

High School – Harmony Teacher Handout for End of Trimester

Trimester 1 grades must be accurate and finalized by: _____

Trimester 2 grades must be accurate and finalized by: _____

Trimester 3 grades must be accurate and finalized by: _____

Note: No changes can be made after this time. All grade books will be locked.

This document is divided into two main sections:

SECTION 1 – COMPLETE THE END-OF-TRIMESTER PROCESS

SECTION 1 – STEP 1... CHANGE ALL MISSING/INCOMPLETE GRADES TO ZEROS

SECTION 1 – STEP 2... ASSIGNING EXTRA CREDIT (BONUS POINTS)

SECTION 1 – STEP 3... ADDING YOUR FINAL EXAM (SEMESTER TEST)

SECTION 1 – STEP 4... SUBJECT COMMENTS

SECTION 2 – FINALIZE YOUR GRADE BOOKS

SECTION 3 – VIEWING/REVIEWING GRADE BOOKS AFTER FINALIZING

SECTION 1 – COMPLETE THE END-OF-TRIMESTER PROCESS

Before beginning, make sure you look over all your assignment grades now to make sure all grades are entered and accurate.

SECTION 1 – STEP 1... CHANGE ALL MISSING/INCOMPLETE GRADES TO ZEROS

Note: You will do the following process for each grade book (class that you teach).

Until further notice, please do not use Option 2 below. There is a problem when using this feature that causes duplicate pages to appear in the grade book and/or pages to disappear. Please manually change your missing/incomplete grades to zero – using Option 1.

Option 1 (Manual)

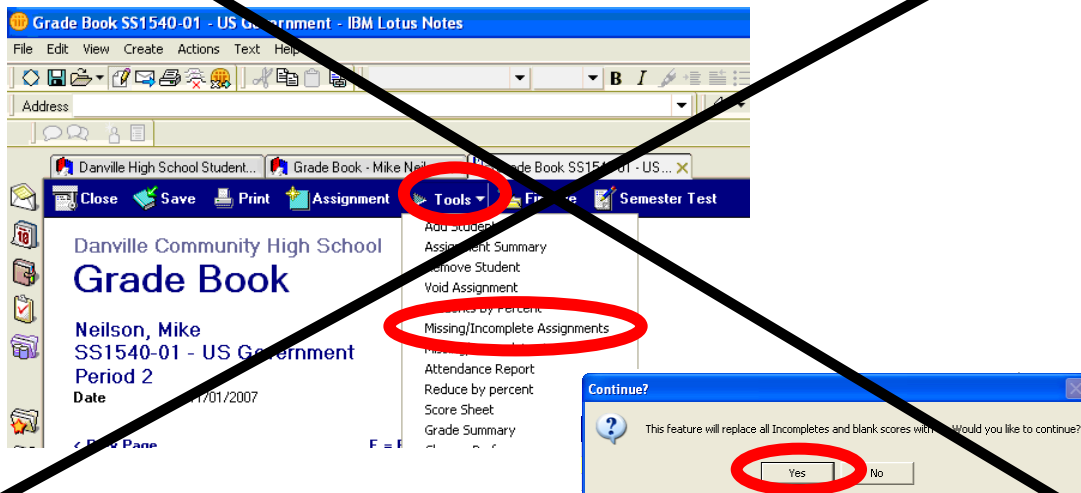
Manually change all Incomplete grades (I) to the appropriate grade (i.e. a zero if not turned in) on all grade book pages.

(OR)

Option 2 (Automatic – using process in Harmony)

Follow the steps below to have all blanks and all I^s automatically changed to 0's.

1. Open up the last page of your grade book.
2. Open up the Tools menu and select the option **Missing/Incompletes to 0**.
3. Select "Yes" to continue.



All blanks should now be changed to zeros in all grade book pages for this subject.

