

1. **QUESTION:** Should guidelines be developed for assigning the categories (weight) of assessments to items recorded in the grade book? Should this be decided at the district, school, grade, or classroom level?

Example 1:

Formative 0-10%

Summative 90-100%

(i.e. Formative = 0% and Summative = 100% OR Formative = 10% and Summative = 90%)

Example 2:

Homework 0%

Classwork/Quizzes 10%

Projects/Presentations 45%

Tests 45%

RECOMMENDATION: Assignment of categories for assessment items recorded in the grade book will be a site-based decision and will be consistent across grade levels within the school. It is the school's responsibility to create samples of categories by grade level to ensure a common understanding.

INFINITE CAMPUS PROCESS: This process is outlined step by step in the Infinite Campus Grade Book Guide for teachers.

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Does Not Count Towards Grade	0.000	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Formative (10%)	10.000	0	<input type="checkbox"/>	<input type="checkbox"/>
Summative (90%)	90.000	0	<input type="checkbox"/>	<input type="checkbox"/>

2. **QUESTION:** Since the CCSD Report Card reflects the percentage of mastery of grade level standards, how should teachers record grades in their grade book for students working on standards below grade level? Example: 5th grade student receives an 88% or “Meeting” on an assessment based on 3rd grade standards.

RECOMMENDATION: Grades recorded in the grade book reflect a student's proficiency on grade level standards. Teachers can maintain records on non-grade level work, but this information is not reflected in the letter grade recorded on the report card. The comment section of a progress report/report card should be used to offer further explanation when needed.

INFINITE CAMPUS PROCESS: Teachers will record Not for Grade work in Infinite Campus by creating a new category in each section. They will call this category “Does Not Count Towards Grade” and check the box marked Exclude. This will allow teachers to track progress and communicate this progress to parents using the portal without impacting the student's overall grade. Specific steps are outlined in the Infinite Campus Grade Book Guide for teachers. Please see the sample above.

3. QUESTION: Should items recorded in the grade book only reflect summative assessments measuring mastery of standards? Can assessments that reflect formative practice be included in the grade book?

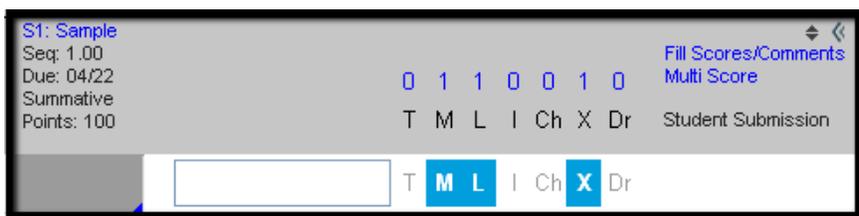
RECOMMENDATION: Grades recorded in the grade book should reflect balanced formal and informal assessments of mastery towards the grade level standards and should be consistent across grade levels within the school. Category weights given to assignments can be used to emphasize summative assessments over formative assessments. For example, in-class assignments providing students practice with content aligned to standards could be worth minimal weight (0-10%) while end-of-unit tests and other summative demonstrations of mastery could be worth more weight (90-100%). Students should be given multiple opportunities to show mastery on grade level standards, and the gradebook should be updated to reflect the most recent and powerful evidence of a student’s true achievement level.

4. QUESTION: How many assessments should be recorded for a content area per week?

RECOMMENDATION: Since the key is in the *quality* of evidence showing that students have achieved mastery of standards and not the *quantity*, sites may determine if a minimum number of assessments is required. Student performance on formative assessments should be tracked without a value to communicate student progress on practice before the summative assessment is recorded. All assignments/assessments placed in the grade book can be viewed on the parent portal in real time.

5. QUESTION: How should codes be utilized in Infinite Campus? (Missing, Absence, etc.)

INFINITE CAMPUS PROCESS: Teachers can utilize codes that are already embedded in Infinite Campus to communicate missing/late work and absences. To record a missing assignment, best practice in grading is to use the “L” code, shown below. The “L” will communicate that the assignment was not received without being punitive to the student. This results in an accurate reflection of academic achievement on the report card. The “L” is visible on the portal and displays on the elementary custom progress report. The practice of using the “M” in these situations should be discontinued because it calculates as a zero, distorting student achievement when assigned in this punitive manner. To show that the student is exempt from the assignment, possibly due to an absence, the “X” can be used.



