Weekly eCourse Progress Report Instructions

This document contains instructions for how to correctly track participants' progress as they complete the eCourse. **Flexible Facilitators** should use this document to prepare and submit a Weekly eCourse Progress Report for the school/community site where they deliver the training. There are two parts to tracking, scoring, and grading participants who complete the Eco-friendly Emissions for Youth and Adults eCourse. The first part is the Weekly eCourse Progress Report and the second part is the eCourse Grading Rubric.

Note: The eCourse Grading Rubric shall be completed and distributed by OTA Staff at the end of the program. The eCourse Grading Rubric uses the Weekly eCourse Progress Report to determine participants successful completion of the training to issue certificates of completion and stipend awards.

The Weekly eCourse Progress Report is an excel template created to specifically track participant progress as they complete each **eCourse Unit** (eModule + eClass) and the final **eCourse Project**. Flexible Facilitators must use the template to prepare and submit the progress report once per week.

The template can be accessed and downloaded from your account on the RITMO Community site. To access the template, visit **My Dashboard | Courseware | Grading Tools**. The template contains three worksheet tabs labeled eModule, eClass, and Project. Use the scoring method described below to track participants at your school/community site:

eModule Tab

Tracking and measuring participant progress includes calculating the points participants earn by completing each eModule Lesson. This includes reading all content and media assets (e.g., video, audio, activities, forum assignments), and knowledge check quizzes. Participants must mark each lesson complete by clicking the **Mark Complete** button at the end of each lesson in the eModule.

1. Enter Participant Names

   The first step upon opening the progress report template is to enter the First and Last Name of every participant enrolled in the program. Enter participant names in the orange highlighted cells, as shown in the image below.

Note: *You only need to enter the names of participants in the eModule Tab. The tool will auto-populate the eClass Tab and Project Tab without you having to retype the names in each tab.*

2. Calculate Lesson Score

A person can earn two (2) points for each lesson completed in the eModule. This is called the **Lesson Score (LS)**. Enter the points that each participant earned from completing the lesson in the LS column. The total number of points that can be earned per lesson is shown in the table.

	LS1	LS2	LS3	LS4	LS5	LS6	LS7	LS8	LS9	Total
Lesson	2	2	2	2	2	2	2	2	2	18

3. Calculate Forum Assignment Score

To assign a participant a POST VALUE you must review their forum post for its substantive value. You must determine the POSTVALUE by selecting one of four value options: Unsatisfactory (0), Satisfactory (1), Stellar (2), or Exemplary (3). The total number of points that can be earned based on the POSTVALUE per lesson is shown in the table.

FAS	LS1	LS2	LS3	LS4	LS5	LS6	LS7	LS8	LS9	Total

0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	1	1	1	1	4
2	0	0	0	0	0	2	2	2	2	8
3	0	0	0	0	0	3	3	3	3	12

Enter the number of points for each participant in the column for each **Forum Assignment Score (FAS)** using the formula below.

$$Forum\ Assignment\ Score\ (FAS) = 2 \times POSTVALUE$$

Once you determine the POSTVALUE you can calculate the participant's score for the assignment, if the assignment was submitted.

- Example 1: If a participant completes the forum assignment and you assign him or her a POSTVALUE of 2. The participant would earn a Forum Score of 2 x 2 = 4 points.

- Example 2: If another participant did not complete the assignment or did not demonstrate completion by posting to the forum, then you would assign him or her a POSTVALUE of 0. The participant would earn a Forum Score of 2 x 0 = 0 points.

4. Determine Knowledge Exam Status

The **Knowledge Exam (KE)** Score is determined automatically when the participant completes the knowledge exam. Participants must earn at least an 80% score on the Knowledge Exam to generate a Certificate of Completion. Participants must also show you their Certificate of Completion with the **Date Time Stamp** generated. Upon seeing the Certificate of Completion generated by the system mark each participant KE Status to show **complete**. If the participant did not complete the Knowledge Exam, update their KE Status to **incomplete**.

eClass Tab

Tracking and measuring participant progress includes calculating the points participants earn by completing each eClass Session. This includes reading all content and media assets (e.g., video, audio, activities, forum assignments), and knowledge check quizzes. Participants must mark each lesson complete by clicking the **Mark Complete** button at the end of each session in the eClass.

