

Some teachers were quite shocked they would have come up on the list and some had some slips that needed adjusting. I am summarizing here some of the common issues:

1. **Blanks** are still being left in the gradebook. Be reminded that if a grade is missing, there ought to be a Reason code (Ab, Ex.....)
2. **Students dropped** the subject or were not supposed to be on the register. These adding and removing of students are to be emailed to Korene Edwards and cc me. Korene knows when students can be removed immediately or if the reports need to be completed before she removes same.
3. The **half year courses** had persons confused as to where to put what.
  - (a) Those ending - Fill **Ex** in the TEST column in the gradebook and place the end of course grade in Exam2.
  - (b) Those starting - Fill **Ex** in the Exam 2 slot and place the 6-weeks test in the TEST of the gradebook.
4. The **Category** in the headings in the gradebook need to be accurate. HW, CW or TEST. There were errors here that made it look like grades were missing.
5. The Compliance report is looking for at **4 categories of grades** - Homework, Classwork, Test and Exam. If any of those types are missing, the compliance falls. When a test is not required for the term, fill Ex in a TEST slot (only takes a minute per class to do).

Hope this helps.

The system is still open, please double check that you have no blanks and have all 4 categories of grades/reason code for every student on your register.

Thanks