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In traditional schools, administrators expect to communicate the processes and expectations for posting grades at the end of the marking period. The process is very similar when using an online curriculum.

Use this full guide for task descriptions and explanations if needed or access the [Administrator End of Semester Checklist](#) for a brief summary of administrator tasks.

Teacher End-of-Semester-Resources:

To view teacher end-of-the-semester processes, select [here](#).

To view condensed teacher end-of semester checklist, select [here](#).

BASICS OF COURSE COMPLETION

Proper Enrollment Completion

Whether students complete courses within their enrollment date range or they need to be withdrawn, extended, or graded out early, the proper enrollment completion is critical to avoid reporting and billing issues, and to improve the overall efficiency of managing enrollments. Here are few course completion facts:

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- **Never delete an enrollment**, even if made in error. Reach out to your client service manager if support is needed.
- A student's course enrollment status should reflect **completed** or **withdrawn** within *1-2 weeks* of the enrollment end date.
- If a student leaves the program prior to enrollment completion:
 - Change the student's course enrollment status to **withdrawn**.
 - Change the enrollment end date to the date when the withdraw action occurs.
 - These actions can be completed in bulk from the student's enrollment tab.
- If you have rolling enrollments or students who complete courses early, complete the enrollments using the same processes as students completing as a class cohort. These will just be processed individually instead of in mass.

Course Access

Students and teachers have access to courses based on the following:

- Status – the user's enrollment is "active"
- Enrollment start and end dates – users have access between their start and end dates only.

The following items do not impact access and should not be used to adjust enrollments:

- **Course Start and End Dates**
 - Course start and end dates impact administrator visibility only, not users' course access.
 - In most cases, courses have end dates of 7/31 of the school year in which they are used.
 - If the start and end dates are "live" and the user's enrollment status is active, they will still have access to a course, regardless of course start and end dates.
 - We suggest that course dates are not adjusted to match semester start and end dates.
- **User status** – inactivating a user account does remove a user's access to their course. However, this does not change the enrollment status of the course and causes reporting issues if the enrollment status is not changed to withdrawn prior to inactivating the user.
- **Non-Action** – users do lose access following their end date. However, without following a grade out process, these enrollments will remain on all reports as active and can cause downstream reporting errors.

Default Grade Out Process

When a teacher enters a grade for the last assignment in the course, **Participation**, this triggers the start of an auto grade out process. The process includes:

- Immediate status change from active to completed
- The remaining auto grade out steps can take between 4-7 hours so it is best to wait until the following day before pulling a report of final grades. The final steps include:
 - Adding zeros to missing assignments. If zeros are not desired, missing assignments must be exempted.
 - Marking course grade as final.

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- Changing enrollment end date to the date the grade out process is initiated.

Considerations if Using District Teachers

We suggest all schools use the default auto grade out process. However, it is possible to make some adjustments if needed when district teachers are the course graders. The two most common adjustments are:

- Forcing automatic zeros and posting of final grades after the participation assignment is graded, and the status is complete.
 - This is done when grades need to be transferred to the school's student information system (SIS) without waiting 4-7 hours.
 - This does add a few steps to the teacher's grade out process.
- Changing the course setting to manual completion. (*although not recommended*) Teachers should never do this on their own at a course level.
 - Creates additional work and teacher communication for administrators.
 - Final grades may not be posted to reports, if additional grade-out steps are not followed by teachers.
 - This should be done through our [GAM](#) request form at least a month prior to the end of a semester.
 - We suggest discussing with your client service manager before making this change

Considerations if Using Accelerate Education Teachers

When using our Accelerate Education teachers, it is important to understand that our teachers use the default grade out process. Consider the following when using our teachers:

- Accelerate Education teachers grade the participation assignment under two conditions:
 - The student submits the participation assignment (regardless of the student's end date).
 - The end date passes (regardless of completion of assignments).
- Our teachers are given 72 hours (M-F) to grade submitted work or to grade the participation assignment following a student's end date.
 - Please factor in the longest expected grade submission (72 hours) into the end date you assign to the student, based on when grades need to be entered in the school SIS.
 - Semester end dates tend to be a very busy time of the year. Not only are students often completing courses around the same time, many are submitting large volume of late work that also needs to be graded prior to the final grade out.

