P L A T O® LEARNING
Teacher Guide

Washoe County School District - Credit Recovery

Program Overview

The Washoe County School District's credit recovery program is a collaborative effort of district and site level administrators, counselors, credit recovery teachers, and students. Every effort has been made to create a program that requires students to master course standards while recovering lost credit.

Students who enter the program must be prepared to have good attendance and be willing to remain on task in order to successfully complete their assigned work.

This guide will assist credit recovery teachers to understand the program flow within which the teachers and students will be working, and to understand the program policies and documentation procedures necessary to manage the program for their school sites.

Access Credit Recovery Forms and Policies

Credit Recovery Forms and Policy documents can be accessed through CBI CHPWLN. To access, logon to CHPWLN, or access Moodle, to find all teacher documents, including answer key.
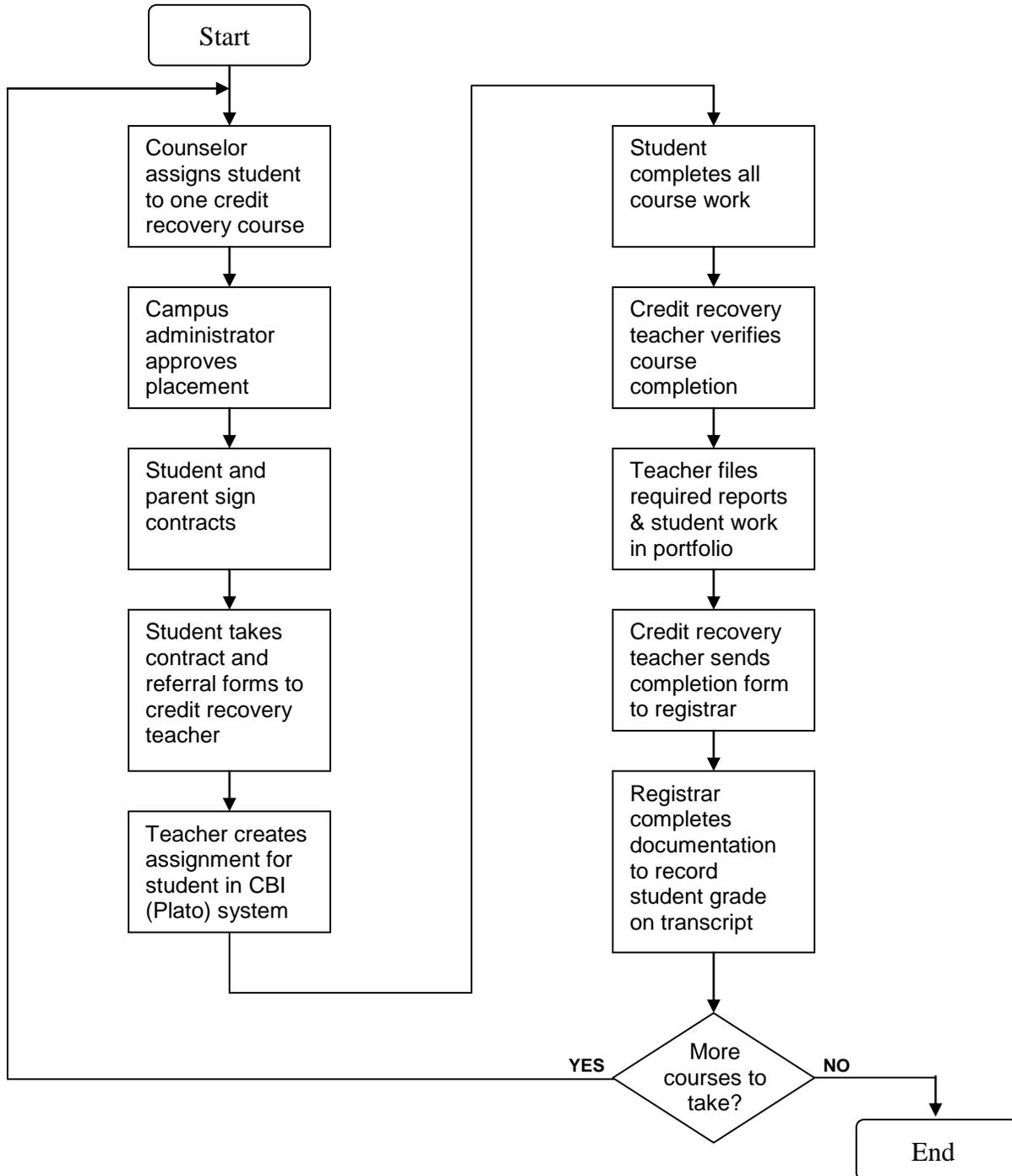
Get PLATO Help

