



October 11, 2012

Appendix 000-4-19
October 29, 2012

TO: Operational Support Committee

FROM: Jane Belmore, Interim Superintendent

RE: Infinite Campus

I. Introduction

- A. Title or Topic: Infinite Campus – teacher grade book usage
- B. Presenter: Joe Gothard, Assistant Superintendent-Secondary Education
- C. Background Information: The parent portal feature of Infinite Campus provides parents/guardians of students up-to-date progress measures. Grades, attendance and outstanding assignments are examples of the type of data available. At the Secondary level, teachers received the attached letter with Infinite Campus guidelines and minimum expectations.
- D. Action Requested: Information and plan for monitoring

II. Summary of Current Information

In the spring of 2012 data was collected indicating a wide array of teacher grade book usage on Infinite Campus. Following the distribution of the letter on August 27, 2012 a number of concerns were brought forth regarding the use of grade book. Music and Physical Education teachers at the middle school level have larger class sizes and teach on an alternate day rotation in many cases. Currently, members of Curriculum and Assessment are working with Music and Physical Education teachers to develop a set of guidelines that are practical due to their schedules.

Following the end of the first quarter, November 7, we will gather data and measure the use of teacher grade book. The Assistant Superintendent for Secondary Schools will share the data with building principals to address areas of concern.

III. Implications

- A. Budget: None
- B. Achievement Gap Plan: Chapter 5 of the Achievement Gap Plan lists comprehensive strategies to engage families in the success of their students.

Consistent and timely communication provided will assist families and schools work together towards the success of our students.

IV. Supporting Documentation

- A. Memo sent to all Secondary teachers from the Assistant Superintendent for Secondary Schools



ASSISTANT SUPERINTENDENT - SECONDARY

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 Joe Gothard, Assistant Superintendent for Secondary Schools Jane Belmore, Ph.D., Interim Superintendent of Schools

August 27, 2012

TO: Middle and High School Teachers
 FROM: Joe Gothard, Assistant Superintendent for Secondary Schools
 RE: Infinite Campus – Teacher Grade book Expectations

Greetings Middle and High School Teachers,

I hope each of you has had a terrific summer. The 12-13 school year is right around the corner and on behalf of the Madison Metropolitan School District I want you to know how appreciative we are of the daily education, guidance and support you provide our students and families. In order to enhance communication with parents/guardians around student performance I ask that you review our guidelines around the use of the Infinite Campus grade book.

Across our middle and high schools, a number of you have utilized the Infinite Campus grade book. Parents, guardians and other youth service providers appreciate the information regarding student progress. This year, the MMSD opened an online student enrollment option for families. The feedback is clear, a high percentage of MMSD families utilize Infinite Campus. The Research and Evaluation Department has analyzed the number of Infinite Campus grade book entries in all of our schools and it is evident to me that we have yet to reach our full implementation by having all teachers using the Infinite Campus grade book and consistently updating student progress. Therefore, it is my expectation that all teachers follow the below guidelines as we enter the 12-13 school year.

Middle/High Grading

Teachers are expected to add tests/assignments to their grade book once a week at a minimum. Teachers are also encouraged to include any information that may help inform students and parents. The following fields should always be populated:

■ Assignment Name	■ Due Date	■ Date Assigned
■ Weight	■ Points Possible	■ Score
■ (%) Earned / Standard met	■ Turned In	■ Comments

The information you post in your grade book is visible on the parent portal. By providing consistent updates, you are allowing parents/guardians to view outstanding work, discuss a low-test score, or share in the excitement of a first “A” on a test. Regardless of the information, we all have a responsibility to utilize tools and technology that support student-family-school communication.

Thank you very much for your efforts in fully utilizing Infinite Campus. I wish you a successful 12-13 school year and hope to see you at your schools doing what you do best, teaching our great students!