

OFFICIAL GRADES POLICY

The current ACCESS grades policy is stated on page 4 of the student policy manual: (<http://accessdl.state.al.us/documents/StudentPolicyManual7-13-12.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 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

Half-credit courses should include the following columns:

- Term 1 Exam
- Term 1 Average

*****If you do not see the appropriate aforementioned calculated grade columns in your Grades area, please contact your support center.**

***The Term 1 Exam, Term 1 Average, Term 2 Exam, and Term 2 Average columns should not be renamed or deleted, as they integrate with the T1E, T1A, T2E, and T2A columns in *InformationLIVE* as illustrated below.

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.

Course, Section Chemistry, 036.001
 Academic Year, Term 2013-2014 School Year, Traditional - all year
 Teacher Nelson, Susan

Name	Grade	School	SC	Ptn	Credit	State Id Number	Status	T1E	T1A	T2E	T2A
Count: 1											

Withdrawn Students

Name	Grade	School	SC	Ptn	Credit	State Id Number	Status	T1E	T1A	T2E	T2A	Date Withdrawn	Reason Withdrawn
Count: 0													

Content Assessment Communication Users **Grades** Edit Course

Enter Grades **Manage Grades** Schemes Settings Help

New More Actions

Edit

Grade Item	Type	Association	Max. Points
<input type="checkbox"/> Reason	Text	-	-
<input type="checkbox"/> Progress and Comments	Text	-	-
<input type="checkbox"/> Term 1 Exam	Calculated	-	-
<input type="checkbox"/> Term 1 Average	Calculated	-	-
<input type="checkbox"/> Term 2 Exam	Calculated	-	-
<input type="checkbox"/> Term 2 Average	Calculated	-	-
<input type="checkbox"/> Unit 1			

Content Assessment Communication Users **Grades** Edit Course

Enter Grades Manage Grades Schemes Setting

Import Export More Actions

View By: User Apply Switch to Spreadsheet

Search For: Show Search Options

Email

Last Name ▲, First Name	Reason ▼	Progress and Comments ▼	Term 1 Exam ▼	Term 1 Average ▼	Term 2 Exam ▼	Last Name ▲, First Name	Term 2 Average ▼
<input type="checkbox"/>	-	-	137.99 / 200, 69 %	666.49 / 1311, 50.84 %	- / -, -%		328.5 / 452, 72.68 %
<input type="checkbox"/>	-	-	- / -, -%	1065.5 / 1111, 95.9 %	- / -, -%		537 / 606, 88.61 %
<input type="checkbox"/>	-	-	- / -, -%	1084.5 / 1111, 97.61 %	- / -, -%		518 / 552, 93.84 %
<input type="checkbox"/>	-	-	173.99 / 200, 87 %	868.99 / 1311, 66.28 %	- / -, -%		475.66 / 552, 86.17 %

***Reason and Progress and Comments text columns have also been added to the **Grades** area. These are for your notes and do not report to *InformationLIVE* through integration.

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. *** 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.

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

From the **Grades** link select **Manage Grades**, then **Term 1 Exam**. Scroll down to **Grade Items to Include**. 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. See the example below.

The screenshot shows the D2L Grades management interface. At the top, there are navigation tabs: Content, Assessment, Communication, Users, and Grades. The 'Grades' tab is active. Below the tabs, there are three main sections: 'Enter Grades', 'Manage Grades' (highlighted with a red box), and 'Schemes'. Under 'Manage Grades', there are buttons for 'New' and 'More Actions'. Below these buttons is a table of grade items. The table has two columns: 'Grade Item' and 'Type'. The items listed are: Reason (Text), Progress and Comments (Text), Term 1 Exam (Calculated, highlighted with a red box), Term 1 Average (Calculated), Term 2 Exam (Calculated), Term 2 Average (Calculated), and Unit 1. Below the table, there is a section titled 'Grade Item to Include' (highlighted with a red box). This section contains a list of units and their associated items. Under 'Unit 4', several items are listed, including '4.13 First Semester Exam' and '4.13-B Midterm Oral Exam', both of which are checked (highlighted with a red box). Other units like 'Unit 1' and 'Unit 5' are also visible but not expanded.