Contact the following for PLATO help:

1. http://support.plato.com/
2. platohelp@washoeschools.net

Program Flow

The following chart shows the sequence of events from the time a counselor requests placement for a student into the credit recovery program, until the student completes the coursework and earns credit.

```
                    ┌──────────┐
                    │  Start   │
                    └──────────┘
                         │
    ┌────────────────────┤                    ┌─────────────────┐
    │          ┌─────────────────┐            │ Student         │
    │          │ Counselor       │            │ completes all   │
    │          │ assigns student │            │ course work     │
    │          │ to one credit   │            └─────────────────┘
    │          │ recovery course │                    │
    │          └─────────────────┘            ┌─────────────────┐
    │                   │                      │ Credit recovery │
    │          ┌─────────────────┐            │ teacher verifies│
    │          │ Campus          │            │ course          │
    │          │ administrator   │            │ completion      │
    │          │ approves        │            └─────────────────┘
    │          │ placement       │                    │
    │          └─────────────────┘            ┌─────────────────┐
    │                   │                      │ Teacher files   │
    │          ┌─────────────────┐            │ required reports│
    │          │ Student and     │            │ & student work  │
    │          │ parent sign     │            │ in portfolio    │
    │          │ contracts       │            └─────────────────┘
    │          └─────────────────┘                    │
    │                   │                      ┌─────────────────┐
    │          ┌─────────────────┐            │ Credit recovery │
    │          │ Student takes   │            │ teacher sends   │
    │          │ contract and    │            │ completion form │
    │          │ referral forms  │            │ to registrar    │
    │          │ to credit       │            └─────────────────┘
    │          │ recovery teacher│                    │
    │          └─────────────────┘            ┌─────────────────┐
    │                   │                      │ Registrar       │
    │          ┌─────────────────┐            │ completes       │
    │          │ Teacher creates │            │ documentation   │
    │          │ assignment for  │            │ to record       │
    │          │ student in CBI  │            │ student grade   │
    │          │ (Plato) system  │            │ on transcript   │
    │          └─────────────────┘            └─────────────────┘
    │                                                  │
    │                                          ┌──────────────┐
    │   YES                                    │ More courses │   NO    ┌──────┐
    └──────────────────────────────────────────│  to take?    │────────▶│ End  │
                                               └──────────────┘         └──────┘
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Teacher Policies:

It is recommended that teachers assign students to only one course at a time. WCSD teachers report that students who work on 2 or more courses at one time earn fewer credits than those enrolled in one course at a time.

"A Teacher Guide" folder
This folder includes the following documents and others related to teacher grading policies and student grading and enrollment policies.

Teacher Observation Instrument:
Please refer to the CBI-Plato teacher observation instrument for a sample document to be shared with your administrator during your pre-observation conference.

Grading & Testing Policies
Teachers should follow all District grading & testing policies. All teachers should use the grading policies recommended by WCSD CBI Plato teachers.

Mastery Tests: STUDENTS are not to receive help during tests (neither from teacher, peer tutors, other students, nor ANYONE else).

Required Student Portfolio or Student Files

In addition to reports, you may be asked to provide proof of student work. Therefore, when each student enters the program, you will create a portfolio for that individual, in which required reports, forms, off-line work, notes and testing data will be maintained. Copies of graded student off-line work should also be kept in the portfolio. (See Best Practices below) 100% of all work must be completed to receive a grade and credit in the course. No partial credit will be awarded.

CBI (PLATO) PORTFOLIO Best Practices
RECOMMENDED CHECK-OFF LIST

_____ 1. Each portfolio must be in a file folder with the student's name on the tab. Stapling papers together is not considered a portfolio. *The folder should have a clear record of the Course title and course number*

_____ 2. Completed portfolios must be filed in alphabetical order in a locked cabinet (or secure location) away from students, and they must be stored for at least 1 full calendar year.

_____ 3. In-progress portfolios must also be filed in alphabetical order in a locked cabinet away from students.

_____ 4. Portfolios need to include the following:

_____   a. a copy of the assignment sheet with % received and/or grade next to each assignment. Teacher initials or a check mark are not sufficient for grading purposes, as they do not indicate that the work was graded).

<div align="center">**OR**</div>

