Infinite Campus Overview

Let's take a tour

Teacher Edition

Navigating Infinite Campus

Infinite Campus Instruction – New Control Center – New Screen

Account Settings and Log Out

App Switcher
(Campus Tools, Campus Instruction)

View Messages (Message Center)

Instruction ▼

Control Center

HS 16-17

Grade Assignments

Need to switch buildings?
Click here.

SECTIONS	ATTENDANCE	ASSIGNMENTS
- English 12 (2)		Score
- English 12 (6)		Score (1)
- English 12 (4)		Score (1)
- English Language & Comp/AP		Score (3)
- English 10		Score (7)
- English 12 (2)		Score
- English 12 (6)		Score (1)

Control Center
Grade Book
Planner
Message Center
Attendance
Roster
Seating Charts
Post Grades
Lockers
Standardized Test
Reports (Attendance)
Reports (Grade Book)
Reports (Planner)
Reports (Roster)

Take Attendance

Enhancements

1. **New** location for Account Settings and Log Out.
2. **Faster** way to take Attendance (old way still works).
3. **Faster** access to score assignments (old way still works).
4. **New** way to change apps (Campus Tools, Campus Instruction).

Infinite Campus Assignment Detail Screen – New Screen

Assignment Detail

Enter Assignment Name and Abbreviation. This has not changed.

*Assignment Name

*Abbreviation

Delivery View

NEW – Can add an assignment to multiple courses/sections.
For example, add the same assignment to ENG10 and ENG11 sections.
Click Add/Remove to select sections. By default, only the section that you are in will be selected.
No more checkboxes, just use Add/Remove.

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
	☑				
✕ 01) A025-3 English 10 Terms: Q1, Q2, Q3, Q4	☑	06/23/2017	06/23/2017	1.00	No Groups

Add/Remove

Select Category. This has not changed.

Category
Extended Work ▼

NEW - Check this box to include the assignment in the Grade Calculation in the chosen Category.
Default: Checked

Include in Grade Calculation
☑

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
✕ Final Grade ▼	Points ▼		1

Add

NEW - Open up For Students – type the description of the assignment that will appear on the Portal.
NEW - Open up For Teachers – use this place for your notes and it will not show on the Portal.

▶ For Students

▶ For Teachers

Enhancements
1. **Faster** way to create assignments.
2. **New** ways to add an assignment to multiple courses/sections.
3. Everything on a **single screen** without scrolling.

Taking Attendance

One option for taking attendance is through a student list. The period you're recording attendance for appears selected at the top, as with Period 1 in the example below. The Course and Section displays at the top of the attendance list. If you teach multiple sections in a period, each appears in its own section.

Period 01	✓ Period 02	Period 03

Save   Seating Chart

580511-1000 AP Calculus (A)

Students: 9	6	2	1	Excuse	Comments
11 Student, Andrew T	P	A	T		
10 Student, Bree W				AE	Excused for a college visit.
09 Student, Brooke J	P	A	T		
12 Student, Devin L	P	A	T		
12 Student, Jordan E	P	A	T		
12 Student, Kyle M	P	A	T		
09 Student, Luke C	P	A	T		Late to class, no note.
12 Student, Lydia J	P	A	T		
10 Student, Sarah H	P	A	T		

Taking Attendance Using a Roster List

Use the **P**, **A**, and **T** buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top of the columns. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance event in the **Comments**. Click **Save** to submit the attendance record to the attendance office.

Click on a student's name to view their demographic and contact info.

If any attendance information has already been entered by the attendance office, that information loads automatically, as with Bree Student in the example above.
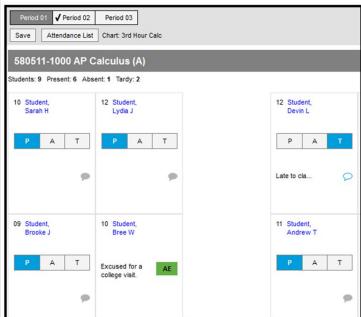
Message Center

Planner

Grade Book

Attendance

Roster

Seating Charts

Post Grades

Lockers

Standardized Test

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Account Settings

Another option for taking attendance is to use the seating chart you've created for the section. The period you're recording attendance for appears selected at the top, as with Period 1 in the example below. The Course and Section displays at the top of the attendance list. If you teach multiple sections in a period, each appears in its own section.

