

Scoring Process - Principals

Overview

The Scoring Process refers to the tasks involved in the collection of marks at the end of each trimester and ends with the printing and distribution of student Standards Based Progress Reports. These marks are teacher-generated scores on all standards associated with each class a teacher is assigned. Teacher access to scoring in Infinite Campus is locked to data entry until mark collection is started and locked again when the mark collection is complete. This time period, called the Scoring Window, is usually 1-2 weeks long and ends on or near the end of the term. The entire Scoring Process by role is as follows:

Principals

- Begin the process by setting Scoring Window start and end dates and communicating this to staff.
- The Scoring Window will be unlocked on a pre-determined date for all elementary, K-8 and Middle schools unless requested by Principals through the Hotline before this date.
- High Schools must request a Scoring Window opening date for teacher scoring to be unlocked.
- Principals must also inform the Hotline to close (lock) the Scoring Window, which indicates that all marks have been verified, that marks can be moved to student transcript records and that progress report print orders can be requested.

Office Staff/Scheduler (usually limited to one or two people per site)

- Verify student schedules before the Scoring Window is opened. This can be done in various ways and involves confirming that all class rosters are correct and students are in appropriate courses.
- Schedulers are advised not to make any schedule changes at any time the Scoring Window is open.

Teachers

- Verify all class rosters.
- While the Scoring Window is open, teachers have various options for entering scores.
- Teachers can also check for missing marks and view student marks they have entered in multiple ways.
- Teachers can generate these score reports at any time and for previous reporting periods as well. It is important to understand that although teachers can print these score reports they are unofficial and should not be distributed. Teachers are advised to view them electronically.

Office Staff/Scheduler (usually limited to one or two people per site)

- Is responsible for mark verification after the teachers' deadline for entering marks has passed.
- Is responsible for final verification that no marks are missing and coordinating the collection or correction of marks before the Scoring Window is locked
- Inform the Principal to request the closing of the Scoring Window and order the SBPR files.

- Scheduling changes can now resume. Middle and High School Staff currently have the training and access to correct scores at any time (even when the Scoring Window is closed).

IC SBPR Gradebook Expert (typically a Site Technology Representative or Teacher) is a recommended role to assist teachers with all Gradebook support in general.

- During the Scoring Process, this person can assist teachers with any problems that might arise which can significantly reduce the time and frustration spent entering marks.