

MEMORANDUM

October 5, 2005

TO: Wave 1 – Principals and Gradebook Managers

FROM: Information Technology Services (ITS)

SUBJECT: GRADEBOOK UPLOAD REMINDERS

Information Technology Services has now thoroughly tested the Gradebook Upload Utility. All reported issues have been resolved. As we approach the final upload for Grading Period 1, schools are reminder that the instructions for use of this utility can be found on the Gradebook Support website <http://gradebooksupport.dadeschools.net/>.

Listed below are a couple of key points for your **teachers** should keep in mind:

1. Grades set to two (2) significant digits:
All teachers need to review their Templates to ensure the significant digits are set for “two”. If this is not the case, when they change the setting, upon completion they will be asked if they want to “Recalculate” and should click “Yes”.
2. Effort and Conduct Grades:
Effort and Conduct grades are expected for the nine week grade reporting. They will be reported as errors in the Gradebook Manager reports if not included.
3. Classroom Attendance:
Teachers that were not able keep daily classroom attendance can use a summary/total for Absences and Tardies in the Required Assessment Column.

An area for attention by the **Gradebook Manager** follows:

1. Grade Upload Reports:
Carefully review errors on the exception report resulting from the “Check Results” function of the Upload Utility. This is an important opportunity to interrupt the upload process in order to have teachers make additions and/or corrections to grade, effort, and conduct as necessary.

Thank you for your assistance.

cc: Wave 1 – All Teachers