

How to Post a Mid-Quarter Grade in Jupiter Ed

Press **Grades**, then **Report Card**.

Instructions for Most Classes

Report Cards					
Student ▼	Qtr1	mqtr1	Qtr2	mqtr2	Sem1
Burr, Aaron		74.0 C			
Hamilton, Alexander		96.0 A			
Jefferson, Thomas		'B			
Washington, George		65.0 D			

Enter the mid-quarter grade for each student in the appropriate “mqtr” column.

- If you have a percentage-based grading system (as established in **Setup – Grading**), Jupiter Ed will treat numerical inputs as percentages, and will determine a letter grade based on your grading scale. As shown in the image above:
 - If you type in **74**, Jupiter Ed will determine that Aaron Burr has a C.
 - If you type in **96**, Jupiter Ed will determine that Alexander Hamilton has an A.
- If you wish to enter a letter grade without a percentage, type an apostrophe in front of the letter.
 - If you type in **'B**, Jupiter Ed will show that Thomas Jefferson has a B.
No percentage will be displayed next to the letter grade.
 - If your grading system is not percentage-based, the apostrophe is not necessary.
- If you type in a letter grade without an apostrophe, Jupiter Ed will automatically input a percentage.
 - The percentage will be the middle score in the grade range.
 - If you type in **D**, and the range for a D is $60 \leq x < 70$, then Jupiter Ed will automatically input 65.0.
 - The exception for this is if you type in **F** (or whatever your lowest grade setting is). This will automatically display 0.0.

Instructions for Standards-Based Gradebooks

Report Cards		Aaron Burr	
Student ▼	Standards	Qtr1	mqtr1
Burr, Aaron	AP Calculus AB		D
Hamilton, Alexander	1.1A		2
Jefferson, Thomas	1.1B		3
Washington, George	1.1C		2

If you have a standards-based gradebook, then you will need to click on each student individually, then enter the mid-quarter grade in the appropriate “mqtr” column.

- The same rules regarding percentages apply with standards-based gradebooks.
- You are not required to input a score for each standard (see scores of 2, 3, and 2 in the image above), but you may if you wish to do so.
- With percentage-based gradebooks, if inputting a score of 0, an apostrophe must be entered before it (i.e., '0), or the score will be treated as 0%.

Ensuring Mid-Quarter Grades Are Not Calculated in Current Grades

*These instructions apply to those who use **weighted averages** in the calculation of student grades.*

Press **Setup**, then **Grading**.

Under **Cumulative**: If you use either either of the **weighted average** options, make sure the four **Mid Qtr** weights are each **0**.

Otherwise, whatever percentage or letter grade you input for the mid-quarter grade will also be included in the calculation of any cumulative grades (i.e., semester/year grades).

Cumulative	
<input type="radio"/>	Unweighted sum
<input checked="" type="radio"/>	Weighted average, precise
<input type="radio"/>	Weighted average, by grade (rare)
Grading Period	Weight
1st Quarter	<input type="text" value="1"/>
Mid Qtr 1	<input type="text" value="0"/>
2nd Quarter	<input type="text" value="1"/>
Mid Qtr 2	<input type="text" value="0"/>
1st Semester	
3rd Quarter	<input type="text" value="1"/>
Mid Qtr 3	<input type="text" value="0"/>
4th Quarter	<input type="text" value="1"/>
Mid Qtr 4	<input type="text" value="0"/>
2nd Semester	
Year Total	

How to Post a Comment

You may also wish to post an individualized comment for each student.

Press **Grades**, then **Student**. (Alternatively, press **Grades**, then **Report Card**.)

Select the student from the list on the left of the screen. Scroll to the bottom of the page.

You can type your comment in the text box. You can also select comments from the list.

Comments for Report Card ▼

Hide List

☐ Great effort!

☐ Keep up the good work.

☐ Good improvement!

☐ Great participation in class!

☐ Very creative!

☐ Your potential is much higher th

☐ Work is missing or incomplete.

☐ You are talking too much in clas

☐ Attitude is a problem.

☐ Your absences/tardies are hurti

☐ Please see me for tutorial.

☐ Parents, please contact me to c

Customize

If you wish to customize the options in the list, press **Customize** and you will go to the **Setup Comments** page. You can type in your most frequently used messages in the text box provided, one per row.

Type custom comments for report cards, one per row:

Great effort!
Keep up the good work.
Good improvement!
Great participation in class!
Very creative!
Your potential is much higher than this, but you need to apply yourself.
Work is missing or incomplete.
You are talking too much in class!
Attitude is a problem.
Your absences/tardies are hurting your grade.
Please see me for tutorial.
Parents, please contact me to discuss this further.

To export comments as codes, prefix each comment with the code in brackets, like "[17] Good effort".

When a student or parent goes to the **Report Card** page, the comment will appear on the right side.

1st Quarter

Off Campus, AP Calculus AB:
Your comment will appear here.