

Accelerate Education Grade Request process in Genius

If you do not receive a final grade transcript from an Accelerate Education teacher, and you need a grade for a student, follow the below steps to request the grade.

1. Login into your Genius account and click on ‘Affiliation’ tab. Then click on your school’s name.

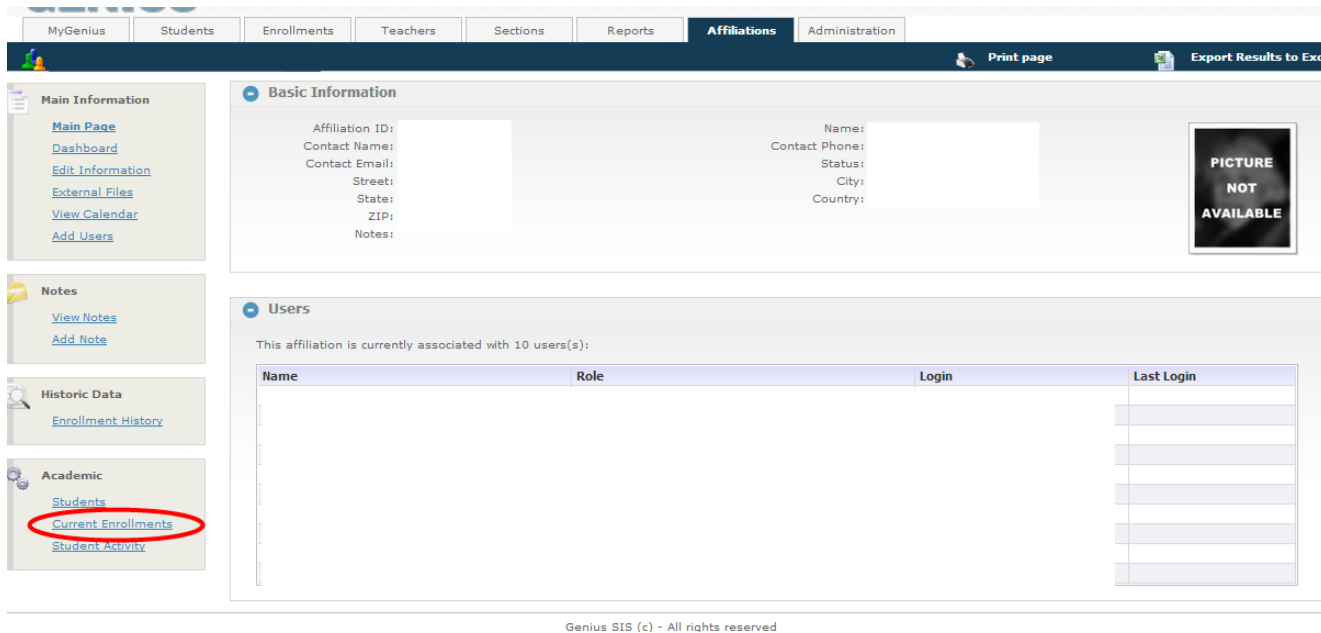


There is 1 active affiliations in the system:

Affiliation	ID	ContactName	ContactEmail	Status	Schools	Students	Users	Teachers	Sections	Enrollments
School Name				ACTIVE						

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2. Click on ‘Current Enrollments’



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Historic Data

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Academic

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Basic Information

Affiliation ID: [] Name: []
 Contact Name: [] Contact Phone: []
 Contact Email: [] Status: []
 Street: [] City: []
 State: [] Country: []
 ZIP: []
 Notes: []

Users

This affiliation is currently associated with 10 user(s):

Name	Role	Login	Last Login

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3. Check the box next the student’s name for the course that you wish to request a grade for.
 - a. You will first need to select all the students who you wish running totals for and then proceed to #4.
 - b. Repeat for all students you wish non-running totals for and proceed to #4.

Check All

Select	Edit	Student	Section	Start	End	Grade	CurrentAssignment	TotalAssignments
<input type="checkbox"/>		Test, StudentJA	American Literature Part 1 HSDemo.LA003.A.1 [41878]	08/01/2012	12/18/2012	75	2	53
<input type="checkbox"/>		Doe, Jane	Algebra 1 Part 1 HSDemo.MA002.A.1 [18241]	10/01/2012	02/17/2013	0	0	20

4. After you have made your selections scroll to the bottom of the screen and click either 'Request Running Grade' or 'Request Non-Running Grade'. This selection will send an email to the teacher of each course you have selected requesting the running or non-running grade.
 - a. Note – you may add a comment to the teacher for specific direction.
 - b. *Running grade* – grade of the work the student completed only
 - c. *Non-running grade* – grade of the work the student complete with 0's averaged in for work the student did not complete

		Test, PittStudent.1	Biology Part 1 - Foundation DEMONonCP.SC004.A.1 [41905]	08/04/2014	10/06/2014	0	38	20
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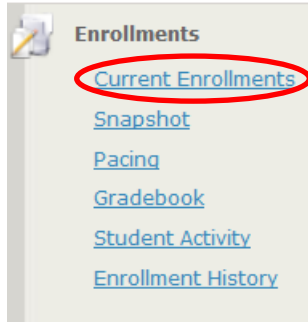
Running Grade Request Comments:

5. Teachers have up to 72 hours to send you the final grades transcripts.
 - a. These transcripts will come directly to you attached in an email.
6. Refer to the "[Grade Completion in Genius](#)" section of this document once you have received the final grade transcripts.


Grade completion in Genius - ONLY if you have final grade transcripts

After you receive the final grade transcript email from the student’s teacher, follow these steps.


1. Find the student in Genius from your “students” tab or the “find student” area in the top right hand corner and click on their “current enrollments” button.



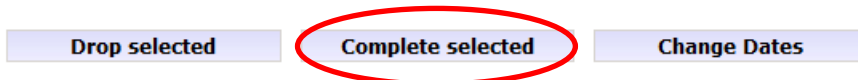
2. Please wait up to 24 hours for the grade to match in both Genius and the Accelreate Education final grade report from the teacher.
 - a. Once you wait 24 hours, and the grades match, skip to number 3.
 - b. If you do not want to wait for the grades to match via the overnight sync, follow the below steps.

- i. Click the edit button  next to the course name.
 1. In the current grade section, change the grade in Genius to match the grade in Edison and click save.

3. Put a check in the box next to the course that you have approved in Edison.

Select	Edit	Section
<input checked="" type="checkbox"/>		Algebra 1 Part 1 - Competency Based DEMO.CB.MA002.A.1 [240685]

4. Click “Complete Selected” to complete this course.



5. This puts the course on the transcript and the student is ready to be enrolled into the next course.