- **Edmentum Courses**
  - EOA Teacher submits final grade and closes course in Edmentum
  - Mentor enters final grade/GPA points/percentage/credits into PS (if 2% adjustment made, Mentor to add Comment "2% EC added and Mentor Initials)
    - All High School courses are .5 credit
    - Confirm Middle School students are taking HS or MS courses based on Potential Credit Hours listed in Historical Grades in PS
  - Mentor requests next course based on EDP
- **Exact Path Courses**
  - Mentors add all CR/NC for grades 9-12 or M/NM for grades 6-8 into PS Hist Grad
- **Odysseyware/Edgenuity Courses**
  - MIPS Teacher "Completes" course in Edgenuity
  - MIPS Teacher "Archives" course in Odysseyware
  - MIPS Teacher enters final Grade/GPA Points/Percent/Credits into Historical Grades in PS and adjusts Teacher name if applicable
  - MIPS teacher notifies Mentors (see below for email template)
  - Mentor checks PS Historical Grades to confirm Grade, GPA Points, adjust 2% if applicable, (if 2% adjustment made, Mentor to add Comment "2% EC added and Mentor Initials) credits, credit type, and all Calculations are correctly Yes or No
  - ALL COURSES ARE TO DISPLAY ON TRANSCRIPT
  - Mentors add next course and adjust start/end dates into Ody/Edge based on EDP
- **Test Out (EO) Courses**
  - Mentor/Student requests on Test Out Google Form
  - Student Services(Kat) adds EO course to student in Edge and enters date into form response sheet
  - If English EO course, Mentor to request appropriate Essay form Carianne Gray for student to complete.
  - Mentor to proctor and unlock the exam based on the schedule set with student
  - Once completed, Mentor emails SS (Kat) with final percentage
    - If Passed, Mentor "Completes" EO course in Edge and emails Teacher if corresponding full course is still open to "Archive" full course.
    - If Not Passed, Mentor "Archives EO course
  - SS (Kat) enters CR into PS Historical Grades if Passing grade was achieved

1. All Grading and "completing" or "archiving" of courses is to be done within 24 hours (1 school day) Grade Scale is A-E, please do not enter F
2. Email notifications are to be done at time of "completing" or "archiving"
3. Emails may be sent to multiple Mentors but, only Mentors with applicable student grades included in that email
4. Email is to include the following, in this order (please avoid anything additional in these emails)
   a. Student Name (last,first) / Mentor Name / Course Name / Final Grade %
5. Mentors are ultimately responsible for ensuring their mentee's grades reflect correctly in PS from a transcript standpoint. Please check all of your students' grades in Powerschool and contact SS (Kat) with any issues.