USING DISTRICT TEACHERS – ADMIN ACTIONS NEEDED

The steps below outline what needs to be completed by programs using their district teachers as the teacher of record within the course.

1. Communicate to district teachers the approach to the final assignment (participation assignment). Our suggestions include:

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- a. Add a password to the Participation folder.
 - i. Administrators can request the folder be password protected via the GAM or
 - ii. Teachers can password protect the folder
- b. Message to teachers how to grade this last assignment. Note that this assignment comprises 5% of a student's overall score. Below are several sample approaches. The important item is that teachers are guided to the school's approach and are not left to their own interpretation. If you have a mix of district teachers and AE teachers, our teachers will use the default processes, but you can still opt to do something different with your district teachers.
- c. Sample School buckets. This example provides a generalized concept and is not meant to be used as is. Determine for your school what actions should be used to determine 5% of the student's grade and the percentage you associate with each.

Assign 100%	Assign 85%	Assign 70%	Assign 50%
Students: » completed course » completed majority of assignments on time » attended and contributed to majority of synchronous meetings » consistently responded to teacher comm. » asked for help when needed	Students: » completed course » completed at least 75% of assignments on time » attended 75% of synchronous meetings » generally responded to teacher comm. » asked for help when needed	Students: » completed course » completed at least 50% of assignments on time » attended 50% synchronous meetings » inconsistently responded to teacher comm. » occasionally asked for help when needed.	Students: » did not complete course » rarely completed assignments on time » rarely attended synchronous meetings » generally did not respond to teacher comm. » typically did not ask for help when needed

2. Communicate which option your teachers should follow:

- a. Follow the default grade out process
 - i. Advantage – assures final grades report properly and involves few steps for the teacher.
 - ii. Disadvantage – there is a 4–7-hour delay for final grades to be posted.
- b. Push final grades immediately
 - i. Advantage – teachers can pull final grades immediately upon posting participation grade and final grade.
 - ii. Disadvantage – often settings are misunderstood and occasionally final grades are not posted correctly.

3. Communicate if zeros should be entered for missing work:

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- a. Yes – follow default processes, making sure any assignment that should not receive a zero is marked as exempted.
 - b. No – Mark any assignment without a grade as exempted or other grade determined appropriate.
4. Communicate if teachers should export gradebook after they post final grades (pulling the following day is safest)
 - a. Suggested if all students end at the same time.
 - b. Likely not practical if your program has rolling enrollments.
5. Verify that no student's enrollment remains active for the prior semester. Update status if needed. Select [here](#) to review how to check enrollment status.
6. Verify that final grades have been posted in your SIS. This may be the responsibility of the teacher or administrator. Select [here](#) to review directions for pulling final grades.
7. Verify the following:
 - a. Mid-year – students (and district teachers as applicable) are enrolled into second semester courses. Need help? Schedule time [here](#) to meet with your client service manager.
 - b. End of year – connect with your client service manager to assure course retirement and prep for the fall is complete. Schedule time [here](#) as needed.

USING ACCELERATE ED TEACHERS – ADMIN ACTIONS NEEDED

The steps below outline what needs to be completed by programs using our Accelerate Education teachers as the teacher of record.

1. Review student progress before the end date passes. If extensions are desired, change the student's end date before the grade out process is underway.
2. Communicate to students and families:
 - a. The date and time when students lose access to their course.
 - b. The concept that zeros are automatically added for work not completed. For example, grades can drop as much as 20% if the student does not complete their semester exam and participation assignment.
 - c. Final grades may not be posted for up to 5 days after the student's end date.
3. Pull student final grades.
Select [here](#) to review how to pull final grades.
4. Verify that no student's enrollment remains active for the prior semester. Update status if needed. Select [here](#) to review how to check enrollment status.
5. Verify the following:
 - a. Mid-year – students are enrolled into second semester courses.

