SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 31, 2017

To: All Secondary Administrators, Head Counselors, Secondary Counselors, Registrars, and Site Technicians

Subject: **PROTOCOLS FOR TRACKING STUDENT PROGRESS ONLINE**

**Department and/or
Persons Concerned:** All Secondary Administrators, Head Counselors, Secondary Counselors, Registrars, and Site Technicians

Reference: District Administrative Procedure 4705
District Administrative Procedure 4770
Site Operations Circular 1019
Course of Study, K-12 (Online Courses and Credit Recovery Courses)

Action Requested: Implement progress tracking by counselors for their students taking online courses in the 2017-2018 School Year and beyond. Ensure outlined protocols are implemented at all secondary school sites.

Attachments: 1) Job Aid - Tracking Student Progress in Edgenuity
2) Job Aid - Creating Student Groups in Edgenuity
3) Job Aid - Tracking Group Progress in Edgenuity

Background:
On September 29, 2008, the board approved the establishment of a Virtual High School to offer an additional educational option for students, to contribute toward on-time promotion of high school students, and increase graduation rates with a commensurate reduction in the number of dropouts.

On April 14, 2015, the Board approved adoption of UC 'a-g' aligned Common Core online learning system from Edgenuity, Inc. to provide students with enhanced opportunities to access a broad and challenging curriculum, provide all school sites access to first-time credit UC 'a-g' approved courses, and to offer students the opportunity to recover credits toward graduation.

Brief Explanation:
It is the intention of the San Diego Unified School District to enroll all students interested in taking online courses. Thoughtful tracking of student progress by site counselors will lead to an increase in numbers of students successfully completing their online course. Staffing constraints may limit the total number of students who can be enrolled. Careful student monitoring and subsequent enrollment drops will ensure space availability for all district students. Students that are not actively engaged in their online learning class risk being dropped from the course.

For these reasons, sites enrolling students into online courses must follow the procedures outlined below for tracking student progress online.

1. **Dual Online Progress:** Students that are taking a single class through iHigh Virtual Academy will have their online progress tracked by counselors at the home school.
   a. Individual student tracking should be completed weekly for identified at-risk students. Counselors and designees can view student progress at any time by logging into the online

Learning Management System. Every counselor is provided a login and can contact the help desk with the request for access if needed

b.   Group tracking for students on the counselor caseload should be completed on a weekly basis through the dashboard function in Edgenuity.

c.   Senior progress should be monitored as needed on a case by case basis as students approach graduation at the end of the school year. Seniors must finish all coursework prior to graduation. **School sites will define the cutoff for student work in order to determine if a student will walk in graduation ceremonies.** The deadline to finish work for seniors is generally 2 to 3 weeks prior to the last day of school. Seniors are expected to complete all work by the required date set at their school.

d.   Counselors can run the PowerSchool Sql4 Report under scheduling "Students Taking Edgenuity Classes" to create lists of courses for the students on their caseload. This report will facilitate the creation of groups in Edgenuity for counselors to monitor progress.

e.   Students are required to take a proctored midterm and final for each online course. Careful progress monitoring by counselors will ensure students have their exams unlocked in a timely manner.

f.   Taking an online class outside of the regular school day requires face-to-face meetings with the online coach periodically to verify student progress and to take proctored exams. Counselors need to have regular communication with the online coach to ensure satisfactory progress in the online course.

2.   **Counselor/Student Progress Check Guidelines:**
   a.   Students whose actual grade has dropped below 60% should receive prompt and regular interventions by the counselor at the student homeschool. These progress checks should occur not less than twice a week for students in danger of failing their coursework during the final 6 weeks of the term.

   b.   Students whose actual grade is in the 60 - 70% range should be monitored closely by the counselor to ensure the student remains within the passing threshold for the course, especially during the final 6 weeks of the term.

   c.   Students in first time classes that have not achieved a passing grade by the first progress reporting period should be brought in for evaluation as to the appropriateness of online classwork.

   d.   Seat based options should be considered for students that do not show progress in their online class.

3.   **Student Drops in PowerSchool:**
   a.   Students that do not show activity or progress in their online course over a two (2) week period at any time during their enrollment will be dropped by the registrar for online learning. Counselors will monitor student progress to prevent lapses in student activity.

   b.   Counselors will need to hold a conference with students that have been dropped by the district to obtain a guarantee of continued work in the class. If the student does not log in and begin working promptly he or she risks being dropped again from the online class.

4.   **Student Enrollments in PowerSchool**: Careful consideration and monitoring by counselors is necessary to ensure students are enrolled in the correct course.

    a. Site Counselors shall verify through academic history the exact course needed for first-time credit or remediation and the correct placement into the equivalent online course. Online Course Equivalency Tables will be available from the Department of Online Learning to ensure accurate enrollments. During routine student progress checks if it is discovered the student has been placed in the incorrect course the counselor will remedy the situation by enrolling into the correct course in PowerSchool and dropping the incorrect course.

    b. Student athletes should not be placed in courses that use the pretest function, denoted by the letter "R" in the course name as well as the word "pretest" in the course title in Edgenuity. During routine student progress checks if it is discovered the student has been placed in the incorrect course the counselor will remedy the situation by enrolling into the correct course in PowerSchool and dropping the incorrect course.

    c. Throughout the semester students that have completed their online course will be processed and dropped from the roster in their online course within two (2) weeks of class completion. Processing the grade takes into consideration progress report timing, teachers updating the grade in PowerSchool Gradebook, and communication with the counselors, coaches, and appropriate staff.

    d. Suppression will not occur for courses with the same or equivalent course numbers taken within the same quarter or semester. (Reference Site Operations Circular NO. 1000)

    e. At the end of the fall and spring terms, the grades will be stored by the student's homeschool in the regular store process. The majority of students will have their grades processed at the end of the term by the homeschool site tech or registrar. Counselors should verify that the grade in PowerSchool Quick Lookup matches the grade in Edgenuity.

5. **Ongoing Course Enrollments:** Students will be enrolled by site designated staff into online courses through the enrollment function screen in PowerSchool.
    a. The sync between PowerSchool and the online learning management system will enroll the student into that course online. Students should only be enrolled in one course at a time. As soon as the student finishes one course and receives credit he can be enrolled in his next course. Careful monitoring of the student progress in Edgenuity will ensure the counselor knows of the course completion and need to enroll in the next course.

Questions pertaining to dual online enrollment and progress tracking of students may be directed to Maureen Cottrell (619)725-7544 mcottrell@sandi.net and Victoria Conway (619) 764-5440 ext. 4593 vconway@sandi.net.

APPROVED:

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Attachments (3)