EdOptions Academy

End of Semester Procedures

As you near the end of your school year, here are some important reminders to make note of and communicate with your students.

Review end dates for all your enrollments to ensure they are accurate. If you need any changed, please contact your Implementation Specialist.

K-5 Enrollments

To view a summary of current student progress and end dates, click on the **Enrollments** link. There is no end of semester test in our K-5 grade content so students will continue in their courses as usual. Refer to the section Closing out Semester Courses below for more information on how courses are finalized.

6-12 Enrollments

To view a summary of current student progress and end dates, click on the **Enrollments** link and then click **Get Data**.

For the majority of our 6-12 grade semester courses, there is an end of semester test (also known as a final exam), which is weighted 20% of the final grade. They are locked and must be unlocked. The most efficient and "on demand" way of unlocking it is for an educator from your district to do this within our system. This is a user setup in our system with a site coordinator or coach role. Alternatively, our Academy Support team or the EdOptions Academy teacher can unlock them for you, however these requests must be made 24-48 business hours in advance.

The completion time of the test will vary by course and student. The system doesn't have a time limit for completion, but if the student doesn't complete and submit it for grading in one sitting, it will remain unlocked.

Preparing for the End of Semester Test

Site coordinators and coaches set up in Genius should unlock the end of semester test to grant immediate access for your students. Contact your Implementation Specialist if you need to add more educators to perform this task.

How to unlock the test for ALL students:
1. Click the **Affiliations** link.
2. Click on the affiliation where you have 6-12 enrollments.
3. On the left side, under the Academic section, click **Current Enrollments**.
4. Click the **Check All** box at the top of the page to select all enrollments. If you do not want to unlock all of them, then check the box next to individual enrollments instead.
5. Next, scroll to the bottom of the page and click **Unlock Selected Final Exam**. Then, when the confirmation dialog box displays, click **Ok**.
6. Once the page refreshes, if you scroll to the right-hand side of the screen, under the Unlock column, the icon will have changed from black in color to a grayed-out color, indicating the test is unlocked.

NOTE: if after completing the steps above to unlock the test for ALL students, the icon is still black, this means there is no end of semester test for that course in most instances. However, it is extremely important to double check this is the case by going to the student's page and clicking on **Gradebook** on the left side under the Enrollments section. Locate the correct course and then look to one of the very last assignments. If there is no assignment titled, "End of Semester Test" or "Final Exam" then the course does not contain one.

How to unlock the test PER student:
1. Click the **Students** link.
2. Locate the student and click on their name.
3. On the left side, under the Academic section, click **Current Enrollments**.
4. Click the **Check All** box at the top of the page to select all enrollments for that student. If you do not want to unlock all of them, then check the box next to individual enrollments instead.

5. Next, scroll to the bottom of the page and click **Unlock Selected Final Exam**. Then, when the confirmation dialog box displays, click **Ok**.
6. Once the page refreshes, if you scroll to the right-hand side of the screen, under the Unlock column, the icon will have changed from black in color to a grayed-out color, indicating the test is unlocked.

NOTE: if after completing the steps above the icon is still black, this means there is no end of semester test for that course in most instances. However, it is extremely important to double check this is the case by clicking on **Gradebook** on the left side under the Enrollments section from the student's page. Locate the correct course and then look to one of the very last assignments. If there is no assignment titled, "End of Semester Test" or "Final Exam" then the course does not contain one.

You can also call our Academy Support team, however there may be a hold time before connecting with an agent. Students and guardians cannot make requests to EdOptions Academy staff.

> ***Academy Support***
> **Hours:** *Monday – Friday, 7am – 6pm CST*
> **Phone number:** *800-447-5286, option 9, then 4*
> **Email:** *Not recommended*

Our teachers do have the ability to unlock these for you, however they do not have the ability to schedule for a specific date and time or to perform this action in bulk. This time of year, our teachers' priority is to motivate your students to finish the semester strong, grade work, and complete courses. Therefore, the more ownership your district can take of unlocking your tests would be the most efficient and best interest of your students.

After the End of Semester Test is Completed

For most tests, the system will automatically calculate a grade. Some require a teacher graded section. Students are allowed one retake, regardless of the first score made, unless your district does not allow more than one attempt. We will keep the best score of both attempts. The test cannot be taken twice in the same day.

