

Alma Expectations

To begin the year we have the following expectations for how teachers are to use Alma.

1. **Attendance** – Teachers are to take attendance before 9am every day.
2. **Post Grades Online** – Teachers are to post their grades twice a month (15th and 30th of each month). Our first deadline for posting grades will be Friday, August 29th. See the deadlines for the entire year below.
3. **Post Major Assignments/Projects** – Teachers are to post major assignments/projects/tests well ahead of time in Alma so that parents can begin preparing their child to complete the work. Teachers are to include in this post clear instructions regarding the expectations for how students are to complete the work.

Alma Grade Update Deadlines			
1	Friday	August 29	
2	Monday	September 15	
3	Tuesday	September 30	
4	Wednesday	October 15	
5	Friday	October 17	End of 1 st Quarter
6	Thursday	October 30	
7	Friday	November 14	
8	Monday	December 1	
9	Monday	December 15	
10	Friday	January 9	End of 2 nd Quarter
11	Thursday	January 15	
12	Friday	January 30	
13	Friday	February 13	
14	Friday	February 27	
15	Friday	March 13	
16	Friday	March 20	End of 3 rd Quarter
17	Monday	March 30	
18	Wednesday	April 15	
19	Thursday	April 30	
20	Friday	May 15	
21	Tuesday	May 26	End of 4 th Quarter

Alma Teacher's Lab – For the first two months (August and September) we will be providing Alma help labs for teachers that would like help with how to use the program. If you have questions or are confused, I strongly encourage you to attend these sessions. This will help us answer common questions to a group rather than answering the same questions multiple times to each teacher.

Time: 3:00 – 4:00

Location: Mr. Proffitt's Classroom/Galileo Room

Alma Teacher's Lab		
1	Friday	August 15
2	Wednesday	August 27
3	Friday	September 12
4	Monday	September 29

Future Expectations

As we grow comfortable with the above expectations we want to consider how to use other features within Alma to help us communicate with families more effectively.

Frequently Asked Questions

1. I am overwhelmed and still do not understand the expectations. What should I do?
A. Please come to the Alma Teacher's Lab on August 15th with your questions. We are continuing to think of ways we can make this transition easy for teachers.
2. What do you mean by a "major assignment"?
A. Most importantly I mean big projects, major written assignments and important presentations. There is clearly a gray area so please ask Michelle if you are not sure if a particular assignment needs to be posted ahead of time.
3. Do I have to post grades on both October 15th *and* October 17th?
A. Yes. We must provide clear expectations for parents and I think telling them that teachers will update grades on the 15th and 30th is helpful. Hopefully you won't have to add too many grades two days later.
4. Can I update my grades more often?
A. Yes, you can update as often as you would like. It is probably a good practice to try and update grades once/week. Remember as well that you can insert assignments and not "assign now" or not "publish" them to keep them unviewable by the parents.
5. Do I need to put comments for the student's assignments?

- A. When you think it is helpful. If a student gets an unusually low grade it would probably be smart to give a short reason explaining the cause of the low grade. "Frank didn't follow the examples in the book." "Susie continues to struggle checking her work."
- 6. What must I do to post and grade an assignment?
- A. I will be providing a separate tutorial sheet for this. We can also review this process during the Alma Help Labs.