



## **PARENT PORTAL GRADEBOOK FREQUENTLY ASKED QUESTIONS**

Dear Parents:

We are very excited to share with you that we will be activating the Gradebook feature of the Infinite Campus Parent Portal in September 2017. We hope that this will enhance communication between home and school, and will allow you to receive information about your child's progress on a regular basis.

### **What is Gradebook?**

Gradebook is a feature of Infinite Campus, our student information system. It allows teachers to post assignments and grades to the parent portal. The Parent Portal allows parents of our middle and high school students to check grades, report cards, class schedules, and attendance records throughout the year.

### **How often is information updated in the Parent Portal?**

Posting of information takes place in real time; however, please remember that teachers need ample time to grade projects, assignments, and tests. Grades will be posted regularly, and as they are made available to students.

### **How can I find out about the grading policies for my child's courses?**

Teachers will continue to share their course grading policies at Back to School Night. These may vary from teacher to teacher and between academic disciplines.

### **What will I see when I log into the Parent Portal?**

You can see demographic information. You can see your child's schedule, attendance records, and grades. To see grades, simply click on the gradebook tab on the left hand side. A listing of each assignment and assessment will be visible for each course, as well as a running letter average. Teachers may also post comments and information about missing assignments.

### **Can I still call my child's teacher?**

Of course! We encourage you to reach out early and often, and to ask any questions you may have regarding any aspect of your child's educational program.

### **I do not have a password or I need to create an account--- how can I do that?**

Please contact the main office in the building your child attends. They will direct you to the proper person who will assist you in creating an account.