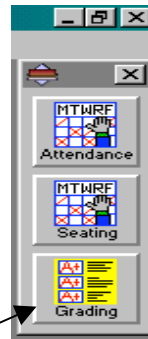


April 11, 2005

TO: Faculty
 FROM: Records Office
 RE: **INTERIMS DUE BY 8:00 am, APRIL 13th (WEDNESDAY)**

Interims must be completed for students who are performing at a grade of C- or lower.
 The "REQUIRED" student list is at the end of this memo.

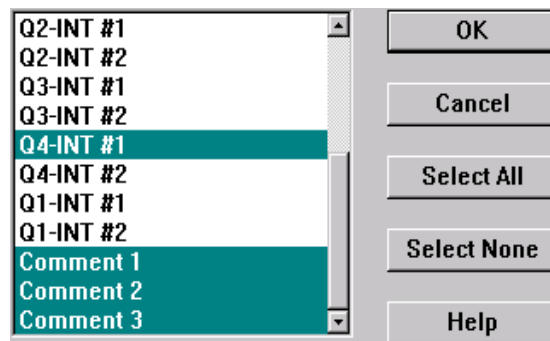
Comments **MUST** be included in either of the following cases:
 - a drastic downward change has occurred since the last report
 - the cause of the low grade is not readily visible in the progress reports



Teachers are encouraged to include as many comments as necessary in helping the deans identify the source of difficulty. i.e. "missing assignments" is not obvious without the comment.

HERE ARE THE INSTRUCTIONS:

1. Start the Schoolmaster **ATTENDANCE** program.
2. Select the "**GRADING**" button.
3. Click on the "**COLUMNS**" button.
4. Highlight **Q4-INT #1**, COMMENT 1, COMMENT 2, COMMENT 3
 (You may use as many as 3 comments for interims ONLY)
 To highlight more than one, hold down the CTRL key as you click on each item.



Section 01 MTRF - PE 7 (SEM2) Section ID 0700-13

Student	Q4-INT #1	COM 1	COM 2	COM 3	Final
ANDERSON, JESSMIN...					
CHING, JENNIFER G					
DUNHAM, RYAN K					
FIDDLER, CHLOE E					
FRASER, ZACHARY R					
FUNASAKI, SHAYLYN K					
GREER, EVAN T					
HEDEMANN, JOHANN C					
HUI, ROYCE					
KIM, SOO YEON (Sue)					

5. Enter grades for the students that are "required" (see list below) **AND** for those students who have C- or below.

To enter grades manually - just type in the box.

To enter grades from the mark table - click in the box where you want to enter a grade, then click on the "show mark table" button. SCROLL DOWN TO COMMENTS

Double click on the letter grade or comment you want in the box.

Section 01 MTRF - PE 7 (SEM2) Section ID 0700-13 Columns...

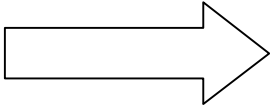
Student	Q4-INT #1	COM 1	COM 2
DUNHAM, RYAN K			
FIDDLER, CHLOE E			
FRASER, ZACHARY R			
FUNASAKI, SHAYLYN K			
GREER, EVAN T			
HEDEMANN, JOHANN C			
HUI, ROYCE			
KIM, SOO YEON (Sue)			
LAU, MEGAN Y			
MADEY, ANDREW			
NAKASONE, TOSHI D			
OGATA, KYLIE K			
TAMARU, WADE L			

25- INT #25-Missing assignments
 26- INT #26-Low test and/or quiz
 27- INT #27-Does not complete al
 28- INT #28-Make up work not cor
 29- INT #29-Needs to do work mo
 30- INT #30-Fails to bring books,
 31- INT #31-Difficulty comprehen
 32- INT #32-Needs to work harder
 33- INT #33-In danger of repeating
 34- INT #34-Has not been attendi
 35- INT #35-Inattentive in class

YOU MAY USE ONLY COMMENTS 27 - 45 FOR INTERIMS

Do this for each of your sections by clicking on the down arrow on the "Section" box

PLEASE USE ONLY COMMENTS 27-45 : THEY ARE DESIGNED FOR INTERIMS !!!
INTERIM COMMENTS: **PLEASE USE THESE COMMENTS ONLY FOR INTERIMS**



!!!! SCROLL DOWN TO SEE ON SCREEN !!!!

- | | |
|---|--|
| 27-Missing assignments | 37-Inattentive in class |
| 28-Low test and/or quiz grades | 38-Does not participate in class |
| 29-Does not complete all work | 39-Shows lack of interest |
| 30-Make up work not completed promptly | 40-Shows improvement |
| 31-Needs to do work more thoroughly | 41-Good work habits |
| 32-Fails to bring books, etc. to class | 42-Participates well in class |
| 33-Difficulty comprehending material | 43-Responsible and cooperative |
| 34-Needs to work harder | 44-Excessive absences |
| 35-In danger of repeating course | 45-Has been attending 8th period |
| 36-Has not been attending 8th period as requested | |

Please complete these steps by 8:00 am, April 13th.

The Records Office will then post the interim grades to the office and print the reports for the deans.

INTERIMS ARE REQUIRED FOR SOME STUDENTS – NO MATTER WHAT THE GRADE

THE “REQUIRED” STUDENTS ARE ON A SEPARATE ATTACHMENT.