# D2L Grade Book Setup: Credit Recovery Courses

## 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.

## GRADE ITEMS IN CREDIT RECOVERY COURSES

The ALSDE has set up all credit recovery section grade books in Desire2Learn (D2L) to include nine grade items in the **Grades** area: *Portion*, *H1-Date Completed*, *H2-Date Completed*, *Unit Progress*, *Status, Term 1 Running Average, Term 1 Average*, *Term 2 Running Average*, and *Term 2 Average*. An explanation of each column is provided below.

| Grade Item | Type | Association | Max. Points |
|---|---|---|---|
| Portion | Selectbox | - | 10 |
| H1-Date Completed | Text | - | - |
| H2-Date Completed | Text | - | - |
| Unit Progress | Text | - | - |
| Status | Selectbox | - | 10 |
| Term 1 Running Average | Calculated | - | - |
| Term 1 Average | Numeric | - | 100 |
| Term 2 Running Average | Calculated | - | - |
| Term 2 Average | Numeric | - | 100 |

Information for the first five columns can be entered in the **Enter Grades** area:



Choose *Grade All* from the drop down menu next to each column heading:

In the ***Portion*** column, use the drop down menu to select the portion of the course requested for each student as reflected by the student request in *Information*LIVE:



In the ***H1-Date Completed*** column, enter the date on which the student completed the first half of the course if applicable:

In the **H2-Date Completed** column, enter the date on which the student completed the second half of the course if applicable:



In the **Unit Progress** column, enter the units completed (*completed:*) and units in progress (*working:*) as seen below:

In the *Status* column, use the drop down menu to select the applicable status if necessary:



The **Term 1 Running Average** and **Term 2 Running Average** columns are set up to average student grades in credit recovery courses. This is an automated process and does not require manual entry by the teacher. These grade items should not be renamed or altered. Once a student completes a half credit in a credit recovery course and the grade has been calculated, the teacher will choose **Grade All** from the drop down menu next to the **Term 1 Average** and **Term 2 Average** column headings to manually enter each student's final grade(s) for each half of the course as applicable. The **Term 1 Average** and **Term 2 Average** grades should match the corresponding **Term 1 Running Average** and **Term 2 Running Average** grades.

## GRADES AND INTEGRATION

The ALSDE has set up all grade books in Desire2Learn (D2L) such that the **Term 1 Average** and **Term 2 Average** grade columns will report D2L grades directly to the student information system, *Information*LIVE. This will prevent teachers from having to manually report grades to *Information*LIVE and should make grade reporting easier for counselors. The LEA is responsible for following state policy (*First Choice* Initiative) by entering the appropriate credit recovery grade into *Information*NOW.

\*\*\* **Term 1 Average** and **Term 2 Average** columns should not be renamed or deleted, as they integrate with the T1A and T2A columns in *Information*LIVE as illustrated below. The **Portion** (**Ptn**) is not updated through integration, but is associated with the student's original request in *Information*LIVE. This should correspond to the selection in the **Portion** column as shown on page 3.



## CONFIRMING GRADES IN *INFORMATION*LIVE

Teachers are required to confirm section grades in the student information system, *Information*LIVE. After the section end date occurs, the status of that section changes from "In Session" to "Closed" in *Information*LIVE. Teachers, not students, still have access to "Closed" sections in D2L. Grades are confirmed in *Information*LIVE 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 *Information*LIVE match exactly.  No one has access to a section in D2L once the status has been changed to "Complete" in *Information*LIVE.**  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 *Information*LIVE until the following day.

## PROGRESS GRADES

Facilitators should alert teachers as to progress grade due dates in advance. 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.