

HDL End of Course: Local Teachers

Speaker Hi. Let's learn what you should do as a local teacher when your Harris Digital Learning courses are coming to a close. Today, You will learn how to grant retries and extensions and how to submit final grades in the Harris Digital Learning LMS. Let's begin with retries. As your course is coming to a close, you may have students who want to retry specific assignments to boost their grades. To give a retry- First, open your gradebook, then locate the student and the assignment you wish to give a retry for. To give a retry in Harris, you can simply delete one of the attempts. This will open a new spot for a student to submit the retry. Students inherently have three retries on quizzes and assessments and two on exams. Additionally, as courses are approaching their end date, you may have to give students extensions to have additional time to work. You'll be notified of students who need to have extensions by your CAOLA administrator. To give an extension, first, begin in your gradebook. You don't need to worry about changing the end date to the course. Your administrator will take care of that. However, you'll need to make sure that your student has retries available for each assignment within the course. You'll follow the same steps that we went through earlier, but you'll do it for each assignment throughout the entire gradebook. As a refresher, you'll click on the assignment total and then delete one of the attempts. This will grant a retry on each assignment. For students who have successfully completed their course and are not receiving extensions, It's time to submit final grades. To submit final grades, begin in your gradebook. You'll use the rubber stamp beside the student name to submit final grades. Click the stamp and then you'll have several options. If the student did not complete all of their assignments, you'll probably want to input a zero. You'll click apply to all unfinished assignments and enter a zero. Then you'd click submit for approval. If the student has successfully completed all of their coursework and you've entered in a grade for the assignments, you'll hit total. The Non-running total will send the score as is. This would allow you to just submit the score without applying the zeros. Finally, if you have a specific scenario where you've given extra credit and you need to add in additional grade points, you'd click manual grade and type that grade within this checkbox. Following this, you would hit submit for approval. If the student has assignments that have been submitted and are pending grade, you'll receive a pop up notifying you of this. Click okay. Then you'll want to go back and enter grade for those remaining assignments. For questions regarding submitting final grades, granting extensions or retries, please reach out to your CAOLA Account Manager.