

## GBM Paperless Interim FAQs

1. Which students are paperless?
  - a. Parents that registered via the Parent Portal to Go Paperless for report cards.
2. Can parents still register to Go Paperless?
  - a. Yes, attached is an updated letter encouraging parents to Go Paperless.
3. Can a parent go back to paper copy?
  - a. Yes, a parent can click the Go Paperless button in the parent portal and uncheck the box and save.
4. How will a teacher know that a student does receive an interim?
  - a. On the log sheet that prints with the interims, the word "Paperless" appears next to their name.
5. How does the GBM make a snapshot of the marking period grades?
  - a. Updated instructions are found starting on page 14 of the GBM Reference Guide: <http://gradebooksupport.dadeschools.net/gradebookManagers.asp>
6. If we have teachers that still need to enter grades after the snapshot was made, can we delete the snapshot and make a new one?
  - a. The snapshot can be deleted by submitting a HEAT ticket to ITS. Once ITS has deleted the snapshot, the GBM can create a new one.
7. When should the snapshot be made?
  - a. The snapshot should be made before you run the Dade Interim-00 report. This way the grades are as up-to-date as possible. It is highly recommended that the snapshot be run during off-peak hours (before 9:00am or after 3:00pm)
8. If teachers enter grades after the snapshot is made, will they appear on the interim?
  - a. No, the snapshot is created so that it captures the grades at a moment in time. The Interim Progress Report in the Internet Viewer and Student Explorer use the data in the snapshot. This is why the snapshot is made.
9. Can a school print a report for a student that is paperless?
  - a. Yes, from the Student Explorer function of the Gradebook.