

**Al Batool Virtual International School  
And  
Al Forqan Private School  
(Virtual American Program)**

**Course grade book and letters  
Digital Courses**





## Grade Book Summary Page

The Summary page shows unit averages and several other grade calculations for each student. In the image below, blue indicates columns that are only applicable when due dates are used.

	Unit 15 400	Overdue Activities	Days Since Access	On Schedule Percent	Quality of Work	Grade to Date	Overall Percent	Midterm	Final	Last Due Date	Extension	Grade Letter
<input type="checkbox"/> Hide Completed Students												
Burton, Naomi	0.0%	0	N/A	100.0%	100.0%	100.0%	1.0%			8/30/2018		
Dent, Stu	0.0%	0	N/A	100.0%	0.0%	0.0%	0.0%		99	8/30/2018		
Gordon, Aaron	0.0%	0	N/A	100.0%	0.0%	0.0%	0.0%			8/30/2018		
Orr, Michael	0.0%	0	N/A	100.0%	0.0%	0.0%	0.0%			8/30/2018		
Smith, Mariah	0.0%	0	N/A	100.0%	0.0%	0.0%	0.0%			8/30/2018		

A
B
C
D
E
F
G
H
I
J
K

### A: Unit Average

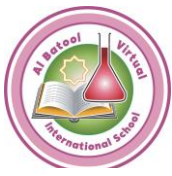
Unit Average is a student's average for completed unit activities relative to the total possible points for the unit. Unit Average is shown on the Grade Book Summary page.

### B: Overdue Activities

When due dates are used this column shows a student's number of overdue activities and links to the Overdue Activities report for Teachers

### C: Days since Access

This column shows the number of days since a student last accessed a given course.



### **D: On Schedule Percent**

When due dates are used, On Schedule Percent is the student's number of overdue activities relative to the number of activities currently due expressed as a percentage. On Schedule Percent is shown on the Grade Book Summary page.

### **E: Quality of Work**

Quality of Work is a student's average relative to the total points possible for completed activities. Quality of Work is shown on the Grade Book Summary page.

### **F: Grade to Date**

When due dates are used, Grade to Date is a student's average for completed activities due through the current date relative to all activities due through the current date. Grade to Date is shown on the Grade Book Summary page.

### **G: Overall Percent**

Overall Percent is a student's average relative to total course points, expressed as a percentage. Overall Percent is shown on the Grade Book Summary page.

### **H: Midterm & Final Grades**

The Midterm and Final grade columns are used to enter any letter value that is significant to a school or program. For example, the Final Grade column can be used to record a grade, a pass / fail, or an incomplete.

### **I: Last Due Date**

When due dates are set for all course activities, this column shows the due date for the last course activity.

### **J: Extension**

Teachers can use the Extension column to indicate any type of extension they may grant a student. Our teachers use this column to grant extensions for the Midterm and Final grade deadlines.

### **K: Grade Letter**

Once a teacher enters a final grade, the Grade Letter column displays an icon teachers and mentors use to print a letter summarizing the student's performance for the course.



Summary ▾

<input type="checkbox"/> Hide Completed Students	Final	Last Due Date	Extension	Grade Letter
<a href="#">Burton, Naomi</a>	<input type="text"/>	8/30/2018	<input type="text"/>	
<a href="#">Dent, Stu</a>	<input type="text" value="99"/>	8/30/2018	<input type="text"/>	
<a href="#">Gordon, Aaron</a>	<input type="text"/>	8/30/2018	<input type="text"/>	

The final grade as entered by the teacher

A note that final grades are a recommendation only and may be adjusted according to school policy when transferred to official transcripts

Students may earn credit for participation. Additionally, grading policies are unique to school.

For these reasons, ultimate grading authority always resides with the school.

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