

LOGGING IN & NAVIGATION

OVERVIEW

In this lesson, you will be introduced to the Infinite Campus system.



OBJECTIVES

At the conclusion of this lesson, you should be able to:

- Log into Campus.
- Know and accurately describe the three tabs in your outline.
- Know and accurately describe the three areas of the window.
- Log out of Campus.

A screenshot of the Infinite Campus login interface. At the top is the "Infinite Campus" logo. Below it, on the left, is a grey bar labeled "District Edition". To the right of this bar is a box containing the text "Version: 2008.2.5.a.final", "training245 2008", and "Training Database". Below the "District Edition" bar are two input fields: "User Name:" and "Password:". Below the "Password:" field is a "Sign In" button with a right-pointing arrow. To the right of the "Sign In" button is the text "Logged off".

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Access & Logging In

Each district's data is stored in a different location on the Internet and is accessed through a Web browser such as Internet Explorer, Firefox or Safari. The web address used in training will be different than the address you will use in your everyday use of your school's Campus application.

1. Launch a web browser such as Internet Explorer, Firefox or Camino on your computer.
2. Enter the web address (URL) provided by your trainer in the location bar of your browser.
3. When the page loads, your screen should display the login screen for Infinite Campus.
4. Enter the user name and password provided by your trainer.
5. Click OK.

Training Site:

User Name:

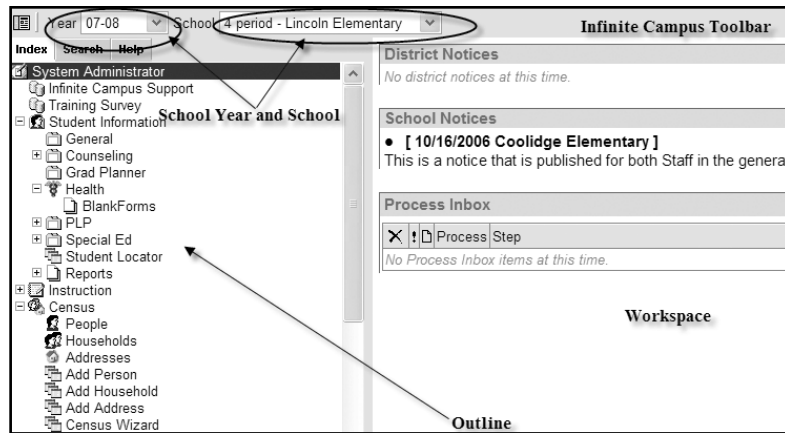
Password:



Since Campus is a web-based product, it is accessible anywhere in the world.

Since it is accessible anywhere, the data within the system is protected with passwords and security measures. In many districts Campus passwords are "strong passwords." A strong password is at least eight characters long with a combination of letters, numbers, or special characters. In all districts, if your password is entered incorrectly five times, the account will be disabled. You will then need to contact a designated individual in your school or district office to have your password reset.

Logging In & Navigation



Navigation

Calendar- a data element in Campus that defines the terms, periods, instructional days and grade levels at a school for a year. State reporting data is extracted and aggregated out of a particular calendar.

Schedule Structure- a sub-division of a calendar for the purposes of setting up a group of students on a different scheduling pattern, such as different terms, periods or set of instructional days.

Once you have logged into the Campus application, you will notice your screen is divided into three main areas.

1. The gray header **Infinite Campus Toolbar** contains dropdown menus to select which year, school, calendar, schedule structure, and if you are a teacher, which section you are working with. **Your account's rights will determine which schools and what years' data you can access.**
2. The space to the lower left contains three tabs.
 - The first tab, the **Index** tab, contains all your tools in Campus. The tools you have rights to will vary from user to user. The tools are collected into groups called modules. To open a module, click on either the plus sign or the name of the module. When the tools are completely open, it reveals the user's complete **Outline**.
 - The second tab, the **Search** tab, allows you to quickly find particular pieces of information, such as student information, course information, and help topics.
 - The third tab is context-sensitive help. As you are working with certain tools in Campus, related help articles can be found by switching to the **Help** tab. As an example, if a question arises during taking attendance, clicking the **Help** tab will pull up an article describing how to take attendance in Campus. In addition, related topics will be linked at the bottom of the help article.
3. The space on the right is your main **Workspace**. The tools that you select on the **Index** tab will load into this space. When you first start Campus, you will see announcements and reminders posted by your district or building. This space may include notices about Campus updates and/or other announcements that have been posted by your school. At the bottom of your workspace is an item called the **Process Inbox**—your “to do” list in Campus today. Depending on your role and tools, different items will appear in this area to remind you to complete particular tasks in Campus.

