

How are grades determined?

There are two different methods for determining grades. The method chosen for the course you are enrolled will be stated in your teacher's **Grading Policies & Teacher Expectations**. Below is a description of the two possible methods:

- **Total Point System:** In a total point system the grade will reflect the percentage of the total points you earn of the total possible points available during the quarter.
- **Category-Weighted:** In this method, quarter grades are calculated using a weighted category system. All graded items are assigned to a specific category. Each category is assigned a percentage of the overall quarter grade. The sum of all the category weights equal 100%.

Late Work

Please meet all assignment due dates. Teachers may deduct points when assignments are submitted late. Discussion board/interactive assignments are time sensitive and full credit might not be awarded if you do not post during the scheduled period.

To locate specific grading policies for your course, please read your teacher's **Grading Policies & Teacher Expectations**.

Letter grades will be given according to the following Grade Scale:

Grade Scale	
Letter Grade	Score
A+	100
A	96
A-	92
B+	89
B	86
B-	82
C+	79
C	76
C-	72
D+	69
D	66
D-	62
F	59 or below

Where do I locate my official grades?

Aspen is the official gradebook. Please check it often for your official grades. Grades will be updated in Aspen by close of business (COB) each Tuesday. Progress reports will be emailed regularly. Students are encouraged to check their progress frequently in Aspen. For help with or access to your Aspen account please see your local school ET. While assignment grades are displayed in Schoology, please note the official grade is recorded in Aspen. Please contact your teacher with any question about your grade.

Your teacher may enter codes into Aspen to indicate the status of an assignment. The chart shown depicts some of these common codes.

You may see codes entered instead of a numeric grade. Use the following to determine each meaning:

0 = Student attempted but earned no credit. 0% correct.

MSG = Assignment is past due and calculates as 0%

EXC = Student does not have to complete this assignment. No effect on grade.

ABS = Assignment missing due to student absence. Still required. No effect on grade.

INC = Student submitted an incomplete assignment. No effect on grade.


BLANK = Assignment grade has not been entered yet. No effect on grade.

IMPORTANT: Dates posted in Aspen are only placeholders. All official due dates are posted on your course assignment schedule. ASPEN is Not used during the DVHS Summer School.

ASPEN Codes At-A-Glance	
0	• This indicates that a student has attempted an assignment, but has earned no credit or a student has cheated on an assignment.
MSG	• This indicates that an assignment is past due. "MSG" calculates as a zero into the student's total grade.
EXC	• This indicates a student is "excused" from a particular assignment, and does not have to complete it.
ABS	• This indicates an assignment is missing due to an excused absence. "ABS" does not affect the student's overall grade.
INC	• This indicates the student has turned in an incomplete assignment. "INC" does not affect the student's overall grade.
BLANK	• A blank space indicates that assignment has not yet been graded or entered into the grade book. This does not affect the student's overall grade.

Locating Scores and Feedback in Schoology

NOTE: Please be aware that Aspen is the only official grade reporting system. The Grades list in Schoology is not a complete or official record of your graded assignments.

To review your grades and teacher feedback from Schoology choose the **Grades** tab  from the **Home** page and/or click the Course link and locate the **Grades** tab in the left panel of your Course. In Grades, you will find a list of assignments, quizzes, tests (completed and uncompleted). Completed and graded assignments/tests will include the **Grade, Maximum Points**, and possibly instructor **feedback under the Comments** column.

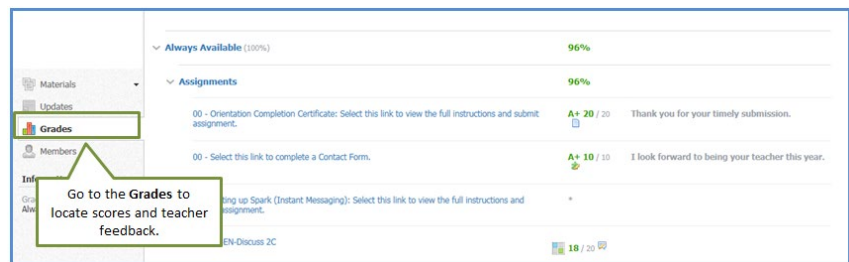
There are many other ways to locate your grades and teacher feedback in Schoology. Comments from your teacher may be added to discussion posts, your quizzes and tests, and **assignment submission documents** and/or in the **right-side panel of your assignment submission page**.

