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In traditional schools’ there is an expectation that administrators communicate the processes and expectations for posting quarterly, tri-semester grades and end of semester or end of school year grades. The process is very similar when using curriculum hosted within a Learning Management System. This document summarizes the responsibilities of teachers following communication from their administrators and steps needed to accomplish each of these.

The basic process can be summarized into the below actions/understandings:

- Understanding the grade-out/completion process.
- Teachers posting final semester grades.
- Administrators assuring students status after final grades are posted = Complete.

TEACHER RESPONSIBILITIES (CHECKLIST)

Like traditional schools, teachers using digital curriculum are responsible for:

- Knowing their school policies related to grading.
 - Are their minimum grades?
 - Are 0’s added for work not completed?
 - Do activity grades, grading period grades, and or semester grades need to be posted in the school’s SIS (Student Information System)
- Grading all submitted student work in a timely manner.
- Assuring Final Scores are posted within the LMS.

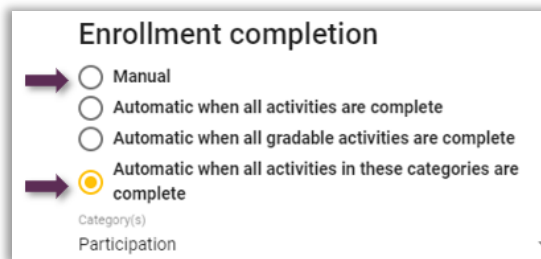
Select [here](#) to access the teacher end of semester checklist.

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VERIFY COURSE ENROLLMENT COMPLETION SETTING

Many programs have their course **Enrollment completion** settings set to automatic. However, this is not true across all domains or courses. This setting does impact the steps teachers need to take to complete posting semester final grades. Typically, settings in one course are the same as in others but this may not be true 100% of the time. To verify if a course is set for automatic or manual course completion:

1. Navigate to course **Editor** view.
 - *Teachers:*
 - Select the pencil icon from course card or course list on Teacher App homepage.
 - *Administrators:*
 - Navigate to courses view.
 - Select course ID.
 - Select hamburger menu » **Editor**.
2. Select the wrench icon » **Course settings**.
3. Select the Settings tab.
4. Locate Enrollment completion section of the setting page.



Occasionally schools adapted the setting to be automatic based on other prompts.

SEMESTER END PROCESSES - TEACHERS

GRADE-OUT PROCESS

The initial grade process does not vary from program to program. Follow the steps below:

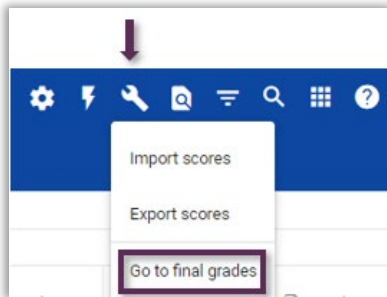
1. Obtain from school administrator expectations of the following:
 - a. Date all semester grades need to be posted by.
 - b. Missing assignment policy – are 0's to be added for missing work?
 - c. Grade data that needs to be entered into a school's SIS (Student Information System.)
2. Locate outstanding student submissions the day following the student's end date.
Outstanding assignments via a variety of methods:

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- a. Look for paper icons in gradebook.
- b. Viewing Needs Grading
- c. Look for paper icon on individual student grade view.

Do not grade the **Participation** assignment now. This occurs later in the process.

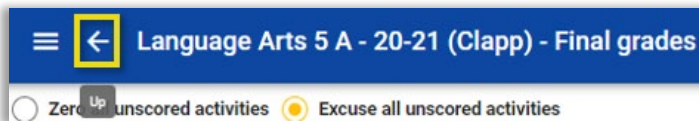
3. Navigate to final grade view.
 - a. Select wrench icon within the gradebook view.
 - b. Select Go to final grades.



4. Toggle on the option school policy indicates should be used for unscored activities.



5. Return to gradebook view by selecting the up-level arrow in page header.



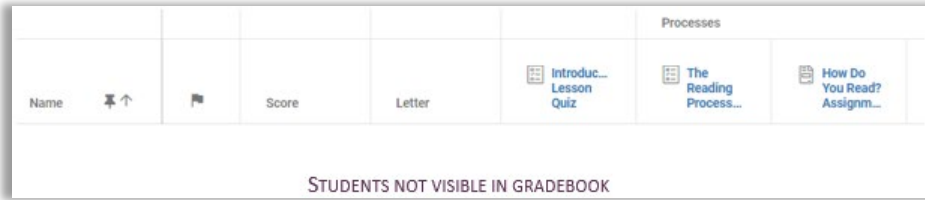
6. Grade Participation assignments. If desired bulk grade by:
 - a. Select the Participation assignment column header within the gradebook.
 - b. Select the names all students being graded out.
 - c. Select the wrench (Tools) icon » **Batch update scores**.
 - d. Complete fields on Auto-fill Scores tab » select Update.
 - e. Return to gradebook view.

