1. Your front office has announced that final grade are due using the “Daily Bulletin.” What day of the week are they due?

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2. Nick Barns is enrolled in your AP Calculus class, for April 10, 2013. What was his attendance marked as?

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3. You have created a new seating chart. What are the names of TWO students on your seating chart?

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4. You are trying to call your colleague Michael Abram. What is his school phone number?

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5. You have a student that needs a report showing his grades. What is the name of the report that would provide you this information?

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6. It is the start of the school year and you need to input your class description. What is the name of the tab in the grade book that allows teachers to enter a description of their class?

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7. It is progress report time and you need a list of the students with missing assignments. What report in the grade book allows teachers to find missing assignments?

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8. You have assigned “Finding the Slope” for homework. What is the DUE DATE that you have entered?

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9. You have just saved five student grades and you want to mark the remainder of the student assignments as “Late”. Which option do you choose?

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10. What tab in the grade book contains how I can set category weights?

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