

Good afternoon!



A couple of important Infinite Campus notes:

1. Grades for Semester 1 need to be posted by **January 4th at 8:00 am.**
2. *Please make sure to post a grade for peer tutors.* (Next semester you will receive a Canvas course and schoolwide grading instructions for peer tutors.)
3. **You must post a canned comment for each of your gifted and talented students.** Please see the attached Excel sheet for our gifted and talented students that Mr. Thomas sent out previously. To see your students, go to Teacher column and click on the arrow next to Teacher to select your name. See instructions on how to post canned comments (thanks to Mrs. Hayden): <http://bit.ly/GTComment> Any questions can be directed to Mr. Derrick Thomas.
4. I will be sending out IC Grade Checks later today - Mr. Melton is requesting that you try and fix those errors ASAP.



Don't forget that if you use the already IC-generated Canvas courses, you will need to set up new modules for January in your Sem 2 courses. Also, if you have created your own Canvas course, have the invite code ready for new or transfer students.

As always, let me know how I can help!

