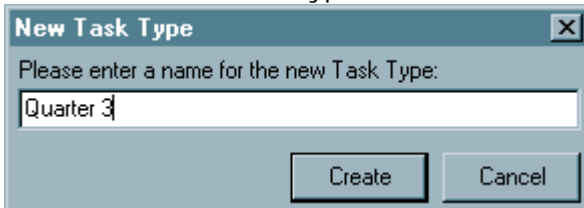


What to do at the start of 3rd quarter

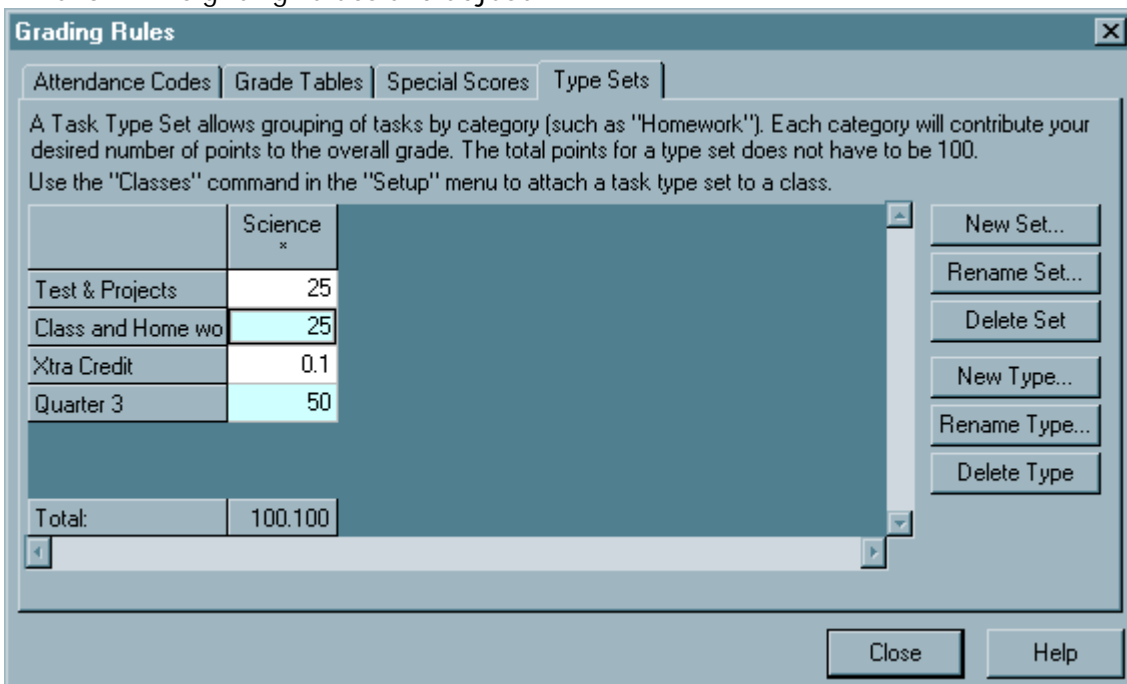
First we will make a new type called Quarter 3 and set its weight to half of the semester's final grade. Then we will combine all the tasks from 3rd quarter into one task called 3rd quarter average.

Set up a new type for 3rd quarter

1. Pull down the Setup menu.
2. Select Grading Rules.
3. Click on the Type Set tab.
4. Click on the New Type button.



5. Name the new task Quarter 3.
6. Click on Create.
7. Click in weighting values and adjust:



8. Quarter 3 should be 50 percent of your semester average, so you will need to adjust the weighting of 4th quarter sets accordingly.
9. Click on the **Close** button.