Logging In & Navigation

Process Inbox

Date Range: to Display:

| <input type="checkbox"/> | | Process Name | Posted Date | Due Date |
|--------------------------|--|---|-------------|------------|
| <input type="checkbox"/> | | Attendance Period 1 Attendance Required | 10/14/2009 | 10/14/2009 |
| <input type="checkbox"/> | | Message Student Referral Notice | 10/06/2009 | |
| <input type="checkbox"/> | | Message Student Referral Notice | 10/06/2009 | |
| <input type="checkbox"/> | | Message Age 18 warning | 10/06/2009 | |

Managing the Process Inbox

Infinite Campus allows users to search for messages and processes in the Process Inbox.

Searching for items in the Process Inbox

1. Enter a date range that Campus should search within.
2. Campus will look for items that have a posted date which fall within the entered date range.
3. Select the Process(es)/Messages from the Display dropdown list.
4. Click Find Messages. Processes/Messages that match the search criteria will be displayed.

Process Inbox

Date Range: 10/01/2009 to 10/14/2009 Display:

| <input type="checkbox"/> | | Process Name | Posted Date | Due Date |
|--------------------------|--|---|-------------|------------|
| <input type="checkbox"/> | | Attendance Period 1 Attendance Required | 10/14/2009 | 10/14/2009 |
| <input type="checkbox"/> | | Message Student Referral Notice | 10/06/2009 | |
| <input type="checkbox"/> | | Message Student Referral Notice | 10/06/2009 | |
| <input type="checkbox"/> | | Message Age 18 warning | 10/06/2009 | |

Deleting Items in the Process Inbox

1. If needed, enter a date range and select the type of processes to search for. Click Find Messages.
2. Click the box in front of the Process/Message to delete. All messages may be selected by clicking the box in the Process Inbox toolbar.
3. Click Delete Selected Messages. The selected messages will be deleted.

Logging Out of Campus

When finished with your Campus session, or when you will be away from your computer for an extended amount of time, you should end your Campus session by clicking on log off. Your session will close and you will then be back at the login screen. You may then close your browser.

ATTENDANCE, ROSTER, ADMIN (E)



OVERVIEW

The Instruction module of Campus holds the tools commonly used by a classroom teacher. These tools interface with the student schedule and attendance components of the system allowing for one-time entry of student information. This lesson will cover the administrative tools for taking attendance, generating a roster and creating a seating chart.

OBJECTIVES

In this lesson you will learn:

- How to take attendance in the Instruction module.
- Setting preferences in Instruction > Admin > Preferences.
- How to create and print multiple seating charts for a section.
- How to use seating charts when taking attendance.
- How to view and print class rosters.

ATTENDANCE

There are two paths to accessing the attendance tool in Campus, the Process Inbox and the Attendance tool in the instruction module.

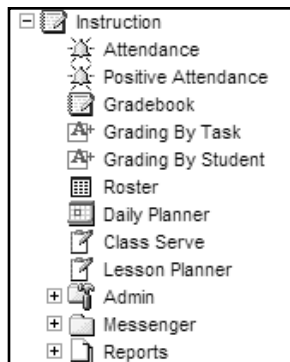
| District Notices | | | |
|--|------|-------------|------------|
| No district notices at this time. | | | |
| School Notices | | | |
| • [10/17/2005 Coolidge Elementary] This is a notice that is published for both Staff in the general staff login Notices section as well as for parents and students in the portal. | | | |
| Process Inbox | | | |
| Process | Step | Posted Date | Due Date |
| ! Attendance Period 02 Attendance Required | | 12/29/2006 | 12/29/2006 |

Process Inbox- a tool found on the user's home page in Campus listing items that need the user's attention. On school days, the teacher's process inbox will have a reminder to take attendance for each period that attendance should be taken in.

