

# **Grading Service: Edmentum Courseware**

A Quick-Guide for Teachers and Administrators

School Year 2022-2023



## Grading Service Contact Information

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General Grading Service Email Address: [gradingservice@edmentum.com](mailto:gradingservice@edmentum.com)

**Having tech issues?** Contact Edmentum support.  
Email [support@edmentum.com](mailto:support@edmentum.com)  
Call 800.447.5286 option 1

## Grading Service Expectations

The Grading Service provides your school with qualified grading assistant(s) who will grade all **teacher-graded activities and/or assessments** and provide high-quality written feedback, driving student learning forward.

The written instructional feedback is always personalized, encouraging, specific, and relevant to the learning at hand.

All activities and/or assessments will be graded within a 48-business hour timeframe.

In Courseware, the **teacher-graded activities and/or assessments** include:

- Online Discussion Activities
- Course Activities
- Unit Activities
- Drop Box Activities

In a majority of the 6-8 courses (math, science, social studies, English), the **teacher-graded activities and/or assessments** include:

- Practices
- Journals
- Discussions
- Explores

## General Grading Policies

Below are scenarios the Grading Assistant may come across while grading. The Grading Assistant and teacher will follow these guidelines unless other agreements have been made between party members (Manager, teacher, Grading Assistant):

<b>Blank Assessments</b>	<p>Grading Assistant will select "Review/Return without score" and provide the following written feedback:</p> <p>(Student's name), this assessment is blank and cannot be graded. I have marked this as "review/return without score" so that you may try submitting your work again. If you are experiencing technical issues, please reach out to your teacher or you can send an email to our support team at <a href="mailto:support@edmentum.com">support@edmentum.com</a></p>
<b>Plagiarism</b>	<p>If the Grading Assistant suspects plagiarism, they will score the assessment as a zero (0) and provide the following written feedback:</p> <p>Hello, (student's name). Your written response is plagiarized and therefore I am sorry to say that you have received a zero. Plagiarism occurs anytime someone passes off someone else's work or ideas as their own. In this instance, your work has come from the following website: PASTE URL HERE)</p> <p>If you would like the opportunity to redo this assessment, please reach out to your teacher for next steps. Thank you.</p>
<b>Failing Assessments</b>	<p>Grading Assistant will score the assessment accordingly and provide specific written feedback to help drive student learning forward. After the specific feedback is given, the GA will add the following paragraph:</p> <p>(Students' Name), while I am sure you are unhappy with your score, the good news is that you can make revisions while incorporating my feedback and suggestions. If you would like to try to improve your score, please reach out to your teacher for next steps.</p>

## Grading Scale

Grade Scale		
Letter Grade	Range	
A+	100%	to 97%
A	< 97%	to 93%
A-	< 93%	to 90%
B+	< 90%	to 87%
B	< 87%	to 83%
B-	< 83%	to 80%
C+	< 80%	to 77%
C	< 77%	to 73%
C-	< 73%	to 70%
D+	< 70%	to 67%
D	< 67%	to 63%
D-	< 63%	to 60%
F	< 60%	to 0%

## Communication Between Grading Assistant and Students

All student communication should occur between the student and the lead teacher. Grading Assistants will not have direct communication with the student. If an issue and/or question arises about grading, the teacher should send a detailed email to [gradingservice@edmentum.com](mailto:gradingservice@edmentum.com) at which time will be forwarded to the appropriate Grading Assistant. At no time should this email address be shared with students.

If the Grading Assistant receives a message from a student through Courseware or email, the Grading Assistant will respond stating that the student should reach out to their lead teacher.

## Additional Resources

### Grading Service Orientation Video for Administrators

<https://supportresources.s3.amazonaws.com/Videos/Grading+Services/Grading+Service+CW+Orientation+for+Admins+and+Teachers.mp4>

### Getting Started Resources Website for Courseware (for Admin and Teachers)

<https://get.edmentum.com/courseware-getting-started-resources/>