

Grade Report and Related Flag Details:

Flag Name: End of Course Grade - _[letter grade value]___

Description: Instructors complete in response to the End of Course Progress Survey to communicate the unofficial letter grade to students. **Email is sent to student that includes the flag name, which indicates their grade, and includes instructors' comments.** Official grades will still need to be posted to Banner at the end of the term and will then be pulled to the HIVE in the official grade field. Permissions for this flag mirror those found in Banner related to Grades.

Flag Values for End of Course Grade Report, a progress survey, will appear as follows on the survey = A, AB, B, BC, C, CD, D, F, I, S, U. The flag value will populate into the message sent to the student and will display on the Course Tab in The HIVE under tracking items. Because of the number options for grades you need to click the plus sign in Feedback to see the grade values for the student.

Click [here for directions on how to complete progress surveys](#). Find a [video demonstration a this link](#) (4 minutes)

Message template = End of Course Grade Message

Subject: [Flag Name] for [Course Name]

[Student Full Name]

[Student Id]

[Course Name]

[Course Section Id]

[Instructor Name]

[End of Course Grade = ____]

[Raise Notes] Default message: Official grades will be posted to Banner at the end of the term. The letter grade reflected here is for your information and reference. **[**Instructor is able to add their own additional comments following the default message which will populate the comment box by default]**

Who gets emailed = Student

Schedule for classes that are complete – Blocks A, B, AB

- Launch: 11/6/2020 9am
- 1st Reminder: 11/9/2020 5pm
- 2nd Reminder: 11/11/2020 10 am:
- Close: 11/13/2020 10am

Schedule for classes in C, BC, ABC that end on 11/19/2020:

- Launch: 11/20/2020 9 am
- 1st Reminder: 11/25/2020 7 am
- 2nd Reminder: 11/30/2020 10 am:
- Close: 12/4/2020 5pm