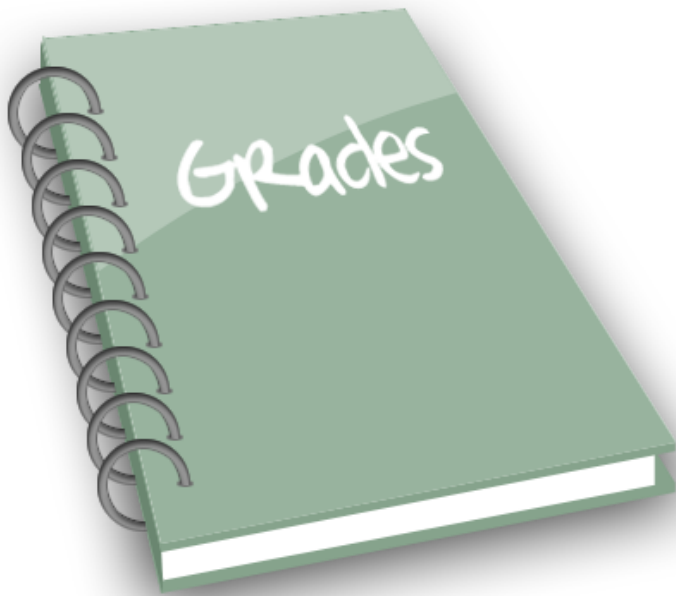


**ACCESS**  
Distance Learning



# Grade Book Setup: Web-based and Blended Courses



**ACCESS DISTANCE LEARNING**

**Grade Book Setup:**

**Web-based and Blended Courses**

**Guidelines for Teachers**

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## OFFICIAL GRADES POLICY

The current ACCESS grades policy is stated on page 4 of the student policy manual:

(<http://accessdl.state.al.us/Documents/Policies/StudentPolicyManuallowres.pdf>).

All students in a WBI course section will be graded using the same grading scheme. The teacher will communicate the grading scheme and pacing schedule to the receiving schools and students via the learning management system at the beginning of the term in which a course is delivered.

Each ACCESS one-credit course is divided into two semesters or terms. Student grades are cumulative for each individual semester/term. The local school may average the two grades if a course grade is needed.

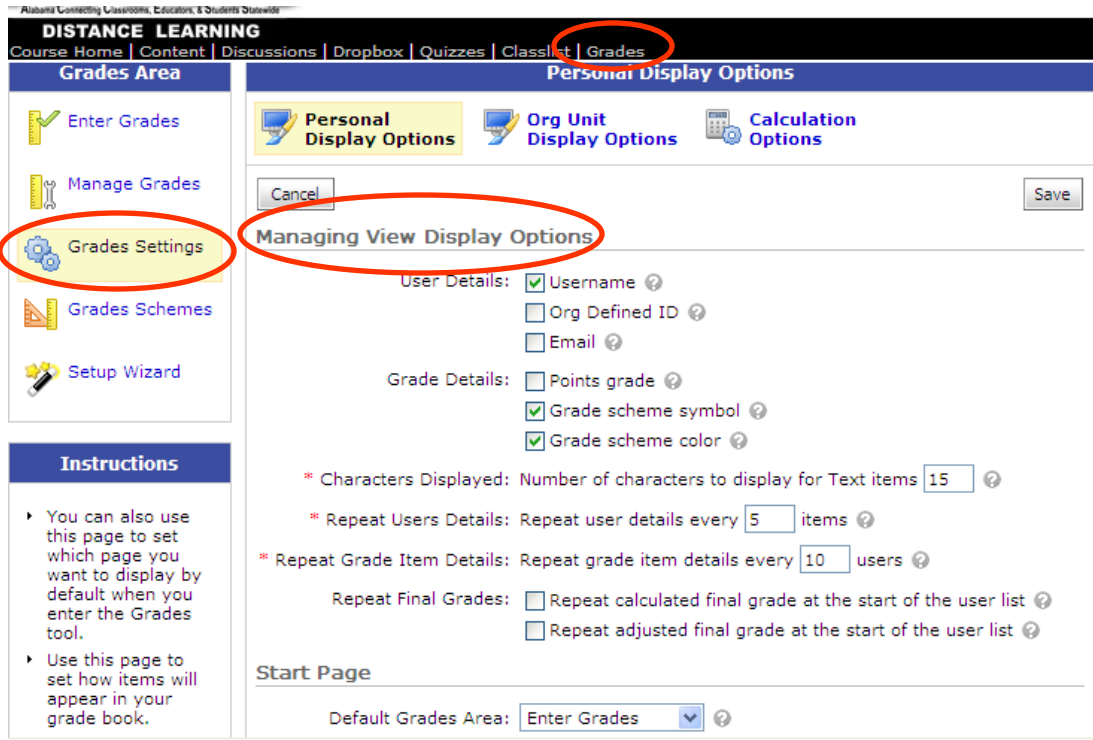
Note the following points.