Shortcuts for Grading	
T	Turned in but not graded yet
M	Missing (calculates as 0)
L	Late
I	Incomplete
CH	Cheated (calculates as 0)
X	Exempt
Dr	Dropped

6. QUESTION: How do I generate a report showing late assignments flagged by an “L” in the Infinite Campus Grade Book?

INFINITE CAMPUS PROCESS: The Late Assignment Report is available to communicate with parents and students. This report will be available in the Index Menu for Campus Instruction, in Custom Links and Reports > Late Assignment Report.

7. **QUESTION:** How do I show an updated mastery score when a student has been reassessed on end-of-year standards?

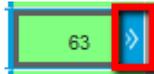
INFINITE CAMPUS PROCESS: You can accurately show the current mastery level of a student by using one of the three options below.

NOTE: This can be done in semester 1 or semester 2 for elementary grades, however this must be done within the same term for secondary grades.

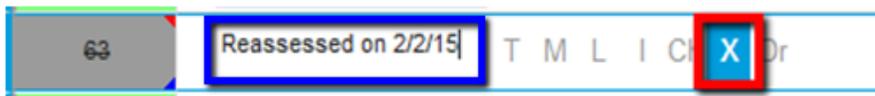
Option 1: Find the original assignment, and replace the score. Use the comment field next to the score and indicate that the student was reassessed and include the original score.



Option 2: Exempt the original score by selecting the assignment and clicking on the blue expand arrows by the score.

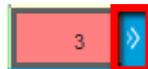


Click on the "X" from the codes next to the student's score. Use the comment box to indicate that the student was reassessed. This exempt assignment will no longer calculate in the grade and will no longer be visible in the portal.

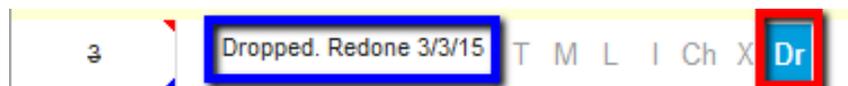


Next, add a new assignment selecting the same cluster (elementary only) that was assessed, and record the new score for that student. Adding a comment regarding the achievement on the original assessment would allow you to track progress. You can use the "X" to exempt all of the other students from this new assignment.

Option 3: Drop the original score by selecting the assignment and clicking on the blue expand arrows by the score.



Click on the "Dr" from the codes next to the student's score. Use the comment box to indicate that this assessment has been dropped and the student was reassessed. This dropped assignment will no longer calculate in the grade. This will still show on the Student Summary report and in the portal as a dropped assignment, with the comment included.



Next, add a new assignment selecting the same cluster (elementary only) that was assessed, and record the new score for that student. Adding a comment regarding the achievement on the original assessment would allow you to track progress. You can use the "X" to exempt all of the other students from this new assignment.

8. QUESTION: How will the minimum F be utilized in Infinite Campus?

INFINITE CAMPUS PROCESS: Due to the absence of shortcut codes in Infinite Campus, teachers will now adjust how they record the minimum F. When recording the student's score, the teacher will simply populate a 50% and insert a comment next to the score indicating what the student's original score was and that the minimum F was utilized. Please see the screen shot below. For a deeper understanding of the minimum F, please refer to the resource *15 Fixes for Broken Grades*, available in Pathlore.



9. QUESTION: How are Unsatisfactory Notices printed?

RECOMMENDATION: Utilize Infinite Campus for the printing of Unsatisfactory Notices. There are many printing options. See the Infinite Campus Grade Book Guide for specific directions on how to print progress reports. This must be signed by the parent and returned back to the site.

10. QUESTION: How do I communicate when a student is exceeding or emergent in a course?

RECOMMENDATION: The teacher should utilize the various comments sections available in Infinite Campus to communicate student progress. Specific direction can be found in the Teacher Mastery Level Guide located using the path below.

District Link > Infinite Campus > Instruction and Grade Book

11. QUESTION: Where do I find resources supporting best practice in grading?

District Link > Student Assessment > Assessment Literacy > Grading Practices