Grade Item	Type
Reason	Text
Progress and Comments	Text
Term 1 Exam	Calculated
Term 1 Average	Calculated
Term 2 Exam	Calculated
Term 2 Average	Calculated
Unit 1	

Grade Item to Include
Unit 1
Unit 4
4.01 Where are we going?
4.02 Dia What? and Dino Who?
4.03 Dinoflagellates
4.04 Create a Phytoplankton
4.05 Adaptations of Organisms
4.06 Honors - How have organisms adapted to the Galapagos Islands?
4.07 Marine Iguanas
4.08 Food Webs
4.09 Make a Food Web
4.10 Honors - Invasive Species
4.11 Class Report - Current Event
4.12-A Module 4 Quiz
4.12-B Module 4 Oral Quiz
<input checked="" type="checkbox"/> 4.13 First Semester Exam
<input checked="" type="checkbox"/> 4.13-B Midterm Oral Exam
Unit 5

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 select **Manage Grades**, then **Term 1 Average**. Scroll down to **Grade Items to Include**. See the example below.

The screenshot shows the D2L navigation menu with 'Grades' selected. Below it, the 'Manage Grades' link is highlighted. A table lists various grade item types:

Grade Item	Type
Reason	Text
Progress and Comments	Text
Term 1 Exam	Calculated
Term 1 Average	Calculated
Term 2 Exam	Calculated
Term 2 Average	Calculated
Unit 1	

In the **Grade Items to Include** 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.

The screenshot shows the 'Grade Item to Include' section with a list of assignments organized by unit. Each item has a checkbox to indicate if it should be included in the Term 1 Average column.

- Unit 1**
 - 1.01 We're Looking for a Few Good Students
 - 1.02 Don't Miss the Ship Pace Chart Assignment.
 - 1.03 What is Science?
 - 1.04 Scientific Method Tutorial
 - 1.05 Design Your Own Experiment
 - 1.06 Discussion - Origins of the Oceans
 - 1.07 Ocean is a Nice Place to Live
 - 1.08 Honors Only - How do Animals Communicate in Water?
 - 1.09 Properties of Water Lab
 - 1.10 Exploring the Bay of Fundy
 - 1.11-A Module 1 Quiz
 - 1.11-B Module 1 Oral Quiz
- Unit 2**
 - 2.01 Navigation
 - 2.02 HMS Challenger Journal of a Scientist
 - 2.03 Honors - Ocean Exploration
 - 2.04 Exploring Rocky Shores
 - 2.05 Crabby Crustaceans - Lab
 - 2.06 What is a Tidepool?
 - 2.07 Rocky Shore Current Event
 - 2.09 Ocean Zones
 - 2.10-A Module 2 Quiz
 - 2.10-B Module 2 Oral Quiz
- Unit 3**
 - 3.01 Where are we going?
 - 3.02 Introduction to Sea Turtles
 - 3.03 Honors - Dichotomous Key
 - 3.04 Sea Turtle Rehabilitation
 - 3.05 Sea Turtle Tracking Lab
 - 3.06 What to do about Shrimp?
 - 3.07 Exploring Sandy Beaches
 - 3.08 What is happening to the sand?
 - 3.09 Marine Pollution
 - 3.10 Honors - Marine Pollution
 - 3.11 How Can We Clean up an Oil Spill?
- Unit 4**
 - 4.01 Where are we going?
 - 4.02 Dia What? and Dino Who?
 - 4.03 Dinoflagellates
 - 4.04 Create a Phytoplankton
 - 4.05 Adaptations of Organisms
 - 4.06 Honors - How have organisms adapted to the Galapagos Islands?
 - 4.07 Marine Iguanas
 - 4.08 Food Webs
 - 4.09 Make a Food Web
 - 4.10 Honors - Invasive Species
 - 4.11 Class Report - Current Event
 - 4.12-A Module 4 Quiz
 - 4.12-B Module 4 Oral Quiz
 - 4.13 First Semester Exam
 - 4.13-B Midterm Oral Exam
- Unit 5**
 - 5.01 Where are we going?
 - 5.02 Currents
 - 5.03 Continuing with Currents
 - 5.04 Investigating ENSO
 - 5.05 ENSO Data Sets
 - 5.06 Hurricane!
 - 5.08 Penguins
 - 5.09 How do Penguins Keep Warm? Blubber Lab
 - 5.10 Honors - Antarctic Research
 - 5.11-A Module 5 Quiz
 - 5.11-B Module 5 Oral Quiz
- Unit 6**
 - 6.01 Where are we going?
 - 6.02 The Great Barrier Reef
 - 6.04 Honors - Aqualung
 - 6.05 Mollusks
 - 6.06 Mollusk Lab
 - 6.07 In Search of the Giant Squid
 - 6.08 Estuaries

