



DR. I. C.'S CHECK-UP

Have you done these things?

A Self -Test

REGION 1: THE LESSON PLANNER (5 points each)

1. _____ Moved an assignment to the Parent Info **score group**?
2. Modified an **Assignment Details** to:
 - _____ Set the point value?
 - _____ Changed the due date?
 - _____ Enhanced the description detail?
3. _____ Made a **new assignment** filling in all the necessary fields and provided a detailed description.

REGION 2: THE GRADEBOOK (5 points each)

1. Entered scores for your students' assignments:
 - _____ Manually
 - _____ **Score Fill Options**
2. _____ Added a **missing assignment flag**.
3. _____ Added an **exempt flag**.
4. _____ Used the header on the assignment to open a **Quick Edit** window and modified the points possible field.
5. _____ Added a **Teacher Comment** on a student
6. _____ Added a **Score Comment** to a student's low score

REGION 3: SUBJECTS (5 points for **each** assignment moved)

1. Moved one or more assignments to Parent Info using the Lesson Planner for each subject and edited the Total Points and Due Date for each one:
 - a. _____ Writing
 - b. _____ Reading
 - c. _____ Science/Health
 - d. _____ Social Studies
 - e. _____ Math
 - f. _____ Art

REGION 4: THE REPORTS (5 points each)

(Reminder: You do not need to print reports to view them.)

1. _____ Checked which parents have Portal accounts using **Portal Roster Report**
2. _____ Ran the **Student Summary** report for a subject

_____ **TOTAL YOUR POINTS**

Test Results According to Dr. I. C.		
101+ points	Excellent Health	Your skills are great and parents will be well informed.
85-100 points	Good Health	Your skill are improving and parents will be pleased with the information you are sharing
70-84 points	Fair Health	Noted weaknesses in some regions, see the Dr. soon if there is no improvement
69 or below	Ailing!	Seek immediate assistance!