

## MEMORANDUM

January 19, 2006  
ITS#20060119-09:45

To: All Centralized Gradebook Schools  
From: Information Technology Services (ITS)  
Subject: **Gradebook Server Maintenance**

### **Purpose of Memo**

Excelsior has acknowledged performance issues that have been revealed during periods of heavy Gradebook use, especially the end of the grading periods. In order to make modifications that would alleviate this situation, ITS requested Microsoft to work with Excelsior to make some specific recommendations for improvement.

### **The Challenge for the District**

Excelsior has proposed modifications that they believe will provide the requested Gradebook performance improvement. Excelsior plans to first evaluate and test the proposed changes on a limited basis on Saturday. Based on the success of this testing, these changes will be implemented then further tested on Sunday.

### **User Impact**

It is essential that school access is restricted until this process is completed on Sunday. To this end, Gradebook will be offline from:

- Saturday, January 21, 2006 at 8:00 a.m. through Sunday, January 22, 2006 at 2:00 p.m.

### **Cost Effective Solution**

Improve system performance during heavy Gradebook transactions.

### **Assistance**

If you have any questions regarding this memo, please call Support Services at 305-995-3705.