

Entering Exam Grades in GradeMachine

High School Only



From the “class” menu, choose “grading periods.”



The first “description” should describe quarter 1. The second “description” should describe quarter 2. The third “description” should describe the semester exam. Number four should be quarter 3. Number five is quarter 4 and number 6 is the final exam.

The “start date” can be the beginning of exam week or it can be the day of the exam itself. The “starting assignment” should be the next sequential number after your last quarter 2 or quarter 4 assignment.