

What Do Those Weekly Emails Mean?

Hello CCOO Parents/Guardians and students,

Every Monday the PEAK system sends every parent/guardian an email updating you on your student's progress in their classes. Since PEAK is not synched with the CCSD student information system (aka parent Vue) these are your snapshot of how your student is performing and progressing in their online classes. I urge you to keep these in your email—maybe create a folder—so you can have a true representation of how your student is doing online from week to week.

Parents/Guardians—if you don't want to wait until Monday you can log into PEAK and look for yourself or you can also ask your student to log in to PEAK. When the student first logs in there is a class card. There will be an arrow in the bottom right-hand corner if the class does not say "new" across the top left. If you click this arrow it will turn the card around and show you the progress of the student in an orange bar. There will be a black line indicating where PEAK says the students should be to finish by the course end date. It will also show the student's grade to date in that course so far, but this is based only on the points the student has earned so far out of how many were possible so far. This is not a final grade, just a grade so far.

Students can go the Grades tab at any time in each of their classes to see exactly what score they earned on every assignment and they can also see any comments the teacher left on short-answer/essay assignments. Additionally, most quizzes have multiple attempts built-in to the system. Students can revise essays and short-answer assignments up until 9:00 pm on their end date—this is when the class closes and automatically sends a final grade request to the assigned teacher.

Here is an example report that is emailed out every Monday to the parent/guardian and the details of what each category means. Your report will have the name of the student—but for obvious reasons I did not include that in this example.

Section Name	Engagement Category	Teacher Name	Teacher Email	Start Date	End Date	Last Access	Last Weeks Time	Total Time	Points to Date	Possible to Date	Grade to Date	Total Possible Points	% Complete	Cumm. Grade
OR OTH020A Summit Physical Education K19 Section 2 IST	Performing	Osborne, Travis	tosborne@k12.com	9/7/2021	12/2/2021	9/17/2021	164	243	29.00	29.00	100.00%	279.00	10.19	10.39%
OR WLG100A Spanish I M18 Section 5 IST	Performing	Mennequin, Meghan	mmennequin@k12.com	9/9/2021	12/2/2021	9/17/2021	829	1030	162.00	199.00	81.41%	2,466.00	10.64	6.57%
OR BUS085 Marketing 1 K19 Section 1 IST	Underperforming	Stonking, Anne	astonking@k12.com	9/9/2021	12/2/2021	9/18/2021	179	283	43.00	120.00	35.83%	1,540.00	7.41	2.79%
MTH128A CC Algebra 1A	Underperforming	Harvey, Logan	logan.harvey@crookcountyy.k12.or.us	9/7/2021	12/2/2021	9/18/2021	363	908	17.50	30.00	58.33%	920.00	8.00	1.90%
SCI102A CC Phys Sci A	Performing	Ditton, Nate	nate.ditton@crookcounty.k12.or.us	9/7/2021	12/2/2021	9/18/2021	870	982	56.00	69.00	81.16%	1,043.00	11.48	5.37%

*** = key categories to look at each week

Section Name is the name of the course. If it starts with a "CC" then it is taught by a teacher here in CCSD (Natalie Eberhard, Nate Ditton, or Logan Harvey). This student has two courses taught by CCSD teachers: MTH128A Algebra 1A and SCI102A Physical Science A.

Engagement Category is a computer-generated summary of activity and progress for the last week. The teacher of the course has no input on this category. It really is auto-generated by a computer and is only a general category PEAK assigns to each course as an overall progress indicator.

Teacher Name is the first and last name of the teacher assigned to the course.

Teacher Email is an active hyperlink of the teacher's email address. You can click on this and it will generate an email in most email programs. If yours does not do that you can copy and paste it and create your own email.

Start Date is the date your student was enrolled in the course.

End Date is the current date the course is set to end (typically the end of a trimester).

*****Last Access** is the last time the class was opened up.

*****Last Week's Time** is the number of minutes the course was open and active from Monday morning at 12:00 am to Sunday late night at 11:59 pm Eastern Standard time. We are expecting to see 300 minutes per week in each course (1 hour per day for 5 days).

Total Time is the total amount of time the course has been open and active since the student was enrolled in the course.

*****Points to Date** is how many points the student has earned in the course since being enrolled. This is a great category to watch from week to week to see how much work your student is completing in the course.

*****Possible to Date** is the total number of points the student could have earned on all of the assignments the student has completed so far in the course.

*****Grade to Date** is the student's grade based on dividing the Points to Date by the Possible to Date points. If a student completed one assignment and earned 100% of the points possible this will be 100%--so don't over-rely on this data point to know how your student is doing.

Total Possible Points is how many points the student will have the opportunity to earn over the course of the entire class.

*****% Complete** is how many points the student could have possibly earned on the assignments they have completed so far (Possible to Date) divided by the Total Possible Points in the entire course. As an example: if the Possible to Date is 100 and the Total Possible Points is 1,000 the student is 10% completed with the course, so you would see 10.0 in this category. To complete a course within the Trimester students need to complete 8-10% of the course per week.

Cumm. Grade is Points to Date divided by the Total Possible Points, or the student's final grade for the course. This is not very helpful at the start of the course, but keep an eye on it as we approach your student's end date as the course is set to be finished on that date. This is the final grade the student is earning at this time, but this would only be the final transcript grade if the student did no more work.