Period 01	✓ Period 02	Period 03

Save   Attendance List   Chart: 3rd Hour Calc

580511-1000 AP Calculus (A)

Students: 9 Present: 6 Absent: 1 Tardy: 2

10 Student, Sarah H	12 Student, Lydia J	12 Student, Devin L
P A T	P A T	P A T
		Late to cla...

09 Student, Brooke J	10 Student, Bree W	11 Student, Andrew T
P A T	Excused for a college visit. AE	P A T

Taking Attendance Using a Seating Chart

Use the **P**, **A**, and **T** buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance event by clicking the speech bubble icon and entering a **Comment**. Click **Save** to submit the attendance record to the attendance office.

Click on a student's name to view the their demographic and contact info.

If any attendance information has already been entered by the attendance office, that information loads automatically, as with Bree Student in the example above.

Reports (Attendance)

Infinite Campus | Campus Instruction

HS 16-17   🔔 ⚏ ❓ ⬋ Log Off

- Message Center
- Planner
- Grade Book
- **Attendance**
- Roster
- Seating Charts
- Post Grades
- Lockers
- Standardized Test
- **Reports (Attendance)**
- Reports (Grade Book)
- Reports (Planner)
- Reports (Roster)
- Account Settings

The Attendance Register Report includes attendance data for the selected term and section in a student-by-day grid.

Generate Report

Report Options

Term [1 (07/01/14 - 09/26/14) ▼]   Section [01) 580000-1000 AP Calculus ▼]

Report [Attendance Register ▼]

This report displays section attendance data by student and by day, in a grid format.

Select a term to report

[3 ▼]

Section Attendance Register Report Editor Options

Attendance events report based on the student's **Attendance tab**. Data reports for an entire term at a time.

Generating the Attendance Register Report

1. From the Reports (Attendance) tool, select the **Term** and **Section** for which you want to view attendance data.
2. Choose *Attendance Register* from the **Reports** dropdown list.
3. Select a **Term** for which to view attendance data.
4. Scroll to the top of the screen and click **Generate Report** to view the report in PDF format.

A legend for decoding attendance events displays at the bottom of the report.

580511-1000 AP Calculus (A)
Katie Smith

SECTION ATTENDANCE REGISTER
High School
Academic Year 13-14
01/01/2014-04/02/2014

Date: 02/20/2014
Time: 12:51:07 PM
Page 1 of 1

Student #	Student Name
678912345	Student, Andrew T
123456789	Student, Bree W
234567891	Student, Brooke J
345678912	Student, Devin L
912345678	Student, Jordan E
891234567	Student, Kyle M
789123456	Student, Luke C
456789123	Student, Lydia J
567891234	Student, Sarah H

- Student off roll   T Tardy   A Absent Excused   U Absent Unexcused   ? Absent Unknown   X Absent Exempt   Non-school or weekend day.

Example of the Attendance Register Report

Message Center

Planner

Grade Book

Attendance

Roster

Seating Charts

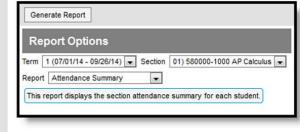Post Grades

Lockers

Standardized Test

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Account Settings

The Attendance Summary Report collects attendance data for all students in the selected section and aggregates attendance by Type (Excused Absence, Unexcused Absence, etc) and includes a Total of all Absences and Tardies.

Generate Report

Report Options

Term 1 (07/01/14 - 09/26/14) ▼   Section 01) 580000-1000 AP Calculus ▼

Report Attendance Summary ▼

This report displays the section attendance summary for each student.