Educators at the district cannot reset End of Semester tests. Contact our Academy Support team or the EdOptions Academy teacher for assistance.

Students can go back and resubmit any other coursework for a higher grade if they have time before the end date. Students should contact their EdOptions Academy teacher directly to request resets on assignments.

Course Extensions

If a student needs additional time in their semester course, site coordinators and coaches set up in Genius should enter an extension within the system. Once this is completed, the end date immediately changes to reflect the new date. Students, guardians, and even EdOptions Academy teachers cannot change end dates or enter extensions in the system.

Note: An additional fee may apply depending on your school billing setup with EdOptions Academy.

How to request an extension:
1. Go to the student's page (accessible from **Students** link).
2. On the left side, under the Enrollments section, click **Add New Extension** link.
3. Click the **Request New Extension** link.
4. Select the course you want to extend.
5. Select the number of days you want for the extension.
6. Click **Save**. This will automatically extend the course the number of days you specified. Click **Current Enrollments** on the student page to see the new end date.

NOTE: Only active enrollments will display on the Course drop down field. If a course has been closed out, you will not be able to extend it this way. Instead, you will need to contact your implementation specialist. Please provide the student's name, course name, and the new end date in your email to them.

Closing out Semester Courses

Students have until midnight on the day of their end date to complete or retake assignments and tests.
Teachers will finalize the course within three business days after the end date.
Enrollments will be finalized with a Complete status; we will not issue a Dropped status as we have done in the past. The Final Grade will accurately reflect what the student received in the course should you have to enter a grade on transcripts.
If you prefer a different arrangement, please contact your implementation specialist to discuss it further.

How to Access Final Grades for Semester Courses

For all students in one report:
1. Click the **Affiliations** link.
2. Click on one of the affiliations from your list.
3. On the left side, under the Historic Data section, click **Enrollment History**.
4. This report will show all enrollments, statuses, and final percentage grades.
   To export this report, in the upper right corner, click **Export Results to Excel**.

If there's a section with an asterisk (*****) at the end of the title (ex. OH Latin 1 Sem A*****), we have had email communication regarding this enrollment and out of state credit. Your district agreed to an alternative solution to allow EdOptions Academy to provide credit for the student/course using a teacher certified in a different state. If you need an EdOptions Academy official transcript with this enrollment and credit, please send an email request to transcripts@edmentum.com.
You do have the ability to generate an unofficial transcript within the system.

How to Generate an Unofficial Transcript

If you need more than just the final grades as described above, you can generate unofficial transcripts for your students.

Note: Transcripts can only be generated for enrollments that have been finalized.

For a student:
1. Go to the student's page (accessible from **Students** link).
2. On the left side, under the Historic Data section, click **View Transcript.**
3. Click the link in the upper right corner titled **Click to Download the Transcript**. You will be asked to either open or save the PDF file.
4. Repeat these steps for any additional students you need.

For multiple students:
1. Hover over the Students link and click on **Bulk Transcripts**.
2. Use the search criteria to populate the data. The most common fields to use are by Affiliation and Status = Active. Then, click **Get Data**.
3. Put a check next to the student(s) you want to generate a transcript for and then click **Get Transcripts PDF** at the bottom of the page. You will be asked to either open or save the PDF file.
4. Repeat these steps for any additional affiliations you have.

What do you Need to Communicate with your Students?

- Communicate with your students on who from your district they should contact to unlock their test(s).
- The End of Semester test is locked, and students should contact your designated staff member(s) at your district when nearing the end of their course and arrange for it to be unlocked.
- The completion time of the test will vary by course and student. The system does not have a time limit for completion, but if the student does not complete and submit it for grading in one sitting, it will remain unlocked.
- Students can use an unlimited amount of handwritten or typed notes (no screenshots or photocopies). Guided Notes can be used if printed. Calculators can be used with Math courses. If students have utilized the Notes feature in some of our content, it can be printed to be used on the test.

- End of Semester test = 20% of the final grade for their course.
- For most tests, the system will automatically calculate a grade. Some require a teacher graded section.
- Students can go back and resubmit any other coursework for a higher grade if they have time before the end date. Students should contact their EdOptions Academy teacher directly to request resets on assignments.
- Students are allowed one retake, regardless of the first score made, unless your district does not allow more than one attempt. We will keep the best score of both attempts. The test cannot be taken twice in the same day.