
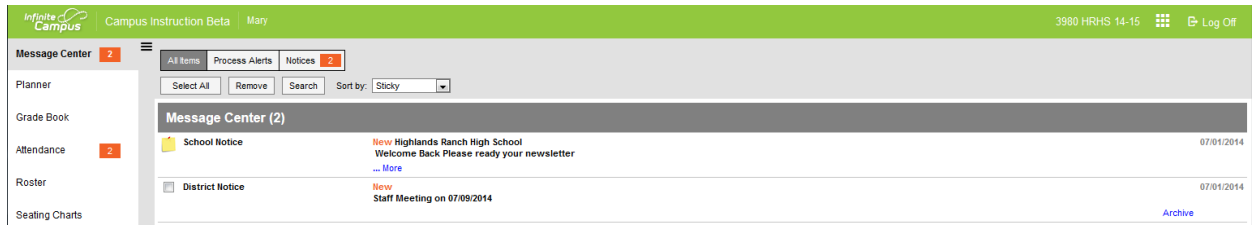




Navigation in Infinite Campus

Use 'AppSwitcher'  to navigate between Campus Tools and Campus Instruction Beta

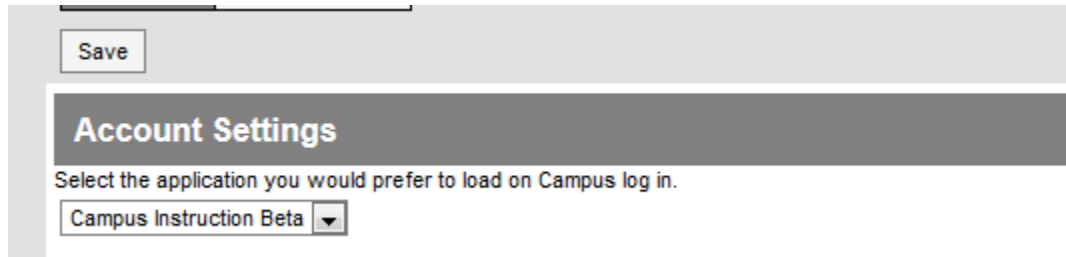


Message Center

School and District notices that appear with a “sticky” and cannot be deleted. The length of time that these appear for is determined by their start and end date.

Account Setting

Preferences – These are global within either Campus Tools or Campus Instruction Beta

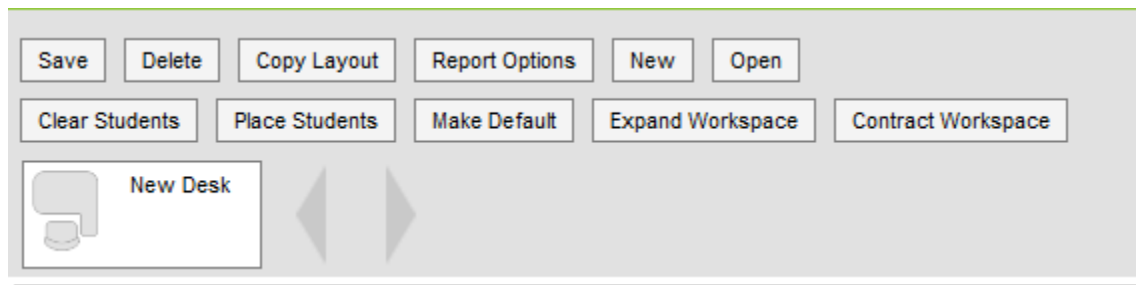


Campus Tools

Java based gradebook will be available through 6/30/2015
Beta gradebook will be discontinued in an upcoming release
Messenger and Newsletter available in Campus Tools
Teachers can navigate between the Java based gradebook and the Campus Instruction Beta module, However not all features are available. For example a seating chart created in Campus Instruction Beta will not be available in Campus Instruction.

Campus Instruction

Seating Charts



- New feature of being able to drag and drop seats on a placement grid.
- Students can be swapped or removed from the chart.
- Seating chart can be copied other sections or printed



Quick Reference Guide for Campus Instruction

Attendance

The screenshot shows the Attendance interface. On the left is a sidebar with options: Message Center (2), Planner, Grade Book, Attendance (2), Roster, and Seating Charts. The main area has a top bar with 'Period 2', 'Period 5', 'Period 6', and 'Period 7' (highlighted in gray). Below this are 'Save' and 'Seating Chart' buttons. The main content is titled '15425-171 Ceramics I' and shows a roster with columns for 'Students: 29', '29', '0', '0', 'Excuse', and 'Comments'. Two student rows are visible, each with a 'P' (present) icon in a blue box and 'A' (absent) and 'T' (tardy) icons in white boxes.