TIP: You can jump to your submitted assignments by clicking the name/link of the assignment in the Grades list.

Please read the detailed instructions below to learn how to access **feedback** in **Schoology**.

To **Access** your **Assignment** and **Test Scores** and **Feedback** in Schoology:

1. Go to the **Grades**, link on the left panel of your course page.





2. Once your assignment is graded, a Letter Grade and Points will appear in the **Grade** column. A different icon is used for the assignment type.

Notice that there are various symbols used to help you understand that status of your assignment.

A **Dash** – indicates an assignment that has not been submitted.

▼ Assignments			
00 - DVHS Academic Integrity Assignment: Select this link to view the full instructions and submit assignment.	0	Missing	
00 - Form/10 pts	—	Excused	
00 - Orientation Completion Certificate	A+ 25 / 10		Please select the assignment link to read additional comments.
00 - Setting up Spark (Instant Messaging):	A- 9 / 10		
00 - SY 16-17 Spring Pre-Assessment	—	Incomplete	
M8 L1 T2 SHM and Waves Quiz	—		
00 - Contact Form: Click this link to complete your Contact Form/10 pts 6/03/16	C- 7 / 10		I look forward to being your teacher this year.

An orange outline hexagon  indicates an assignment that is **Missing** resulting in a grade of zero points.

A half-solid orange hexagon  indicates an **Incomplete** assignment where the total points are not yet included in your grade pending submission of an assignment.

A solid green hexagon  indicates an **Excused** assignment that is not included in the total points or counted against your grade.

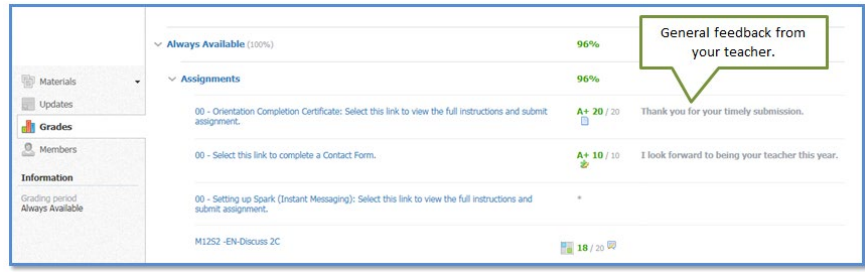
▼ Always Available (100%)		96%	
▼ Assignments		96%	
00 - Orientation Completion Certificate: Select this link to view the full instructions and submit assignment.	A+ 20 / 20		Thank you for your timely submission.
00 - Select this link to complete a Contact Form.	A+ 10 / 10		I look forward to being your teacher this year.
00 - Setting up Spark (Instant Messaging) submit assignment.	*		
M12S2 -EN-Discuss 2C	18 / 20		

Points for an assignment.

Points using a rubric.

Points for a test or quiz.

