

Scoring Process – Teacher

Overview

The Scoring Process refers to the tasks involved in the collection of marks at the end of each trimester and ending 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.

Process

- Before the scoring window opens, teachers verify all class rosters are correct. This can be accomplished by using the “Roster” link under Instruction to verify the student list for every class.
- When the scoring window is open teachers begin entering scores. The opening of the scoring window is site specific and should be announced by your principal. See Quick Reference guide: IC Standard Based Progress Report – End of Term for Teachers, located at [Grading by Task / Grading by Student using keyboard and time saving shortcuts](#).
- Teachers double check their score entries into IC. This can be accomplished by using the Grades Report under Grading & Standards – Reports – Grades Report.
 - Run the Grades Report for All Marks. See Quick Reference guide: Grades Report – Viewing All Marks (Teachers) [Grades Report to display ALL MARKS](#). This report is used to check that marks are accurate and displays standards that are missing marks.
 - Run the Grades Report for Missing Marks. See Quick Reference guide: Grades Report – Viewing Missing Marks (Teachers) [Grades Report to display MISSING MARKS](#). This report shows all the standards that have not been given a mark and can also be used to review all comments that have been entered.
- Using either Grades Report, enter marks until the report is “Clean”.
 - Most teachers will never get a blank report, which would mean no missing marks. Examples of standards that will always appear on the report are:
 - Reading courses that ask for a reading level, either in English or Spanish. Every student will have only one scored and the other will always appear as a missing mark.
 - Characteristics of Learners Standards that are not being scored during a specific Term (a site level/Principal decision) will appear as missing marks.
 - Comments fields for Characteristics of Learners and for Core Classes cannot be scored so will always appear on a missing mark report.
 - Anything on the Missing Marks report that the teacher did not intend to score can be left blank (N/A will be filled in automatically on the SBPR when they are generated.)
- When the office is notified that scoring has been completed, the scoring process for teachers is complete.
- Teachers have the ability to view an unofficial SBPR for a single student. This is helpful if teachers need to conference with a parent before the official SBPR has been distributed. See Quick Reference guide: Printing Non-Official Score Report–AdHoc Tab (Teachers) [Ad Hoc scores report](#).