- New feature will display the number sections where attendance still needs to be taken
- The current period is highlighted in "gray"
- Once attendance is saved a ✓ by the period indicates that attendance has been saved.
- "P" (present) "A" (absent) "T" (tardy) icons appear by each name in the roster.
- Seating Chart can also be used to take attendance
- Once a student has been marked absent or tardy, a comment can be entered. If using a seating chart, once a student is marked absent or tardy, a text bubble can be used to record a comment.
- A contact sheet can be printed by selecting a student's name.

Roster

The screenshot shows the Roster interface. On the left is a sidebar with options: Message Center (2), Planner, Grade Book, Attendance (2), Roster, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, and Standardized Test. The main area has a top bar with a dropdown menu showing '7) 15425-171 Ceramics I (Black(R))' and buttons for 'All', 'Active', 'Incoming', 'Dropped', and 'Report Options'. Below this are two sections: 'Incoming Students (1)' and 'Active Students (29)'. The 'Incoming Students' section shows a table with columns: Name, Gender, Grade, DOB, Start Date, End Date, Flags, Health, IEP, and PLP. One student is listed with Gender: M, Grade: 09, DOB: 09/28/1999, Start Date: 08/11/2014, and various icons. The 'Active Students' section shows a similar table with columns: Name, Gender, Grade, DOB, Start Date, End Date, Flags, Health, IEP, and PLP. Two students are listed with Gender: M, Grade: 09, DOB: 01/06/2000 and Gender: M, Grade: 10, DOB: 10/21/1998.

- Teachers will be able to select a section to view or print a roster for from a section pulldown
- Section rosters can be printed for one or multiple sections
- Dropped students appear in 'red' and incoming student appear in green
- Teachers can generate and print a student's contact sheet by selecting a student's name



Quick Reference Guide for Campus Instruction

Douglas County School District
Learn today. Lead tomorrow.

Planner: To Do List

The screenshot shows a 'To Do List' window with a dropdown arrow. Below the title, there are two tabs: 'Tasks (2)' and 'Completed'. Under 'Tasks (2)', there are two items: 'Complete Newsletter' and 'Send Reminder for Field Trip', each with a checkbox. At the bottom, there is an 'Add Task' button.

- Teachers can maintain and keep track of tasks
 - Add a Task
 - Mark a task as completed
 - Tasks can be resequenced