1. All students (with the exception of those with an IEP, 504 Plan, or other special circumstances) will be evaluated on the same assignments for a class. In other words, unless there are special conditions, all students in a section should complete the same assignments and have grades calculated based on similar point values.
2. **All grades are based on half credits. Students in half-credit classes will receive a single cumulative grade. Students in full-credit courses will receive a separate grade for each term (half credit) of the course.**
3. The Alabama Department of Education (ALSDE) determines the policy on term grades. Each teacher may determine his or her personal policies on late, make-up, and re-submitted work. The teacher must communicate these policies to students as clearly as possible at the beginning of each term.

## GRADES SETTINGS

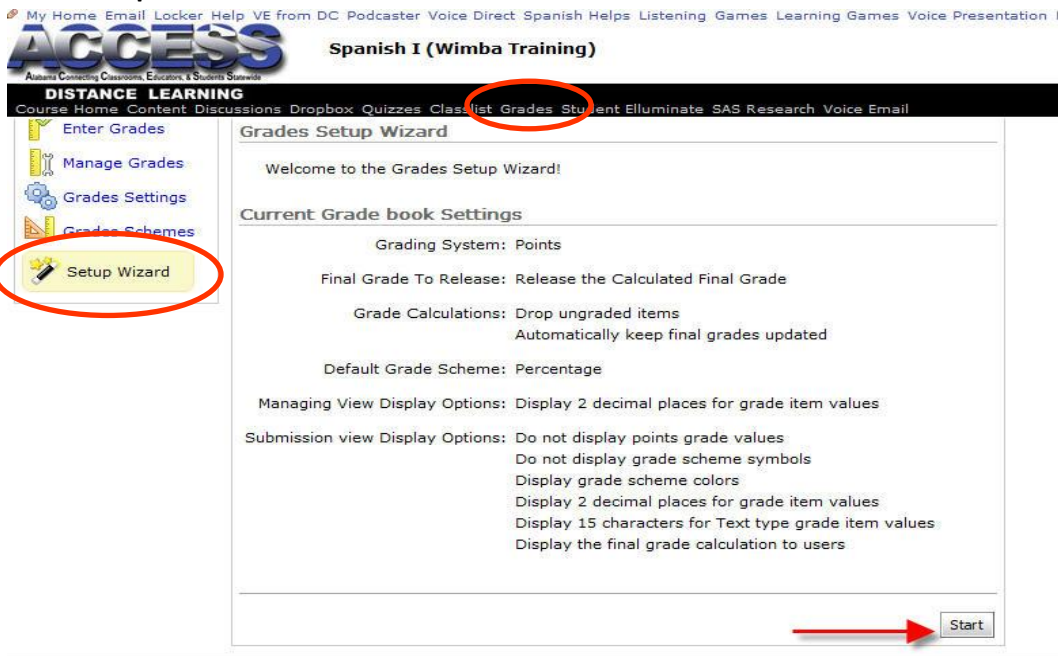
Select the **Grades** link. Select **Grades Settings**. Select the following under **Managing View Display Options** as illustrated below.

