

# Mark Reporting Timeline Worksheet

## For Secondary Schools

In order to prepare for the printing of your school's progress reports, please answer the following questions in the "My Response" column. If you are attending Zangle training for mark reporting, bring the completed worksheet with you.

Question	Recommended amount of time	Sample response	My response
1. When does the upcoming progress report grading period end?	N/A	10/21	
2. What is the date range that teachers will be able to submit marks? <i>Consider allowing teachers to have a complete weekend to work on this, and making the deadline a Monday morning.</i>	4-7 days	10/18-10/24	
3. What is the date range that you will do error checking? <i>This consists of generating verification reports and allowing teachers to make corrections. Then you will need to run a "missing marks" report and make any final fixes.</i>	2-3 days	10/24-10/25	
4. When do you plan to process the marks? <i>This is time-consuming. This process collects the students' attendance totals and calculates term GPAs. At semester, this process also posts to the transcript. It is possible that you will need to make changes to some students' grades still.</i>	1 day to 1.5 days	10/26-10/27	
5. When do you plan to print the progress reports? <i>This may be time-consuming based on your network speed. Factor in time needed to bundle/organize the progress reports.</i>	1 day	10/27	
6. When will you distribute the progress reports? <i>Do not plan to distribute on the same day as printing.</i>	1 day	10/28	
7. How will you distribute the progress reports? By hand? If by hand, during which period?	N/A	By hand during period 3.	
8. Does your school use anything other than standard SDCS report card comments A-O? <i>If yes, have them available during training. You will need to enter them in Zangle.</i>	N/A	Yes	
9. Do you use have enough colored paper on which to print progress reports? <i>It is recommended that you use non-white paper for progress reports.</i>	N/A	Yes	

**Note:** Some schools may choose to require that their teachers run their own verification reports in TeacherConnection. This may decrease the amount of time needed for #3 above.