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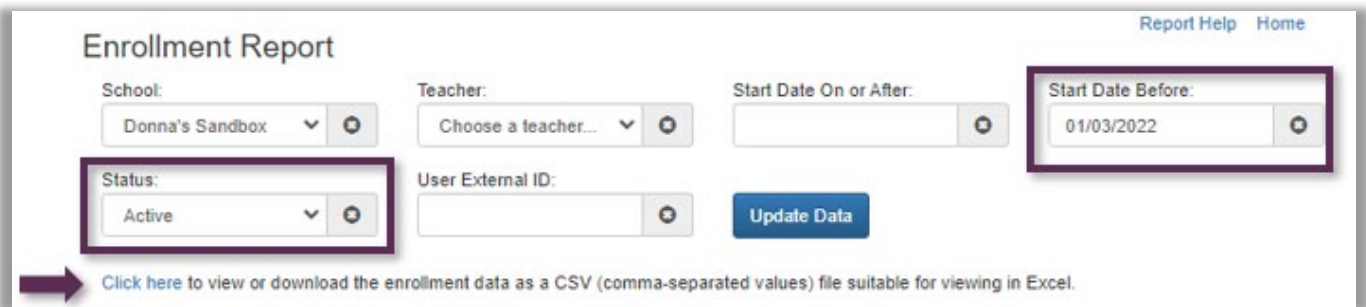
- b. End of year – connect with your client service manager to assure course retirement and prep for the fall is complete. Schedule time [here](#) as needed.

APPENDIX – HOW TO DIRECTIONS

Verify Enrollment Status

Complete the following actions only *after* teachers have posted the participation grade.

1. Select the hamburger menu from Admin App homepage » **Accelerate Repots.**
2. Select **Enrollment Report.**
3. Filter using the following fields:
 - a. School – depending on a program’s domain structure, this filter may or may not be needed.
 - b. Status » **Active.**
 - c. Start Date Before » Select a date before the upcoming semester’s start date.



The screenshot shows the 'Enrollment Report' interface. It includes several filter fields: 'School' (set to 'Donna's Sandbox'), 'Teacher' (set to 'Choose a teacher...'), 'Start Date On or After' (empty), and 'Start Date Before' (set to '01/03/2022'). Below these, the 'Status' dropdown is set to 'Active'. A 'User External ID' field is also present. An 'Update Data' button is located to the right of the filters. At the bottom, a link with a purple arrow icon says 'Click here to view or download the enrollment data as a CSV (comma-separated values) file suitable for viewing in Excel.'

4. Select **Update Data** after completing the needed filters.
 - a. If no enrollments are visible the verification process is complete. This is the desired result.
 - b. If enrollments are visible continue to step #5.
5. Select **Click here** to download all active student enrollments.
6. Open the exported spreadsheet.
7. Review the enrollments and all past end dates. Determine if students on the list should have been graded out or withdrawn from a course.
 - a. If grade out should be completed – ask teachers to please post the participation grade.
** If the teacher is an Accelerate Teacher remember they have 3 working days following the end date to post this assignment grade.
 - b. If the enrollment is from a past year or is for a student who left the program, navigate to their User Enrollment tab and change the status of the enrollment to **withdrawn.**
** Do not reinstate a student into a course from a prior year.

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Manually Update User Status

Although the goal is to manage enrollments through the normal grade out and withdrawal processes, occasionally it is necessary to bulk update enrollment statuses.

INDIVIDUAL ENROLLMENTS:

1. Access the hamburger menu » select **Users**.
2. Filter the user list to locate desired student.
3. Select the user's hyperlinked user ID.
4. Select the **Enrollment** tab.
5. Check the box of any enrollment whose status needs to be updated.
6. Select 3-dot ellipsis menu » **Bulk update**.
7. Check the box to the left of status and use the drop down to select withdrawn or completed as needed.
8. Check the verify box and then Update.