- *User Details*: Username
- *Grade Details*: Grade scheme symbol, and Grade scheme color
- *Characters Displayed*: 15 (default value)
- *Repeat Users Details*: 5 (default value)
- *Repeat Grade Item Details*: 10 (default value)




Select the **Grades** menu. Select **Setup Wizard**. Select the following as illustrated below.

1. Select **Setup Wizard**: Click **Start**.



2. **Step 1: Choose Grading System:** Select *Points*. Click **Next**.

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**Spanish I (Wimba Training)**

**DISTANCE LEARNING**  
 Course Home Content Discussions Dropbox Quizzes Classlist Grades Student Elluminate SAS Research Voice Email

Grades Area

- Enter Grades
- Manage Grades
- Grades Settings
- Grades Schemes
- Setup Wizard

**Grades Setup Wizard**

**Step 1 of 7**  
**Step 1: Choose Grading System**

Grading System:  Weighted

**Example:**  
 Assignments Category (20% of final grade)  
 - Assignment 1 Item (50% of Assignments)  
 - Assignment 1 Item (50% of Assignments)  
 Final Exam Item (80% of final grade)  
 Final Grade: /100%

Points

**Example:**  
 Assignments Category (40 points)  
 - Assignment 1 Item (20 points)  
 - Assignment 2 Item (20 points)  
 Final Exam Item (200 points)  
 Final Grade: /240 points

3. **Step 2: Final Grade Released:** Select *Calculated Final Grade*. Click **Next**.

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**Spanish I (Wimba Training)**

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Grades Area

- Enter Grades
- Manage Grades
- Grades Settings
- Grades Schemes
- Setup Wizard

**Grades Setup Wizard**

**Step 2 of 7**  
**Step 2: Final Grade Released**

Release:  Calculated Final Grade

The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

Adjusted Final Grade

Allows you to modify or adjust users' grades before releasing them.

- 4. **Step 3: Grade Calculations:** Select **Drop ungraded items**. Click **Next**.

*Note: This step prevents assignments that are not yet due or that you have chosen not to assign from counting against students. It will provide a more accurate snapshot of current progress for counselors. However, in order to prevent student grades from appearing inflated, **you will need to fill in zeros for incomplete/missing work after the assignment due date is reached, as students work through the course. Do not wait until the end of the course.***

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**Grades Area**

- Enter Grades
- Manage Grades
- Grades Settings
- Grades Schemes
- Setup Wizard

**Grades Setup Wizard**

**Step 3 of 7**  
**Step 3: Grade Calculations**

Ungraded Items:  Drop ungraded items ?  
 Treat ungraded items as 0 ?

Auto Update:  Automatically keep final grade updated ?

Cancel Back Next

- 5. **Step 4: Choose Default Grade Scheme:** Leave the default set to **Percentage**. Click **Next**.

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**Grades Area**

- Enter Grades
- Manage Grades
- Grades Settings
- Grades Schemes
- Setup Wizard

**Grades Setup Wizard**

**Step 4 of 7**  
**Step 4: Choose Default Grade Scheme**

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ?	<input checked="" type="radio"/>	

Cancel Back Next

- 6. **Step 5: Managing View Display Options:** Leave *Decimals Displayed* as 2. Click **Next**.

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# ACCESS

Alabama Connecting Classrooms, Educators, & Students Statewide

## Spanish I (Wimba Training)

### DISTANCE LEARNING

Course Home Content Discussions Dropbox Quizzes Classlist Grades Student Elluminate SAS Research Voice Email

#### Grades Area

- Enter Grades
- Manage Grades
- Grades Settings
- Grades Schemes
- Setup Wizard


#### Grades Setup Wizard

Step 5 of 7

### Step 5: Managing View Display Options

\* Decimals Displayed: Number of decimal places to display  ?

Cancel Back Next



- 7. **Step 6: Submission View Display Options:** Select both **Points grade** and **Grade scheme symbol** for the *Grade Details*. This will allow you and your students to see both the point value and percentage on each grade item. You may also click **Grade scheme color**. Click **Next**.

