

# “New to Infinite Campus” Training – Day 1

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# Deb Fredrickson



# Step 1: Create School Year

Year  School  Calendar

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- ▶ Attendance
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  - ▶ Batch Queue
  - ▼ Calendar
    - Calendar
    - Calendar Wizard
    - School Years**
  - ▼ Census

**School Years** Save Delete New

**School Year Editor**

| Label | Start Year | End Year | Active |
|-------|------------|----------|--------|
| 14-15 | 2014       | 2015     | X      |
| 13-14 | 2013       | 2014     |        |
| 12-13 | 2012       | 2013     |        |
| 11-12 | 2011       | 2012     |        |
| 10-11 | 2010       | 2011     |        |
| 09-10 | 2009       | 2010     |        |

**School Year Detail**

\*Label  Active

\*Start Year  \*End Year

Start Date  End Date

School Year

**Instructional Minutes Preference**

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

**School Day Minutes Preference**

- Exclude non-instructional periods

# Step 2: Create New School Calendar

## Check previous Calendar

School: Campus High School

13-14 Campus High School

Calendar | Grade Levels | Schedule Structure | Terms

Save

**Calendar Info**

|                                     |                                      |                          |
|-------------------------------------|--------------------------------------|--------------------------|
| Calendar ID                         | School                               | Number                   |
| 190                                 | 546 Campus High School (schoolID:52) |                          |
| *Name                               |                                      |                          |
| 13-14 Campus High School            |                                      |                          |
| *Start Date                         | *End Date                            | Summer                   |
| 09/03/2013                          | 08/29/2014                           | <input type="checkbox"/> |
| Student Day (Instructional minutes) | Teacher Day (minutes)                | Exclude                  |
| 335                                 |                                      | <input type="checkbox"/> |
| Whole Day Absence (minutes)         | Half Day Absence (minutes)           | School C                 |
| 320                                 | 120                                  | <input type="checkbox"/> |
| Type                                | Title 3                              | 4 Day Sc                 |
| I: Instructional                    | <input type="checkbox"/>             | <input type="checkbox"/> |
| Require Student Assignment          |                                      |                          |
| <input type="checkbox"/>            |                                      |                          |
| Comments                            |                                      |                          |
| rolling 07/15/2013 07:49 AM         |                                      |                          |

## Use to create new calendar

School: Campus High School

**Calendar Wizard**

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rol schedule names in the new calendar.  
Note: Creating calendars is a database intensive procedure. It can take a lon

Edit Calendar Attributes for new Calendars

Year: 15-16

Name Template: [year][schoolname]

Number:

\*Start Date:

\*End Date:

Select Calendars to Roll

- 13-14 Campus Elem: 1
- 13-14 Campus Elem: K
- 13-14 Campus Middle :
- 13-14 Campus High Sc
- 13-14 Campus K-8
- 13-14 Alternative Learn
- 13-14 Campus Univers
- 12-13 Campus Middle :
- 12-13 Campus High Sc
- 12-13 Campus K-8
- 12-13 5 Day Rotation
- 12-13 Campus Univers
- 12-13 Modified Block
- 12-13 Multiple Terms
- Campus Elem: 1 - 5
- Campus Elem: KG

CTRL-click and SHIFT-c

< B

# Use Wizard to Roll Calendar

Index
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- System Administration
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  - Calendar
    - Calendar
    - Calendar Wizard**
    - School Years

**Calendar Wizard**

**Copy, Rollforward, or Create new Calendar-linked Data**

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing schedule names in the new calendar.

Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow

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**Edit Calendar Attributes for new Calendars**

Year

Name Template

Number

\*Start Date

\*End Date

**Select Calendars to Roll**

- 13-14 Campus Elem: 1-5
- 13-14 Campus Elem: KG
- 13-14 Campus Middle School
- 13-14 Campus High School**
- 13-14 Campus K-8
- 13-14 Alternative Learning Cen
- 13-14 Campus University
- 12-13 Campus Middle School
- 12-13 Campus High School
- 12-13 Campus K-8
- 12-13 5 Day Rotation
- 12-13 Campus University
- 12-13 Modified Block
- 12-13 Multiple Terms
- Campus Elem: 1 - 5
- Campus Elem: KG

CTRL-click and SHIFT-click for multiple

# Give Yourself Rights!

Year: 13-14 School: Campus High School

Index Search Help

User: admin1  
Person: Admin, Chris

User Account User Groups Tool Rights **Calendar Rights** Access Log

+ New Save Delete

**Rights Editor**  
Name

**School Year Rights**  
School: Campus High School  
Year: 15-16  
Calendar: 15-16 Campus High School  
Modify Rights:  Close School Months:

Search Results: 1 users

Admin, Chris employee #300217

**admin1**




# Calendar Set-Up

- Check each heading for content
- Make sure all grade levels needed are present
- Schedule Structure: Main (need something)
- Set your terms (we call ours terms, some quarters, some trimesters) Need dates from administration for this.

# Terms in Calendar

Help <
**14-15 Watertown High School**

Calendar
Grade Levels
Schedule Structure
**Terms**
Periods
Days
Overrides

 Save Term Schedule/Terms
 New Term Schedule/Terms
 Delete Term Schedule/Terms

**Term Schedule/Terms Editor**

Name













**Terms**

**Term Schedule Detail**

\*Name Primary

Terms




**Term Detail**

|   | *Name | *Sequence | *Start Date   | *End Date  |
|---|-------|-----------|---|--|
|    | 1     | 1         | 08/20/2014    | 10/22/2014    |
|   | 2     | 2         | 10/23/2014   | 01/08/2015   |
|  | 3     | 3         | 01/09/2015  | 03/13/2015  |
|  | 4     | 4         | 03/16/2015  | 05/20/2015  |



# Periods in Calendar

Calendar    Grade Levels    Schedule Structure    Terms    **Periods**    Days    Overrides

 Save Period Schedules   
  New Period Schedule   
  Delete Period Sched/Periods

**Period Schedule/Periods Editor**

Name

1

---

**PeriodSchedule Info**

| *Name | *Sequence | Instructional Minutes | School Day |
|-------|-----------|-----------------------|------------|
| 1     | 1         | 335                   | 390        |