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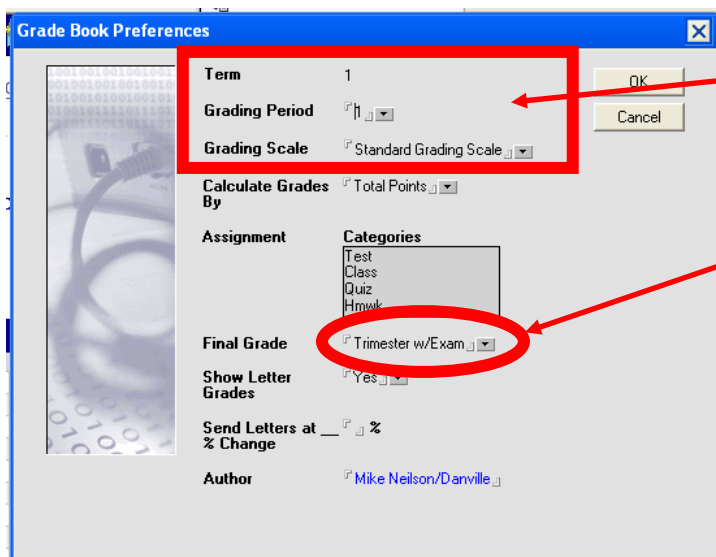
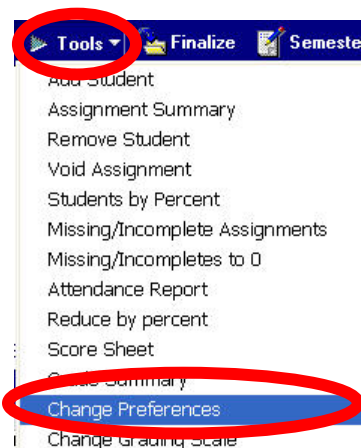
SECTION 1 – STEP 2... ASSIGNING EXTRA CREDIT (BONUS POINTS)

If a teacher chooses to participate in grade flexibility (giving participation/extra-credit/bonus points), it is suggested that a miscellaneous (MISC) assignment be created at the end of the trimester and prior to finalizing the grade book. You will create this assignment the same way you created other assignments, but make sure the Total Points value for this assignment is equal to 0 (zero).

SECTION 1 – STEP 3... ADDING YOUR FINAL EXAM (SEMESTER TEST)

Until further notice, please do not create your Final/Exam from home; you must be at school when doing this process. Entering your Final/Exam from home can cause the scores to not calculate into the students' final trimester grade.

1. Before adding your Final/Exam (Semester Test) you must make sure that your original Grade Book Preferences for your class was set up to include a Final/Exam with the semester grade.
2. To check this, open up the Tools menu and select the option **Change Preferences**.
3. To the right of the selection **Final Grade** make sure it says **Trimester w/Exam**. If needed, click on the down arrow. Choose the **Trimester w/Exam** and click OK.
4. Verify the Term, Grading Period, and Grading Scale.
 - a. Select Term 1, 2, or 3 – corresponding to the trimester you are setting up your grade book for. (Trimester 1, select Term “1”, Trimester 2, select Term “2”, and Trimester 3, select Term “3”).
 - b. Grading Period = 1.
 - c. Grading Scale = Standard Grading Scale OR Weighted Grading Scale (for AP classes).
5. Click OK when done.



Verify the following information:
Term = 1, 2, 3
Grading Period = 1,
Grading Scale = Standard Grading Scale

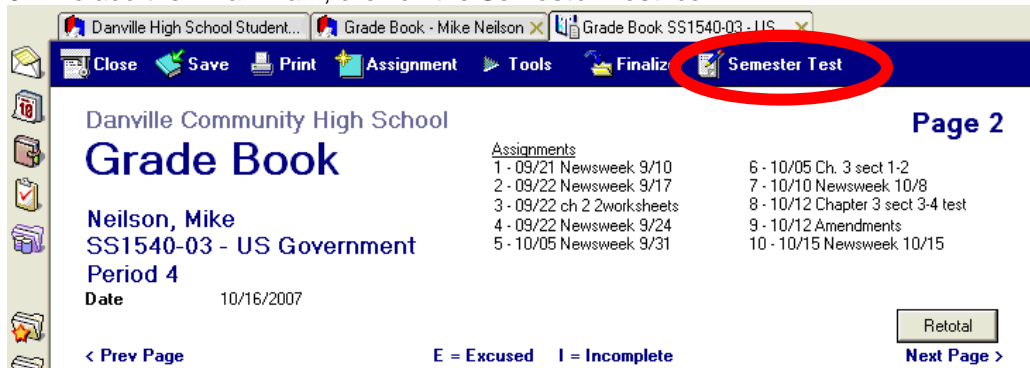
Final Grade = Trimester w/Exam
(if you are giving an exam grade)

IMPORTANT STEP: If you made a change to your Grade Book Preferences, you must do the following:

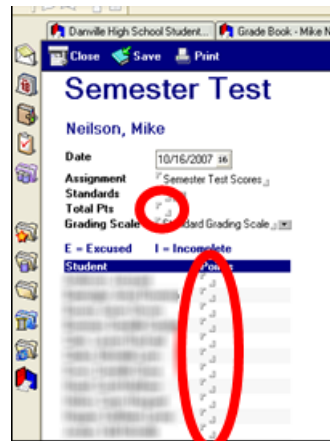
- Select **No** when asked “Are you sure you want to finalize this grade book?”
- Open one assignment (it does not matter which one) – click **Save** from the top blue bar and close the assignment.
- Save your grade book one final time.
- Click on the **Finalize** icon in the top blue bar.
- A confirmation dialog box will appear asking if the settings are correct.
- This time, select **Yes** to finish finalizing your grade book.

