

MSA 685 PROJECT ROUTING & ONLINE GRADING PROCEDURES

PROCEDURES FOR PROGRAM CENTERS AND DESIGNATED STAFF

1. Check your tracking system to determine which projects have been graded by the reviewer and determine if there are any grade discrepancies.
2. 2 days prior to grading, e-mail your MSA 685 monitors a list of the students who have a reviewer grade and report any grade discrepancies.
3. After online grading has taken place, double check that your list of grades matches the posted grades. Discard removal of incomplete cards for those students.
4. Send copies of the completed MSA 685 Project Evaluation form to the Program Center, Monitor, Student, and MSA Office (Rowe 222). Original of form to Business Operations (Linda Bechtel).
5. Send copy of the completed MSA 685 Project Assessment form to monitor and original to MSA Office (Rowe 222). Do not provide a copy of the MSA 685 Project Assessment form to students.
6. Once grades are posted, process remaining projects as usual and send the removal of incomplete card to Linda Kolhoff after the review is completed.
7. Send in Statement of Requirements for Removal of MSA 685 Incomplete forms as usual.

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 (Rowe 222). **Only needed if the student has expedited or full board approval.**
3. Send project, completed MSA 685 Project Evaluation Sheet, completed MSA 685 Project Assessment form, and Removal of Incomplete Card to the appropriate center or to Annette Knaus for Michigan centers. Please note that the MSA 685 Project Assessment form should not be provided to students.
4. Double check the end date of your MSA 685 section to determine when online grading will be available to you.
5. 2 days prior to grading, you should 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://www.cmich.edu/Information_Technology/Getting_Help/How-to_Guides/CMU_Portal/Faculty_-_Submitting_Final_Web_Grades.htm and access to the CMU Portal <https://portal.cmich.edu>.
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.