#### Grades Area

- Enter Grades
- Manage Grades
- Grades Settings
- Grades Schemes
- Setup Wizard

#### Grades Setup Wizard

Step 6 of 7

### Step 6: Submission View Display Options


Grade Details:  Points grade ?  
 Grade scheme symbol ?  
 Grade scheme color ?

\* Decimals Displayed: Number of decimal places to display  ?

\* Characters Displayed: Number of characters to display for Text items  ?

Final Grade Calculation:  Display final grade calculation to users ?

Cancel Back Next



8. **Step 7: Grades Setup Summary:** This displays information based on your selections and should appear as illustrated below. Click **Finish**.

The screenshot shows the 'Grades Setup Wizard' interface. On the left is a 'Grades Area' sidebar with five options: 'Enter Grades' (with a checkmark icon), 'Manage Grades' (with a wrench icon), 'Grades Settings' (with a gear icon), 'Grades Schemes' (with a ruler icon), and 'Setup Wizard' (with a pencil icon and a yellow highlight). The main area is titled 'Grades Setup Wizard' and 'Step 7 of 7'. Below this is the heading 'Step 7: Grades Setup Summary'. The configuration details are as follows:

- Grading System: Points
- Final Grade To Release: Release the Calculated Final Grade
- Grade Calculations: Drop ungraded items  
Do not automatically keep final grades updated
- Default Grade Scheme: Percentage
- Managing View Display Options: Display 2 decimal places for grade item values
- Submission view Display Options: Display points grade values  
Display grade scheme symbols  
Display grade scheme colors  
Display 2 decimal places for grade item values  
Display 15 characters for Text type grade item values  
Do not display the final grade calculation to users

At the bottom of the wizard, there are two buttons: 'Cancel' on the left and 'Finish' on the right. The 'Finish' button is circled in red.

## GRADES AND INTEGRATION

The ALSDE has set up all grade books in *Desire2Learn* (D2L) such that the following grades columns will report D2L grades directly to the student information system, *InformationLIVE*. This will prevent teachers from having to manually report grades to *InformationLIVE* and should make grade reporting easier for counselors.

For full-credit courses, four calculated grade columns were added to the Grades section in D2L:

- Term 1 Exam
- Term 1 Average
- Term 2 Exam
- Term 2 Average

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# ACCESS

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**DISTANCE LEARNING**  
 Course Home | Content | Discussions | Dropbox | Quizzes | Classlist | **Grades**

**Grades Area**

Enter Grades | Manage Grades | Grades Settings | Grades Schemes | Setup Wizard

User List | Import Grades | Export Grades

Display Options | Switch to Spreadsheet View

View By: User [Apply]

Search For: [ ] Search Show Search Options

First Name ▲, Last Name	Term 1 Exam	Term 1 Average	Term 2 Exam	Term 2 Average
	-%	81.9 %	-%	-%

Instructions

Half-credit courses should include the following columns:

- Term 1 Exam
- Term 1 Average

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# ACCESS

Alabama Connecting Classrooms, Educators, & Students Statewide

**DISTANCE LEARNING**  
 Course Home | Content | Discussions | Dropbox | Quizzes | Classlist | Grades

**Grades Area**

Enter Grades | Manage Grades | Grades Settings | Grades Schemes | Setup Wizard

User List | Import Grades | Export Grades

Display Options | Switch to Spreadsheet View

View By: User [Apply]

Search For: [ ] Search Show Search Options

First Name ▲, Last Name	Term 1 Exam	Term 1 Average	Student Orientation Quiz
	-%	79.81 %	85.71 %
	-%	59.97 %	71.43 %
	-%	-%	-%

Instructions

► To grade multiple items at once, click the Switch to

**\*\*\*If you do not see the appropriate grade items as described above in your Grades area, please contact your support center.**

\*\*\*These columns should not be renamed or deleted, as they integrate with *InformationLIVE* as illustrated below.