Attendance Summary Report Editor Options

Attendance events report based on the student's Attendance tab. Data reports for the entire calendar.

Generating the Attendance Summary Report

1. From the Attendance tool, select the **Term** and **Section** for which you want to view attendance data.
2. Choose *Attendance Summary* from the **Report** dropdown list.
3. Scroll to the top of the screen and click **Generate Report** to view the report in PDF format.

The report includes attendance data for each student in the section, with a line for each Term.

Student	Absent Excused	Absent Unknown	Absent Unexcused (includes Unknown)	Absent Exempt	Total Absent	Tardy
Student, Andrew T Grade: 11 #678912345 Term:1	0	0	0	0	0	0
Student, Andrew T Grade: 11 #678912345 Term:2	0	0	0	0	0	0
Student, Andrew T Grade: 11 #678912345 Term:3	2	0	0	0	2	0
Student, Andrew T Grade: 11 #678912345 Term:4	0	0	0	0	0	0
Student, Bree W Grade: 10 #123456789 Term:1	0	0	0	0	0	0
Student, Bree W Grade: 10 #123456789 Term:2	2	0	0	0	2	0
Student, Bree W Grade: 10 #123456789 Term:3	0	1	1	0	1	2
Student, Bree W Grade: 10 #123456789 Term:4	0	0	0	0	0	0
Student, Brooke J Grade: 09 #234567891 Term:1	0	0	0	0	0	0
Student, Brooke J Grade: 09 #234567891 Term:2	2	0	0	0	2	0
Student, Brooke J Grade: 09 #234567891 Term:3	0	0	0	0	0	1
Student, Brooke J Grade: 09 #234567891 Term:4	0	0	0	0	0	0

Example of the Attendance Summary Report

Reports (Roster)

Message Center

Planner

Grade Book

Attendance

Roster

Seating Charts

Post Grades

Lockers

Standardized Test

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Account Settings

The Blank Spreadsheet report creates a blank spreadsheet with the students you select along the y-axis and blank column headers along the x-axis. Create this spreadsheet in the report sections for both the Roster and the Planner.

Report Options

Term 1 (07/01/14 - 09/26/14) ▼   Section 01) 580000-1000 AP Calculus ▼

Report Blank Spreadsheet ▼

This report creates an empty grid with the students you select on the y-axis and blank column headers on the x-axis.

*Report Title

Blank Spreadsheet Report

Number of Blank Columns

15 ▼

Row Height

Normal ▼

Orientation

Portrait ▼

☐ Show Student Number

*Select Students

☑	Name ▲	Student #	Grade
☑	Student, Andrew T	678912345	11
☑	Student, Bree W	123456789	10
☑	Student, Brooke J	234567891	09
☑	Student, Devin L	345678912	12
☑	Student, Jordan E	912345678	12
☑	Student, Kyle M	891234567	12
☑	Student, Luke C	789123456	09
☑	Student, Lydia J	456789123	12
☑	Student, Sarah H	567891234	10

Generate Report

Blank Spreadsheet Report Editor Options

Creating a Blank Spreadsheet

1. From Reports (Roster) or Reports (Planner), select the **Term** and **Section** you'd like to generate the spreadsheet for.
2. Choose *Blank Spreadsheet* in the report dropdown list.
3. Enter a **Title** for the report, if you'd like one other than the default.
4. Select how many **Blank Columns** you'd like to include in the report.
5. Select whether the **Row Height** of the horizontal rows should be *Normal,* or *1/2, 1* or *2* inches.
6. Select the **Orientation** of the spreadsheet, *Portrait* or *Landscape*.
7. Mark the checkbox if you'd like the spreadsheet to **Show Student Numbers**.
8. Determine which **Students** to list on the y-axis. The default setting is to include all active students in the section, unmark the checkboxes next to student's names to remove them from the report.
9. Click **Generate Report** to view the report in PDF format, suitable for printing.