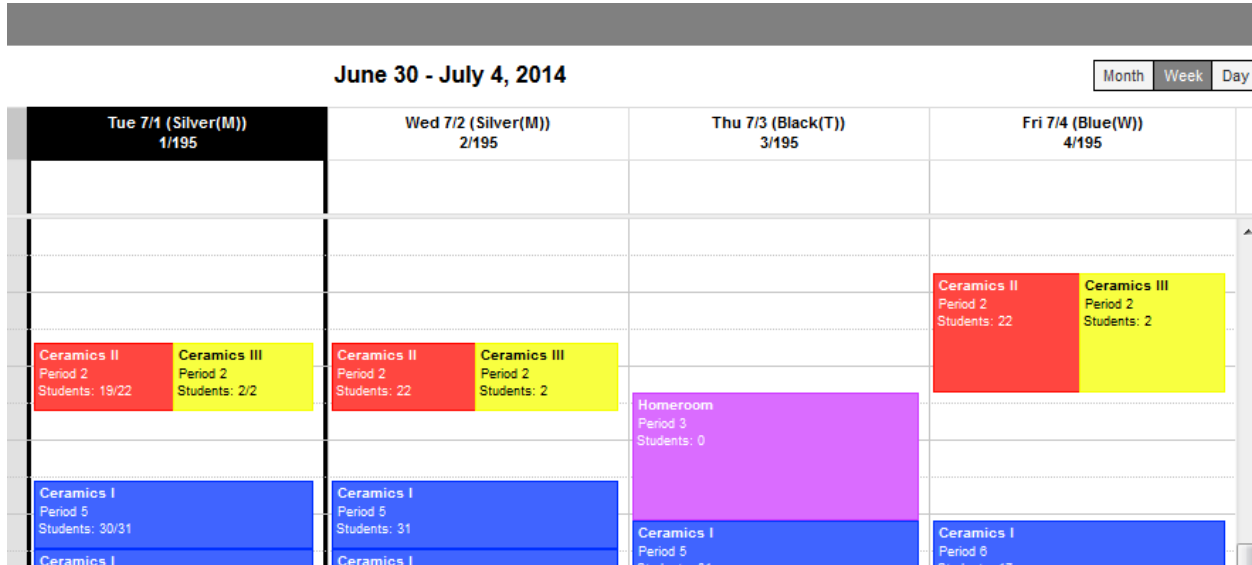
Planner: My Curriculum

The screenshot shows the 'Curriculum Planner: Week 1' interface. It has tabs for 'My Curriculum', 'My Schedule', and 'Other Schedules'. Below are 'Print' and 'Settings' buttons. The main area is titled 'Curriculum Planner: Week 1' and shows a calendar for 'June 30 - July 4, 2014'. The calendar has columns for days: Mon 6/30, Tue 7/1 (Silver(M)) 1/195, Wed 7/2 (Silver(M)) 2/195, Thu 7/3 (Black(T)) 3/195, and Fri 7/4 (Blue(W)) 4/195. The schedule is color-coded by section: blue for Ceramics I, red for Ceramics II, yellow for Ceramics III, and purple for Homeroom. Each section entry includes a course number, period, and student count. There are 'Add' buttons on the right side of each section entry. A list of assignments is shown for the Tuesday section, including 'w1: Week 1', 'w4: Week 4', 'w5: Week 5', 'c2: Clay 2', 'c1: Clay 1', 'PM1: Paper Mache1', and 'PM2: Paper Mache2'.

- All sections assigned to the teacher are displayed here.
- Each section is color coded; the color can be updated by selecting 'Settings'
- The planner can be viewed by day, week or month
- Select a section to add/edit categories, assignments, score assignments,
- Copy assignments to/from a section
- An assignment can also be added by selecting the 'Add' option in the right hand side
- Sections and Assignments can be collapsed
- Assignments can be moved on the planner by dragging the assignment and dropping it on another day. Note - The assigned and due dates are updated
- Hover on section, assignment or period and basic information on the section, assignment or period is displayed



Planner: My Schedule



– If the school follows a rotation – “A,B,C” or “M,T,W,R,F”, the week view will show the rotation on the day and also the number the day is in the school calendar for example 121/172 - it is the 121 day out of 172 Instructional school days

Gradebook

Settings

Settings

Filters

Student Filters: All Students ▼

Assignment Filters: All Assignments ▼

Grade Book Setup

[Assignment Marks](#) [Category Copier](#)

[Assignment List](#) [Grade Calc Options](#)

[Categories](#) [Grading Scales](#)

Preferences

Display Sparkline Graph:

Pass/Fail Coloring for Grades:

Pass/Fail Coloring for Scores:

Save Alert:

Use Canned Comments:

Assignment Sort

Sort By: Category ▼

Sort Order: Ascending ▼

Grade Book Last Updated: 2014-07-01 10:43:00.0

Preferences Last Modified

Use Settings to set up your Grade Book preferences.

New feature 'Grade Book last updated and Preference last updated

Useful Features:

Save Alert

Use Canned Comments

Pass/Fail Coloring for Grades



Quick Reference Guide for Campus Instruction

Select section

Assignments can also be added from here

Section: 7) 15425-171 Ceramics I | Term: Semester 1 | Task: Semester Grade | + Add

Settings	Save	Grade Totals	C1 Seq: 1.00 Due: 07/01 Homework Points: 100	C2 Seq: 1.00 Due: 07/01 Homework Points: 20	PM1 Seq: 1.00 Due: 07/01 Homework Points: 20	PM2 Seq: 1.00 Due: 07/01 Homework Points: 50	W5 Seq: 1.00 Due: 07/01 Homework Points: 30	W4 Seq: 2.00 Due: 07/01 Homework Points: 15	w3 Seq: 3.00 Due: 07/14 Homework Points: 10	W5 Seq: 5.00 Due: 07/01 Homework Points: 50	w1 Seq: 1.00 Due: 07/01 Project Points: 10	
09 Arnold, Sean S								2	14	5	2	
10 Berg, Harrison A								2	12	10	23	
11 Bonn, Rebecca L								28	15	9	3	
11 Cerullo, Alyssa M								20	8	10	0	
09 Culp, Dax E												
10 Daniels, Garyn K												
10 Droste, Cameron D												
11 Ellis, Kimber M												
09 Emeson, Colby D												
10 Esparza, Edgar												
09 Faberowski, Logan B												
10 Gallo, Anna M												
10 Gardner, Carl E												

