

# Genesis Info

for APSD Staff

## \*\*\*Midterms & Final Exams\*\*\*

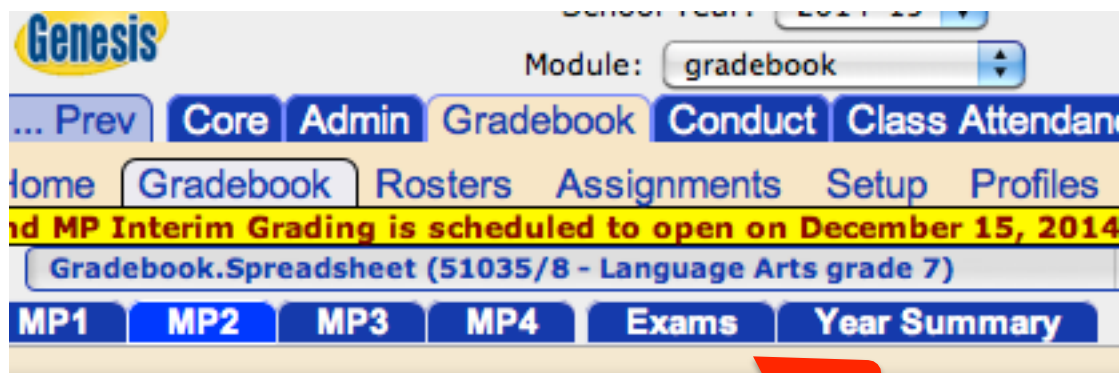
### **Did you know?**

Posting MidTerm & Final Exam grades can be done manually or automatically. It's your choice! All you have to do is set it up!

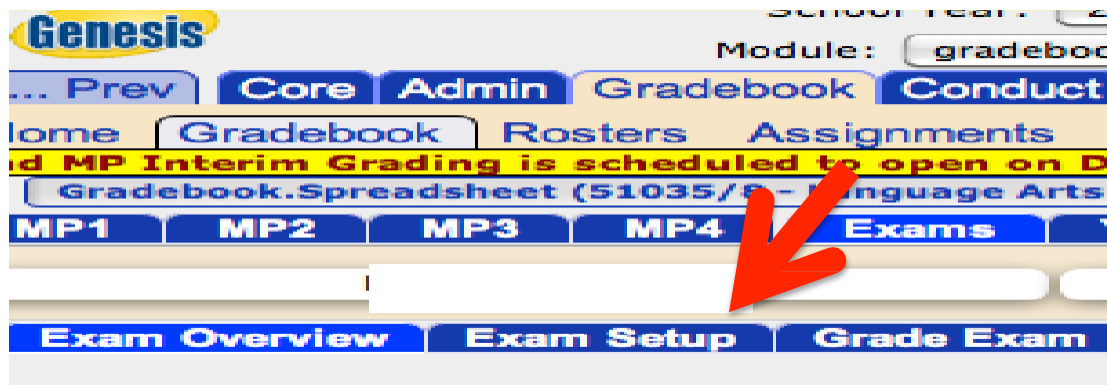
### **~Manual Steps**

#### **Create a MidTerm/Final Exam**

In your gradebook, on the Semester toolbar, you see the Exam Tab.



**Click the tab to reveal this screen...**



# Next Click Exam Setup

The screenshot shows the 'Next Click Exam Setup' interface. At the top, there are navigation tabs: Gradebook, Rosters, Assignments, Setup, Profiles, Rubrics, Merge, Post Grades, School Setup, and Reports. A yellow banner indicates 'Interim Grading is scheduled to open on December 15, 2014 at 9am'. Below this, there's a dropdown menu for 'lebook.Spreadsheet (51035/8 - Language Arts grade 7)' and tabs for 'MP2', 'MP3', 'MP4', 'Exams', and 'Year Summary'. The user is logged in as 'Petruzzo, Julie' and is viewing '51035/8-Language Arts grade 7, MTWRF, Per 5-6 FY'. The main content area is titled 'Exams for 51035/8-Language Arts grade 7, MTWRF, Per 5-6 FY' and 'Grace Wilday Junior High School'. It has two main sections: 'Setup for Midterm Exam' and 'Setup for Final Exam'. Each section has a 'Calculate [Exam] Final Grade By:' dropdown menu with a 'Save' button. Below each dropdown is an 'Add New Section to [Exam]' button. A table with columns 'Seq', 'Section Name', 'Max Possible Score', 'Grading Type', and 'Percentage of Exam' is present in both sections, but it is empty, with the message 'No Exam Sections have been set up for the [Exam]'.

*For either Mid Term or Final Exam, click the drop down to determine the calculation of the exam.*

This close-up shows the 'Calculate Midterm Exam Final Grade By:' dropdown menu. The menu is open, showing three options: 'Earned Points / Attempted Points' (which is selected with a checkmark), 'Exam Section Weighting Percentages', and 'Earned Points / Total Exam Sections'. A 'Save' button is visible to the right of the dropdown. Below the dropdown, the table header from the previous screenshot is partially visible, showing 'ible Score', 'Grading Type', and 'Perce'.

*Then, click Save.*

*Next, you can create sections for the exam, i.e. written, verbal, this way both sections can be traced separately, if applicable. – Genesis will average these scores for you.*

*Add sections by click on the link, ADD NEW SECTION TO EXAM and this specific dialog will open...*

Exams for 51035/8-Language Arts grade 7, MTWRF, Per 5-6 FY  
Grace Wilday Junior High School

**Add Section to Midterm Exam**

\*Exam Section Name:

\*Max Possible Score:

\*Grading Type: Numeric ▾

\*Percentage of Exam:

\*Sequence:

Create Close

Calculate Final Exam Final Grade By: ⓘ  
Earned Points / Attempted Points Save

*Enter the criteria for the exam and click CREATE*

*Once you created your exam, you can assign grades in your gradebook following the same method as entering grades for an assignment.*

*During the Post Grades period, on your Post Grades screen, click the link to UPDATE ALL GRADES FOR MP# Grading Period to automatically have your grades show up, then click POST.*

**OR**

*You can simply type in each student's exam grade in the Exam Grade field. Once you have finished, remember to click SAVE to post the grades*

*After following the directions above, if you still need assistance, email [lschetlick@roselleschools.org](mailto:lschetlick@roselleschools.org) with the specifics of what you need, what you tried already in Genesis and if there were any error messages, please include a screen shot of EXACTLY what the error says.*

*Or*

*For additional instructions, Genesis has created a Wiki to assist with Exams. It can be accessed at this link <http://wiki.genesisedu.com/display/doc/Exams+in+the+Genesis+Gradebook>*