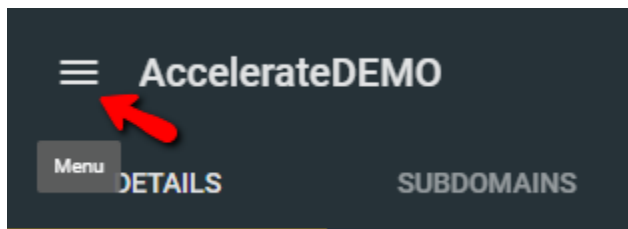


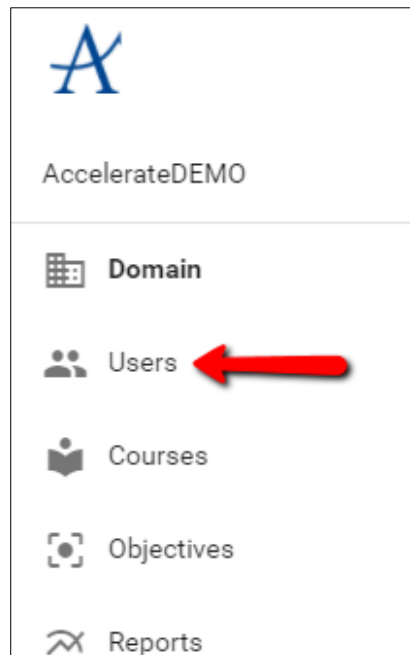
HOW TO REACTIVE A COMPLETED ENROLLMENT

Follow the steps below to reactive an enrollment for a student who was closed out or automatically completed by the system. This is the usual protocol to undo the auto-completion process caused by grading, removing, excusing, or exempting the Participation assignment.

1. From the Admin App, click on the Menu button at the top-left corner.



2. Click on Users.



3. Search for the affected student then click on their User ID. This will bring up a list of all course enrollments for the student.

User ID	First Name	Last Name	Username	Email	External ID	Status
62863513	Demo	Student	demo1	hieun@accelerate.education		Active

4. Click on the Enrollments tab then click on the Enrollment ID of the course/enrollment affected.

Enrollment ID	Course ID	Course Title	Role	Status	Start Date	End Date	Enrollment External ID	Course External ID
65404193	64857983	Accounting - 17-18	Student	Inactive	Nov 15, 2017	May 16, 2018		
70252290	63675792	Algebra 1A - AE 17-18	Student	Completed	Jan 31, 2018	Jun 6, 2018		

5. Click on the Menu 2 Icon then select Go to grades.

Course title *
Algebra 1A - AE 17-18

Course ID
63675792

Course External ID

First name *
Demo

Last name *
Student

EDIT

Algebra 1A - AE 17-18 - Demo Student

DETAILS OBSERVERS

Course title *	
Algebra 1A - AE 17-18	
Course ID	Course External ID
63675792	
First name *	Last name *
Demo	Student
User ID	User External ID
62863513	

- Move enrollment
- Go to course
- Go to user
- Go to grades

6. Scroll down the gradebook until you see the Participation activity. Click on the Participation score.

Demo Student

Observed by: Demo Observer (hieun@accelerate.education), Parent Observer, Demo Admin (hieun@accelerate.education)

GRADES FOR ME WHAT IF ACTIVITY OBJECTIVE MASTERY BADGES SETTINGS STREAM TO-DO

Evaluating the Model Using Statistics Exam	Evaluating the Model Using Statistics	Apr 19, 2018
Modeling Change and Changing the Model Exam	Modeling Change and Changing the Model	May 4, 2018
Systems of Equations Exam	Systems of Equations	May 18, 2018
Participation		
Activity	Location	Score Status Submitted date Target due date
About Me	Resources	100% ✓ Nov 27, 2017 Feb 5, 2018
Participation	Semester Exam	100% ✓ Jun 5, 2018

7. Click CLEAR to clear the score, then click OVERRIDE COMPLETE.

Grade - Student, Demo - Participation

Student, Demo
 Course: Algebra 1A - AE 17-18
 Activity: Participation
 Category: Participation
 Submitted: [Edit date](#)

Score: 50 / 50

FULL CREDIT NO CREDIT CLEAR

REVERT TO CALCULATED

scaled to 100/100, modified
 ✓ completed

SAVE DRAFT SUBMIT SCORE

EXCUSE ALLOW RETRY OVERRIDE COMPLETE

Feedback (Visible to Student)

