

GRADEBOOK

This component is designed to enable the participant to understand, implement, and utilize the concepts of computer operating systems and applications which include the following:

Gradebook Manager - This course teaches new and existing Gradebook Managers (GBM) responsibilities, policies, and procedures of the District's Electronic Gradebook. In-class activities include the new attendance procedures (Daily Reason), understanding Gradebook class configuration, grade template changes, merging and unmerging classes, and troubleshooting techniques.

Attendance Manager - This workshop teaches Attendance Managers to use the District's Electronic Gradebook and the step-by-step procedures that they should follow on a daily basis such as attendance taking, attendance tracking, running reports, exporting and creating groups.