

## **Standard Usage of Infinite Campus Lesson Plan, Grading and Reporting Function**

*Infinite Campus is a very powerful tool for communicating student achievement and progress to parents, guardians, other teachers and administrators.*

To that end, teachers in grades 3-12 will post the summative test grades, formative quiz grades, homework assignments, and daily class work to the grade book within a week of their due date.

A two-week window may be necessary for extended response essay tests, projects, and writing assignments. If a teacher has an assignment that will take more than two weeks to grade and post, a message will be sent by the teacher to parents/guardians via the portal explaining why more time is needed.

At the end of each grading period in grades 5-12, you can expect to see a grade for each subject, as well as the progress to date on the Power Objectives being taught during that period. If the Power Objective is left blank, it means that it was not assessed during that grading period.

In addition, students in grade 3 and 4 will also receive grades in language arts and math as well as the progress to date on the Power Objectives being taught during that period.

Students in K-2 will receive the progress to date on the Power Objectives being taught during that grading period. The teacher will report the progress on the Power Objectives at the end of the grading period.