

Important Report Card Info.

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Cc: Patrick Phillips <pPhillips@ddec.ca>

Hi all,

Please have teachers keep these 2 common issues in mind when completing their Marks & Comments:

1. Check that you are entering your marks & comments in the **correct reporting term** (see image below)
2. **SAVE** after every few entries! (If the internet connection falters it can look as though you're entering your work on an active webpage, but it will not save properly.)

For the upcoming report cards, everyone should either be using T1 or Q1.

- LKES, the JK – 9 schools, and the JK – 9 teachers at Deh Gah and Echo Dene School will use T1 this reporting period.
- LKRHS and the Gr. 10- 12 at Echo Dene and Deh Gah will use Q1 this reporting period.

(If you are a teacher and see both T1 and Q1 and you're not sure what to pick, please ask your principal. If you choose the wrong one, you'll be copying all your work over as I cannot transfer it.)



Thanks,
Grace

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