_____   Activity Comprehensive "Detailed" Report.   The comprehensive report must include a grade for each assignment, including off-line assignments. Teachers must manually document grades of off-line work, going through "Review Learner Performance."

_____   b. copies of **ALL** graded off-line work. (check marks or initials on Off-line work do not indicate the work was graded).
For English essays, use the required Grading Rubrics. If possible, all off-line work should be filed by Unit or Chapter. For example, work completed in Unit 1 or Chapter 1 should be filed before work completed in Unit 2 or Chapter 2. For those teachers who use an electronic portfolio, a graded electronic version of each off-line assignment should be available for viewing.

_____   c. copies of student notes from all lessons or tutorials when student is granted multiple tries on a mastery test, OR if it is determined that notes are to be allowed on certain activities

_____   d. copy of graded final exam

These "Best Practices" are designed to protect school personnel in the event a student questions a grade. The practices are also designed to keep the system as secure as possible to guarantee that the student receiving the grade completed his/her own work.

Administrative Procedure 6273, v1

Note: In the event of a request for transfer of student work to another school, the original teacher of record may need to send a copy of the completed assignment sheet, with all off-line grades entered, to the transferring school. The teacher may also send copies of graded off-line work if applicable. For more information on student transfer of PLATO work, go to **CBI Student Transfer Process** in this guide.

Teachers must save student portfolios for at least one year. After one year, the teacher may choose to save only a copy of the final report or completed assignment sheet.

*** Individual School Sites are encouraged to create their own standardized procedures for reviewing or auditing portfolios to comply with school site procedures.**

Manually Updating Student Performance

To successfully evaluate your students' performance, it is necessary for you to enter some student performance records manually.

Please use the following process to manually update each student's records in PLATO CHPWLN:

1. Verify completion and/or mastery of the activity.

2. Update the student's performance record through "Reviewing Learner Performance" in CHPWLN. (See instructions below for Manually Updating Student Performance)

3. File any required off-line written work in the student's credit recovery folder.

Once the teacher finishes this manual update, the student's "Activity Comprehensive 'detailed' Report" will accurately record the student's achievement and completion of course (based upon 100% of modules completed).

The following are examples of activities that require manual updates:

*   Final Exam Test scores

*   Off-line work - Certified teachers will grade required off-line work to determine whether students have successfully completed the assignments. Once this verification is complete, credit recovery teachers will manually record "Mastered," "Complete," and a score if applicable in PLATO for each completed off-line assignment and will file the completed work in the student's credit recovery folder/portfolio.

*   Some PLATO published courseware does not automatically record mastery for a specific "mastery test." For these activities, the credit recovery teacher will verify that the student has scored at least 80% on the activity. Once verified, the teacher will manually record "Mastered" for the module and enter a score if applicable. PLATO Vocabulary and Reading Comprehension – Information and Expository Text and Vocabulary and Reading Comprehension – Stories and Literature courseware is used in most, if not all of the English and Language Arts Courses.

Steps to Manually Update Student Performance in CHPWLN

Review Learner Performance (Updating Student Performance)
- ☐ Login to CHPWLN
- ☐ Click on Group Tools
- ☐ Click on your campus under Groups
- ☐ Click on Group Members
- ☐ Click on your student's name
- ☐ Click on Review Learner Performance
- ☐ Click on the course the student is taking and then the Activity you would like to update for the student
- ☐ Click on (sub-activities) as necessary to work down to the level of the activity that you need to update
    a. Set a score by entering a value in the Score field for the activity
    b. You may lock and unlock activities by checking or removing a check mark by the red lock
    c. Change Mastery status by checking or removing the check mark by the yellow star
    d. Change Completion status by clicking the radio button next to the appropriate status
- ☐ After your changes have been made, click the Update button to update the system
