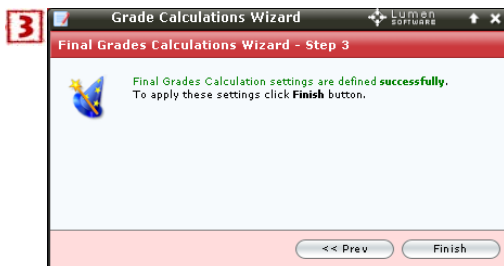
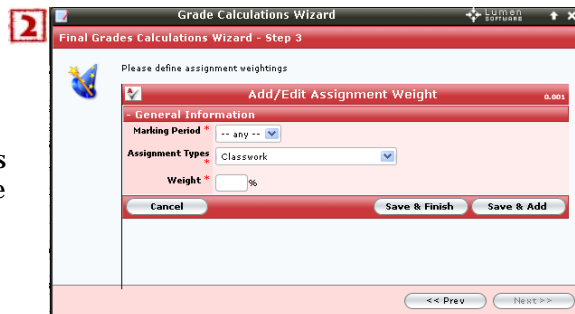
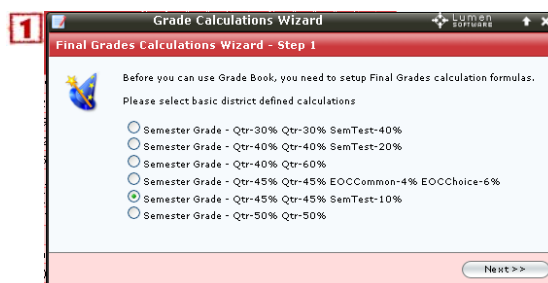


Teachers have the responsibility of verifying accurate quarter and semester grades BEFORE report cards are printed. To calculate and verify semester grades follow these steps:

- **Final Grade Calculations:**

In each gradebook, set the weighting for the semester:

- click the **Grade Calculations Wizard** button
- **Step 1:** select the appropriate weights for the semester grade to calculate as desired; if the option you need is not available, contact Lumen Support; click Next >>
- **Step 2:** select Total Points or Custom Weighting; click Next >>
 - if using Custom Weighting, add the categories and weights desired; set Marking Periods to -- any -- to apply the weights to **all** marking periods; click Save & Add to add another category or Save & Finish after the last category; click Next >>
- **Step 3:** if an error message displays, contact Lumen Support; when Final Grades Calculations are successfully defined, click Finish to apply the settings



- In the Gradebook, click **Save and Calculate** to apply the weights and semester percentages
- To view final grades for both quarters and the semester, click the Display/Hide all marking periods and their final grades button



- **Verify Final Grades:**

- Open the **Final Grade Verification Report** from the icon on the Lumen desktop
- Set the **School Year** and check the appropriate **Marking Periods** – Q1, Q2, S1 or Q3, Q4, S2
- Select **your name** from the Instructor dropdown list
- Select **Active** students
- Click **Run Report**
- **Review each student in each class for accuracy of grades and comments.** If corrections need to be made, make them in the Gradebook and then rerun the report.
- **Check with your office to see if you need to print, sign and submit these verification reports.**