

*MSA 685 Monitors, MSA 685 Reviewers, Program Centers, and Designated Staff:*

Thanks for your help in refining a process for MSA 685 online grading. Dr. Ross and I have reviewed your responses and developed a procedure outlined below. It appears that many of you have excellent tracking systems and we did not want to interfere with those systems. For those of you who identified holes in your tracking systems, now is the time to consult with your colleagues and tighten up your procedures.

The introduction of online grading for off-campus courses raises some important logistical issues for MSA 685. With online grading, Monitors, as the instructor of record for MSA 685 courses, are now solely responsible for submitting a final course grade for all their students at the completion of the semester/course. Monitors must now physically enter and submit a grade for each student. However, unlike most (all?) other courses where the instructor of a course is the sole arbitrator of a student's course grade, this is not the case for MSA 685 as Reviewers can also influence a student's final grade. Therefore, it is very important that Monitors do not enter final course grades until they receive notification from the program center/staff that a student's project has been read by the Reviewer.

For all intents and purposes the grading and routing process will remain the same. However, in order to respond to the introduction of online grading, we are implementing a few procedural changes. The MSA office will send an e-mail notification to Monitors and program center staff 2-3 days prior to the availability of online grading. Program Centers and designated staff who handle MSA 685 project routing should then e-mail their MSA 685 Monitors with a list of students who have a grade from the reviewer. Monitors will then be able to enter grades online.

In terms of the paperwork associated with MSA 685, we will be making two changes. First, a copy of the completed MSA 685 Project Evaluation should be sent to the MSA Office (Ronan 309). Be sure that a copy is also going to the student and the MSA 685 monitor. Second, a copy of the completed MSA 685 Project Assessment Form should be sent to the MSA 685 monitor, with the original going to the MSA Office. Monitors have requested more feedback on the grading process and these small changes should be helpful. The actual forms will be changed in the near future to reflect the copy/routing changes.

Please let me know if there are any questions about these procedures. For those of you receiving the message through the OCPCNTRS list serve, rest assured that all of the MSA 685 monitors are also included on the message. Again, thanks for your help with this process.

Kim

## **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](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.