- ☐ **Students have access to unlimited test tries in CHPWLN**, and we cannot change this in the system. Explain to students that their grade drops with each test attempt. If you would like to lock a test, you must still access "Review Learner Performance" and go through the steps explained above.

Grading Policies & Recommendations

Final Exams

The WCSD requires that all high school students take a final exam. The grade weight of the semester examination shall be between 10% and 25% of the semester grade and will be determined by the individual school and teacher per WCSD policy.

Teachers should award students either a NM (No mark) or a Letter Grade for the Semester Grade. No S or U may be awarded at semester's end, as S/U indicates credit received. See Accepted Practices Documents for additional information.

CBI (PLATO) District grading scale:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
Below 60 = F

Scoring Practices on Mastery Tests
- A score of 80% or better is required to pass a PLATO Mastery Test. This applies to all classes with the exception of science, in which a 70% or better will be accepted to pass a Mastery Test.

Administrative Procedure 6273, v1

1st attempt – actual score earned, or 100% if PLATO courseware doesn't report a score
2nd attempt – 80%
3rd attempt – 70%

A student should be encouraged to pass mastery tests in three tries or fewer. If a student has not "mastered" a test and is locked out, he/she may be granted more tries by the teacher. However, the student must show that he/she has taken notes on the tutorial, must have scored at least an 80 % on the application or drill, and have completed all off-line work for the section.

In addition, the teacher should check performance within CHPWLN to verify that the tutorial, application/drill were completed prior to giving additional tries. Be sure to check the amount of time the student spent in the tutorial and application/drill.

4th attempt – 60% **AND teachers may assign students an alternate assignment**
5th attempt – 50%
6th attempt – 40%.

- **If the student cannot master the test in 6 tries, he/she will receive between a 0-40% from the instructor and be moved on.**

After recording the student's grade, mark "completed" and "mastered**."** NEVER Choose EXEMPT when editing a student's performance, as this will cause internal errors within PLATO.

For Details on Grading Recommendations, refer to "Grading Guidelines" in the Grading Policies Folder

Instructions for Off-line Requirements:
1. Follow all instructions as outlined in the CBI Course
2. Class Notes taken while working on the computer are required for each CBI course
3. Off-line work should be submitted by the student promptly with each Chapter. Teachers: do NOT wait until the middle or end of the semester to collect off-line work.
4. Research Paper – Students should obtain this assignment from the instructor, as it is course-specific. The Research Paper MUST be typed.
Off-line assignments must be completed in total, submitted to the instructor, and graded before credit can be issued.

Math
PLATO On-line work = 80% of final grade. On-line work includes all mastery tests and required worksheets, excluding supplemental PLATO activities. Supplemental PLATO activities are to be used after the 2nd or 3rd Mastery test try.
Final Exam = 20 % of grade
Calculator Use – Needs teacher approval. Refer to WCSD Math finals Accepted Practices.

Students taking a Proficiency Preparation course can receive a maximum of **one elective credit for their work in each area (math, science, reading, and writing).**

Social Studies

PLATO On-line work (Mastery Tests) = 40% of final grade.
Off-line activities = 40% (refer to "Grading Guidelines" in the Grading Policies Folder).
Final Exam = 20%.

Science

Mastery Tests = 75% of final grade
Applications = 5%
Final Exam = 20%

English

PLATO On-line work = 40% of final grade. On-line work includes all mastery tests, required work sheets, tutorials and applications.
Off-line activities = 40%. The number of offline activities may vary, depending on the English course. For example, the English 8 Research project (and similar lengthy assignments in the various English courses) should be considered when weighting the grade, and be given triple points.
Final Exam = 20%

Electives

Plato On-line work (Mastery Tests) = 50% of final grade.
Off-line = 30%
Final Exam = 20 %

Proficiency Prep Courses
In order to receive a ½ elective credit in Science, Math, Reading or Writing Proficiency Preparation, the student must complete a certain number of hours, working on PLATO courseware lessons and off-line assignments. The particular lessons will be determined by the individual needs of the student. For example, some students may take the courses to help them with their regular science, math or English classes. Others may take the courses to help them prepare for the state proficiency tests. **The total number of credits a student can earn in each Proficiency Prep course is one.** Because the grade in the class is based on computer task time and time spent working on off-line assignments, there is an enrollment deadline. A student needs to be enrolled for a minimum of 48 days (24 in class) at 1 hr. 45 min. per class to have the possibility of receiving a D. This does not take into account the possibility of lunch or after-school time; it merely assumes the student is present and works the entire period every scheduled class day. To assure the possibility of gaining credit, students should not be enrolled in this class for credit unless there are at least 10 weeks remaining in the semester. Students needing help with a state proficiency test can be enrolled in the class with a No Grade (audit) option.

