Preparing Your Gradebook for Multiple Weighted Components of a Final Exam

The below instructions are for final exams that have two components (one IPA component and one multiple choice component). If your final has more than one IPA component, read through all instructions here, including the note at the bottom before you begin.

1. Enter the gradebook and change Period: from December Report Card to Exam.

2. Create a New Assignment and use the options below to complete the form.

3. Create an additional New Assignments for the second component of the exam and complete the form in the same manner making sure that the numbers in the Points box for both components equals 100.

Additional Notes: If the final exam has more than one IPA component, it will be necessary to create a third New Assignment and divide the total percent for the two IPA components. For example: if you have a Writing IPA and a Speaking IPA and you want the total for both IPA components to be 60%, you would enter a New Assignment for the Writing IPA with the Points equaling 30 and a second New Assignment for the Speaking IPA with the Points equaling 30 followed by the Multiple Choice component with the Points equaling 40.

Remember: Max Score = Points Possible

Points = the percent weight