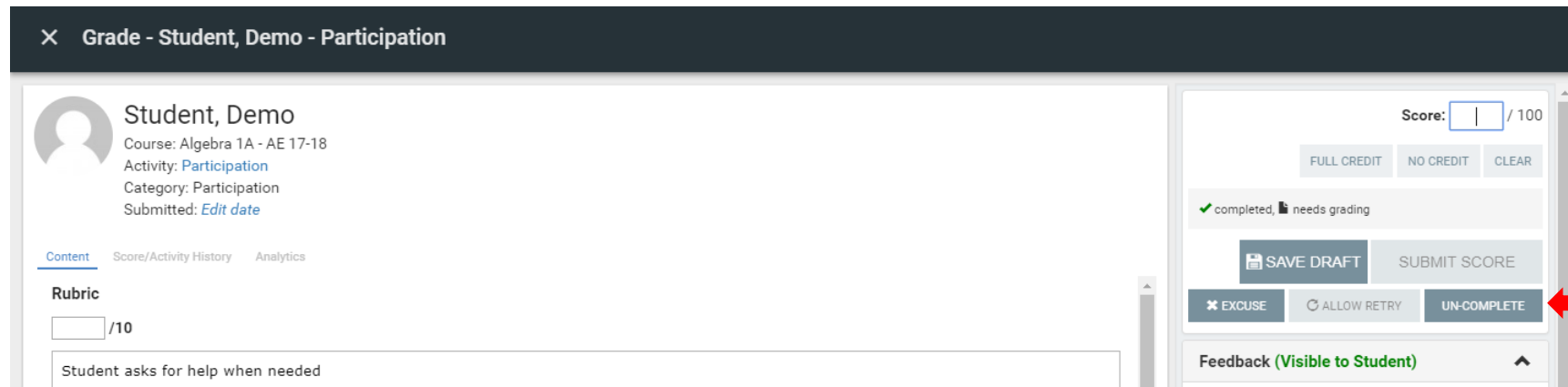
8. Next, click on the Paper icon that appears under the Status of the Participation assignment.

Demo Student
 Observed by: Demo Observer (hieun@accelerate.education), Parent Observer, Demo Admin (hieun@accelerate.education)

GRADES FOR ME WHAT IF ACTIVITY OBJECTIVE MASTERY BADGES SETTINGS STREAM TO-I

Evaluating the Model Using Statistics Exam	Evaluating the Model Using Statistics				Apr 19, 2018
Modeling Change and Changing the Model Exam	Modeling Change and Changing the Model				May 4, 2018
Systems of Equations Exam	Systems of Equations				May 18, 2018
Participation					
Activity	Location	Score	Status	Submitted date	Target due date
About Me	Resources	100%	✓	Nov 27, 2017	Feb 5, 2018
Participation	Semester Exam				Jun 5, 2018

9. Click on UN-COMPLETE.



Grade - Student, Demo - Participation

Student, Demo
Course: Algebra 1A - AE 17-18
Activity: Participation
Category: Participation
Submitted: [Edit date](#)

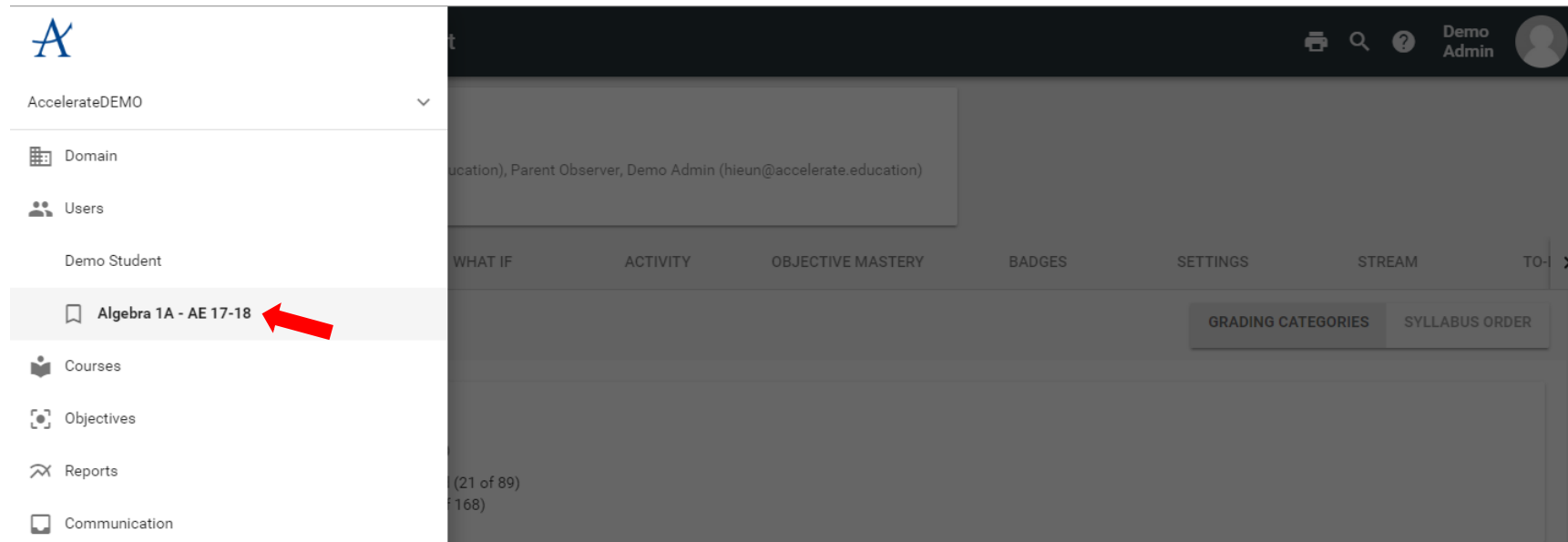
Content Score/Activity History Analytics

Rubric
0 / 10
Student asks for help when needed

Score: 0 / 100
FULL CREDIT NO CREDIT CLEAR
completed, needs grading
SAVE DRAFT SUBMIT SCORE
EXCUSE ALLOW RETRY UN-COMPLETE
Feedback (Visible to Student)

10. Repeat steps 7-9 for all over activities in the gradebook that were assigned a 0 score because of the auto-completion process.