One of two views occurs following the grading of the Participation assignment.

VIEW #1:

- Students appear to have been dropped from the gradebook.
- Occurs when **Course completion** setting is automatic based on Participation.

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Those that no longer see students within their gradebook need to temporarily display inactive students. To display inactive students:

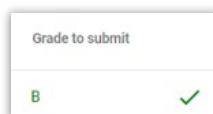
- Select the gear icon from gradebook view.
- Locate Other view options section.
- Select Show inactive enrollments.
- Select Save (located upper righthand side of display options view.)

VIEW #2

- Gradebook remains unchanged. Students remain visible.
- Occurs when **Course completion** setting is set to manual.

Note: Fourteen days following the student's end dates their gradebook visibility is automatically changed to inactive. For this reason, all final grades should be posted within the 14-day grace period. True enrollment status is not changed until the admin mark as Complete.

7. Export the course gradebook. Save for records. Select [here](#) for suggested export settings.
8. Navigate to final grade view.
 - a. Select wrench icon within the gradebook view.
 - b. Select Go to final grades.
9. Skip to step #14 if course was set to Manual completion. Continue to step #10 if course was set to Automatic completion.
10. Verify grades visible in Grade to submit column:
 - a. Are accurate. If there are manual overrides desired first make sure that is acceptable based on school policy. To manually adjust a grade:
 - i. Select the present grade and choose a new grade.
 - ii. Check the box to the left of the student name
 - iii. Select **Submit Selected**.
 - b. Have a check to the right of the grade.



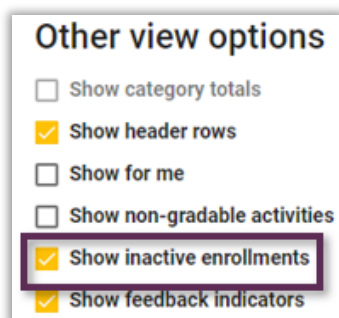
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11. Return to gradebook view.
12. Select gear icon.
13. Uncheck show inactive students. » Save. Stop here if course completion was automatic.
14. Navigate to final grade view.
 - a. Select wrench icon within the gradebook view.
 - b. Select Go to final grades.
15. Verify the accuracy of the grades visible within the Grade to submit column. Adjust only based on school policy if needed. To manually adjust a grade:
 - a. Select the present grade and choose a new grade.
16. Check the box to the left of the Name column heading to select all active students.
17. Select **Submit Selected**.
18. Verify a check now appears to the right of the grade.
19. Return to the gradebook.

EXPORT GRADEBOOK AND REPORTS

During the grade-out process it is important that teachers export a copy of their gradebook for their records. Some school all direct teachers to export a copy of the Student Performance report as well. Below are directions for exporting end of the semester gradebooks and reports.

1. Navigate to the course gradebook.
2. Assure students are active (visible). If the course completion setting was set as automatic the students do become inactive following the Participation submission. Complete the following to show inactive students if students are not visible.
 - a. Select the gear icon along the gradebook navbar.
 - b. Scroll to **Other view options**.
 - c. Check **Show inactive enrollments**.



- d. Select Save.
3. Select wrench icon along gradebook navbar » **Exports scores**.
4. Select desired items to be exported be sure to include:

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- a. **Course grade** options desired. We suggest checking the options below, but minimally Percent and Reported should be selected prior to export.

Course grade

- Letter
- Percent
- Points
- Possible
- Minutes
- Reported
- Gradable Completion
- Overall Completion

- b. **Activity selection** options desired. If grade periods were enabled, it is critical teachers select **Include sub-totals**.

Activity selection

- > All
- Include sub-totals
- Include all non-gradable activities

5. Select Export located at the bottom of the page.
6. Save exported document. We suggest including the date of the export within the file name.
7. Reverse the **Show inactive users** process if students were originally hidden from view.

OPTIONAL STUDENT PERFORMANCE EXPORT:

Some teachers or programs also wish to save a copy of the platform Student Performance report. Export only after completing all other final grade procedures.

1. Navigate to Teacher App home page.
2. Select the report icon from bottom of course card or course list view (shown below).



3. Select **STUDENT** tab along the Reports navbar.
4. Select either:
 - a. Student performance in the current course
 - b. Student performance in all my courses
5. Select Next » Desired filter options » Export to CSV.
6. Save file with date of the export.