

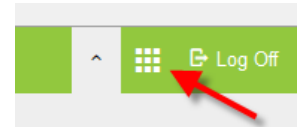
Infinite Campus Getting Started Guide

August, 2016

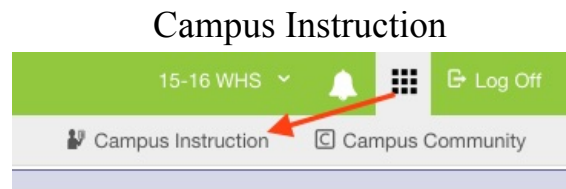


Layout: Campus Tools vs. Campus Instruction

1. Click the **Apps** icon (near the Log Off area in the top right corner of the screen) to navigate between Campus Tools and Campus Instruction.



Student information and IEPs/PLPs can be viewed in Campus tools.

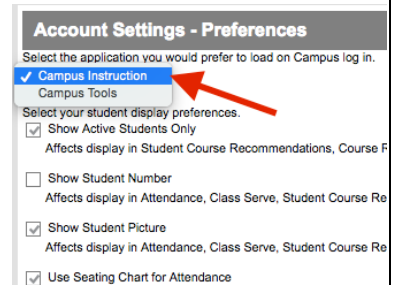


Campus Instruction is where you will access your Planner, Attendance, Gradebook, Reports, and Settings.

2. It is recommended that you set your default page to **Campus Instruction**:

- a. Scroll down to the bottom of the left-side menu and click **Account Settings**.

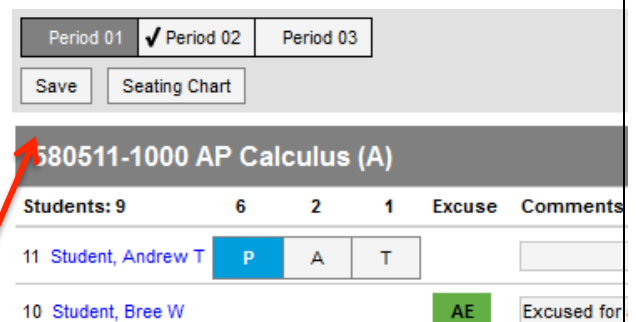
- b. Click the pull-down arrow... choose the **Campus Instruction** option



3. Check any boxes to choose your preferred options... click the **Save** button.
4. Congratulations! Campus Instruction will now be the default home screen.

Attendance

1. On the left-side menu, click the **Attendance** link (only available on school days).
2. By default, all students are marked present. **“P”**
3. Mark the students who are absent..... **“A”**
4. Mark the students who are tardy **“T”**
5. When finished, click the **Save** Button.



Rosters

Available features in this section:

- Links to student demographic information
- Identification of students with IEPs/PLPs with flags
- Medical alerts with information on students
- Print rosters for teacher records and sub folders
(with student pictures, if preferred)

Report Options: Roster

CTRL-click or SHIFT-click to select multiple

Page Printing Options

- Shade Alternate Rows
- Add page break after each section

Remove Defaults

- Hide Phone and Address
- Hide Staff Number
- Hide Incoming Students

Add Extras

- Show Birth Date
- Show Guardians
 - Show Guardian Contact Information
- Show Flags
- Show IEP
- Show PLP
- Show Health Conditions
- Show Dropped Students
- Show Course State Code

Planner

- In the **Planner**, assignments can be viewed in a Calendar format and new assignments can be created by clicking the + **Add** button.

Curriculum Planner: Week 28				
Today March 2 - 6, 2015 Month Week Day				
Mon 3/2 (M) 108/178	Tue 3/3 (T) 109/178	Wed 3/4 (W) 110/178	Thu 3/5 (R) 111/178	Fri 3/6 (F) 112/178
9991-30 ACADEMIC CENTER Period Per.3, Students: 2/3	Period Per.3, Students: 1/3	Period Per.3, Students: 2/3	Does not meet	Period Per.3, Students: 2/3 + Add
3025-10 EARTH SCI. AC Does not meet	Period Per.1, Students: 17/17	Period Per.1, Students: 16/17	Period Per.1, Students: 17/17	Period Per.1, Students: 15/17 + Add
<< Rad: Radioactivity Practice Problems				
12SG: Chpt 12 Study Guide				
1/2Lb: Half Life Lab				
Geot: Geological History Test				

- You can also view other teachers' schedules in the Planner by selecting "Other Schedules" and searching for a teacher's name.

