

American School

GradPoint Guide and Policy Overview for AP Courses

This multi-page document contains important policies and other information about your course enrollment. Please be sure to carefully read the entire document before beginning your coursework.

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Learning in GradPoint 2.0

All students taking courses in GradPoint are also enrolled in the orientation course *Learning in GradPoint 2.0*. This course gives students instructions on how to work in the GradPoint interface. Students should work through this course to familiarize themselves with platform navigation, especially if this is your first time taking an online course.

The *Learning in GradPoint 2.0* course is not graded and is not required.

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Etiquette and Privacy

You are expected to communicate in a polite and respectful manner in all interactions with your teachers and fellow students. Posting or emailing inappropriate, offensive or harassing messages will result in disciplinary action, including but not limited to suspension or permanent removal from the course. Likewise, please do not repeatedly send your teacher emails asking the same question or asking for exceptions to American School policies outlined in this document.

We value your privacy and safety. While we use your full name to identify you in your courses, we encourage you to avoid sharing any other identifying information (e.g., home address, personal photographs, ID numbers, etc.) when communicating with other students.

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Response Times

The American School's regular business hours are Monday through Friday, 8:30 a.m. to 3:30 p.m. (Central Time). Any special holidays/closures will be posted in a homepage announcement.

Although you may work in your course at any time, please keep American School's business hours in mind as you submit work that must be reviewed by your teacher or when you send your teacher messages.

All emails and submissions are handled by your teacher in the order in which they are received.

Your teacher will reply to your emails within one (1) business day and grade your submitted work within three (3) business days. Depending on submission volume, your teacher may handle things faster than this, but please keep the policy timeline in mind when planning your study schedule. See the [Course Grades](#) section of this document for more information about options to work ahead while waiting for submissions to be handled.

In fairness to all American School students, requests/demands to have work or emails expedited and handled out of order are not appropriate and will be referred to the principal.

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Activity Completion

When you finish an activity, you may see a **SUBMIT** button at the bottom right of your screen. If you have not completed your activity and wish to continue later, use the ▲ arrow on the far right side of the button to select '**SAVE AND EXIT**' instead. If you click Submit, the system will ask you to confirm that you want to submit your work. If you do, click **YES**; if you would like to save your work for later, click **NO** and then use the 'Save and exit' option.

Some items (like this one) have no work to submit, but still require your attention. Such items will have a **MARK THIS ACTIVITY COMPLETE** button in the bottom right corner of the screen. When you have read and understood everything in this document, click the button to move to the next item in your course.

Further information on working with various activity types can be found in the *Learning in GradPoint 2.0* orientation course.

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Feedback

Your teacher will leave feedback on your graded assignments. You can find that feedback by opening the relevant activity, then selecting the Grade Details button, as shown below.

The screenshot displays the GradPoint interface for a graded assignment titled "01:Posttest 01:Studying Earth". The interface includes a sidebar with "Announcements (0)", "To-do (35)", and a list of activities. The main content area shows the assignment details, including a score of 13.33%, a target due date of 3/3/14, and a feedback section. Four yellow callout boxes with red arrows provide step-by-step instructions:

- Step 1:** Go to the activity your teacher has graded. (Arrow points to the "01:Posttest" activity in the sidebar.)
- Step 2:** Click the (i) button to expand the activity information area. (Arrow points to the information icon in the top right corner.)
- Step 3:** Read your teacher's feedback here. (Arrow points to the feedback text area.)
- Step 4:** You can view additional information such as Questions (from your most recent attempt) and Submission History (to view previous attempts) by exploring the tabs to the right of 'Details'. (Arrow points to the "Questions" and "Submission History" tabs.)

You can also find this information when viewing your current grades in the Performance section () of your course - see the [Course Grades](#) section of this document.

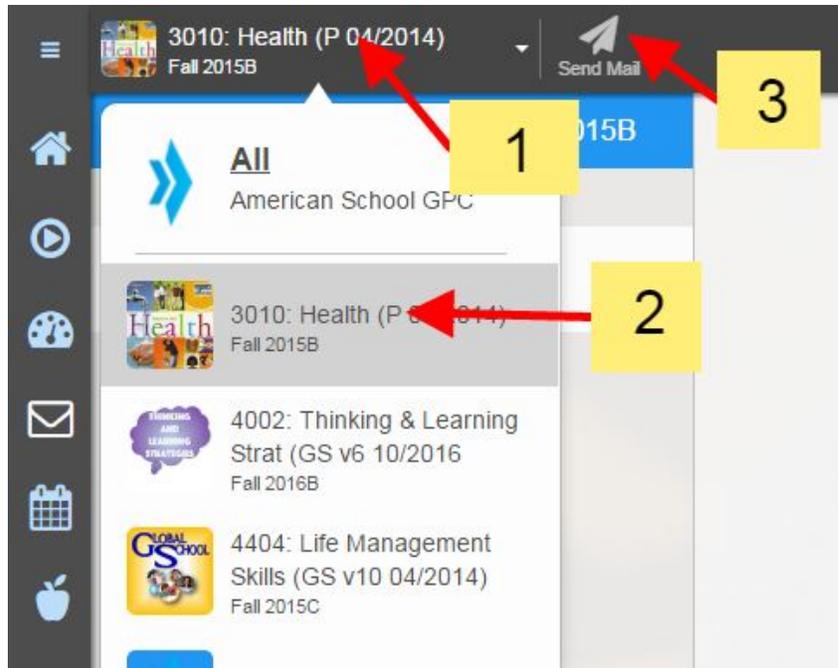
PLEASE NOTE: While you can access your teacher feedback from your homepage activity stream, using the 'Click here to view feedback' link will show only your teacher's comments. You will not be able to access the extra information tabs (such as 'Questions') from the homepage. It is for this reason that we recommend using the options described above, instead.