11. Once the score(s) have been cleared, click on the Menu button (top-left corner) then click on the course name.



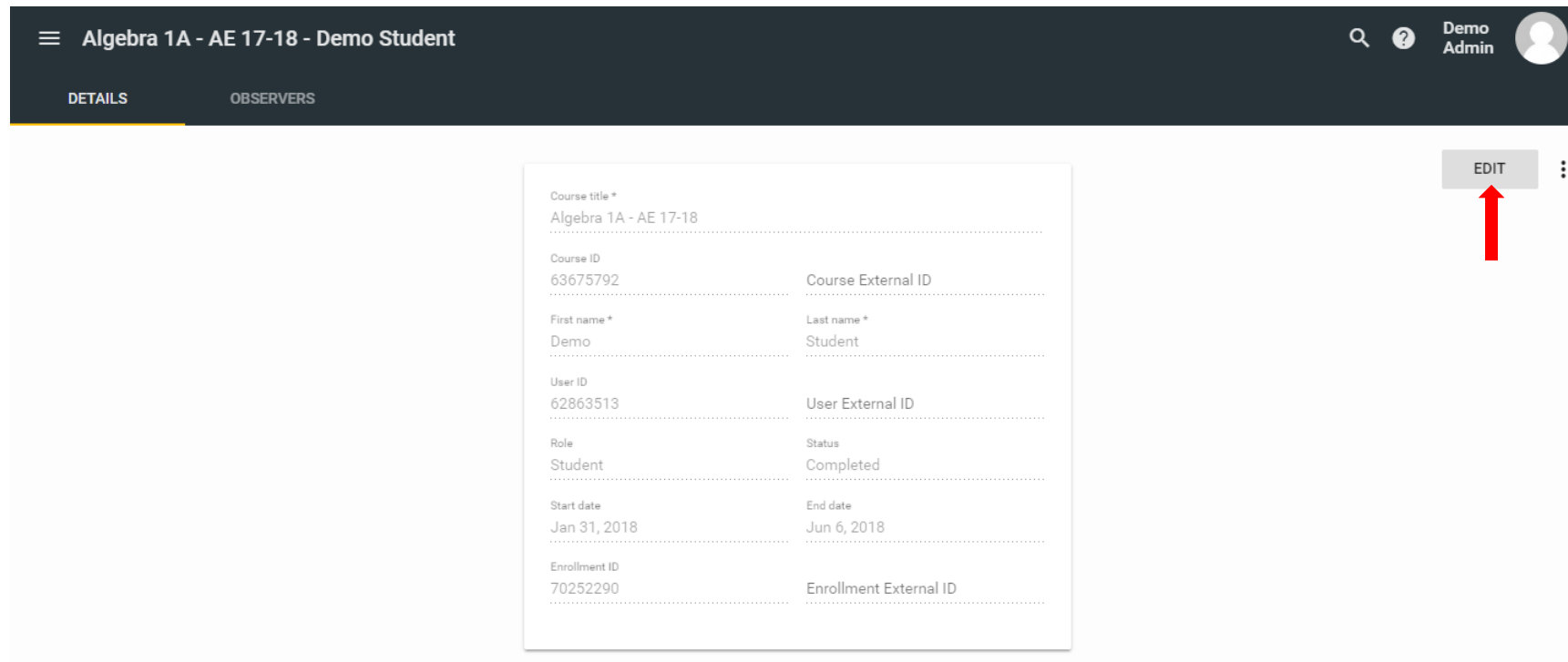
AccelerateDEMO

- Domain
- Users
 - Demo Student
 - Algebra 1A - AE 17-18**
- Courses
- Objectives
- Reports
- Communication

WHAT IF ACTIVITY OBJECTIVE MASTERY BADGES SETTINGS STREAM TO-I

GRADING CATEGORIES SYLLABUS ORDER

12. Click EDIT.



Algebra 1A - AE 17-18 - Demo Student

DETAILS OBSERVERS

Course title *	Algebra 1A - AE 17-18	
Course ID	63675792	Course External ID
First name *	Demo	Last name *
		Student
User ID	62863513	User External ID
Role	Student	Status
		Completed
Start date	Jan 31, 2018	End date
		Jun 6, 2018
Enrollment ID	70252290	Enrollment External ID

EDIT

13. Change the status to Active and extend the end date (if needed). Save.