The screenshot shows a web interface for updating a section titled "(005.013) Algebra I". It features a navigation bar with tabs for "Main", "Course Info", "Roster", "Textbooks", "Status History", and "Grades". Below the tabs is a "Legend" section defining the following columns:

- T1E - Term 1 Exam Grade (if Applicable)
- T1A - Term 1 Average (Half Credit) - Cumulative from Beginning of Term 1 to Date (Includes Term 1 Exam Grade, if Applicable)
- T2E - Term 2 Exam Grade (If Applicable)
- T2A - Term 2 Average (Half Credit) - Cumulative from Beginning of Term 2 to Date (Includes Term 2 Exam Grade, if Applicable)

Below the legend is a "Notes" section with two points:

- 1) Final averages for 1.0 credit courses may be obtained by averaging T1A and T2A  $[(T1A + T2A)/2]$ .
- 2) Grades updated in D2L will not be reflected in *Information LIVE* until the following day.

At the bottom, there is a table with the following columns: Name, State Id Number, Status, T1E, T1A, T2E, and T2A. The table currently contains one row with all cells empty. Below the table, it says "Count: 1".

\*\*\* Note that the Term 1 Average includes student grades for the first half of the course (half credit), and the Term 2 Average includes student grades for the second half of the course (half credit). In addition, the Term 1 Exam and Term 2 Exam columns report **individual exam scores for each term**, if applicable, and these individual scores are **automatically included in the Term 1 and Term 2 Average columns**. Once courses are underway, the data from these D2L columns will be reported to *InformationLIVE* on a nightly basis so grades updated in D2L will not be reflected in *InformationLIVE* until the following day. Review the grades settings instructions below to ensure that the Term 1 Average and Term 2 Average columns are set up accurately.

## TERM 1 AND TERM 2 EXAM AND AVERAGE COLUMNS

The Term 1 Exam, Term 1 Average, Term 2 Exam, and Term 2 Average columns are set up based on course divisions. If you make any changes by adding or omitting assessments and grade items, you will have to edit these columns to properly calculate student grades. A setup example for each calculated column is provided below.

1. The **Term 1 Exam** column includes **only** the **term exam** for the **first half** of the course (half credit).

From the **Grades** link (1), select **Manage Grades** (2), then **Grades List** (3). Select **Term 1 Exam** (4). Scroll down to the **Grading** section. See the example below.

Algebra IA\_S.Dixon\_UA\_Ma\_F\_Sp10-SpA

**DISTANCE LEARNING**  
Course Home | Content | Discussions | Dropbox | Quizzes | **Classlist** | Grades

**Grades Area**

- Enter Grades
- Manage Grades** (2)
- Grades Settings
- Grades Schemes
- Setup Wizard

**Grades List**

- New Item
- New Category
- Re-Order
- Delete

Grade Item	Type	Association	Max. Points	Actions
<b>Term 1 Exam</b> (4)	Calculated	-	-	[Check] [Bar Chart]
Term 1 Average	Calculated	-	-	[Check] [Bar Chart]
Term 2 Exam	Calculated	-	-	[Check] [Bar Chart]
Term 2 Average	Calculated	-	-	[Check] [Bar Chart]

Algebra IA\_S.Dixon\_UA\_Ma\_F\_Sp10-SpA

**DISTANCE LEARNING**  
Course Home | Content | Discussions | Dropbox | Quizzes | **Classlist** | Grades

Physics\_D.Chambers\_TU\_Sc\_F\_Fa10-TdA

**DISTANCE LEARNING**  
Course Home | Content | Discussions | Dropbox | Quizzes | **Classlist** | Grades

**In the *Grading* section of the Term 1 Exam column, **only** the **term exam** for the **first half** of the course (half credit) should be selected. Typically there is only one term exam item selected in this column. However, a few courses include term exams which are comprised of multiple parts. In these instances, select only the parts of the term exam that will contribute to the composite student exam score.**

05.13 First Semester Exam

**Grade Item to Include**

- StudentOrientationQuiz
- First Semester Exam Part A
- First Semester Exam Part B
- First Semester Exam Part C
- First Semester Exam Part D
- Second Semester Exam Part A
- Second Semester Exam Part B
- Second Semester Exam Part C
- Second Semester Exam Part D
- Second Semester Exam Part E
- Module 1
  - 1.02 Math Inventory
  - 1.05 TOLT Activity
  - 1.08 Graphing Data
  - 1.10 Graphs and Equations

2. The **Term 1 Average** column includes **only** the assignments that contribute to student grades for the **first half** of the course (half credit).

