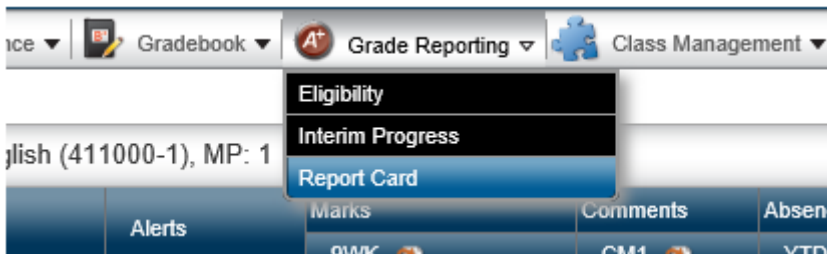


Entering Semester Grades in TAC

To enter semester grades in TAC:

1. Enter all assignments and all grades into the gradebook for the quarter. (Remember to check for blank marks that may not be calculating correctly! If a grade should be a zero enter a zero.)
2. Go to the Grade Reporting Menu and select Report Card.



3. To the upper right of the screen click the L with arrows to “Load from Gradebook.”



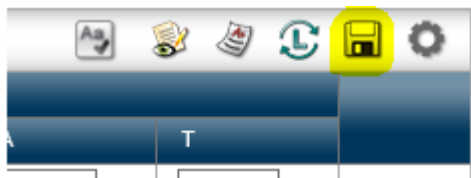
4. NOTE: The semester average is not being calculated correctly since there is no exam grade entered.

9WK	EXM	SEM
100		67
100		67
100		67

5. Enter the exam grades in the EXM column. If you do not give a semester exam or a student is not required to take the exam, enter an X.

Marks		
9WK	EXM	SEM
100	X	67
100	X	67
100	95	67

6. Click the save icon.



7. Once again click the Load from Gradebook icon.



8. NOTE: The semester grades will recalculate and should now be correct.

Marks		
9WK	EXM	SEM
100	X	100
100	X	100
100	95	98

9. *Optional* Click the Report Card Summary button to view a report view of the entire class.



10. Repeat for each course section.

Originally posted by Carl Clements on the West Fork Technology Hub (2022-12-13).