

# Essential Communication and Grade Book Use

It is important to give students timely feedback for where they stand in your class, and the Infinite Campus grade book is equipped with the tools for you to do so. Remember that Infinite Campus is the official record, and it should be updated often.

This document assumes you have already set up both your IC and Schoology grade books appropriately and that you are either familiar with GradePassback or manually entering grades into IC. It will explain expectations and best practices for communicating grades to students and parents.

Remember that the grade book is not only used by parents and students! Other teachers and interventionists are using the grade book to help support your students! An accurate grade book will help everyone!

| Feature   | Expectation (minimum)   | Best Practice   |
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| Entering Grades   | Grades should be added to IC no later than every 2 weeks  | Grade assignments as students submit and add grades to IC as you go (see use of T, M, etc. below)   |
| "T" (Turned In)<br>(Does not change students' overall grade)  | If a student has turned in an assignment that has been missing or marked as a zero, change that marking to "T" to communicate with parents and students that it is not yet graded, but it is turned in. <b>You may not get to grading it right away, but it is important that you share with stakeholders that it is turned in.</b>   | If students have turned in an assignment that is going to take longer to grade (essay, lab write up, etc.), you can mark each student with a "T" right away when it is due to communicate with parents and students that it is turned in and not graded   |
| "M" (Missing)<br>(Calculates as zero to show students' actual grade if they do not turn that assignment in)<br><b>***Entering an "M" indicates it is not turned in but still <u>can</u> be</b><br><b>Entering a "0" indicates that it is not turned in and <u>cannot</u> be</b> | If a student has not turned in an assignment by the time you have graded them, mark that assignment as "M" when entering other students' grades<br><br>*( <u>do not wait</u> to give students time to get it turned in; if they or their parents cannot see the effect that missing assignment has on their overall grade, they will not likely notice or do anything about it until they are surprised later when you enter that zero) | If a student has not turned in an assignment that is going to take longer to grade (essay, lab write up, etc.), you can mark that student with an "M" right away. This will notify parents and students right away that their grade is in jeopardy instead of waiting until you have finished grading this lengthy assignment.<br><br>Of course, students know that they have not submitted something, but their parents do not. Some students will tell their parents that it is submitted and not graded, and this will help you get work submitted much sooner |

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| <b>Zeros and Blanks</b>      | <p>Entering a zero into the grade book indicates that a student has not and can no longer turn in an assignment.</p> <p>(I suppose that they could also score a zero on an assignment--I am hoping that is not common!)</p>   | <p>Leaving a blank in the grade book does not affect the grade book in any way--you might feel like you are giving the student a break--but you are not and it can be very confusing. Is it something missing, something turned in and ungraded, etc.?</p> <p>Please only leave blanks in the grade book for an assignment that you have not started grading for anyone yet. If an assignment is Missing, mark it as such. If it can no longer be turned in, mark it as such with the zero. Blank spaces do not show the student (or any other stakeholder) how an assignment that is not turned in is going to affect their grade (and will often lead to it never being turned in). Leaving a blank in the grade book is communicating nothing--and what is the grade book if not a tool for communication?</p> |
| <b>Comments</b>              | <p>Use the comment box as needed to share anything with parents and students to answer their questions ahead of time and lessen the email questions you receive</p>   | <p>When you mark an assignment Missing, include a note saying something like, "Not submitted as of 2:45 1/15; May submit for half-credit until 3 pm 1/26" (it is easy to type it once and copy/paste it into all other Missing students' comment box)</p> <p>Another thing you can do with electronic submissions is to Screencastify your feedback and paste the link to your video in the comments. This can be done for normal feedback as well as when explaining why a student is receiving a zero/very low score (due to plagiarism, not contributing to a group project, and the like)</p>   |
| <b>Schoology to IC Notes</b> | <ul style="list-style-type: none"> <li>Remember that you have to sync changes in the Schoology grade book anytime late work is submitted. New submissions will not be passed back to IC until you go in and sync again (in other words, syncing once does not open a window that passes new/late work automatically)</li> </ul> |   |

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|  | <ul style="list-style-type: none"><li>• Marking assignments in Schoology with features like Missing will transfer over to IC when you sync grades.<ul style="list-style-type: none"><li>◦ You cannot type an "M" in the Schoology grade book! You must use the small blue flag in the bottom left corner of the box (where you put the grade) and select Missing.</li></ul></li><li>• The new Submitted exemption will NOT sync to IC. It will transfer over as a zero! Keep this in mind when synching!</li><li>• Here is a webpage that will give you more info on how exceptions work when passing back from Schoology to a system like IC... keep in mind that different platforms act differently so look for IC-specific info here:<br/><a href="https://support.schoology.com/hc/en-us/articles/214826077-How-Do-I-Use-Exceptions-in-My-Gradebook-">https://support.schoology.com/hc/en-us/articles/214826077-How-Do-I-Use-Exceptions-in-My-Gradebook-</a></li></ul> |
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