Accessing Attendance from the Process Inbox

To access attendance from the Process Inbox, click on the link "Period __ Attendance Required."

Once attendance is saved for a particular period, the reminder will disappear from the Process Inbox. If the teacher has taken attendance for all periods, the Process Inbox will be empty at the end of the day.



Accessing Attendance from the Index Outline

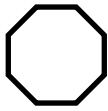
1. To access attendance from the Index Outline, expand the Instruction module and select attendance.
2. Select the tab for the period to take attendance in.


Positive Attendance- a model of attendance taking or clock hours used in some alternative learning centers. Students are not expected in a course at a given time, rather they clock in and clock out when they work on a course.



Teachers are only allowed to enter attendance for the current day until midnight. After that time, attendance must be entered by the Attendance Office. In addition, teachers can only change attendance up to the point that the attendance office processes the events. Since the time frame will vary from school to school, check with your district's policy and procedure for more information.

Taking Attendance



 Teachers CANNOT excuse an absence or a tardy; teachers may only report the attendance. Excusing is done by the attendance office. Students who have already been marked absent by the attendance office will have their attendance pre-marked and greyed out. If the student is marked absent but is in class, consult with your district's policy and procedures for the way to address this issue.

Hide Dropped Students will remove the student from a teacher's view in the Grade book. Normally, a student that has dropped a class will appear in the teacher's Grade book in red. The scores will be preserved behind the scenes.

Show Student Numbers will include the Student ID number on the attendance tools.

Show Student Pictures will display the students picture for attendance.

Invert Seating Chart Auto-Placement: Applies to both the Standard and the Lab Seating Chart. When creating a seating chart the student names will populate the chart from the bottom up.

Use Seating Chart for Attendance: Changes the default attendance view to the Standard Seating Chart. The teacher can switch the attendance view by selecting the Display Lab Chart or Display Attendance Roster buttons on the top of the tab.

| Period 44 | | | | | | | | | |
|---|--------------|--------|----|---|---|--|--------------------------|--|--|
| Save Display Standard Seating Chart Display Lab Chart | | | | | | | | | |
| Standard Name P A T Cause Comments | | | | | | | | | |
| 3160 4 English 9 B | | | | | | | | | |
| | Students: 30 | Totals | 20 | 2 | 0 | | | | |
| (09) Ackley, Michèle | | | | | | | | | |
| (09) Adams, Rey | | | | | | | | | |
| (09) Adcock, Kris | | | | | | | | | |
| (09) Agg, Emanuel | | | | | | | Sick - Parent Phone Call | | |
| (09) Agnes, Garland | | | | | | | | | |
| (09) Albright, Carl | | | | | | | | | |
| (09) Alice, Jack | | | | | | | | | |
| (09) Alderman, Alton | | | | | | | | | |
| (09) Altman, Dennis | | | | | | | | | |
| (09) Ammons, Leonard | | | | | | | | | |
| (09) Anderson, Seymour | | | | | | | | | |
| (09) Appleby, Roberto | | | | | | | | | |

1. To mark a student absent, select the A for absent.
2. To mark a student tardy, select the T for tardy. The comment box for each student can be edited once a child is marked absent or tardy.
3. Comments become part of the students attendance records and are visible in the attendance tools that are used to process attendance by the attendance clerk.
4. When finished taking attendance, click Save.

Editing Attendance

If attendance needs to be changed after it is submitted, attendance must be accessed from the attendance tool in the Instruction module.

1. Select the period that needs to be edited.
2. Make any changes as needed.
3. When finished, click Save.

TEACHER PREFERENCES

Preferences are section-specific options to set how the Campus system will work for the teacher. Each section may have different options set.

