

## Doing Grade Consolidation in Marks

1. Create a **New Bin** and call it Semester Grade.
2. Change all the percentages of the bins for the 1st Quarter bins back to their original percentages and **change all the other bins to zero.**
3. Go to the **Marks** menu and pull down to **Consolidation** (apple + K).

**Task consolidation...**

Name of the consolidation: **First Quarter** (Step 4)

Choose the task(s) to be consolidated...

- Q1
- SIGNED SHEET
- CHAP 1 QUES
- CHAP 1 WB
- CHAPTER 1 TEST
- CHAP 2 QUES

Select the bin to place the consolidation in...

- Q1
- Participation Q1
- Q2
- Part. Q2
- Semester Grade

Calculate **Percentages** (Step 5) (Step 6)

Cancel

OK

4. Enter in the name for your consolidation (ex. First Quarter Grade).
5. Select all the tasks from the quarter you are consolidating.
6. Select the bin you want to put the consolidation in.
7. Click OK.
8. Repeat steps 2 – 7 for the next quarter.
9. Open the Semester Grade Bin. There should be two tasks inside it. Create a third one and call it Semester Exam.
10. Go to the **Marks** menu and pull down to **Percentage Weight** and change the Percentage Weight for each task (ex. Make each quarter worth 40% and the exam 20%). Make sure the total of the percentages = 100 or you will get a sad face when you close the bin.