

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/StudentPolicyManualallowres.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.

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.

SEARCHING FOR GRADES IN INFORMATIONLIVE

To search for the grade of a single student, search through the *Requests* link under the **Scheduling** menu. Click on the section number, and then choose the *Grades* tab. An example of a request search option is included below:

09-10 > Scheduling > Requests User: Dixon, Misty [Log](#)

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Search Criteria

| | |
|---|---|
| Student Last Name <input type="text" value="smith"/> | Student First Name <input type="text" value="john"/> |
| Counselor Last Name <input type="text"/> | Course Title <input type="text"/> |
| Statuses <input type="checkbox"/> All <input type="checkbox"/> Request <input type="checkbox"/> Cancel <input type="checkbox"/> Unavailable | Instructional Methods <input type="checkbox"/> All <input type="checkbox"/> Video Conference <input type="checkbox"/> Web Based |
| Schools <input checked="" type="checkbox"/> Madison City <input checked="" type="checkbox"/> State Dept of Education <input checked="" type="checkbox"/> Troy University <input checked="" type="checkbox"/> University of Alabama | Course Types <input type="checkbox"/> All <input type="checkbox"/> Art Education <input type="checkbox"/> Electives <input type="checkbox"/> English <input type="checkbox"/> Foreign Languages <input type="checkbox"/> Mathematics |
| Terms <input type="checkbox"/> All | Origin From <input type="text"/> <input type="calendar"/> |
| Origin To <input type="text"/> <input type="calendar"/> | |

09-10 > Scheduling > Requests User: Dixon, Misty [Log](#)

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Search Results

Status: Reason:

| <input type="checkbox"/> | Request | Term | Inst | Status | Course | Ptn | Cr | Section | RS | SC | School | Student | Counselor | Teacher | Orig |
|--------------------------|---------|---------------------------------|------|--------|------------------|-----|-----|---------|----|----|----------------------|---------|-----------|---------|----------|
| <input type="checkbox"/> | 16071 | Traditional - 1st Semester Only | WBI | Enroll | Personal Finance | F | 0.5 | 078.012 | | MC | Clements High School | | | | Wed 08/1 |

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If multiple students from your school are enrolled in the same section, it is more efficient to search for the section through the *Sections* link under the **Scheduling** menu. You can search using the complete section number as shown below, or by using the partial section number along with the primary teacher's last name. (The first three digits, such as 078 indicated in the example below, are the ACCESS course code which can be found through the *Courses* link under the **Scheduling** menu.) Click on the section number, and then choose the *Grades* tab. An example of a section search option is included below:

09-10 > Scheduling > Sections User: Dixon, Misty

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Search Criteria

| | |
|---|---|
| Section Number 078.012 | Course Title |
| Primary Teacher Last Name | Facilitator Last Name |
| Support Center/District/School <input checked="" type="checkbox"/> Madison City <input checked="" type="checkbox"/> State Dept of Education <input checked="" type="checkbox"/> Troy University <input checked="" type="checkbox"/> University of Alabama | Course Type <input type="checkbox"/> All <input type="checkbox"/> Art Education <input type="checkbox"/> Electives <input type="checkbox"/> English <input type="checkbox"/> Foreign Languages <input type="checkbox"/> Mathematics |
| Status <input type="checkbox"/> All | Term <input type="checkbox"/> All |

09-10 > Scheduling > Sections User: Dixon, Misty

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Status: Reason:

| | Section | RS | Term | Course Title | Instructional Method | Status | Cap | Cnt | Teacher | SC | Start Date | End Date | Start Time |
|--------------------------|-------------------------|----|---------------------------------|------------------|----------------------|--------|-----|-----|---------|----|----------------|----------------|------------|
| <input type="checkbox"/> | 078.012 | 7 | Traditional - 1st Semester Only | Personal Finance | WBI | Closed | 25 | 13 | | MC | Mon 08/10/2009 | Fri 12/18/2009 | |

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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

* Grades for students enrolled in the first half (half credit) ONLY of a full-credit course are reported in the Term 1 Exam and Term 1 Average columns. Grades for students enrolled in the second half (half credit) ONLY of a full-credit course are reported in the Term 2 Exam and Term 2 Average columns.

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ACCESS

Assessing Content, Enriching Experiences & Streamlining Services

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

My Home | Email | Locker | Schedule

ACCESS

Distance Learning

Course Home | Content | Discussions | Dropbox | Quizzes | Classlist | Grades

Grades Area

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

Instructions

To grade multiple items at once, click the Switch to

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 % |
| [] [] | -% | -% | -% |

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

Update Section: (005.013) Algebra I

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 |
|------|-----------------|--------|-----|-----|-----|-----|
| | | | | | | |

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.

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."

*****Selecting "Confirm Grades" is the teacher's electronic verification that all grades are final grades and match exactly. "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. Grades updated in D2L will not be reflected in InformationLIVE until the following day. This means that you will not mark sections as "Complete" in InformationLIVE until AT LEAST one day after you have made final grade edits in D2L.**

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

D2L

| 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

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

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 Web site, <http://accessdl.state.al.us>, for more information regarding professional development opportunities. Additional questions should be directed to your regional support center or to Misty Dixon (mdixon@alsde.edu) or Rhonda Oates (roates@alsde.edu) at the Alabama Department of Education.