



TOUCH BASE TUESDAY AGENDA

April 21, 2020

Presenter: Jackie

Objective: Covid 19 has brought about big changes during this spring semester. I will go over two areas that have been hot topics over the last month, adjusting grade charts and utilizing the email center.

1. Email Center

- Getting your system ready for Email Center use.
 - i. Adding email address to users
 - ii. Email settings in Web Settings
 - iii. Email Center Access in Security
- Using the Email Center

2. Grade chart Adjustment

- Adding/Editing grade charts
- Changing grade chart of entire class (P/F chart)
- Changing grade chart of specific students (P/F chart)
- Q & A

Some schools wanted to change their Q4/Sem2 grade charts to Pass/Incomplete, in response to Covid 19. We sent out a video for that situation last week that will walk you through that change:

Pass/Incomplete grading charts: <https://recordings.join.me/ZPBEXv8NcEKXCqEI95CO6A>

Next Touch Base Tuesday: May 5, 2020