

Checking Improvement Requests

Students send Improvement Requests when they need to or wish to redo an assignment for a higher grade. Because students cannot move forward in their classes until they master each lesson, Improvements must be answered in a timely manner (within one business day, preferably sooner).

Most of the basic information you need is right on the improvement request page, as shown below:

Course	Name	Marks	Total	Letter	%	Request Date	Total Attempts	Accepted Imp. Requests	Rejected Imp. Requests	Student	Teacher	Student Reason	Action
CC - American High School Orientation Course	Improvement Requests Practice	2.5	5	F	50	6/29/2016 5:44:03 AM	3	2	None	[Redacted]	[Redacted]	Bad grade	<input type="button" value="A"/> <input type="button" value="D"/>
CC - American High School Orientation Course	Improvement Requests Practice	2.5	5	F	50	6/8/2016 12:47:35 PM	4	8	None	[Redacted]	[Redacted]	i got a bad grade	<input type="button" value="A"/> <input type="button" value="D"/>
CC - American High School Orientation Course	American High School Orientation Practice	1.25	5	F	25	7/7/2016 12:59:23 AM	2	None	None	[Redacted]	[Redacted]	could i please have a retake on this assessment i have trouble with my memory	<input type="button" value="A"/> <input type="button" value="D"/>

You will see the request date, the total times the student has done the assignment, the total number of times the student has had an improvement request accepted, and the total amount of time it has been declined.

If you want to see what the student originally submitted for the assignment they are trying to redo, click on the assignments name. This will also give quick access to the student's course journal:

View Assessment Details

NOTE: This is showing the most recent attempt!

Unit 6 Lesson 2: Properties of Parallelograms
Practice - 10 Questions

Course Name	Assessment Name	Status	Student Name	Teacher Name	Obtained Marks
CC - Geometry - Semester 2	Unit 6 Lesson 2: Properties of Parallelograms Practice	G	[Redacted]	[Redacted]	5
Total Marks	Total Questions	Attempted Questions	Letter Grade	Obtained %	Date Attempted

Journal

Title	Date	
Unit 6 Lesson 2: Properties of parallelograms journal practice pg. 364	7/1/2016 12:49:00 PM	Read

Close

Scrolling down will allow you to see what the student missed on a practice or an assignment that was submitted including teacher comments that were left.

Below are basic policies regarding improvement requests.

1) Identify Outliers

Improvement Requests are primarily for automatically-graded quizzes, as is most of this procedure. So, check your overall list of pending Improvement Requests for outliers: Course surveys, Pre- or Post-tests, Unit Projects, and Applies. The following link explains how to deal with outliers:

<http://www.intervisualtechnology.us/data/1/21674/Outliers.pdf>

2) Evaluate the Improvement Request

Locate your oldest pending Improvement. Find out how many times this Request has been sent. See the link in the resources box to learn how to check.

This is the first time I have received this request from this student.

Move on to Step 3.

I have declined this Request before.

Has the student followed your guidance from the last Decline?

If **yes**, Accept and move to the next improvement.

If **no**, consider an alternate way to communicate your guidance/directions. You might try to:

- **First time:** Increase the detail of your directions in the "Action" textbox
- **Second time:** Send a separate email
- **Third time:** Call home, require Open House attendance

I have accepted this Request before.

Students are allowed two accepted improvement requests for Practices. After this, you need to arrange an intervention. Options for intervention include: A tutoring session, an alternate assignment, or a "defense." See descriptions of interventions in the resources box to the right.

3) Determine the Student's Needs

Now, decide the appropriate guidance for the student. What do they need to know or do in order to be successful on their next attempt, since they failed the last time? This will often be a targeted redirection to the lesson ("Review the 'literary present tense. Go to lesson pg. 3, textbook pg. 310, and look in the margin on the right.") or it may just be encouragement ("Remember that the Practice is open-note, so use your journals to help you. Let me know if you have questions!")

To determine the best guidance, research the student's progress. Good places to look are the following:

Check journals: See what notes or activities the student did throughout the lesson. What deficiencies do you notice? Leave comments on journal entries to assist students.

Check message center: Has the student emailed you with questions about this lesson or topic?

Check gradebook: Which questions did the student get wrong on their Practice? Do you notice a pattern? Use this to help identify what they need to review before their retake.

Consider using USA Test Prep to create an alternate assignment. See the USA Test Prep workshop below to learn how to do this.

<http://www.intervisualtechnology.us/data/1/21669/USATestPrepWorkshop.pdf>

4) Accept or Decline.

Always include a reason the request is accepted or denied. Many teachers keep a list of common feedback responses in a document or extension and copy and paste those responses into the reason box.

[Linkednotes](#) is useful extension for chrome that can be used for this purpose. To accept the request, press the "A" and to decline, press the "D."

5) Move on to the next Improvement Request

Return to Step 2.