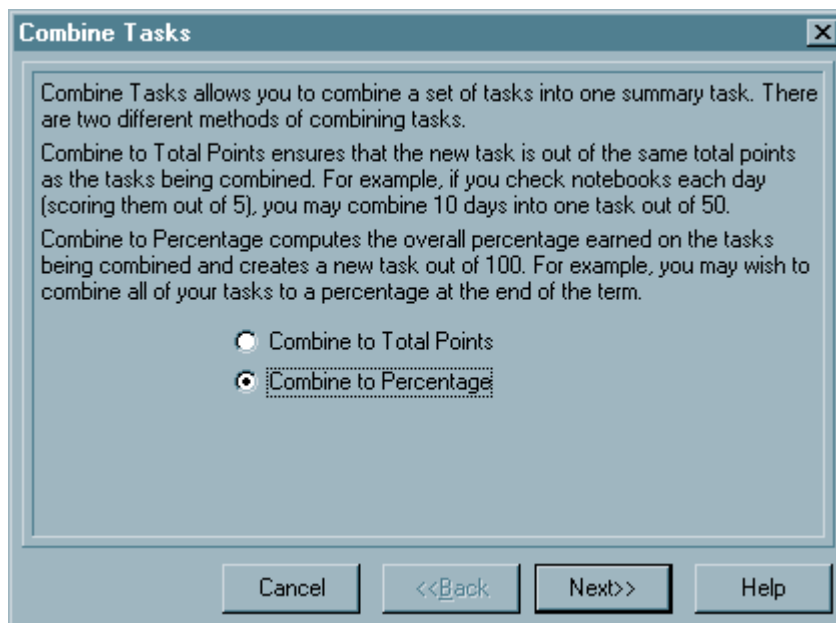
Combining Tasks

The InteGrade Pro software can combine several tasks into a new task to help you manage a large number of tasks more efficiently.

This feature does not work as described if one of the scores to be combined is an INC (Incomplete) score. The result of combining tasks when one of them has an INC score is a combined task with an INC total combined score.

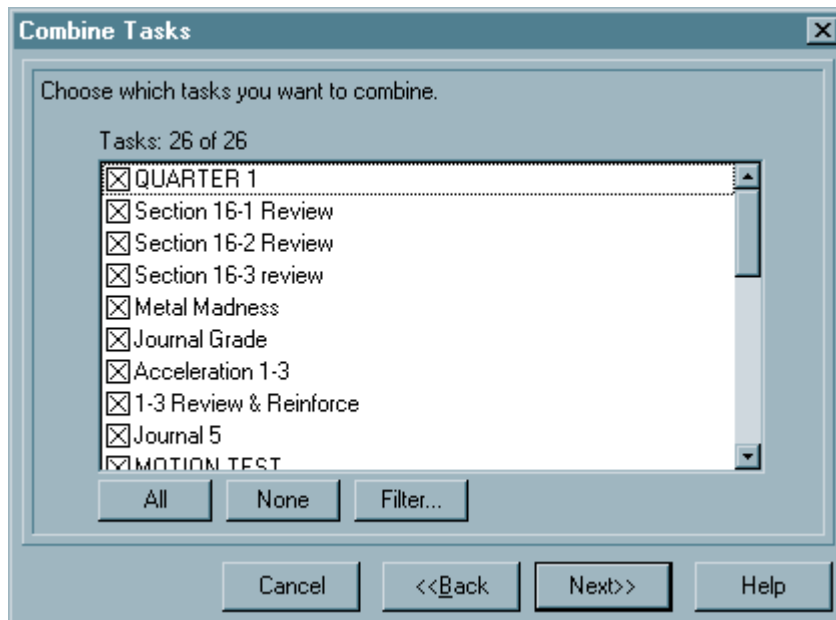
As a precaution, print the Spreadsheet report before combining tasks, especially if you intend to delete the tasks after combining them. Genna just saves the file as a different name.

1. Select the class containing the tasks you want to combine.
2. From the **Tasks** menu, select **Combine Tasks**.
3. Choose whether you want to combine the tasks to total points (15 + 15 + 10 = 40) or whether you want to combine to a percentage (a new task out of 100) and click Next.