Message Center

Send messages to students' and/or parents' Infinite Campus inboxes OR email addresses. Write your own message or let Infinite Campus generate a message with a current grade for each student (or just for failing students). A How-to Guide is available at www.rsu14techartech.org.

Infinite Campus is designed to expand and collapse sections as you use them.

- In **Campus Instruction**, click on the 3 horizontal lines to expand the main screen. Very helpful when you're working in the gradebook!
- In the gradebook, click the arrows to expand or collapse sections.

Infinite Campus Campus Instruction Beta

Message Center Section Term S1 Task Term Grade

Planner

Grade Book

Attendance

Roster

Seating Charts

Student Groups

Settings Save Grade Totals

Posted	Percent	Grade	Rpt Crd Comments

Grade Book Settings Preferences

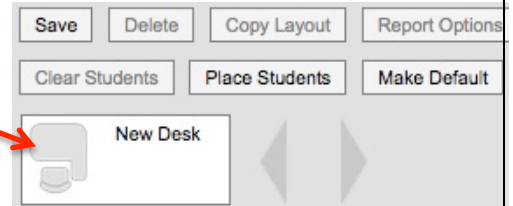
- Check the **Preference** options you would like to display in your gradebook → Test them all!

Create a Seating Chart

1. On the left-side menu, click the **Seating Charts** link... click the **New** button.
2. Select the class **Section**... enter a **Seating Chart Name**.
3. Select the number of **Columns/Rows** and how you want to place students → **Randomly, Alphabetically, or Not At All**.

*Note: Desks and students can be easily moved with **Drag/Drop** once you are in the seating chart!*

4. Click the **Create Chart** button.
5. Modify the seating chart:
 - a. Click and drag a student from one place to another to “switch” places.
 - b. Click and drag the **New Desk** icon to add a blank desk to your seating chart.
 - c. Click and drag the desks away from the grid to create an alternate seating format.



6. When you are satisfied with the seating chart, click the **Save** button.
7. Click the **Make Default** button to save this desk arrangement as your default.
8. To Print a paper copy of your seating chart, click the **Report Options** button.

Tip: Click the Account Settings to use the Seating Chart for **Attendance**.

Preferences

Display Sparkline Graph	<input checked="" type="checkbox"/>
Pass/Fail Coloring for Grades	<input checked="" type="checkbox"/>
Pass/Fail Coloring for Scores	<input type="checkbox"/>
Save Alert	<input checked="" type="checkbox"/>
Use Canned Comments	<input checked="" type="checkbox"/>
Assignments Per Page	100 <input type="button" value="↻"/>

Grade Book Tips


1. Click on one of the assignment **score boxes** to enter/modify a student's score.

Important: Grade Book does not automatically save. If the **Save** button is red, you have unsaved changes in your gradebook.



2. **TIP:** Quickly navigate from one cell to another by using the arrow keys on your keyboard.



3. **TIP:** Mass assign scores by clicking the expand arrows  on the assignment heading... select **Fill Scores/Comments** → **Score** → **OK**. In this view you can also type specific assignment comments for students, or mark assignments as **(T)** Turned In, **(M)** Missing, **(L)** Late, **(I)** Incomplete, etc.

4. **TIP:** Need to change an Assignment's details, like the due date or point value? Go to the Grade Book assignment heading and click the abbreviation link to make changes.

5. **TIP:** Do you want to hide the Grade Totals columns in the gradebook?... **Collapse** the columns so only your assignments will fill the screen.

Grade Totals	C. Bon	SG	HDgm
	Seq: 1.00	Seq: 1.00	Seq: 1.00
	Due: 01/16	Due: 01/16	Due: 11/20
	Participation Points: 0	Participation Points: 11	Participation Points: 5
	15	11	5
	20	11	5
	20	11	5
	15	11	5

6. View student analytics by turning on the **Sparkline graph** and the **Color-Coding of Pass/Fail Grades in Grade Book Preferences**.

7. View each student's grades compared to the entire class by clicking on the student's **Sparkline graph** and then scrolling through the **Whisker Graphs** for each assignment:

