Entering Final Exam Grades

1. Click on the “Gradebook” button on the main menu.

2. Click on the class in which you are ready to add the Final Exam.

3. Click on the “Semester Exam 1” column header.
   The screen will refresh.
4. Right Click on the column header “Semester Exam 1”.

5. Choose “Add Assignment” from the menu.
   The “Add Assignment” window will open.

6. Complete each of the following fields:
   - Assessment
   - Title
   - Scoring Category (does not matter which...if you add a second component to your exam though, be sure to use the same category)
   - Grading Period (Choose “Semester Exam 1”)
   - Max Score (leave as 100.0)
   - Grade Weight (%)
   - Due Date
   - Select all students or classes that will be taking the exam

8. Click the “Save” icon in the upper-right hand corner of the screen.
   A dialogue box will open requesting whether you want to continue adding assignments or return to your gradebook.
9. Click “Continue” to add more assignments.

   -OR-

Click “Finish” to return to the gradebook.

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**Multiple Assignments for Final Exam**

D2SC allows for you to create multiple assignments inside the final exam “period” so you can include multiple parts of an exam that you would like to keep separate, but ultimately average together.

**KEY REMINDER:** All “assignments” added to the “Semester Exam 1” section should be the same scoring category (either all Major grades or all Minor Grades). To allow for certain parts to be worth more, edit the “Grade Weight (%)” section.

Ex: I have a test and an essay for my final exam. The test is to count for 75% of the final exam average, the essay 25%. To set this up, I need the Grade Weights to be:

- Test: 300%
- Essay: 100%

By setting up each assignment in this fashion, the test will count three times as much as the essay, or 75% of the Semester Exam grade.

10. Return to your gradebook and enter the Semester Exam grades as you would for any assignment in the gradebook.