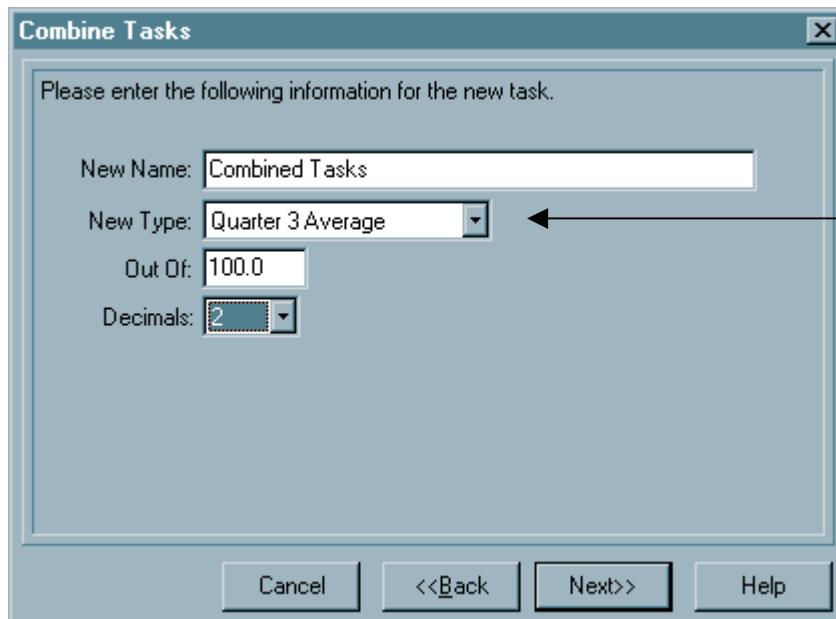


4. If you selected to combine to Total Points, use the Task Type drop-down list to select the type of tasks you wish to combine. If you selected to combine to a Percentage, select the Filter button to filter out certain types of tasks.

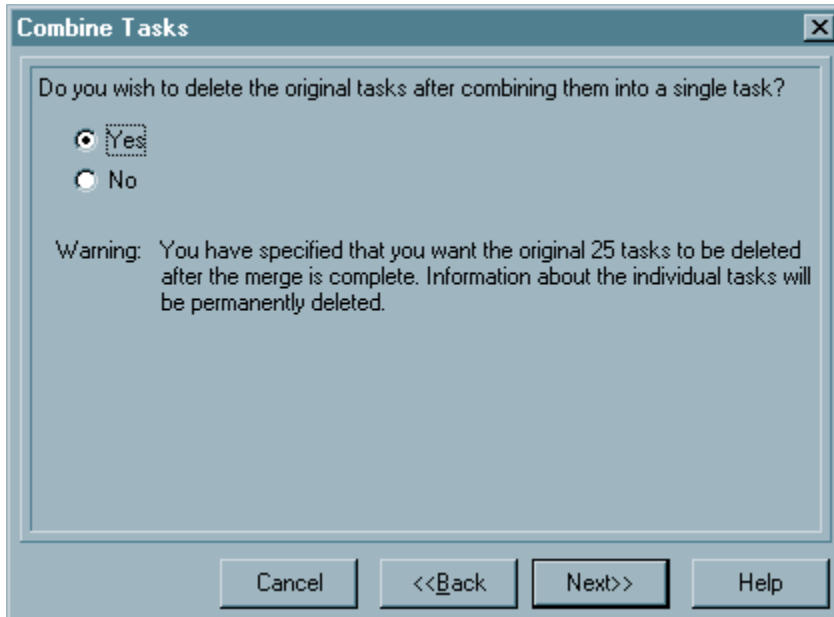
5. Select the tasks to combine. Use the All or None buttons to speed up your selection. Select All unless you don't want something to count. Click Next.



6. Type the name of the new combined task and select the amount of precision for the score. Select the New Type for Quarter 3. Click Next.



7. Choose whether you want to delete the tasks being combined. Delete the original tasks only if you no longer need details about the individual tasks and if you have printed the Spreadsheet report for future reference. I'm selecting Yes because I made a back-up file in case this goes bad. Click Next.



8. Click Combine. The combined task is displayed as a new task at the end of the list. It's Out Of value is either the value you specified or the total of all the tasks being combined, depending on which option you chose. It's scale factor is 0.0 to prevent it from affecting the class totals.

9. Edit the new task (Pull down the Task menu and select Edit Task) and change its scale factor to 1.0 to include it in the calculations. You can adjust the name accordingly as well.

Instead of deleting the original tasks, consider changing their scale factor to 0.0. This prevents them from affecting the totals and keeps them in your spreadsheet should you decide that you want to use them later. You can also save the gradebook under another name to preserve your original tasks. When you are satisfied with the merged results, you can delete the original gradebook. If not, you can delete the copy. Genna thinks this will take up a lot of space on your grade sheet.