

ONLINE GRADE BOOK

Teacher Professional Responsibilities

Parents, staff, and students have come to rely on having up-to-date information. Because we believe that parental involvement and teacher support have a great impact on a student's success, staff members are expected to maintain, update and enter information into Infinite Campus on a regular basis.

Infinite Campus is used to enhance communication in our District by complementing other means of parent-teacher communication such as e-mail, telephone calls and by providing basic information for meaningful parental conferences.

Teachers, students, and parents must proactively work together and communicate any concern or problem as soon as possible.

Posting Assignments

PAPERS	PROJECTS	TESTS	DAILY WORK & QUIZZES
When assigned, at least 1 week prior to due date	When assigned, at least 1 week prior to due date	When assigned, at least 1 week prior to test date	Daily work and formative quizzes - as applicable Summative quizzes – 1 day in advance

Important note: Posted information may change based on instructional needs.

Recording Grades

PAPERS	PROJECTS	TESTS	DAILY WORK & QUIZZES
Within 3 weeks <i>Note: Large-scale papers that may require additional time for grading shall include an assignment comment indicating such.</i>	Within 3 weeks <i>Note: Large-scale projects that may require additional time for grading shall include an assignment comment indicating such.</i>	Within 2 weeks	Within 1 week

Missing Assignments

MISSING ASSIGNMENTS
Flag within 1 week past the due date