BULK UPDATES – most likely needed if a manual grade out process was used.

1. Select the hamburger menu » select **Accelerate Reports** and then **Enrollment Report**.
2. Filter for Active students and enter a date in the Start Date Before filter to assure active students enrolled in the upcoming semester do not show on the report.
3. Select **Update Data** button.
4. Export the resulting data.
5. Review the enrollments to ensure none should remain active. If they should remain active, delete that row.
6. Create the following either by deleting columns or copying needed columns to a new spreadsheet.

Action	Enrollment ID	Status
Edit	comes from export	enter Completed or Withdrawn
Edit	comes from export	enter Completed or Withdrawn
Edit	comes from export	enter Completed or Withdrawn
Edit	comes from export	enter Completed or Withdrawn
Edit	comes from export	enter Completed or Withdrawn

7. Copy data within the three columns created, including the top header row.
8. Navigate to domain homepage.
9. Select 3-dot ellipsis menu » **Import enrollments**.
10. Click within large blank space and paste previously copied data.

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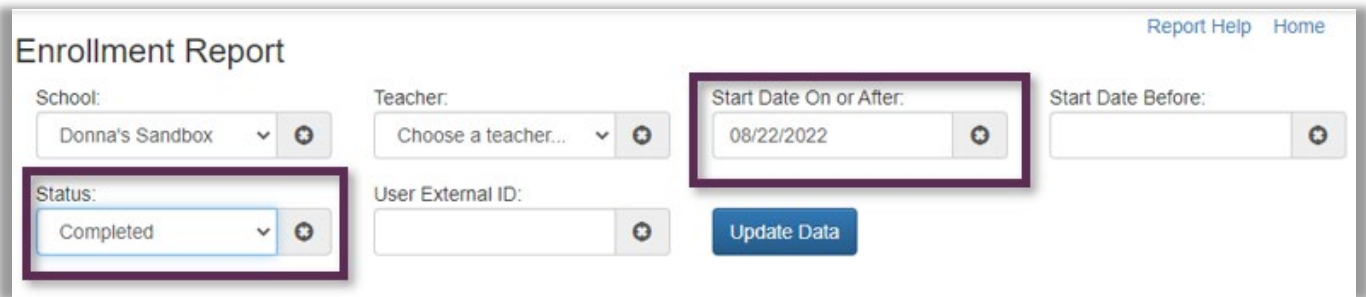
11. Select **Validate data** » check for errors.
12. Select **Import data** » check for errors.
13. Select **Done**.

Export Final Grades

Complete the following actions only *after* teachers have posted the participation grade.

Note: It is safest to pull the day following the teachers' grading of the participation assignment. Pulling immediately after the assignment grade is posted may result in incomplete grade calculations.

1. Select the hamburger menu from Admin App homepage » **Accelerate Repots**.
2. Select **Enrollment Report**.
3. Filter using the following fields:
 - a. School – depending on a program's domain structure, this filter may or may not be needed.
 - b. Status » **Completed**.
 - c. Start Date on or After » Select a date that matches the earliest start date within the given semester.



The screenshot shows the 'Enrollment Report' interface. It includes several filter fields: 'School' (set to 'Donna's Sandbox'), 'Teacher' (set to 'Choose a teacher...'), 'Start Date On or After' (set to '08/22/2022'), and 'Status' (set to 'Completed'). There is also a 'Start Date Before' field and a 'User External ID' field. An 'Update Data' button is located at the bottom right. The 'Status' and 'Start Date On or After' fields are highlighted with red boxes.

4. Select **Update Data** after completing the needed filters.
5. Select **Click here** to download all completed student enrollments.
6. Open the exported spreadsheet.
 - a. Column U should reflect a Y indicating that a final grade was processed.
 - b. Column V indicates the final score or grade of the student.

	U	V
FG		Final Score
Y		92.53%
Y		85.34%

7. Filter, sort, or delete columns not needed and transpose to School SIS if needed.