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6. To add the Final Exam, click on the **Semester Test** icon.



7. Enter the total points possible for the Final Exam (Semester Test).
8. Enter the students' grades.
9. Click Save (in the blue bar at the top).
10. Click Close, to close the Semester Test window.



SECTION 1 – STEP 4... SUBJECT COMMENTS

How to add subject comments to your grade book

1. Open the grade book for the subject you wish to enter comments for.
2. From the Tools menu, select *Progress Comments*.
3. To select pre-defined comments from the list, click the drop-down arrow to the right of the student's name. Place a check-mark in front of the comments and click OK.
4. When done with comments for all students, click Save and Close.

How to Edit, Add, and/or Delete Comments

Once you have created a comment for any student in a grade book, you will have a "Comments" line listed under your assignments in your grade book. To add or change comments for students in this grade book, do not repeat the steps above. Instead, just double-click on the word "Comments" and the file will open. You can then click the Edit button to add, change, and/or delete comments. Save your file when done.

How to Clear All Comments

All teachers must do this step to clear comments from the previous trimester.

If you want to clear all comments from this class, double-click on the word "Comments" click the Edit button, and then click the "Clear Comments" button to do so. Save your file when done. You will still see the "Comments" line listed under your assignments in your grade book, but there will not be any comments in the file. Do not delete the "Comments" line once you have created comments; use the "Clear Comments" button to remove all comments for that subject.

SUBJECT COMMENTS FOR PRIOR GRADING PERIODS MUST BE CLEARED OR THEY WILL PRINT ON CURRENT REPORT CARDS. This is done by creating a new comments file as listed in the section above titled **How to add subject comments to your grade book.**

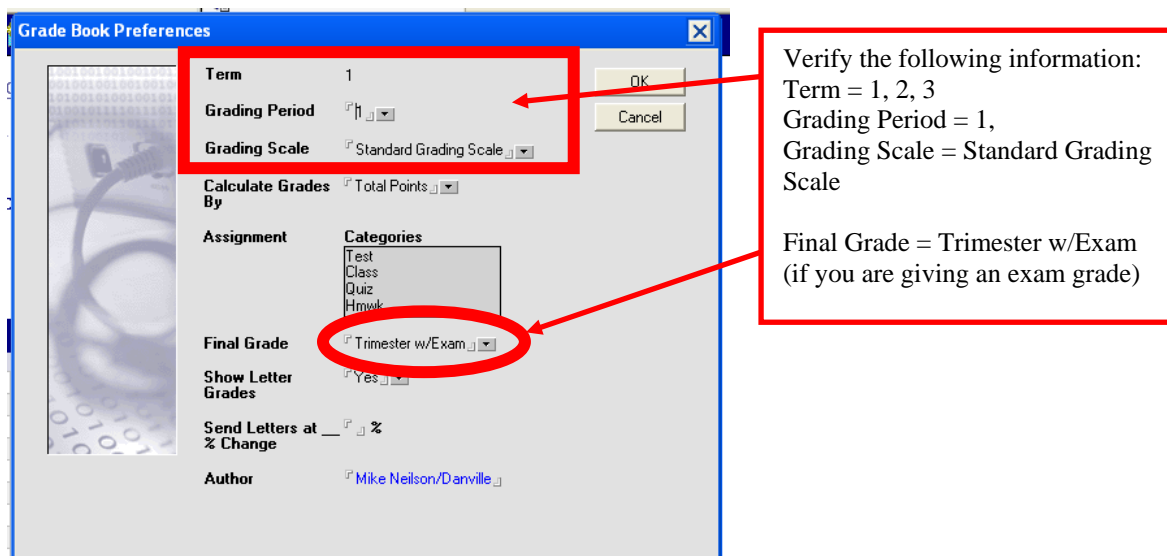
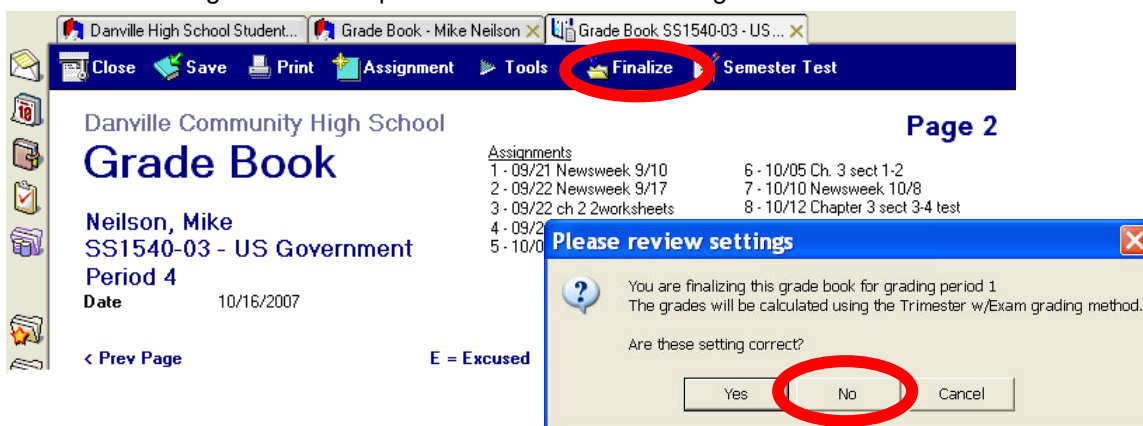
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SECTION 2 – FINALIZE YOUR GRADE BOOKS