---

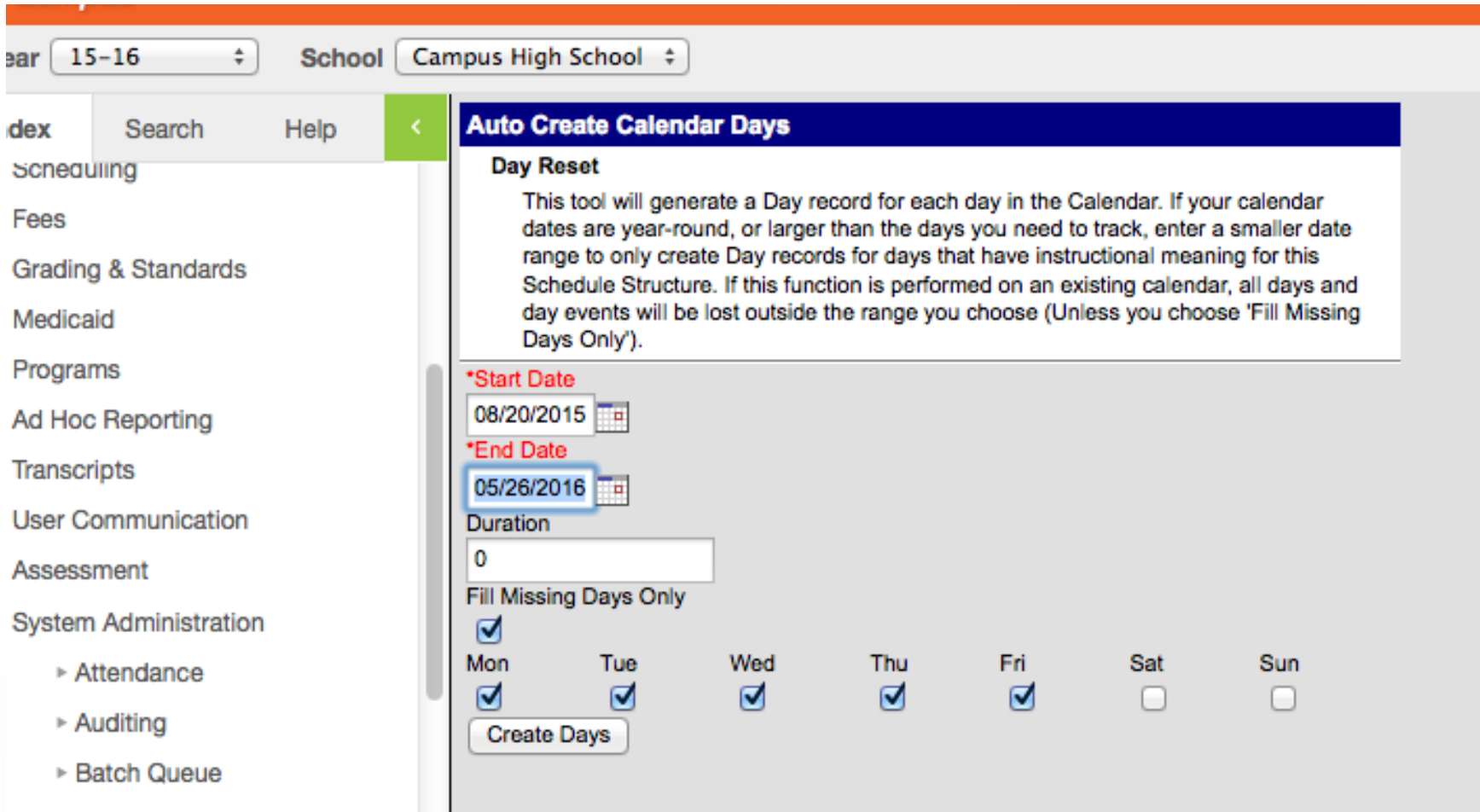
**Period Info**

|   | *Name | *Sequence | Start Time | End Time | Lunch Time | Non-Instructional                   |
|---|-------|-----------|------------|----------|------------|-------------------------------------|
| X | 0     | 1         | 07:15 AM   | 07:55 AM | 0          | <input checked="" type="checkbox"/> |
| X | 1     | 2         | 08:00 AM   | 08:55 AM | 0          | <input type="checkbox"/>            |
| X | 2     | 3         | 09:00 AM   | 09:55 AM | 0          | <input type="checkbox"/>            |
| X | 3     | 4         | 10:00 AM   | 10:55 AM | 0          | <input type="checkbox"/>            |
| X | 4     | 5         | 11:00 AM   | 12:30 PM | 30         | <input type="checkbox"/>            |
| X | 5     | 6         | 12:35 PM   | 01:30 PM | 0          | <input type="checkbox"/>            |
| X | 6     | 7         | 01:35 PM   | 02:30 PM | 0          | <input type="checkbox"/>            |
| X | *A    | 8         | 02:35 PM   | 02:40 PM | 0          | <input checked="" type="checkbox"/> |

# Day Reset

- Once you have terms and periods, you need to do a **Day Reset**
- Do not be concerned about the warning—it needs to be done!
- Here is where you should set the calendar to the actual start day, first day of school.

# Day Reset



Year: 15-16 School: Campus High School

Home Search Help

Scheduling  
Fees  
Grading & Standards  
Medicaid  
Programs  
Ad Hoc Reporting  
Transcripts  
User Communication  
Assessment  
System Administration  
    ▶ Attendance  
    ▶ Auditing  
    ▶ Batch Queue

### Auto Create Calendar Days

#### Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

\*Start Date: 08/20/2015

\*End Date: 05/26/2016

Duration: 0

Fill Missing Days Only:

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Create Days




# Calendar Days

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  - ▶ Batch Queue
  - ▼ Calendar

## 15-16 Campus High School

Calendar
Grade Levels
Schedule Structure
Terms

 Day Reset
 Print
 Multi Day Event

<<
August 2015
>>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 01  |
| 02  | 03  | 04  | 05  | 06  | 07  | 08  |
| 09  | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

