



ARCHDIOCESE OF MIAMI

Office of Catholic Schools

Memorandum

To: Archdiocesan Catholic School Principals
From: Gabriel Cambert, Director of Continuous Improvement
Date: Oct. 14, 2022
Re: Dual Enrollment Grades on Elementary Report Cards

As I am sure you are aware, this year we are asking that elementary schools who are participating in the Dual Enrollment program add the Archdiocese of Miami Virtual Catholic School (ADOM-VCS) Dual Enrollment grades onto their report cards. All Dual Enrollment courses and quarterly grades must be listed on the report card, regardless of the option chosen. **This is not to replace the ADOM-VCS transcript which should be the official record of score/completion.** In part, the purpose of adding the Dual Enrollment grades to elementary report cards is to help schools see all the student's quarterly scores as a collective and to help calculate Honor Roll.

Please be aware of the following instructions, based upon which “option” was chosen for Dual Enrollment (see the previously-distributed list of Dual Enrollment options):

- *If your elementary school selected content delivery option 1:* During quarters 1 and 3, please let the virtual teacher know the date by which you will need the grade. This is so that the grade for the report card is accurate and to make sure that the virtual teacher has graded all assignments submitted by the requested date. The students should also be reminded of the date. More information regarding the process for the 2nd and 4th quarters will be distributed at a later date.
 - Your Dual Enrollment Coordinator will have to pull the grade from the ADOM-VCS student information system (Genius). The steps describing how to access the grades have been added to the How-To Guide in the ADOM-VCS Resource Folder, under the section titled Quarter Grades: <https://docs.google.com/document/d/1sysE0RLEUUC9hV9Xw2mUgf8uLNt2cF8KcO7A2P9mfnc/edit?usp=sharing>. These grades must be provided to whoever at your school will be manually entering them into Rediker's AdminPlus.
- *If your elementary school selected content delivery option 2:* You can follow the steps above (for schools that selected Option 1) or, you can have your teacher pull the grade from Buzz/Genius and enter it into the TeacherPlus gradebook for the same course. More information regarding the process for the 2nd and 4th quarters will be distributed at a later date.
- *If your elementary school selected content delivery option 3:* Your teacher should be regularly using the TeacherPlus gradebook. He or she would follow the same report card procedures and deadlines as all other teachers in your school. More information regarding the process for the 2nd and 4th quarters will be distributed at a later date.

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Technical Assistance and Specifications for Registrars or Rediker/AdminPlus School-Based Contacts

Below are the steps and specifications that should be used when creating Dual Enrollment courses in your AdminPlus course directory and printing them on elementary report cards:

1-- Add a New Staff Member (You will need this for Step 3)

If your elementary school selected option 1, you need to find out the name of the ADOM-VCS teaching the course and add him or her to your staff database in AdminPlus.

If your elementary school selected option 2 or 3, the teacher should already be created in your staff database in AdminPlus.

2-- Enter Course Specifications

	Algebra I	Geometry	Latin I	Spanish 2
<u>Course #:</u>	Pick an **UNUSED** number. No specific AdminPlus course number needs to be used since most schools have set up their internal course directory differently.			
<u>Course Name:</u>	ALG1-HDE	GEO-HDE	LAT1-DE	SPA2-DE
<u>Alias:</u>	1200320	1206320	0706300	0708350
<u>Description:</u>	ADOM-VCS DUAL ENROLLMENT ALGEBRA I	ADOM-VCS DUAL ENROLLMENT GEOMETRY	ADOM-VCS DUAL ENROLLMENT LATIN I	ADOM-VCS DUAL ENROLLMENT SPANISH II
<u>Level:</u>	HON	HON	GEN	GEN
<u>Department:</u>	Use your own internal department code for the content area.			
<u>Optimum Section Size:</u>	Enter the maximum number of students you allow in this course.			
<u>Course Length:</u>	A (for annual)			
<u>Priority:</u>	0			
<u>Credit:</u>	1			
<u>Weight:</u>	1			
<u>GPA Factor:</u>	1			
<u>Course Link:</u>	(leave blank)			
<u>Count in Honor Roll:</u>	(check this box)			
<u>Count in GPA:</u>	(check this box)			

3-- Add a Section to a Course

Follow this link for the steps to add a section to a course and use the teacher's name from step 1 of this guide: <https://docs.rediker.com/adminplus/add-a-section-to-a-course-330391.html>

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4-- Manage Course Skills *(If there are Course Skills involved, this will need to be completed as well)

No skills should be attached to this course.

5-- Automatically Schedule a Student into Sections

Follow this link for the steps to automatically schedule a student into the course and section created in steps 2 and 3 of this guide: <https://docs.rediker.com/adminplus/automatically-schedule-a-student-into-sections-330402.html>

6-- Verify Report Card Formatting

Ensure that your report card's coding includes the course number used for this Algebra I course (from Step 2). Run a draft of a report card for the students in Dual Enrollment to verify that the grades were printed properly. Reach out to Rediker's technical support if you have issues with this or any other step.

Please direct any questions regarding this memo to Gabriel Cambert (gcambert@theadom.org)