

MSA 685 PROJECT ROUTING & ONLINE GRADING PROCEDURES

PROCEDURES FOR PROGRAM CENTERS AND DESIGNATED STAFF (ANNETTE KNAUS, PAULA SHIELDS, DENISE SCHAFER, KEISHA BROWN)

1. Maintain current tracking system
2. Receive reminder e-mail from MSA Office 2-3 days prior to the availability of online grading
3. Two days prior to online grading, e-mail Monitors with a list of projects that have a Reviewer grade and no grade discrepancy. Include notification of any grade discrepancies.
4. Send copies of the completed MSA 685 Project Evaluation form to Program Center, Monitor, Student, and MSA Office (Ronan 309). Original of form to Business Operations.
5. Send copy of the completed MSA 685 Project Assessment form to Monitor and original to MSA Office (Ronan 309)

MSA 685 MONITORS:

1. Grade MSA 685 projects, as usual
2. If not already submitted, send the completed End of Data Collection report to the MSA Office (Ronan 309)
3. Send project, completed MSA 685 Project Evaluation Sheet, completed MSA 685 Project Assessment form, and Removal of Incomplete Card to the appropriate Program Administrator or designated staff person. (This step may vary from center to center — follow your usual process for submitting the project and grading & assessment materials.)
4. Receive reminder e-mail from the MSA Office 2-3 days prior to the availability of online grading
5. 2 days prior to grading, receive e-mail from Program Center/Staff with list of projects graded by the reviewer (should also contain notification if there is a grade discrepancy)
6. INSTRUCTIONS TO ACCESS WEB GRADES:
http://netconnect.cmich.edu/helppages/help_webgrades.htm
7. POST grades of INCOMPLETE for ALL students EXCEPT those meeting the following criteria:
 - a. Reviewer grading is completed and there is no grade discrepancy (per notification from Program Center/Staff)
 - b. Student did not make progress in MSA 685 and is not eligible for a grade of incomplete. Enter a "C-" or "E", as per your syllabus.
8. Turn in a Statement of Requirements for Removal of MSA 685 Incomplete form for every student who receives an incomplete grade.