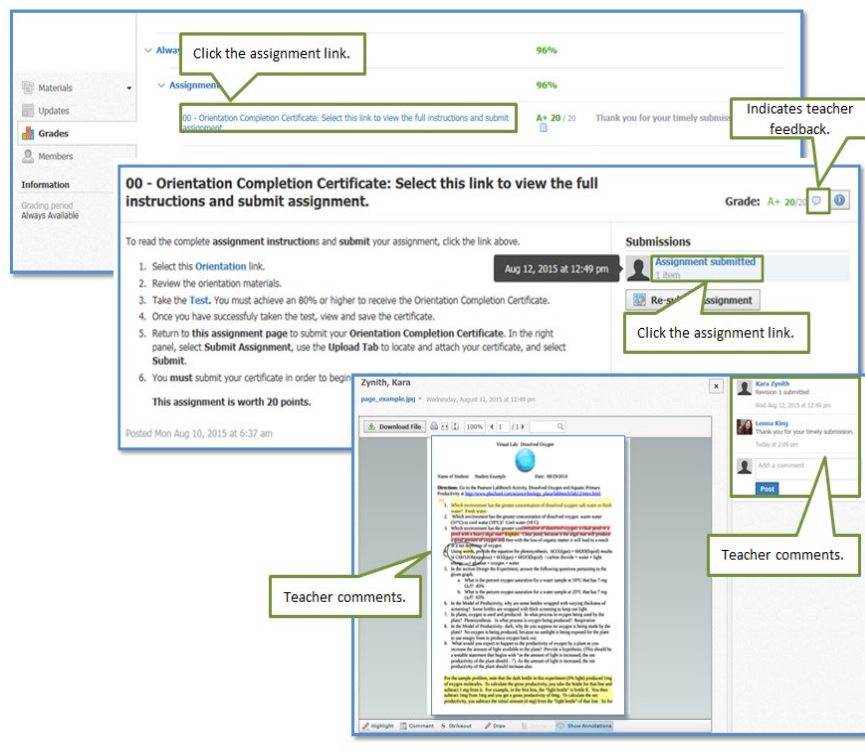
3. Please review any general feedback from your teacher in the right Comments column.



4. More specific feedback may be accessed, if available, by selecting the **Assignment** to review your assignment with in the lesson.

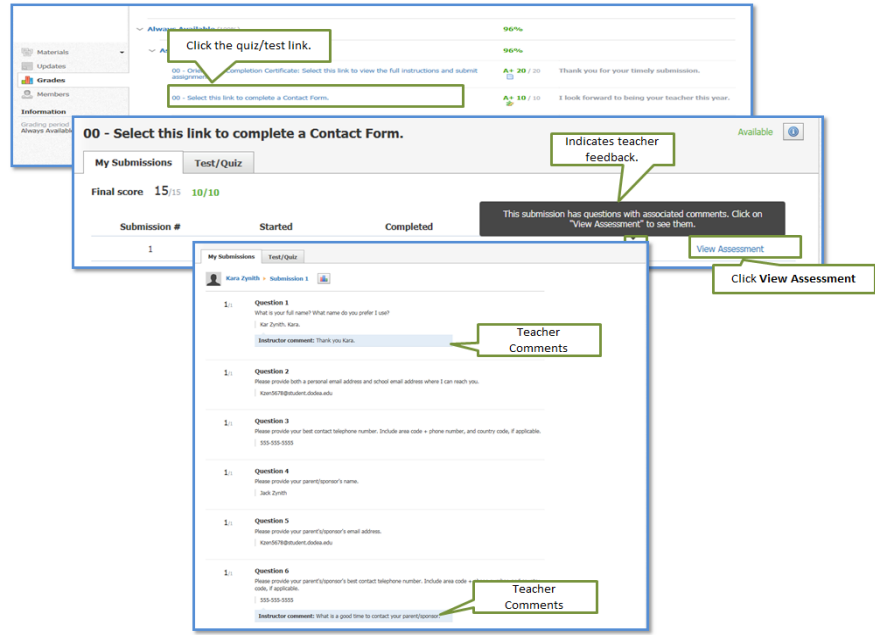
1. Click the Assignment Link.

2. Comments may be in the right panel or on the submitted document.



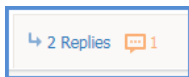
5. More specific feedback may be accessed, if available, by selecting the **Quiz Link**.

