



## **BANGOR SCHOOL DEPARTMENT**

### Frequently Asked Questions about Infinite Campus

- 1. What is Infinite Campus?** Infinite Campus is a student information system that the Bangor School Department utilizes to manage student data in Grades PK-12. Included in this system are individual student grades and attendance records. This is a web-based program that may be accessed by authorized users anywhere there is an Internet connection. The information is password protected and can only be viewed by authorized users. Information for students in grades 6-12 will be available on October 9. Information for students in the remaining grades will be available after the first marking period.
- 2. How do I get to Infinite Campus?** The Infinite Campus Portal page is: <https://ic.bangorschools.net/campus/portal/bangor.jsp> A Quick link will be placed on the Bangor School Department web page for easy access.
- 3. What is required to connect to the Infinite Campus server?** Users need the following to connect:
  - A computer with a connection to the Internet
  - Windows 2000 or greater
  - Mac OS X 10.3.9 or greater
  - Internet Explorer 6.0, Firefox 2.0.X, Safari 2.0.X or later
  - A login and password, to be supplied by the school
- 3. What are the benefits of providing individual accounts for students and parents?** Research tells us that students benefit from frequent feedback. Students who have daily access to their grades often are more responsible for completing work on time, for following up with their teachers for clarification and assistance, and for understanding teacher classroom assessment practices. The account provides access to information online but does not provide interpretation. Discussion with your child is encouraged to understand teacher expectations, grading practice, and the scope of assignments. Look over the grades carefully and ask your child to explain the average to you. If you still have questions, contact the teacher.
- 4. Will other people be able to see my son's/daughter's grades?** As long as you protect your password, others will not be able to see that information.
- 5. Do all teachers post grade and attendance information on Infinite Campus?** The main office posts attendance and changes in attendance throughout the day in Grades K-12. All teachers assign and post grades to Infinite Campus at different times. Some teachers may post grades every time the class meets; others may post far fewer grades during each quarter. This is up to each teacher and depends on that teacher's classroom assessment plan and scale of the assignment. At the beginning of the school year, students are given detailed explanations of the grading procedure in each class.

**6. Do all teachers use the same grading procedures and scales?** No. Grading procedures and scales vary among teachers and classes. All teachers hand out a course information guide at the beginning of each course describing their grading procedures. Parents receive these same guides at the fall Open House.

**7. Do all teachers weight assignments the same way?** No. Some teachers accumulate points over the course of the quarter giving different point values to different assignments such as homework, tests and other activities. Many teachers use categories of assignments, such as tests, quizzes, projects, and daily work to organize and give different weights to grades. How much teachers weigh each category or assignment is an individual decision. Teachers inform students at the beginning of each course of their grading procedures.

**8. How often will grades be updated?** 6<sup>th</sup> - 12<sup>th</sup> grade teachers will update their grades at least once every two weeks. Many factors determine how soon a teacher will post grades. Some assignments take longer to grade than a quiz or a homework assignment. Essays, research papers, large projects, and lengthy lab reports take longer to grade. Coaching, advising school clubs, family commitments, illness, and the total number of students in a teacher's classes may also affect the "turnaround" time for posting grades. All teachers do their best to grade their students' work and to communicate student progress in a timely manner.

Please note that sometimes a student's average may be very low. This may be due to missing assignments or the average being based upon assignments that have not been corrected yet. **Do not panic.** Look over the grades carefully and ask your child to explain the average to you. If you still have questions, contact the teacher.

**9. How about make-up work?** Each teacher sets his or her own rules about accepting make-up work. Teachers communicate their make-up policy to students at the beginning of each course and to parents at the Open House.

**10. Can I get homework assignments?** You will be able to see the titles of homework assignments as well as the due dates. (e.g. Q1 Project, 10/28/07). The portal calendar will display all assignments on the date each assignment is due. To view more detailed information simply click on the Assignment Due icon. Please note that teachers often make daily adjustments to homework based on the needs of the class. **Therefore, parents need to check with their child regarding specific homework instructions, modifications, and expectations.** In class teachers communicate to students when they make changes to the upcoming assignments. However, such changes may not be updated for online viewing until the teacher's next updating of grades.

Parents are also reminded that when their child is absent from school, the student should check with teachers about missed homework and assignments.

**11. Will Infinite Campus replace the need for student agendas at the middle school level?** No. The middle schools use the agendas to teach students the necessary organizational skills for success at middle school, high school, and post secondary levels. Students are required to write down the specific instructions for homework assignments in each of their classes.

**12. Will Infinite Campus replace quarterly and/or weekly progress reports?** Due to the ease and convenience of Infinite Campus, quarterly progress reports and weekly progress reports will be discontinued except in those instances where parents and students do not have home access to the internet. Anyone requiring a paper copy must contact the school office.

**13. How do I get started with accessing my child's grades?** With your login and password, many are able to log on and use Infinite Campus immediately without training. Directions will be available on the Bangor School Department web page at [www.bangorschools.net](http://www.bangorschools.net).

**14. What do I do if I lose my password?** Due to security issues, requests for new passwords must be made in person to the secretary at your child's school. Please note that email, phone, or written requests will not be accepted.

**15. Am I able to contact teachers through email?** Teachers do have email addresses that you are able to access through Infinite Campus. However, many conversations regarding student progress are best handled face-to-face or on the phone. Teachers' primary responsibility is in the classroom teaching and working with students. Therefore, return response on email will usually take two to three business days.

**16. Whom shall I call if I have a question?**

<b>Question Topic</b>	<b>Person to Contact</b>
Grades & Homework	Your child first and then the teacher
Attendance	Your child and then the Main Office
Course schedules and graduation	Your child and your child's guidance counselor