

Checklist for Teachers at the End of a Marking Period

1. At noon, two days before a marking period ends, the next marking period will be unlocked in the gradebook so that you can enter grades for the new marking period.
2. One or two days after a marking period ends, the current marking period will be locked in the gradebook. Your school will tell you when your grades should be finalized.

*******Click Grades, Recalc Assignment Grades BEFORE gradebooks are locked*******

3. If you teach one or more students that are receiving a modified grade, you will need to add a comment for that student so a message will print on the report card stating that the student received a modified grade in your course. Ex. Comment Code 84 – Modified Grade
There is a detailed explanation in the gradebook handout for adding comments. You can view and print the gradebook handout from the Data Processing website by clicking the Teacher Handouts link.
4. We only require that the office prints confirming grade sheets at the end of the 2nd and the 4th marking periods, so you will not have to confirm grades for the 1st or 3rd marking periods.
5. You do not have to enter any grades for homebound students unless you taught them part of the current marking period, in which case, the homebound teacher's grades will be sent to you so you can average theirs with yours. For homebound students that were homebound the entire current marking period, their grades will appear in your gradebook on or before the day that gradebooks are locked, and they will have an exclamation point (!) after them. All assignment grades for a student whose final marking period average has an exclamation point (!) after it will be ignored.
6. Teachers must save an electronic copy of their gradebook each nine weeks by clicking Reports, Grade Book Report. Save that pdf file on your computer. You do not need to print the gradebook report.
7. For four days, you will have access to two marking periods – the current one and the next one. Make sure you select right one!
8. When a student transfers into your class from another school that uses WebPams OR from another class at your school, they probably have a final marking period average that shows in your gradebook UNTIL you enter an assignment grade for that student. The transfer average is NOT calculated in the student's average unless you enter that average yourself into one or more assignment grades. There is a detailed explanation in the gradebook handout for incorporating a transfer average into your gradebook. You can view and print the gradebook handout from the Data Processing website by clicking the Teacher Handouts link.

Welcome Screen Messages

Watch for messages on the Welcome Screen that contain blue text. The blue text indicates that the message contains important information for teachers.