CPTC Procedure: Distance Education Electronic Grades and Participation

Purpose
Coastal Pines Technical College (CPTC) is committed to increasing student retention. Tracking student grades and participation electronically using Blackboard will help CPTC expedite the process of intervening in a timely manner to assist students with academic success.

For the process to work effectively all academic courses must be set at minimum as web-enhanced. The Blackboard Learning Management System (LMS) will be used to maintain student grades.

Grades
Step-by-step process for maintaining student grades using the Blackboard LMS:
1. Deans for Academic Affairs will ensure that all scheduled courses are either web-enhanced, hybrid or online and each CRN is entered appropriately in SSASECT Banner INB.
2. The Coordinator of Distance Education will maintain the process by which the course is added to Blackboard.
3. Instructors will maintain academic grades using the electronic gradebook in Blackboard.
4. Grade reports are pulled bi-weekly from Blackboard by the Student Navigator.

Course Definitions
Online – This means that the course is totally taught online and there is no specific requirement of campus visits unless specifically outlined in the course syllabus (with dates announced such as a midterm or final). Students can complete proctored events with an approved proctor.

Hybrid Course – courses are taught partially via the Internet and partially via the classroom. Hybrid courses differ from web-enhanced courses in that web-enhanced courses are assigned to a classroom for every contact hour described in the course catalog. Hybrid courses that include 50 percent or greater instruction via distance learning are coded in accordance with Technical College System of Georgia standards.

Web-Enhanced Course – Campus time is not reduced but the student may access some resources online. Resource examples are: tests, notes, or PowerPoint.

Complete Online/Hybrid Course Definition
A complete online/hybrid course means that the course has all of the following items included:
- Up-to-date Syllabus for the term that the course is to be instructed.
- List of rules/procedures for the course.
- List of assignments that students must complete in the course.
- Assignment due dates for the entire term.
- Work Ethics assignments for the entire term, if required.
- Welcome announcement.
- Basic Course information
- Any course documents that the student may need to complete the course.
- Instructor contact information.

Responsibility
The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

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