1. Click the quiz/test link.
2. Click View Assessment.
3. Comments are highlighted.

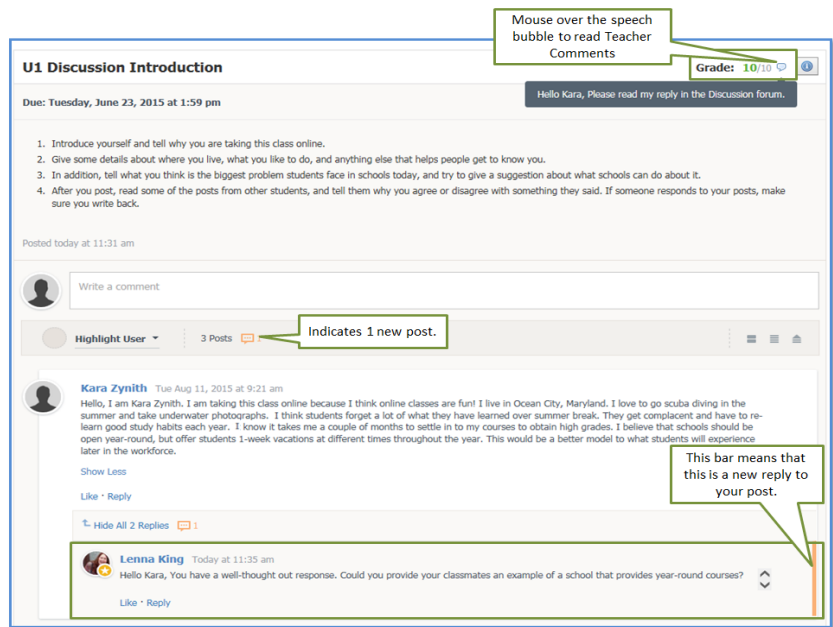


6. Discussion Feedback

1. Click the **Discussion** link to open it.
2. Then click on **Replies** to expand the posts to read the public comments from your teacher and/or classmates.



3. Look in the upper right corner of the Discussion page for your score.
4. Mouse over the speech bubble, if available, to read any private comments from your teacher.



7. Rubric Feedback

1. Click the rubric icon.
2. Look for a speech bubble next to the points.
3. Click the speech bubble to read the comments.

The screenshot displays the DoDEA Virtual High School interface. At the top, there are navigation tabs: COURSES, GROUPS, RESOURCES, and GRADE REPORT. The main content area shows a rubric for 'Online Manners' with a total score of 18/20. The rubric includes criteria such as 'Replied to Discussion Topic', 'Quality of Comments and Replies', 'Spelling and Grammar', and 'Online Manners'. A callout box labeled 'Click to read Teacher Comments' points to a speech bubble icon next to the 'Online Manners' score. Another callout box labeled 'Click to open rubric' points to a speech bubble icon next to the 'Quality of Comments and Replies' score. A third callout box labeled 'Indicates feedback' points to a speech bubble icon next to the 'Spelling and Grammar' score. The interface also shows a list of assignments and a total score of 18/20.

Criteria	Rating	4	3	2	1	0
Replied to Discussion Topic The response of a student to the discussion topic.	4	Replied early so others could respond	Replied	Replied very late	Did not reply	0
Quality of Comments and Replies Student replies to other students comments.	8	Demonstrates a thorough understanding of the topic	Communicates an understanding of the topic	Provides characteristics to the discussion as requested	Provides a response	0
Spelling and Grammar Written in academic writing, i.e. proper spelling, grammar, punctuation, capitalization.	4	Student comments and replies had NO spelling or grammar errors	Student comments and replies had few spelling or grammar errors	Student comments and replies had some spelling or grammar errors	Student comments and replies had many spelling or grammar errors	0
Online Manners Free of profanity or derogatory comments, positive and respectful - particularly when in response to the comments of a classmate.	4	Are polite and respectful of others.	Comments are not appropriate.	Comments are not appropriate.	Comments are not appropriate.	0
Total pts: 18 / 20						