From the **Grades** link (1), select **Manage Grades** (2), then **Grades List** (3). Select **Term 1 Average** (4). Scroll down to the **Grading** section. See the example below.

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 Algebra IA\_S.Dixon\_UA\_Ma\_F\_Sp10-SpA  
 DISTANCE LEARNING  
 Course Home | Content | Discussions | Dropbox | Quizzes | Classlist | **Grades**

**Grades Area**

- Enter Grades
- Manage Grades**
- Grades Settings
- Grades Schemes
- Setup Wizard

**Grades List**

New Item | New Category | Re-Order | Delete

	Grade Item	Type	Association	Max. Points	Actions
<input type="checkbox"/>	<a href="#">Term 1 Exam</a>	Calculated	-	-	
<input type="checkbox"/>	<b><a href="#">Term 1 Average</a></b>	Calculated	-	-	
<input type="checkbox"/>	<a href="#">Term 2 Exam</a>	Calculated	-	-	
<input type="checkbox"/>	<a href="#">Term 2 Average</a>	Calculated	-	-	

My Home | Email | Locker | Schedule  
**ACCESS**  
 Algebra IA\_S.Dixon\_UA\_Ma\_F\_Sp10-SpA  
 DISTANCE LEARNING  
 Course Home | Content | Discussions | Dropbox | Quizzes | Classlist | Grades

In the *Grading* section of the **Term 1 Average** column, select **only** assignments (including the Term 1 Exam, if applicable) that contribute to student grades for the **first half** of the course (half credit). Make sure any omitted assignments are deselected by removing the check from the checkbox next to the appropriate assignment.

<input checked="" type="checkbox"/>	04.14 Final Assessment Re-take Exam
<input checked="" type="checkbox"/>	04.14 Module 4 Survey
<input checked="" type="checkbox"/>	05.01 Module 5 Pretest
<input checked="" type="checkbox"/>	05.02 Expressions
<input checked="" type="checkbox"/>	05.03 Formulas
<input checked="" type="checkbox"/>	05.04 Titanic conversions
<input checked="" type="checkbox"/>	05.05 Quiz #1
<input checked="" type="checkbox"/>	05.06 Pythagorean
<input checked="" type="checkbox"/>	05.07 Parallel & Perpendicular
<input checked="" type="checkbox"/>	05.08 Interview
<input checked="" type="checkbox"/>	05.09 Quiz #2
<input checked="" type="checkbox"/>	05.10 Practice Test
<input checked="" type="checkbox"/>	05.11 Module 5 Final Assessment
<input checked="" type="checkbox"/>	05.13 First Semester Exam
<input checked="" type="checkbox"/>	05.14 Module 5 Survey
<input type="checkbox"/>	06.00: Money
<input type="checkbox"/>	06.01 Module 6 Pretest
<input type="checkbox"/>	06.02 D equals R x T lab
<input type="checkbox"/>	06.03 Packaging Lab
<input type="checkbox"/>	06.04 Integer Review

3. The **Term 2 Exam** column includes **only** the **term exam** for the **second half** of the course (half credit).

From the **Grades** link (1), select **Manage Grades** (2), then **Grades List** (3). Select **Term 2 Exam** (4). Scroll down to the **Grading** section. See the example below.

My Home | Email | Locker | Schedule  
**ACCESS**  
 Algebra IA\_S.Dixon\_UA\_Ma\_F\_Sp10-SpA  
 DISTANCE LEARNING  
 Course Home | Content | Discussions | Dropbox | Quizzes | Class list | **Grades**

**Grades Area**

- Enter Grades
- 2 Manage Grades**
- Grades Settings
- Grades Schemes
- Setup Wizard