AP065S1-15 AP Literature & Composition

Teacher: Leitheiser, H

☒ Preferences

☐ Save

Teacher Preference

☐ Hide Dropped Students

☐ Show Student Numbers

☐ Show Student Pictures

☐ Invert Seating Chart Auto-Placement (Start from the bottom)

☐ Use Seating Chart for Attendance

☐ Use Canned Comments

☐ Remove percentage and calculations when using Standards

Teacher Web Site URL

Mass Assign to multiple classes

Instruction: Attendance, Roster, Seating Chart

Seating Charts

Teachers can set up two Seating Charts per section, a Standard Chart and a Lab Chart. The options set in Admin > Preferences apply to both charts.

Creating a Seating Chart

1. Enter the dimensions of the classroom by entering the Row and Column numbers and clicking Save Dimension.
2. If a new chart is desired, the Clear button can be used to remove the current arrangement of students from the existing chart.
3. The Exclude Seat checkbox is used to leave empty seats on the chart during the Auto-fill process. It can be used to group desks into table-like arrangements.
4. Seats can be filled one at a time using the dropdown lists on the chart, alphabetically by selecting the Auto Fill-Alpha button, or randomly by selecting the Auto Fill-Random button.
5. When the layout is complete click Save.
6. The Display Lab Chart button allows the setup of a second seating chart for the same group of students. It is saved separately and can have different dimensions than the Standard Chart.

Seating Chart Setup

Print Save X Clear Auto Fill-Alpha Auto Fill-Random Display Lab Chart

Seating Chart Dimensions

Rows: 6 Columns: 5 Save Dimension

Toggle Help On/Off

Print Options

Please save modifications to the seating chart before printing.

Font Size: 9 pt Print students' pictures

Standard Seating Chart

Course(s): 1019y AP Lit/Comp B
Student Count: 14

| | Column 1 | Column 2 |
|---|---|---------------------------------------|
| 1 | Goshawk, Lottie Graulich, Nicola Gresham, Hikaru Grimm, Eshana Grooves, Micalera Hashagen, Pascale Hattinger, Yusuke Haumann, Leslie Hensman, Amancleep Heppner, Daley Holzberger, Dhanuja Hornberger, Elariah Ivens, Josie Jeckell, Chantal | <input type="checkbox"/> Exclude Seat |
| 2 | | <input type="checkbox"/> Exclude Seat |
| 3 | | <input type="checkbox"/> Exclude Seat |
| 4 | | <input type="checkbox"/> Exclude Seat |

Printing a Seating Chart

1. Select the Font Size in the Print Options box and then click the Print button.
2. Select the option to Print Student Pictures, if desired. Choose the size of the pictures in the dropdown menu.
3. Click Print. The chart will be displayed in a new window. Any students missing from the chart will be listed at the top of the Seating Chart.

| 06-07 | | Seating Chart Report For Administrator System | |
|--|---------------------------------|--|---------------------------------|
| 4T4P Block - Harrison High 585 Peachtree Parkway, Metro City, MN 55436 Generated on 12/29/2006 02:07:28 PM Page 1 of 1 | | 1019y-3 AP Lit/Comp B Seating Chart: 4*4 Period: - Time: - Font Size: 9pt Students in Seating Chart: 14/14 | |
| | 1 | 2 | 3 |
| 1 | Hornberger, Elariah Grade:12 | Grooves, Micalera Grade:12 | Holzberger, Dhanuja Grade:12 |
| 2 | Ivens, Josie Grade:12 | Heppner, Daley Grade:12 | Hensman, Amancleep Grade:12 |
| 3 | Grimm, Eshana Grade:12 | Goshawk, Lottie Grade:12 | Hashagen, Pascale Grade:12 |
| 4 | Jeckell, Chantal Grade:12 | Gresham, Hikaru Grade:12 | |

Instruction: Attendance, Roster, Seating Chart



ROSTERS

The roster lists the students who are scheduled into the section selected in the section dropdown on the grey header bar. In addition to the name and contact information for the student, three additional columns on the right of the roster provide additional information.