13-14 High School		10 BROAD AVE., Pierre SD 57560
Generated on 12/26/2013 04:37:36 PM Page 1 of 1	**Blank Spreadsheet Report**	Section: 580511-1000 AP Calculus (A) Teacher: Katie Smith

10 Student,Bree W															
09 Student,Brooke J															
12 Student,Devin L															
12 Student,Jordan E															
12 Student,Kyle M															
09 Student,Luke C															
12 Student,Lydia J															
10 Student,Sarah H															

Blank Spreadsheet Example

Reports Preview (Gradebook)

Planner

Grade Book

Attendance

Roster

Seating Charts

Post Grades

Lockers

Standardized Test

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Account Settings

Grade Book Export	An export of your Grade Book in another format
Missing Assignments	Assignments flagged as missing per student
Section Summary	Scores for assignments and grades for tasks and standards
Student Summary	Assignment scores by student
Student Assessment Summary	Student scores on assessments.

Student Information

Infinite Campus

Campus Instruction

Message Center

Planner

Grade Book

Attendance

Roster

Seating Charts

Post Grades

Lockers

Standardized Test

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Account Settings

B

Student Details - To Student Information

Gender:	M
Birth Date:	08
Student Number:	42
Nickname:	
Grade:	09
Enrollment:	HS 16-17

Contact Information

Primary Household: Bosco

Household Phone:	(516)
Address(es):	69 , Albertson, NY 11507
Members:	B
	Mother/Student * **Contact 1**
	Email: e.net
	Cell: (631)
	B
	Father/Student * **Contact 2**
	Work: (718)
	B
	Sibling
	HS 16-17 (11)

Print   Print with Picture   Close

| Summary | Enrollments | **Schedule** | Attendance | Flags | Grades | Assessment | Behavior | AdHoc Letters | Incident | Graphing Calculator | Document |

Table - Group by Course (All Terms) ▼   ⬈ Display Active and Dropped Courses   🖨 Print OR   Choose a report option ▼

	Term Q1 (09/06/16-11/04/16)	Term Q2 (11/07/16-01/27/17)	Term Q3 (01/30/17-03/24/17)	Term Q4 (03/27/17-06/23/17)
01	F615DD-3 **Design & Drawing** Tortoriello, Michael Rm: 107	F615DD-3 **Design & Drawing** Tortoriello, Michael Rm: 107	F615DD-3 **Design & Drawing** Tortoriello, Michael Rm: 107	F615DD-3 **Design & Drawing** Tortoriello, Michael Rm: 107
02	E415-14 **Spanish 1** Hurley, Danielle Rm: 316	E415-14 **Spanish 1** Hurley, Danielle Rm: 316	E415-14 **Spanish 1** Hurley, Danielle Rm: 316	E415-14 **Spanish 1** Hurley, Danielle Rm: 316
03	B115-4 **World History 9** Banke, Amanda Rm: 702	B115-4 **World History 9** Banke, Amanda Rm: 702	B115-4 **World History 9** Banke, Amanda Rm: 702	B115-4 **World History 9** Banke, Amanda Rm: 702
04	A015-9 **English 09** Semerdjian, Alan Rm: 207	A015-9 **English 09** Semerdjian, Alan Rm: 207	A015-9 **English 09** Semerdjian, Alan Rm: 207	A015-9 **English 09** Semerdjian, Alan Rm: 207
05	X998F-5 **Lunch Fall**	X998F-5 **Lunch Fall**	X998S-5 **Lunch - Spring**	X998S-5 **Lunch - Spring**
06	P910-5 **Personal Fitness** (Day B) Messina, John Rm: Gym D315-3 **Earth Science** (Day S) Cloud, A/Brochstein, B Rm: 708	P910-5 **Personal Fitness** (Day B) Messina, John Rm: Gym D315-3 **Earth Science** (Day S) Cloud, A/Brochstein, B Rm: 708	P910-5 **Personal Fitness** (Day B) Messina, John Rm: Gym D315-3 **Earth Science** (Day S) Cloud, A/Brochstein, B Rm: 708	P910-5 **Personal Fitness** (Day B) Messina, John Rm: Gym D315-3 **Earth Science** (Day S) Cloud, A/Brochstein, B Rm: 708
07	D315-3 **Earth Science** Cloud, A/Brochstein, B Rm: 708	D315-3 **Earth Science** Cloud, A/Brochstein, B Rm: 708	D315-3 **Earth Science** Cloud, A/Brochstein, B Rm: 708	D315-3 **Earth Science** Cloud, A/Brochstein, B Rm: 708
08	F715W1-1 **World of Technology 1** Vertucci, Ashley Rm: 107	F715W1-1 **World of Technology 1** Vertucci, Ashley Rm: 107	F725W2-1 **World of Technology 2** Tortoriello, Michael Rm: 107	F725W2-1 **World of Technology 2** Tortoriello, Michael Rm: 107
09	C216-1 **CC Algebra 1** Cote, Maria Rm: 711	C216-1 **CC Algebra 1** Cote, Maria Rm: 711	C216-1 **CC Algebra 1** Cote, Maria Rm: 711	C216-1 **CC Algebra 1** Cote, Maria Rm: 711
10	EMPTY	EMPTY	EMPTY	EMPTY
11	EMPTY	EMPTY	EMPTY	EMPTY
12	EMPTY	EMPTY	EMPTY	EMPTY

