

MEMORANDUM

TO: Wave 1 – All Teachers

From: Information Technology Services (ITS)

SUBJECT: **CLARIFICATION OF GRADE REPORTING VIA ELECTRONIC GRADEBOOK**

Upon initiation of Wave 1 Principals were notified of some basic expectations that were necessary for a successful Gradebook implementation.

The “Guidelines for School Participation in the Electronic Gradebook” stated as item 6:

“Classroom teachers will be required, at a minimum, to post daily attendance, end of grading period grades and interim progress reports in the Electronic Gradebook. Teachers will be able to post all assignments and class attendance.”

The intention was to allow teachers a transitional grading period before full *daily* use of the Gradebook. Unanticipated issues can arise from training deficits or ISIS inaccuracies which could impact your ability to meet this minimal Gradebook requirement. Therefore, you are encouraged to review your class rosters thoroughly prior to Friday when you will be posting your nine week grades via Required Assessments. Only the Required Assessments are necessary for the nine week reporting; it is **not** required that teachers enter all assignments and grades for the *entire* grading period.

ITS is running bubble sheets in parallel with Gradebook uploads for one grading period. This has been the standard practice in previous years by schools for initial implementation of electronic Gradebook. Although this means double work for the initial grading period, manual bubbling and entering grade information into the Gradebook, it allows schools to review a report that compares the results. This comparison ensures the integrity of the electronic process for the school and reflects the level of comprehension of the Gradebook at the school in order to assist staff where necessary.

cc: Ms. Ofelia San Pedro
Ms. Debbie Karcher
Regional Center Superintendents
Wave 1 Principals
Wave 1 Gradebook Managers
Mr. Artie Leichner
Mr. Jason Joseph