

# Weighting Semester Grades

1. Click on Grade Setup
2. Double click on S1 or S2
3. Select Term Weights
4. Setup weighting for the quarters

High School Example:

E1 – 10  
Q1 – 45  
Q2 – 45

MS & West Example:

Q1 – 50  
Q2 – 50

5. Hit SAVE
6. Repeat this for **ALL** semester and yearlong classes!

The screenshot shows a software interface with the following components:

- Classes List:** A list of classes for the 2007-2008 School Year, including P1-P12(A-E) ACAD PHY SCI.
- Reporting Term Table:**

Reporting Term	Start	End
Y1	09/05/2007 Wed	06/12/2008 Thu
S1	09/05/2007 Wed	01/28/2008 Mon
Q1	09/05/2007 Wed	11/06/2007 Tue
Q2	11/07/2007 Wed	01/22/2008 Tue
E1	01/23/2008 Wed	01/28/2008 Mon
S2	01/29/2008 Tue	06/12/2008 Thu
Q3	01/29/2008 Tue	04/01/2008 Tue
Q4	04/02/2008 Wed	06/05/2008 Thu
E2	06/06/2008 Fri	06/11/2008 Wed
- Calculate final grade using:**
  - Total points
  - Term weights
  - Category weights
- Weighting Table:**

Name	Weight	Percent	Drop Low
E1	10		n/a
Q1	45		n/a
Q2	45		n/a