1. Calculate Session Score

A person can earn two (2) points for each lesson completed in the eClass. This is called the **Session Score (SS)**. Enter the points that each participant earned from completing the session in the SS column. The total number of points that can be earned per lesson is shown in the table.

	SS1	SS2	SS3	SS4	SS5	SS6	SS7	SS8	SS9	Total
Session	2	2	2	2	2	2	2	2	2	18

2. Calculate Gamification Score

The **Gamification Score** (**GS)** is equal to the number of points accumulated during the **Gamification Quiz (GQ)** at the end of each eClass Session. The number of points that can be earned per session is shown in the table.

	GS1	GS2	GS3	GS4	GS5	GS6	GS7	GS8	GS9	Total
GRQ	0	7	7	7	7	7	7	7	7	63

Participants can earn points during the quiz. A correct answer participant receives points and value. An incorrect answer participant loses points and value. The Gamification Point Scale is shown in the table.

Activity	Points	Value
Easy Question	1	$1.00
Video Question	3	$3.00
Difficult Question	5	$5.00

Participants must complete the full eCourse (eModule + eClass) to earn a stipend at the end of the training. The stipend is discretionary. This means that participants can lose the opportunity to receive a stipend based on their participation and performance. The stipend is earned from participating in the Gamification Quiz.

3. Calculate Forum Assignment Score

The process as described to calculate the Forum Assignment Score (FAS) for the eModule is the same for calculating the FAS scores for the eClass. Use the information as described under the eModule Tab above to calculate the FAS scores for participants who complete the eClass Sessions.

4. Determine Performance Exam Status

The **Performance Exam (PE)** Score is based on a combined team score that participants earn from participating in the team project. Participants must participate in the team project to earn a PE Score and receive the points needed to generate a Certificate of Completion when the project is successfully completed.

Participants must also show you their Certificate of Completion with the **Date Time Stamp** generated. Upon seeing the Certificate of Completion generated by the system mark each participant PE Status to show **complete**. If the participant did not complete the Performance Exam, update their PE Status to **incomplete**.

Project Tab

Use the Project Tab to help participants track and report their progress as they conduct eco-friendly emission audits in teams. Participants should be assigned to teams of 3-4 people. Each team will be required to track, measure, manage, and report by auditing themselves and the environmental factors that they identify are areas that need improvement. The data collected will be used to inform policy decisions to develop alternative ways to remove greenhouse gases from Earth's atmosphere thereby achieving NetZero Emissions for a better, safer, and healthier work and life balance.

1. Calculate Data Audit Score

A team can earn points by achieving the desired NetZero Emissions they set as benchmarks each day and work toward achieving the designed results based on prior benchmarks and eco-friendly emission targets set over the project period. Enter the number of points for each team in the column for each **Data Audit Score (DAS)** using the formula below.

$$Data\ Audit\ Score\ (DAS) = \\ 1\ point\ \times TOTAL\ NUMBER\ OF\ NETZERO\ EMISSIONS\ ACHIEVED$$

The total number of points that can be earned per team is determined by how well each team tracks, measures, and manages their daily and weekly Carbon Footprint and Carbon Handprint throughout the project period. Daily audits across the following categories help determine how well each team achieves NetZero Emission:

- Agriculture/Farming/Outdoor Equipment
- Air Pollution

- Construction
- Deforestation
- Electricity
- Food/Goods/Beverages
- Technology
- Transportation
- Waste/Garbge/Cluttering

Teams will use their Eco-friendly Journals to audit themselves, the school, and home environments to learn what actions and behaviors generate the most promise toward achieving their NetZero targeted goals.

2. Calculate Forum Assignment Score

The process as described to calculate the Forum Assignment Score (FAS) for the eModule and eClass is the same for calculating the FAS scores for the team project. Use the information as described under the eModule Tab above to calculate the FAS scores for each team.

Submit Progress Report

Send the report to the facultycorrespondence@oraclesoftruth.org email box the beginning of each week after the previous week's learning activities.