



NOTRE DAME OF MARBEL UNIVERSITY
INTEGRATED BASIC EDUCATION DEPARTMENT

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DATE: August 12, 2026

TO: All ES and JHS Teaching Staff

FROM: *Ma. Fe Lucia L. Palma*
Mrs. Ma. Fe Lucia L. Palma
Academic Council Chair

SUBJECT: Reminders: Gradebook Updates and Schoology Settings

A parent recently reached out regarding delayed score updates on Schoology, noting that some assessment results have not been posted for nearly a month. While our official school policy allows **up to 10 days** for posting scores, a quick check of a few gradebooks showed that some are not updated.

To ensure we stay aligned with our policies and maintain transparent communication with parents and students, please keep the following in mind:

- **Timely Score Posting:** Please review your Schoology gradebooks and ensure all recent assessments are updated promptly, adhering to our 10-day policy. Subject Coordinators will continue to monitor this regularly.
- **Enable Student View for Raw Scores:** Please update your gradebook settings so students can view their raw scores after an assessment. Even if these are preliminary, enabling this feature gives students immediate insight into their academic performance.
- **Zero-Placeholder for Missing Work:** If a student has not taken an assessment or has missed a submission, please mark it as zero for the meantime. Leaving the field blank causes Schoology to calculate the missing grade as a perfect score, which artificially inflates the student's average and gives false feedback to parents. You can update the score once the assessment is completed.

Thank you for your hard work and dedication to keeping our records consistent and up to date.



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