- **Program flags** are visible from the roster. Hovering over them will display additional information, such as medical or custody issues.
- If a student has a Locked IEP, an icon will display in the **IEP** column. If the teacher is on the student's Special Education Team, they will be able to open the IEP and determine if they need to make any adaptations for the student.
- If the student has a personal learner plan (PLP), an icon will display in the PLP column.
- The **Grade book** icon will allow the teacher to view the grade book as it will look to the child or his/her parents through the Portal.

2024s-3 Algebra I b
Teacher: Lifelearn, Casey

Print

Active Students: 19

| Name | Student # | M/F | Birth Date | Home Phone | Address | Flags | IEP | PLP | Gradebook |
|----------------------|-----------|-----|------------|---------------|--|-------|-----|-----|-----------------|
| 10 Aldred, Sandor | 103854 | M | 10/23/1991 | (555)475-1424 | 5848 117TH St E. Rexburg, MD 14378 | | | | |
| 10 Ashby, Lara | 104317 | F | 05/09/1991 | (555)887-9114 | 9742 13TH Ave. E. Bancroft, MD 14378 | | | | |
| 10 Bambridge, Brock | 104672 | M | 11/04/1991 | (555)751-1337 | 4169 3RD Ave. W. Orissa, MD 13749 | | | | Not a member of |
| 10 Berwick, Teah | 105692 | F | 04/07/1991 | (555)366-3555 | 676 AIDA Rd. Star, MD 14161 | | | | |
| 10 Bickelhaub, Madoc | 105632 | M | 12/30/1991 | (555)809-0708 | 3803 ALEXANDER Rd. Nampa, MD 13749 | | | | |
| 10 Bowen, Issac | 106831 | M | 07/10/1991 | (555)888-1990 | 9207 AVON Rd. Boise, MD 15704 | | | | |
| 10 Bream, Rea | 107077 | F | 06/19/1991 | (555)888-3123 | 643 BARCLAY Blvd. Wendel, MD 15704 | | | | |
| 10 Burns, Callum | 107938 | M | 01/06/1991 | (555)888-1821 | 9182 BIRCH COVE Blvd. Claria, MD 13257 | | | | |

A paper copy of the roster can be printed using the Print button at the top of the tab. A PDF will then be generated of the roster.

Clicking on the name of a student in the roster provides a shortcut to that student's Student Information > General tab set.

Teacher: Administrator, System
Term(s): 1 2 3 4
Period(s): 02

Section Roster Report
1019y-3: AP Lit/Comp B

Page 1 of 1

| Active Students: 14 | | | | | | Males: 5 | | Females: 9 | |
|------------------------|---------|--------|---------------|--|--|----------|--|------------|--|
| Name | Student | Gender | Home Phone | Address | | | | | |
| 12 Goshawk, Lottie | 114554 | F | (555)781-5142 | 7184 ENGLISH Ave. E. Caldwell, MD 13257 | | | | | |
| 12 Graulich, Nicola | 114772 | F | (555)889-2853 | 1276 EUROPA Ave. E. Carey, MD 14161 | | | | | |
| 12 Gresham, Hikaru | 114906 | M | (555)888-4468 | 9389 EVERTON Ave. Emmett, MD 16704 | | | | | |
| 12 Grimm, Eshana | 114967 | F | (555)889-9546 | 6713 EXECUTIVE Ave. Nezperce, MD 14161 | | | | | |
| 12 Grooves, Micalera | 115044 | F | (555)781-8354 | 2527 FAIRLANE Ave. McCall, MD 14378 | | | | | |
| 12 Hashagen, Pascale | 115991 | F | (555)752-8424 | 4140 FRANK Rd. McCall, MD 14378 | | | | | |
| 12 Hattinger, Yusuke | 116044 | M | (555)844-8990 | 6497 FRANKLIN Rd. Moscow, MD 14161 | | | | | |
| 12 Haumann, Leslie | 116104 | M | (555)889-2246 | 3450 FREMONT Rd. Shelley, MD 14378 | | | | | |
| 12 Hensman, Amanleep | 116759 | M | (555)319-1582 | 2588 Georgeson Bay Rd. Pottlatch, MD 14161 | | | | | |
| 12 Heppner, Daley | 116794 | M | (555)664-9438 | 6276 Georgeson Bay Rd. Pottlatch, MD 14161 | | | | | |
| 12 Holzberger, Dhanuja | 117734 | F | (555)663-4695 | 810 GRIGGS Blvd. Weippe, MD 13749 | | | | | |
| 12 Hornberger, Elariah | 117863 | F | (555)442-9730 | 7891 GROVE Blvd. Kuna, MD 14378 | | | | | |
| 12 Ivens, Josie | 118430 | F | (555)455-0741 | 6949 HATHWAY Blvd. Malad, MD 13257 | | | | | |
| 12 Jeckell, Chantal | 118687 | F | (555)864-9186 | 7780 HAZEL Blvd. Riggins, MD 13749 | | | | | |
| Dropped Students: 0 | | | | | | Males: 0 | | Females: 0 | |
| Name | Student | Gender | Home Phone | Address | | | | | |