▼ Event on this Day

# Enrollment Roll Forward

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- ▶ Preferences
- ▶ Resources
- ▶ School Choice
- ▶ Special Ed
- ▼ Student
  - Enrollment Cleanup Wizard
  - Enrollment End Batch
  - Enrollment Roll Forward**
  - Photo Export
  - Photo Import
  - Report Comments Batch
  - ▶ Student Portfolio
  - ▶ Surveys
  - ▶ Transportation
  - ▶ User Security

**Select Source Calendars**

- 15-16 Campus High School
- 13-14 Campus Elem: 1-5
- 13-14 Campus Elem: KG
- 13-14 Campus Middle School
- 13-14 Campus High School
- 13-14 Campus K-8
- 13-14 Alternative Learning Cen
- 13-14 Campus University
- 12-13 Campus Middle School
- 12-13 Campus High School
- 12-13 Campus K-8
- 12-13 5 Day Rotation
- 12-13 Campus University
- 12-13 Modified Block
- 12-13 Multiple Terms

CTRL-click and SHIFT-click for multiple

**Select Source Grades**

01    02    03    04  
 05    06    07    08  
 09    10    11    12  
 KG    PK

**Source Ad Hoc Student Filter**

**Source Service Type**

Primary  
 Partial  
 Special Ed Services

**Select Start Status**

00: Current Student

**(OPTIONAL)**

**Select Destination Calendar**

**Select Destination Grade**

**Select Destination Structure**

**Start Date Override**

If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered.

08/20/2015

Allow Duplicate Primary Enrollments

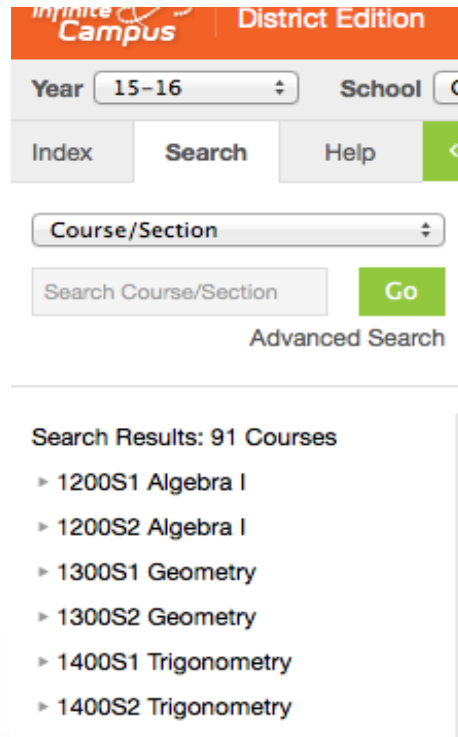
Totals Only  
 Show Warnings  
 Include students whose enrollments end on the last day of the last term

# Enrollment Roll Forward

- There is no limit to the number of times you can roll students
- Make sure as students leave, you end their enrollments (do not delete)
- After all enrollments are done (usually summer), clean up enrollments with enrollment cleanup wizard (system admin/student)

# Course/Section Set Up

- Make sure all courses needed are present
- Do a search, course section in pull-down



The screenshot shows the Infinite Campus District Edition search interface. At the top, there is a navigation bar with "Infinite Campus" and "District Edition" labels. Below this, there are input fields for "Year" (set to "15-16") and "School" (set to "C"). A navigation menu includes "Index", "Search", and "Help" buttons. A search input field is labeled "Course/Section" and has a dropdown arrow. Below the input field is a "Search Course/Section" button and a green "Go" button. A link for "Advanced Search" is located below the search buttons. The search results section is titled "Search Results: 91 Courses" and lists the following courses with expandable arrows:

- ▶ 1200S1 Algebra I
- ▶ 1200S2 Algebra I
- ▶ 1300S1 Geometry
- ▶ 1300S2 Geometry
- ▶ 1400S1 Trigonometry
- ▶ 1400S2 Trigonometry