**Grades List**

3 **Grades List** | New Item | New Category | Re-Order | Delete

	Grade Item	Type	Association	Max. Points	Actions
<input type="checkbox"/>	<a href="#">Term 1 Exam</a>	Calculated	-	-	
<input type="checkbox"/>	<a href="#">Term 1 Average</a>	Calculated	-	-	
<input type="checkbox"/>	<b>4 <a href="#">Term 2 Exam</a></b>	Calculated	-	-	
<input type="checkbox"/>	<a href="#">Term 2 Average</a>	Calculated	-	-	

- 08.09 Addition Method
- 08.10 Substitution Method
- 08.11 Battleship Lab
- 08.12 Quiz #2
- 08.13A Practice Test
- 08.13B Oral Component
- 08.14 Final Assessment
- 08.15 Module 8 Survey
- 09.01 Integers
- 09.02 Distributing
- 09.03 Combining Like Terms
- 09.04 Canceling
- 09.05 Solving Simple Equations
- 09.06 Solving complex
- 09.07 Functions
- 09.08 Linear equations
- 09.09 Graphing Linear Equations
- 09.10 Second Semester Exam

In the **Grading** section of the **Term 2 Exam** column, **only** the **term exam** for the **second half** of the course (**half credit**) should be selected. Typically there is only one term exam item selected in this column. However, a few courses include term exams which are comprised of multiple parts. In these instances, select only the parts of the term exam that will contribute to the composite student exam score.

Scheme: -- Default Scheme -- (Percentage)

ion:

**Grade Item to Include**

- StudentOrientationQuiz
- First Semester Exam Part A
- First Semester Exam Part B
- First Semester Exam Part C
- First Semester Exam Part D
- Second Semester Exam Part A
- Second Semester Exam Part B
- Second Semester Exam Part C
- Second Semester Exam Part D
- Second Semester Exam Part E
- Module 1
  - 1.02 Math Inventory
  - 1.05 TOLT Activity
  - 1.08 Graphing Data
  - 1.10 Graphs and Equations
  - 1.15 Discussion
  - 1.18 M&M Lab

- The **Term 2 Average** column includes **only** the assignments that contribute to student grades for the **second half** of the course (half credit).

From the **Grades** link (1), select **Manage Grades** (2), then **Grades List** (3). Select **Term 2 Exam** (4). Scroll down to the **Grading** section. See the example below.

My Home | Email | Locker | Schedule

**ACCESS** Algebra IA\_S.Dixon\_UA\_Ma\_F\_Sp10-SpA  
Alabama Connecting Classrooms, Educators, & Students Statewide

**DISTANCE LEARNING**  
Course Home | Content | Discussions | Dropbox | Quizzes | **Classlist** | **Grades**

**Grades Area**

- Enter Grades
- 2 Manage Grades**
- Grades Settings
- Grades Schemes
- Setup Wizard

**Grades List**

Grades List New Item New Category Re-Order Delete

	Grade Item	Type	Association	Max. Points	Actions
<input type="checkbox"/>	<a href="#">Term 1 Exam</a>	Calculated	-	-	
<input type="checkbox"/>	<a href="#">Term 1 Average</a>	Calculated	-	-	
<input type="checkbox"/>	<a href="#">Term 2 Exam</a>	Calculated	-	-	
<input type="checkbox"/>	<b>4 <a href="#">Term 2 Average</a></b>	Calculated	-	-	

My Home | Email | Locker | Schedule

**ACCESS** Algebra IA\_S.Dixon\_UA\_Ma\_F\_Sp10-SpA  
Alabama Connecting Classrooms, Educators, & Students Statewide

**DISTANCE LEARNING**  
Course Home | Content | Discussions | Dropbox | Quizzes | **Classlist** | **Grades**

05.03 Formulas

05.04 Titanic conversions

05.05 Quiz #1

05.06 Pythagorean

05.07 Parallel & Perpendicular

05.08 Interview

05.09 Quiz #2

05.10 Practice Test

05.11 Module 5 Final Assessment

05.13 First Semester Exam

05.14 Module 5 Survey

06.00: Money

06.01 Module 6 Pretest

06.02 D equals R x T lab

06.03 Packaging Lab

06.04 Integer Review

06.05 Quiz #1

06.06 Inequalities

06.07 graphing inequalities

06.08 Ohms Resistors

06.09 Percentages

In the **Grading** section of the **Term 2 Average** column, select **only** assignments (including the Term 2 Exam, if applicable) that contribute to student grades for the **second half** of the course (half credit). Make sure any omitted assignments are deselected by removing the check from the checkbox next to the appropriate assignment.

