

## MEMORANDUM

TO: Gradebook Managers of the District-wide Web Electronic Gradebook

FROM: Information Technology Services

SUBJECT: **GRADEBOOK QUESTION AND ANSWER SESSIONS**

### **Purpose of Memo**

Information Technology Services will be conducting five bridge-call Question and Answer sessions that will be held in March. The intent of the sessions is to provide you an opportunity to ask questions about the Pinnacle System, system release updates, and for you to offer best practices or tips used in your school. ITS staff will facilitate and Excelsior staff will participate on each call.

### **Challenge**

To provide a forum for Gradebook managers to share information and ideas. The intent of this forum is to improve communications during this phase of deployment.

### **Cost Effective Solution**

Below is the schedule of days and times when the sessions will occur. They are scheduled for various days of week and time of day in order to better accommodate your schedule.

March 2	Thursday	10:00-11:00a.m.
March 10	Friday	9:00-10:00 a.m.
March 15	Wednesday	Noon-1:00 p.m.
March 22	Wednesday	11:00 a.m.-noon
March 28	Tuesday	1:00 -2:00 p.m.

Please choose to participate in whichever of the above suits you by dialing phone number 1-866-365-9305 and entering conference code 3677245323. Please be prompt to ensure that you hear any helpful tips from other GBMs that you may be able to use in your school and in order to make productive use of this limited time. Feedback that is relevant to all schools will be communicated via follow-up memo.

### **Assistance**

We look forward to hearing from you. If you have any questions regarding this memo, please call Support Services at 305-995-3705.

