

## Total Points and Final Exams (E1)

Total points users have the problem that when they enter their final exam grade, it winds up averaging in with their 4<sup>th</sup> Qtr grade in addition to showing up in the E1 column. The “fix” that Kim and I have been using for the past 2 years is as follows:

(or see a different fix sent in from Jenny K. at bottom)

1. You need a category for your final exam. “Final Exam” works fine. To create a category,( follow exactly!) from your PG screen go to **Windows – Categories** – click on **New Category** and add a final exam category. Click **Accept**. Close that box.
2. From - **Windows – Final Grade Setup**, choose E1, then **Factor Type** – choose **Category Points**, then for **Asmt/Cat/FG Name** – choose **Final Exam**. Click **Accept**.

E1 should look like:

Category Points	Final Exam	100%
-----------------	------------	------

3. Your **F1** should look like:

% from another grade	Q1	_____%
% from another grade	Q2	_____%
% from another grade	Q3	_____%
% from another grade	Q4	_____%
% from another grade	E1	_____%

(remember, to add lines you click on the “+” button)

4. Now when you have your final exam grades ready to enter, **do not create an assignment for these grades. Enter them manually by double-clicking in the E1 column for each student.** Click in the **Manually override this grade** box. Choose the correct grade for **Grade**. Type in the same value in **Percent**. No need to fill in the other boxes.

That’s it.

Any questions, problems, let me know.

Tom

(Alternate fix from Jenny K.)

Tom, I found that you can enter a new assignment and make it out of 1 point, then you enter the final exam scores as decimals, and that works too. So...

75% would be .75/1 instead of 75/100. This is much faster than overriding each grade.