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

From the **Grades** link select **Manage Grades**, then **Term 2 Exam**. Scroll down to **Grade Items to Include**. 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. See the example below.

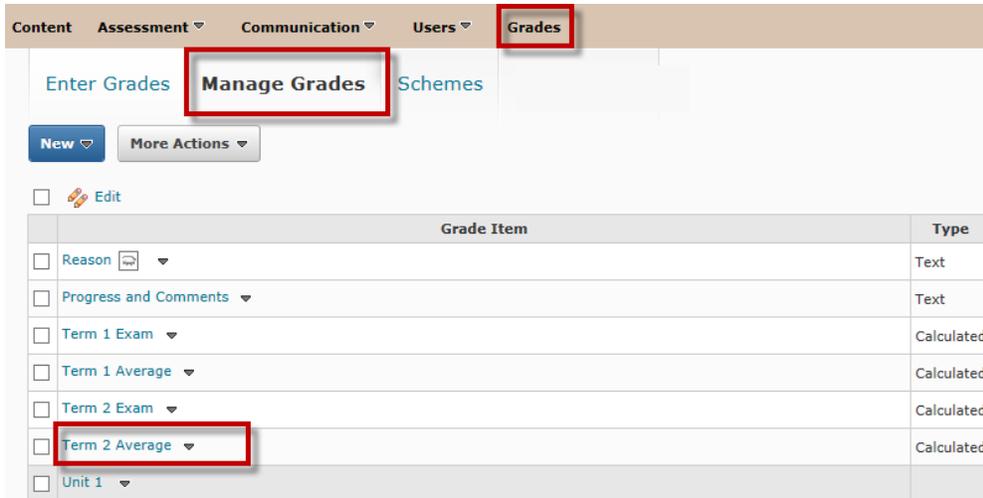
The screenshot shows the D2L interface for setting up a grade book. At the top, the 'Grades' menu is highlighted. Below it, the 'Manage Grades' button is selected. A table lists various grade items with their types:

Grade Item	Type
<input type="checkbox"/> Reason	Text
<input type="checkbox"/> Progress and Comments	Text
<input type="checkbox"/> Term 1 Exam	Calculated
<input type="checkbox"/> Term 1 Average	Calculated
<input checked="" type="checkbox"/> Term 2 Exam	Calculated
<input type="checkbox"/> Term 2 Average	Calculated
<input type="checkbox"/> Unit 1	

