

Buzz End of Course: Local Teachers

Speaker Hi. Let's learn what you should do as a local teacher when your Buzz courses are coming to a close. The Buzz LMS is utilized by both Accelerate Education and eDynamic Learning. The steps in this video will apply to both vendors. Today you will learn how to grant retries and extensions and how to submit final grades. Let's begin with retries. To grant a student a retry first start in your gradebook, find the assignment that the student needs a retry for. Click the assignment title. Click allow retry. This will apply a retry for that assignment for that student. Let's talk extensions. Extensions can be used to help students to improve their grades or understanding, or grant them more time due to specific situations. When a student has been granted an extension, you'll need to make sure that a student has a retry for each available assignment within the course. This is easier said if the extension has been applied prior to the end date of the course. However, if you've scored out the course, you'll need to add a retry for each available assignment, you'll follow the same steps that you did to grant a singular retry. However, you'll follow that step for each assignment throughout the gradebook. To refresh, click on the assignment that you need to grant the retry for and then click Allow Retry. For students who have completed their work or that are not receiving an extension, it's time to submit final grades. To submit final grades, navigate to your gradebook, then click the wrench icon and go to Final Grades. From here, you can either ignore unscored activities which will take the grade as is based on the work that's been submitted, or you can assign minimum activity score to unscored activities. This will automatically enter a zero for all remaining assignments. Once you've selected the grade that you need to send through, check off the students you need to submit final grades for and click Submit Selected. That will push final grades through to Genius. For any questions that you may have about granting retries, extensions, or final grades, please reach out to your CAOLA account manager.