B [redacted]

Grade: 09   #4 [redacted]   DOB: 0 [redacted]   Gender: M   Counselor: Gigante, Danielle

| Summary | Enrollments | Schedule | **Attendance** | Flags | Grades | Assessment | Behavior | AdHoc Letters | Incident | Graphing Calculator | Document |

⊕ New   🖶 Period Detail   🖶 Daily Detail

Unknown Excused Unexcused Exempt

Date	Period												
	01	02	03	04	05	06	07	08	09	10	11	12	

Term Q1 09/06/2016 - 11/04/2016
Instructional Days: 40   Present Days: 40

Period	01	02	03	04	05	06	07	08	09	10	11	12	T
Absent	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0

Term Q2 11/07/2016 - 01/27/2017
Instructional Days: 49   Present Days: 49

Period	01	02	03	04	05	06	07	08	09	10	11	12	T
Absent	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0

Term Q3 01/30/2017 - 03/24/2017
Instructional Days: 35   Present Days: 35

Period	01	02	03	04	05	06	07	08	09	10	11	12	T
Absent	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0

Term Q4 03/27/2017 - 06/23/2017
Instructional Days: 57   Present Days: 57

Period	01	02	03	04	05	06	07	08	09	10	11	12	T
Absent	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0

Course Number & Name	Absent	Tardy

B

Grade: 09   #4   DOB: 08   2   Gender: M   Counselor: Gigante, Danielle

| Summary | Enrollments | Schedule | Attendance | Flags | Grades | **Assessment** |

New   Print

Test Scores

- Grade 3 ELA (00800) Scale Score:644 Result:2
- Grade 3 Math (00801) Scale Score:670 Result:2
- Grade 4 ELA (00006) 04/17/2012 Scale Score:634 Result:1
- Grade 4 Math (00008) 04/25/2012 Scale Score:675 Result:2
- Grade 4 Sci: Scale (00029) 05/23/2012 Scale Score:84 Result:3
- Grade 5 ELA (00802) 04/16/2013 Scale Score:271 Result:1
- Grade 5 Math (00803) 04/24/2013 Scale Score:263 Result:1
- Grade 6 ELA (00804) 04/01/2014 Scale Score:248 Result:1
- Grade 6 Math (00805) 04/30/2014 Scale Score:292 Result:2
- Grade 7 ELA (00806) 04/17/2015 Scale Score:204 Result:2

Resources

- Infinite Campus built in help tool

- Sign up for Campus Community to access ICU (Infinite Campus University), offers Web Ex's on various features.

- Technology Integration Specialists (aka Building Computer Teacher)