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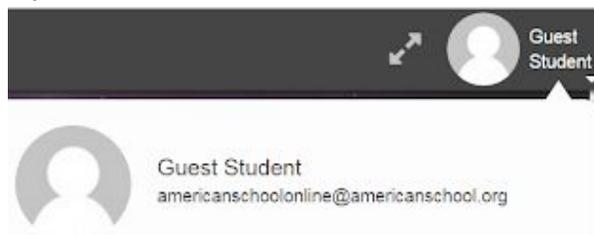
Communication

You may contact your teacher by sending a message through the Communication menu (✉) in your course. You must be in a course to send messages to your teacher (so the system knows which teacher to email):



Click the dropdown at the top of the screen (1 in image above) to select the specific course you wish to send a message about (2 in image above). Any recent announcements that have been posted to the course you've selected will show in the main portion of the screen; select the Send Mail icon next to the course dropdown (3 in image above) to compose a message to your teacher(s).

PLEASE NOTE: when your teacher replies to a message you've sent using the Communication feature, their response to you will be sent directly to the email address associated with your GradPoint account. **You MUST have regular access to the email we have on file as your student email address.** To check which email we have on file for you, click on your user icon/name in the upper right corner of your GradPoint account.



If you need to update your email address, you must do so by accessing your [American School Student Center](#) account. If you need assistance with this, please contact our Student Service department at studentservice@americanschool.org or 708-418-2800.

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Course Grades

You can view all your current grades in the Performance section () of your course. At the top right of the Grades page, you should see a 'View as:' dropdown menu - this menu defaults to 'Periods and Categories,' but we recommend that you select the 'Syllabus Order' option to see your grades in the same order they appear in your course. You may click on any completed graded activity listed here to see further information, as outlined in the [Feedback](#) section of this document.

All required assignments in your course have been assigned due dates by your teachers. These due dates are not negotiable and you will not be able to make a submission for an item if the due date for it has passed.

Access to each subsequent module in your course is also controlled by date. While you can see assigned due dates in the Performance section of your course, please see the **Course Outline and Pacing Guide** in the **Student Resources** section of your course(s) for a breakdown of the module access dates.

All items within each module must be completed in order to move onto subsequent modules in the course.

ALL ASSIGNMENT GRADES AND MODULE GRADES ARE FINAL. Students are not allowed to resubmit assignments/retake quizzes or exams if they receive a non-passing score. There are no exceptions to this policy.

Your teacher(s) cannot change these settings/policies; plan your studies accordingly.

For reference, the American School grading scale for AP Courses is:

90 to 100 - A

80 to 89 - B

70 to 79 - C

60 to 69 - D

Below 60 – not passing

You may review a previously completed lesson or assignment at any time to improve your understanding of the course material.

We encourage you to review your lessons/notes carefully and ask your teacher about anything that is unclear *before* submitting your work for grading.

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Course Completion

You must successfully complete all required activities and achieve an overall course grade of 60% or higher to receive credit for this course. All AP courses must be completed in their entirety by April 26, 2019, no exceptions, in order for student to qualify to complete AP exam testing.

PLEASE NOTE: Your 6 month enrollment period in this course will end on **04/26/19**. All AP courses must be completed in their entirety by April 26, 2019, no exceptions, in order for student to qualify to complete AP exam testing.

While your ability to submit work will end on that **04/26/19**, you will have access to review your course to prepare for your AP exam – this review-only access will end on **05/31/19**. Once access has been terminated to an incomplete course, the only option to finish and receive credit for the course is to re-enroll at full cost and take the entire course again.

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AP Exam

Homeschooled students must make arrangements to test at a participating school or authorized test center. We recommend that students contact AP services to get the names and telephone numbers of local, participating AP coordinators who are willing to test outside students. **It is each student's own responsibility to make such arrangements. Students must contact AP coordinators no later than March 15, 2019 to arrange testing.** There is an additional fee per AP test, separate from course cost, that is paid to the AP coordinator. For more information, please visit <https://apcentral.collegeboard.org/ap-coordinators/exam-ordering-fees/ordering-materials/home-school-ed-students>

International students (those registering for AP Exams outside the United States) should check the College Board international students page for additional information (<https://international.collegeboard.org/>).

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Honor System

Although you may study with others, any work that you submit for grading must be your own. You may not represent someone else's work as your own. Students who do so should expect disciplinary action. Repeated violations may result in invalidation of grades and/or dismissal from the American School. You must agree to follow guidelines for academic integrity in the *Code of Conduct* and *Student Honor Code* documents found in the Getting Started: Student Resources folder before beginning your coursework.

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Course Access

If you are unable to access your coursework, or have other questions about your GradPoint user account, please contact the GradPoint Coordinator at americanschoolonline@americanschool.org. Be sure to include your name, student number, and course title(s) in your email.

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Internet Browsers

We recommend that you use **Firefox** or **Chrome** to access GradPoint on your computer. GradPoint is not fully compatible with Internet Explorer, Microsoft Edge, or Safari at this time.

If you plan to access GradPoint using an iPad, please consult Resources menu () and select the "Using an iPad" link for information on which app to use and known limitations.

If you have any other technical difficulties with GradPoint, please let us know by contacting americanschoolonline@americanschool.org.

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