

# iNow End-of-the-Year Tips for Teachers

There are usually multiple ways to complete each task in iNow. This list provides one way to complete each particular task.

## Running a Cumulative Attendance Report

<https://youtu.be/NDU6YwYLx5g>

## Viewing Averages for All Grading Periods

1. Click *Classroom*
2. Choose *Reports* under *Classroom* (do not go into *Gradebook*)
3. Click on *Grade Verification*
4. Under *Grading Period*, click on 1 and hold down until 1, 2, and 3 are highlighted
5. Click *Preview*

## Viewing a Student's Transcript (i.e. Previous Semester Grades for Students Who Transferred into Your Class)

1. Click on the student's number beside his/her name
2. Under the *Manage* section on the right, click *Transcript*

## Entering a Quarterly Average for a Student Who Transferred into Your Class

1. Choose the appropriate quarter from the dropdown menu.
2. Click *Refresh*
3. Click *Classroom > Gradebook*
4. Under *Manage*, choose *Student Average*
5. Click on the number beside the student's name
6. Enter the grade into the box that says *Direct*
7. Click *OK*

## Viewing Grades for Withdrawn Students

1. Click on *Gradebook > Choose the class*
2. Under *Manage*, choose *Options*
3. Check the *Include Withdrawn Students* box
4. Click *Ok*
5. Click *Refresh*. Withdrawn students will have an asterisk \* beside their name.

## Setting Up Final Exams

<https://www.youtube.com/watch?v=Lu3ZNUQliB8>

**Creating a PDF of your Gradebook**

[https://rcschools.sharepoint.com/portals/hub/\\_layouts/15/videoplayer.aspx?v=https%3A%2F%2Frcschools%2Esharepoint%2Ecom%2Fportals%2FLLeonard-iNow%2FpVid%2FCreatinganElectronicCopyofGradebook%2Ewmv&mode=2](https://rcschools.sharepoint.com/portals/hub/_layouts/15/videoplayer.aspx?v=https%3A%2F%2Frcschools%2Esharepoint%2Ecom%2Fportals%2FLLeonard-iNow%2FpVid%2FCreatinganElectronicCopyofGradebook%2Ewmv&mode=2)