**** Make sure your grade book is finished and accurate before doing these steps. New assignments can NOT be added once grade books have been finalized; however, student scores may be added/changed after finalizing (only if the deadline for finalizing has not passed). ****

Do not complete the finalization process in your grade books using Harmony web access (where you log in to Harmony through the Danville website and your grade book looks different).

1. Open (double-click) the last page of the grade book you want to finalize.
2. Click on the **Finalize** icon in the top blue bar.
3. A confirmation dialog box will appear asking if the settings are correct.
Note: These are the same “Grade Book Preferences” that you verified earlier (on page 2 of this handout). If you verified them earlier, there is no need to verify them again – just click “Yes”. If you wish to verify your grade book preferences again, click “No” and your grade book preferences will open – allowing you to make corrections.
4. A new dialog box comes up. Click on the Yes button again.



5. Verify the Term, Grading Period, and Grading Scale.
 - o Select Term 1, 2, or 3 – corresponding to the trimester you are setting up your grade book for. (Trimester 1, select Term “1”, Trimester 2, select Term “2”, and Trimester 3, select Term “3”).
 - o Grading Period = 1.
 - o Grading Scale = Standard Grading Scale

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6. Click OK when done.
7. If you did not make any changes to your Grade Book Preferences, click **Yes** when asked “Are you sure you want to finalize this grade book?”
8. **IMPORTANT STEP:** If you did make a change to your Grade Book Preferences, you must do the following:
 - o Select **No** when asked “Are you sure you want to finalize this grade book?”
 - o Open one assignment (it does not matter which one) – click **Save** from the top blue bar and close the assignment.
 - o Save your grade book one final time.
 - o Click on the **Finalize** icon in the top blue bar.
 - o A confirmation dialog box will appear asking if the settings are correct.
 - o This time, select **Yes** to finish finalizing your grade book.

SECTION 3 – VIEWING/REVIEWING GRADE BOOKS AFTER FINALIZING

How to view your grade book, print a Grade Summary, edit comments, or make corrections to student's grades.

After you finalize your grade book, you can review your grades for the class. You can also manually make any grade or comment corrections necessary before the deadline set by the office.

To view your finalized grade books:

1. Click on **All Grade Books** (in the left menu).
 2. Open (double-click) the grade book you wish to view.
- Note: Finalized grade books are only visible in the “All Grade Books” view.

To review grades (print a Grade Summary):

1. Click on **All Grade Books** (in the left menu).
2. Open (double-click) on the last page of the grade book.
3. Click on the **Tools** icon (in the blue bar at the top).
4. Click on **Grade Summary**.
5. You will get a report showing the grades for that class (the trimester grade, the final exam grade, and the final grade).

To make a correction on a student's grade:

1. Click on **All Grade Books** (in the left menu).
 2. Open (double-click) on the last page of the grade book.
- You can adjust the students' grade by adding points to the MISC assignment column. This is the assignment you created on page 2 in SECTION 1 – STEP 2... ASSIGNING EXTRA CREDIT (BONUS POINTS)

Note: These changes MUST be completed before the DEADLINE.

To edit comments:

1. Click on **All Grade Books** (in the left menu).
2. Open (double-click) on the word “Comments” under the grade book.
3. You can now add, edit, or delete comments.
4. Save when done.

Note: No changes should be made to your grade books after the published deadline set by the office!