

From: Williamson, DeeAnn

Sent: Friday, January 24, 2025 10:47 AM

To: JHS.InstructorsMaillist <JHS.InstructorsMaillist@everettsd.org>

Cc: Al Mansouri, Sukawt M. <SAlMansouri@everettsd.org>; Coon, Heather A. <HCoon@everettsd.org>; Sugawara, Tommy K. <TSugawara@everettsd.org>; Britt, Janet <JBritt@everettsd.org>; Hernandez Bartolomei, Mariela <MHernandezBartolomei@everettsd.org>; Bryan, Holly <HBryan@everettsd.org>; Rey Rivera, Maria T. <MReyRivera@everettsd.org>; Heinz, Erik <EHeinz@everettsd.org>; Mason, Madeline <MMason2@everettsd.org>; Thompson, Janel <JThompson2@everettsd.org>; Tower, Marshall S. <MTower@everettsd.org>; Cain, Alfred D. <ACain@everettsd.org>; Gerig, Jonathan <JGerig@everettsd.org>; Gregg, Leiann M. <LGregg@everettsd.org>; Lee, Brian <BLee3@everettsd.org>; Lerner, John D. <JLerner@everettsd.org>; Medendorp, Rebecca <RMedendorp2@everettsd.org>; Turner, Paul R. <PTurner@everettsd.org>; Williams, Sarah E. <SWilliams@everettsd.org>

Subject: grading process/timeline for SEM1

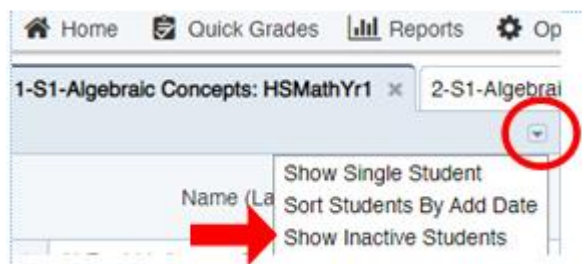
Importance: High

TIMELINE FOR FALL SEMESTER (SEM1) FINAL GRADING

DATE	TIME	WHO	WHAT
Thurs, Jan 30			END OF FALL SEMESTER (SEM1)
Fri, Jan 31			TEACHER WORK DAY – NO STUDENTS
Wed, Feb 5	by 3 pm	Teachers	<ul style="list-style-type: none">• Make sure grades and comments are current in your Gradebooks. NOTE: TAC is not open yet.• STOP working in your online Gradebooks as of 3:00. DeeAnn will email when you can get back in.
	at 3 pm	DISTRICT	Grades and comments will be “pushed” from Gradebooks into TAC (Teacher Access Center).
	late afternoon	Teachers	You will get an email from DeeAnn that TAC is “open” and you can resume working in your Gradebooks.
Wed, Feb 5 (evening), until Fri, Feb 7 (at 3 pm)		Teachers	After you get the go-ahead email from DeeAnn, begin proofing your grades and comments in TAC: <ul style="list-style-type: none">• Login to TAC and make sure your grades and comments are all correct. Assume nothing—check everything!• If you make changes in TAC, you must also change your Gradebook—and vice versa (the two systems will <u>not</u> continue to update each other, and they need to <u>match</u>).
Fri, Feb 7	3 pm	DISTRICT	TAC will close. This is a FIRM district deadline!
Mon, Feb 10	all day	DeeAnn	DeeAnn will review grades for problems and contact teachers by email if questions or corrections needed.
Tues, Feb 11		DeeAnn	DeeAnn will generate PDF to send to LMS for vendor printing of report card mailers.
Thurs, Feb 13		DISTRICT	Report cards in the mail to parents/guardians and available to students and parents/guardians in Home Access Center (HAC).

Please...

- **DON'T FORGET TO GRADE** any student assistant(s) you might have (TA/OA, Peer Tutor, Science Lab Assistant).
- S/U grading is allowed for **SpEd** and **ML** students; may be used for 504's only if it is specified in the accommodation plan.
- "Incomplete" contracts (fill-in form attached) are due **to DeeAnn by Friday, February 7** (*with or without student signatures*). You may submit these electronically.
- Remember that you must enter **at least one comment code for each F grade**.
- **Paper copies of your Gradebooks are due to the registrar (Heather) as soon as possible after your grades are finalized. Gradebook REMINDERS:**
 - ✓ Heather will need a copy of the **syllabus** for each different course you teach (so if you teach 3 periods of World Hist and 2 periods of US Hist, you need one syllabus for World and one syllabus for US).
 - ✓ Please be sure to print all assignments, not just the final grades.
 - ✓ Also, please include your inactive students. In your Gradebook Grid view, there's an arrow you click to select "Show Inactive Students" (see screen shot below).



The attached "**RC Sem1 Teacher Prep LMS 2024-25**" document should answer any Gradebook and TAC "how-to" questions you may have. If you have other questions or problems, I'll help if I can, or I'll refer you to LMS if I can't. 😊

DeeAnn

DeeAnn Williamson

Computer/Records Secretary

Henry M. Jackson High School

dwilliamson@everettsd.org

