

REPORTING GRADES TO TEACHER

Once you have grades for HW and tests you need to report them to me. I expect this at least once per week. You could do this once per class if you wish.

To make this process easy and accurate I have created a grade sheet form in which to record all grades and send to me. PLEASE DO NOT SEND ME INDIVIDUAL GRADES IN A PLAIN EMAIL. Instead, download the grade sheet word document from my web site (email me if you need help finding it) to a folder where you will be able to update it weekly. This form is editable by Microsoft Word, Apple Pages, Open Office (free), and possibly other word processors.

To report HW and test grades to me:

- Edit the grade sheet you saved off.
- Add in the new grades your student just completed.
- Save off updated form.
- Email grade sheet to me as an attachment.

Thus, each time you email the form to me it should contain all old grades in it, plus the new ones just finished by you and the student.

The purpose for doing it this way (rather than simply sending an email with a couple of lines containing the most recent grades) is that parents forget exactly which grades they've previously sent in. Frequently, when new grades are sent in, there will be some previous lessons or tests that did not get reported. By having you store off your own grade sheet form, this problem should happen less often.

There is one line in each group of columns for each lesson and test. You enter the grade in the lightly colored empty box next to the lesson or test number. The dark green columns of boxes are separators between column groupings and should be otherwise ignored. I hope it's clear where each lesson and test grade get answered, but if it's not, please feel free to contact me.