☞ click on “Save”

Attach the file, in an E-mail you’ll need to send to me, with the following text in the

“Subject” field: “*W04-Grades-Schuster*”. [Make sure you also send a copy to yourself to verify that you received an **attachment**, and not the file as text **inside of** the message. Make sure your email program is configured to always send attachments separately, and **NOT** as included in the body of the message.]

DONE!