

Admin Checklist – End Semester

If additional details are needed to complete any task below, open the [End-of-Semester](#) guide.

BASIC UNDERSTANDING OF GRADE OUT PROCESS

I understand student grades are based on weighted categories and not total points.

I understand students lose access to a course when one of the following occurs:

- 11:59 p.m. on their end date
- I change the enrollment status of the student to withdrawn, inactive, completed etc.
- Teacher enters grade for the final participation assignment (even if entered prior to student end date)

Note: The *Participation* grade out process is based on default course settings. Occasionally administrators request a manual course completion process.

I understand that unless assignments are exempted, a 0 is added to missing assignments.

I understand the auto-complete process takes up to 4-7 hours to complete before grades are finalized.

(If using Accelerate Education teachers) I understand AE teachers enter a Participation grade and complete the enrollment when one of the following occurs:

- the student submits the Participation assignment
- the student's end date has passed

Note: Accelerate Education teachers are expected to complete grading within 72 hours (M-F) of submission or end date. Consider this delay when determining a student's end date.

COMMUNICATION NEEDS

I have communicated the following to students and families:

- The last day and time students can submit work.
- School policy on missing work or possibility of extensions.

(If using district teachers) I have communicated the following to my teachers:

- The program approach to the Participation assignment
- The school's policy on missing work
- Any documentation policy. We suggest asking teachers to export gradebooks.

ACTIONS AFTER TEACHERS POST GRADES

I have verified the status of all semester enrollments are marked either **completed** or **withdrawn**. No enrollment should remain "active" more than a week past their end date.

Semester End Checklist

If “active” enrollments are found, I followed up with the teacher to complete the Participation assignment or changed the status to withdrawn.

Mid-year Action:

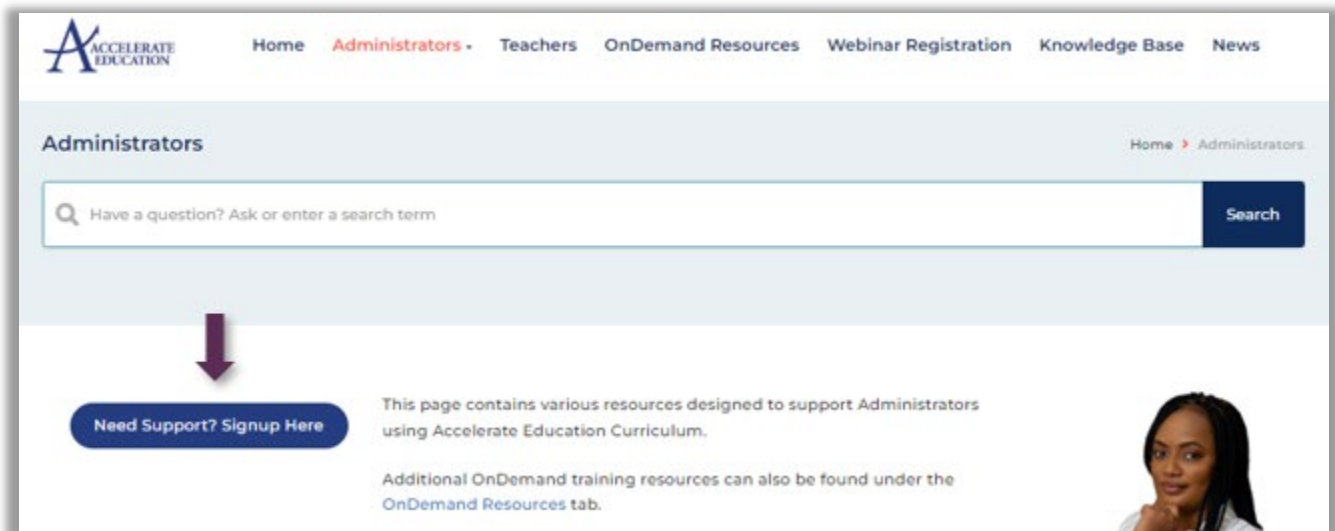
I have enrolled students and teachers (if needed) into second semester courses.

End-year Action:

I have met with my client service representative to ensure this year’s courses are retired and have created a plan for the upcoming year.

LAST REMINDERS

- We encourage all administrators to connect with their client service representative via the daily support sessions available. Access the support sign-up [here](#).



- Remember to never delete enrollments.
- Using district teachers? It is critical that administrators guide teachers on how to grade the participation assignment. Since it is worth 5% of the overall grade, there should be consistency and guidance.
- Using Accelerate Education teachers? There should not be an expectation of final grades being available on the student’s end date. Our teachers do their best to grade items as quickly as possible, but have up to 72 hours to grade activities, including the final participation assignment. Understanding this timeframe may impact what end date you enter on a student’s enrollment.