

MEMORANDUM

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

FROM: Information Technology Services (ITS)

SUBJECT: **GRADEBOOK QUESTION AND ANSWER SESSIONS**

Purpose of Memo

Information Technology Services will be conducting a bridge-call Question and Answer session every week 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 scheduled dates and times when the future sessions will occur. They have been scheduled for various days of week and time of day in order to better accommodate your schedule.

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

For your information, the attached document contains questions and answers that were asked at the previous session held on March 10, 2006. Please review the questions and answers as many of your questions may be answered. We appreciate your participation in these sessions and look forward to hearing from you.

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