Category Totals, In Progress grade, Posted grades

Note: In progress grades will only calculate if the 'Grade Calc Option' is set to calculate

Posted			In Progress				Categories		
Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade	Test / Quiz	Project	Sketchbooks
100.00 %	A	Grade declining. CC	53	50	106.00 %	A	100.00 %	105.00 %	110.00 %
50.00 %	F	CC	39	50	78.00 %	C	50.00 %	90.00 %	80.00 %
100.00 %	A	Highly motivated. CC	10	10	100.00 %	A	100.00 %		
70.00 %	C	Grades show improve CC	7	10	70.00 %	C	70.00 %		



Adding comments and flags to an assignment

W5: Week 5		Fill Scores/Comments							Multi Score
Seq: 5.00		0	0	0	0	0	0	2	Student Submission
Due: 07/01		T	M	L	I	Ch	X	Dr	
Homework									
Points: 50									
2	<input type="text"/>	T	M	L	I	Ch	X	Dr	
23	<input type="text"/>	T	M	L	I	Ch	X	Dr	
3	<input type="text"/>	T	M	L	I	Ch	X	Dr	
4	<input type="text"/>	T	M	L	I	Ch	X	Dr	
	<input type="text"/>	T	M	L	I	Ch	X	Dr	
	<input type="text"/>	T	M	L	I	Ch	X	Dr	
	<input type="text"/>	T	M	L	I	Ch	X	Dr	
	<input type="text"/>	T	M	L	I	Ch	X	Dr	

Comments - this is how each comment will affect the grade and its calculation:

- **Late** - Score will appear in red
- **Exempt** - Entry will not affect the student's grade. Score will appear in gray text and no points possible will be listed for that assignment
- **Missing** - Entry will calculate as a zero. Score will appear with blue arrow in lower corner indicating chosen comment
- **Incomplete** - Entry will calculate into the student's grade. Score will appear with a blue arrow in the lower corner indicating a chosen comment
- **Cheated** - Entry will calculate as a zero. Score will appear with a blue arrow in lower corner indicating a chosen comment
- **Dropped** - Teachers have the option of dropping the lowest score in an assignment group. If this preference is turned on, the score that is the lowest will be flagged as such. Scores will appear in gray text and no points possible will be listed for that assignment
- **Edit Comment** - A teacher can attach a comment to an assignment entry. A red indicator will appear in the upper corner of the cell

Drop lowest score is NOT retroactive - thus it will only work for things entered AFTER the box has been checked. To be safe, check the box at the beginning of the year (when there are no grades in the grade book) as you can always un-check it later with no penalty.

The Drop Lowest Score feature is regressive - it calculates each time a score is entered or changed. Thus, after marking the checkbox for a category, you have to then enter or modify a score within that same category to trigger the calculation.

IMPORTANT: Do not assign a grading scale at the assignment level, or that assignment will not be considered in the "drop lowest score" process.



Quick Reference Guide for Campus Instruction

Posting Grades

From the Grade Book



Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:
Term: Semester 1
Task: Semester Grade

Post to:
Term:
Semester 1 ▼
Task:
Semester Grade ▼

OK Cancel

Save

Students

Grade Total	Percent	Grade	Posted	Fill	Rpt Crd Comments	Points
	100.00 %	A			Grade declining. CC	10

Canned Comments

Add report card comment(s) for Semester 1 / Semester Grade

Report Card Comment - Preview

Does not participate.

Selection Method

Enter Code(s): Add

Choose Comment(s):

- Does not participate
- Excessive absences/tardies
- Exhibits creative ability



Quick Reference Guide for Campus Instruction

From Post Grades Tool

Post by Standard/Grading Task
Select Section, Term and Task

Section Term Task

Please select a Standard or Task

Post by Student

Select Section, Term and Student

Section Term Student

Please select a student

Assignment Overview and Reports

- Assignment Overview
- Reports (Attendance)
- Reports (Grade Book)
- Reports (Planner)
- Reports (Roster)

Portal view of Grade Book

Search for a student
Campus Tools>Search
Go to their grades tab
Select 'View as a Portal User'

15425-151 Ceramics I
 Teacher:
 Teacher's comments: