

## How to assign a final exam for the Class

1. After you pick the course for which a final exam is to be assigned, click on the **Assessments** tab and then click on “**New Scheduled Assessment.**” You may fill in details and save this assignment or simply save **NOW** and then go to **Edit Scheduled Assessment** tab to edit it to suit the course.

The screenshot displays the 'Edit Scheduled Assessment' page for the course 'Math 10021- Basic Algebra I - Sec. 700 - H1 - Fall2011 / Beginning Algebra'. The 'Assessments' tab is active. The main form is titled 'STEP 1: Name & Date'. The 'Assessment Name' is 'Final Exam', 'Status' is 'Enabled', and 'Assessment Type' is 'Comprehensive Assessment'. The 'Assessment Dates' section shows a 'Start Date' of October 17, 2011 at 8:00 am and an 'End Date' of October 17, 2011 at 11:00 am. A checkbox 'To be taken in School Only' is checked. A 'Publish this Assessment to the student calendar' checkbox is also checked. A 'Create Extension' button is present. The right sidebar shows the current date as 'September 2, 2011' and an 'Upcoming Due Dates' section listing 'Oct 17' with 'Final Exam'. A 'Course Calendar' link and an 'eBook' section for 'Miller, O'Neill, Hyde Algebra' are also visible.

**Things to do here:** Give a name for the assessment (Final Exam is a good choice), Status – Enabled, Type is Comprehensive, Start and End Dates could be your last class or the class before that. To make sure students take the final at school check that option. To avoid students taking final from school but not with you, I suggest putting your actual class times here. This way, they do not have a longer duration to do the final and/or do the final unsupervised in the lab. If needed, you always can give extensions to any student via **Create Extension** button.

2. Fill in as follows for a regular final. You can prevent auto assessments before the final, so students do not have to do several assessments in a row.

**STEP 2: Advanced Options**

Prevent automatic assessment up to 2 days before ▼

Assign to entire class

Assign to specific student(s)

Beginning Algebra, 3rd  
Ed. by Miller, Julie;  
O'Neill, Molly; Hyde,  
Nancy

\* Fill in as follows for **early final students** and pick the student(s) from the list.  
Alternatively, you can create a new final for any early final student.

**STEP 2: Advanced Options**

Prevent automatic assessment up to 2 days before ▼

Assign to entire class

Assign to specific student(s)

Assign to: (clear all)

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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3. Do not change any of these. But click on **Save** button to save the assessment.

**STEP 3: Grading Scale**

To change the grading scale, drag the green bars to the desired percentages. Type in new grading terms to replace the letter grades, as needed.  
(As the Assessment is completed, results are tallied using blue bars.)

NOTE: To view student grades once this Assessment is completed, select the Assessment from the gradebook, click on the "view assignment gradebook" link, and view the Student Scores report.

Score in percent

Display Options:

Do not show letter grades on reports

Show letter grades on instructor reports only

Show letter grades on instructor and student reports

Apply this grading scale and the selected Display Option to all future Assessment created in this course.

Save Delete this assessment X