Proficiency Prep Elective – HOURS ACCUMULATED while working on Prof. Course
A = 60+ hours
B = 53-59
C = 46-52
D = 39-45
F = Below 39 hours
Students taking the Proficiency Science, Math, Reading or Writing Preparation course can receive a maximum of one elective credit for their work.

CBI Lab Manager Required Student Reports

If you are the lab manager, you will be asked to document student credits earned from the first to the last day of the school year. You will be asked to give this information in a spread-sheet report (provided to you by the CBI District coordinator) that verifies:

> Number of students who earned credit in each course
>
> Courses Completed
>
> Courses Started but not Completed
>
> Reason Student did not receive credit
>
> The report is due approximately after the last day of the 2nd semester, or if you are teaching summer school, on the last day of the summer session. (the CBI District coordinator will notify you of these dates). You must send a copy of the finished report to the school site principal and to the CBI Coordinator.

CBI Midterm/Final Exam Policy and Academic Integrity for teachers

1. **Only The CBI Lab Manager at each school site will have access to CBI Midterms, Final Exams, and Answer Keys**

2. **The CBI Lab Manager in charge of all exams and keys will check out exams to teachers one at a time, and check out keys only after the original final has been returned. All exams will be numbered and state that "NO COPIES" can be made of exams.**

3. **Per District policies, no students or student aides will have access to final exams before and after the exam period. Students and student aides are not allowed to grade final exams, and therefore are never to be given answer keys.**

4. **No students or student aides, teachers or teacher aides/assistants are allowed to assist students in taking mastery tests or final exams.**

5. **Each school is STRONGLY encouraged to develop a procedure for proctoring finals and midterms. It is recommended that midterms and finals not be given during class time, but at a separate time when students can be closely monitored. Rules regarding cell phone use and notes must be given to all students and teachers.**

6. **Students may use only <u>teacher-approved</u> notes on mastery tests.**

FINAL TEST GUIDELINES

1. Semester tests are required of all students in all courses which award one-half credit or more. There are no exceptions.

2. No final exam will be given early. 100% of online and offline work must be completed before the final exam is given.

3. Students may not use notes on the final exam.

4. Students who miss a semester test and who do not make it up within the first three weeks of the following semester will fail the course. The principal may waive this deadline if extenuating circumstances are demonstrated to his or her satisfaction.

5. Unless otherwise authorized, semester test periods shall be one and three-quarters hours in length, with no more than three days set aside for testing. Students must not be released early from an exam.

CBI Student Transfer Process

When a new CBI student is enrolled in your classroom from another WCSD school, you may then request a transfer of his/her PLATO work. Until the transfer process is completed, students will be able to continue working on their assignments by logging into their former school group.

To begin the transfer process, fill out a copy of the transfer form and send it to platohelp@washoeschools.net. The District PLATO coordinator will notify you when the student will be able to start working in your site group. Send a copy of the form to the student's former school teacher as well. A copy of this form is shown below.

<div align="center">

CBI Student Transfer Form
New School
</div>

Do not request a transfer until the student has been enrolled in your class. **Students will be able to work on their assignments by logging into their former school group. Fill out this form and send a copy to platohelp@washoeschools.net and to the "former" school teacher.**

Requesting School Name:_____ Teacher Name_____
Student Name: _____ Student ID Number: _____
Notes: to "former school" teacher:

<div align="center">

Former School
</div>

Former School Name_____ Teacher Name_____
Course Title/s: _____
_____ Date graded offline work sent to new teacher
_____ "Credits Earned Evaluation Sheet" updated to reflect student transfer
Use this form to send notes to "New School" teacher:

WCSD PLATO Credit Recovery