Grade Book (Traditional)

| % | Grd | % | Grd | | T1 | Test | Test | Test | Test | CR |
|--------|-----|---|-----|-------|------|------|------|------|--------|----|
| 120.83 | A | | | 91.00 | 84 | 88 | 92 | 100 | 86.67 | 25 |
| 92.03 | A | | | | | 88 | 92 | 85 | 93.33 | 25 |
| 75.03 | C- | | | | | 88 | 92 | 65 | 93.33 | 25 |
| 83.83 | B- | | | | | | | | 100.00 | 25 |
| 70.77 | D | | | | | | | | 97.33 | 25 |
| 86.88 | B | | | 84.25 | 88 | 88 | 92 | 69 | 97.33 | 25 |
| 86.63 | B | | | 89.00 | 87 | 88 | 92 | 89 | 96.00 | 25 |
| 82.71 | B- | | | 74.25 | 25 | 88 | 92 | 92 | 94.67 | 25 |
| 85.15 | B | | | 89.88 | 87.5 | 88 | 92 | 92 | 100.00 | 25 |
| 77.61 | C | | | 68.00 | | 88 | 92 | 92 | 100.00 | 25 |
| 84.44 | B | | | 91.00 | | 88 | 92 | 93 | 86.67 | 25 |
| 89.50 | A- | | | 89.00 | | 88 | 92 | 87 | 85.33 | 25 |

Posting Grades from Grade Book

The Green area allows for a fast submission of grades (such as term grades or midterm progress marks) from the Grade Book. When the Grading Window is open, a teacher may post grades with a three click process.

1. Right-click in the green grade totals area. (This area is the posted grade for the task selected in the Select a Task dropdown)
2. Select Post Grades if it is time to submit that mark OR select Post Grades to Other Task if submitting a progress mark such as mid-term or Weekly Eligibility.
3. Click Save.

Changing Posted Grades

1. Repost using the process described in "Submitting Scores".
2. Click on the child's posted grade. A dropdown will open showing allowable scores. Select the correct mark.
3. If using composite grading, the percentage will need to change as well.
4. Click Save.

| Pts | Poss | % | Grd | % | Grd |
|--------|--------|--------|-----|--------|-----|
| 665.00 | 705.00 | 120.83 | A | 120.83 | A |
| 646.00 | 705.00 | 92.03 | A | 92.03 | A |
| 601.00 | 705.00 | 75.03 | C- | 75.03 | C- |
| 627.00 | 705.00 | 83.83 | B- | 83.83 | B- |
| 548.00 | 705.00 | 70.77 | D | 70.77 | D |
| 632.00 | 705.00 | 86.88 | B | 86.88 | B |
| 629.00 | 705.00 | 86.63 | B | 86.63 | B |
| 564.00 | 705.00 | 82.71 | B- | 82.71 | B- |
| 618.50 | 705.00 | 85.15 | B | 85.15 | B |
| 517.00 | 705.00 | 77.61 | C | 77.61 | C |
| 514.00 | 605.00 | 84.44 | B | 84.44 | B |
| 456.00 | 505.00 | 89.50 | A- | 89.50 | A- |