

GRADEBOOKS

You may keep your grades, attendance, etc. in any format you desire, paper or electronic. Be sure that you write on the grades for each section the following information:

- Course, Section, Semester
- Instructor's name
- Students' names
- Clear labels and dates for grades
- Clear indication of attendance status for each date
- Clear translation of any symbols you use for absent, tardy, missing or late work, etc.

Paper grade books are available—please let Lisa Cheeks or Monica Boucher-Romano know if you need one.

Electronic grade books exist in many formats. The college has a site license for Gradekeeper. Go to

<http://www.gradekeeper.com>

Use the following information:

Name: Midlands Technical College

Code: 603844

You may also use other software. Please let the department know if you have found software that you find more flexible than Gradekeeper.