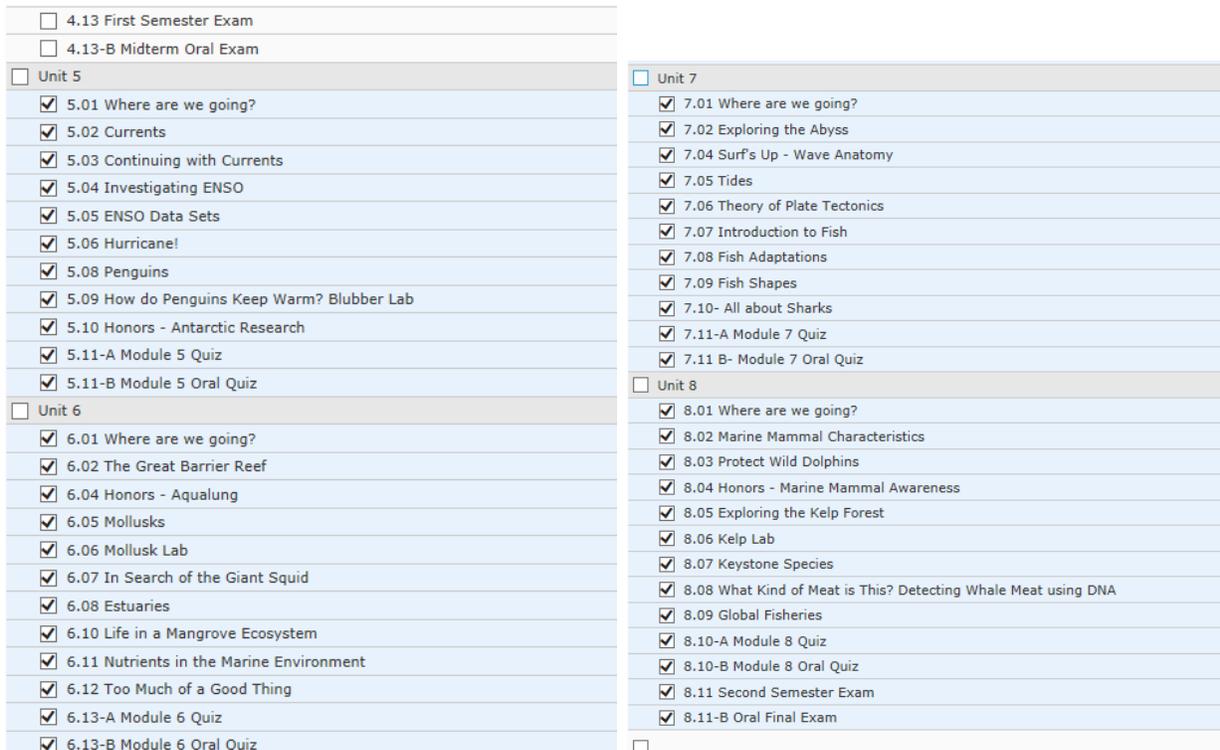
Below this table, the 'Grade Item to Include' section is shown. It contains a list of items under 'Unit 8':

- 8.01 Where are we going?
- 8.02 Marine Mammal Characteristics
- 8.03 Protect Wild Dolphins
- 8.04 Honors - Marine Mammal Awareness
- 8.05 Exploring the Kelp Forest
- 8.06 Kelp Lab
- 8.07 Keystone Species
- 8.08 What Kind of Meat is This? Detecting Whale Meat using DNA
- 8.09 Global Fisheries
- 8.10-A Module 8 Quiz
- 8.10-B Module 8 Oral Quiz
- 8.11 Second Semester Exam
- 8.11-B Oral Final Exam

4. 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 select **Manage Grades**, then **Term 2 Average**. Scroll down to **Grade Items to Include**. See the example below.



In the **Grade Items to Include** 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 section end date 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

InformationLIVE

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.

Course, Section Marine Science, 076.006
 Academic Year, Term 2013-2014 School Year, Traditional - all year
 Teacher Beck, Anna Marie

Name	Grade	School	SC	Ptn	Credit	State Id Number	Status	T1E	T1A	T2E	T2A
	10		MC	F	1.0			85	84	N/A	71
	11		MC	F	1.0			93	100	N/A	96
	10		MC	F	1.0			69	78	N/A	54
	10		MC	F	1.0			96	93	N/A	93
	10		MC	F	1.0			93	97	N/A	92

Withdrawn Students

Name	Grade	School	SC	Ptn	Credit	State Id Number	Status	T1E	T1A	T2E	T2A	Date Withdrawn	Reason Withdrawn
Count: 0													

PROGRESS GRADES

Facilitators should alert teachers as to progress grade due dates in advance. Teachers should add zeroes to the learning management system (D2L) gradebook for work that has been assigned to students but not submitted by the progress grade deadline. Facilitators can direct students to print current grade sheets from the learning management system (D2L) on progress report dates and deliver reports to the appropriate counselor/school staff. The counselor/staff may include the printed D2L grade sheet with the school progress report in order for parents to view student progress in ACCESS course(s).

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 S. Richardson, mrichardson@alsde.edu or Scott Booth, sbooth@alsde.edu.