### CONFIRMING GRADES IN INFORMATIONLIVE

Teachers are required to confirm section grades in the student information system, *InformationLIVE*. After the term end date of a section occurs, the status of that section changes from "In Session" to "Closed" in *InformationLIVE*. Teachers, not students, still have access to "Closed" sections in D2L. Grades are confirmed in *InformationLIVE* from the section "Grades" tab by selecting "Confirm Grades," which changes the status of the section from "Closed" to "Complete." \*\*\* **"Confirm Grades" should not be selected until all student work for the section has been turned in and graded and it has been confirmed that all grades in D2L and InformationLIVE match exactly. No one has access to a section in D2L once the status has been changed to "Complete" in InformationLIVE.** Selecting "Confirm Grades" is an electronic signature verifying that all grades are final grades and match exactly. \*\*\*Grades updated in D2L will not be reflected in *InformationLIVE* until the following day.

The grade confirmation comparison between D2L and *InformationLIVE* is illustrated below.

**D2L**

Grades Area

Enter Grades | Manage Grades | Grades Settings | Grades Schemes | Setup Wizard

User List | Import Grades | Export Grades

Display Options | Switch to Spreadsheet View

View By: User | Apply

Search For: [ ] Search | Show Search Options

Last Name ▲, First Name	Term 1 Exam	Term 1 Average	Term 2 Exam	Term 2 Average	Stu
[ ]	64.29 %	69.51 %	52.78 %	48.11 %	
[ ]	79.87 %	85.67 %	86.11 %	78.94 %	
[ ]	78.57 %	94.36 %	80.56 %	80.66 %	

**InformationLIVE**

Main | Course Info | Roster | Textbooks | Status History | **Grades**

**Legend**  
 T1E - Term 1 Exam Grade (if Applicable)  
 T1A - Term 1 Average (Half Credit) - Cumulative from Beginning of Term 1 to Date (Includes Term 1 Exam Grade, if Applicable)  
 T2E - Term 2 Exam Grade (If Applicable)  
 T2A - Term 2 Average (Half Credit) - Cumulative from Beginning of Term 2 to Date (Includes Term 2 Exam Grade, if Applicable)

**Notes:**  
 1) Final averages for 1.0 credit courses may be obtained by averaging T1A and T2A [(T1A + T2A)/2].  
 2) Grades updated in D2L will not be reflected in *Information LIVE* until the following day.

Name	State Id Number	Status	T1E	T1A	T2E	T2A
			64	70	53	48
			80	86	86	79
			79	94	81	81

Count: 3

**Confirm Grades**

## PROGRESS GRADES

Progress grades will **not** be entered manually or via integration into the registration system. Instead, facilitators should alert you in advance of the progress grade due date. Make sure all appropriate items are selected in the Term 1 Average column or Term 2 Average column and that zeros are filled in for any work assigned but not submitted by the progress grade date. Facilitators will have students print their current grade sheets from the learning management system on their progress grade due dates and deliver them to the appropriate counselor. The counselor may choose to staple the printed grade sheet to an STI document (progress report) so that parents can view their student's progress in the ACCESS course(s). No grade should be recorded in the local schools' STI program until the end of the term.

## FURTHER QUESTIONS

Further questions related to the Grades policy will be covered throughout ACCESS Professional Learning Sessions. Please refer to the ACCESS Distance Learning calendar on the website, <http://accessdl.state.al.us>, for more information regarding professional development opportunities. Additional questions should be directed to your regional support center or to the appropriate SDE ACCESS staff by contacting Misty Dixon, [mdixon@alsde.edu](mailto:mdixon@alsde.edu) or Rhonda Oates, [roates@alsde.edu](mailto:roates@alsde.edu).