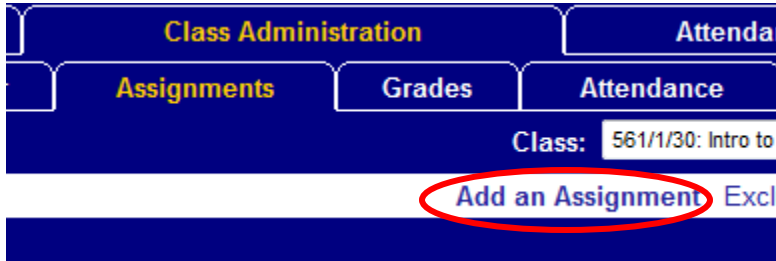


eSchoolBook

This training guide explains how to enter final exam grades into eSchoolBook.

To post final exam grades in eSchoolBook:

1. In the Assignment tab, choose Add an Assignment.



2. Name the assignment Final Exam, choose Final Exam from the Category dropdown list, choose Final Exam from the Marking Period dropdown list, and fill in all other information as it pertains to your exam. And, add it to other classes listed at the right of your screen if applicable. Click the Update button. (Note: The final exam score will not be calculated until the due date selected for the assignment has passed.)

Here's an example of what your assignment information may look like:

A screenshot of the 'Add an Assignment' form in eSchoolBook. The form is titled 'Add an Assignment' and has an 'Add' button in the top right corner. The form fields are as follows:

- Type: Point System (dropdown)
- Category: Final Exam (dropdown)
- Name: Final Exam (text input)
- Date Assigned (mm/dd/yyyy): 6/4/2012 (text input)
- Date Due (mm/dd/yyyy): 6/4/2012 (text input)
- Marking Period: Final Exam (dropdown)
- Recurring?:
- Will Assignment be Graded?:
- Points: 100.00 (text input)
- Extra Credit Points: (text input)
- Viewable: Yes (dropdown)

Below the form fields is a rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options. The description field contains the text: 'The final exam will be on Monday, June 4. It will consist of 100 multiple choice questions and one essay. It will cover all of the course content. Please study your notes very carefully to prepare for the exam. Good luck!'

- To enter grades to the final exam assignment, click on the Grades tab and choose final exam from the dropdown list to access your final exam assignment. You can either enter the grades by clicking on the final exam assignment in this view, or by clicking on the Spreadsheet view and choosing final exam from the dropdown list. Always remember to click the Update button after entering grades.

Assignments			
Marking Period:		Final Exam	
Assignment	Type	Category	Marking Period
Final Exam	Point System	Final Exam	Final Exam
Assignment	Type	Category	Marking Period
Assignments			