# Course Settings

Advanced Search

ults: 91 Courses

## Algebra I

- oper, Helen Rm:260
- nn, William Rm:260
- ss, Frank Rm:270
- mbine, Andrew Rm:290
- ng, Anna Rm:280
- oper, Helen Rm:290
- ss, Frank Rm:280
- ens, Ruth Rm:270
- nirez, Edward Rm:280
- unn, William Rm:550
- Algebra I
- ieometry
- ieometry
- igonometry

**Course**   Sections   Grading Tasks   Standards   Composite Grading   Course Rules   Fees   Build Const

**CourseID 22835** **Course Master Linked**

\*Number      
 \*Name      
 Standards-based      Active

Subject Type

State Code      Department

Schedule Load Priority      Max Students

GPA Weight      Bonus Points      Transcript      Required

Type

Activity

Homeroom      Allow student requests      Allow teacher requests/recommendations      Repeatable      Attendance      Unit Attendance

Terms    Schedules    Periods    Sections to Build

Online Learning

Comments

Description  
 Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.



# Course Settings

- Set from left to right on the heading
- Sections: check to see right number of sections, correct teacher
- Grading tasks: Make sure these are set—teachers will be lost without them (be especially careful of changes or additions)
- **Grading tasks (choose default score group for teachers) This is one area I see a lot of errors in. Cannot mix grading scales in a course!**

# Course Set Up

- Standards: depends on school
  - Can use built in standards
  - Can write your own (Watertown has as “I can statements”
  - Leave grading/posting open all term or just at end?
  - Lots of work to do on back side to get set up

# Course Set Up Cont.

- Composite Grading: Admin set or teacher?
  - Works either way, but help staff set up if their choice so they understand what they want Vs. what they say
- Course rules are for scheduling—may or may not have them
- Fees: if you use them, add them here

# Section Set Up

- Click on a section name

15-16 School Campus High School

Search Help

Search Section

Search Course/Section Go

Advanced Search

Results: 91 Courses

1) **Cooper, Helen Rm:260**

2) Dunn, William Rm:260

3) Ross, Frank Rm:270

4) Combine, Andrew Rm:290

5) Young, Anna Rm:280

6) Cooper, Helen Rm:290

7) Ross, Frank Rm:280

8) Owens, Ruth Rm:270

9) Ramirez, Edward Rm:280

10) Dunn, William Rm:550

11) JS2 Algebra I

12) JS1 Geometry

13) JS2 Geometry

14) JS1 Trigonometry

## 1200S1-1 Algebra I

Teacher: Cooper, Helen

Section Staff History Roster Attendance

Save Delete

Section Number: 202643

Teacher Display Name: Cooper, Helen

Max Students: (30)

Room: 260

Online Learning (Override): (0)

Primary Teacher: Cooper, Helen

Section Schedule Placement

|    | Quarters                            |                                     |                          |                          |
|----|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
|    | Q1                                  | Q2                                  | Q3                       | Q4                       |
| 0  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 1  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| *A | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |



**south dakota**  
DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

# Section Set Up

- Notice the setting—check marks for terms very important
- Options: Lunch count, display name (will show in portal and on report cards), room number, skinny sequence, new—online override, max number students

# Section Set Up

- Staff history—use for new instructor or to add more (inclusion, team teaching, student teachers, Multi-district, etc)
- Grading by task and grading by student—can help staff here with posting if need be
- Roster—shows who is in the course
- Roster Set-up tab (use until school starts)
- Roster Copy can be your best friend

# User Groups

- Why have user groups?
  - Giving calendar rights
  - Helpful in scheduling
  - This can save you TIME!
  - Use the groups to build Ad Hoc reports for staff
    - Always make yourself a copy and save it to your account
  - Edit and view rights
  - Membership summary



# Groups

- Never remove people from Campus
  - Only remove their rights
- Are you a Campus Administrator?
  - Add yourself to the groups
  - Refresh your rights after each update

# User Security

## User Groups

User groups can be used to consistently assign rights across the district.

- Under System Administration, User Security, User Groups, select **Create a New User Group**
- On the **Tool Rights** tab, select the appropriate user tools

## Calendar Rights

Calendar rights determine the schools and years a user or group of users can see. These should be assigned to a group that does not have tool rights

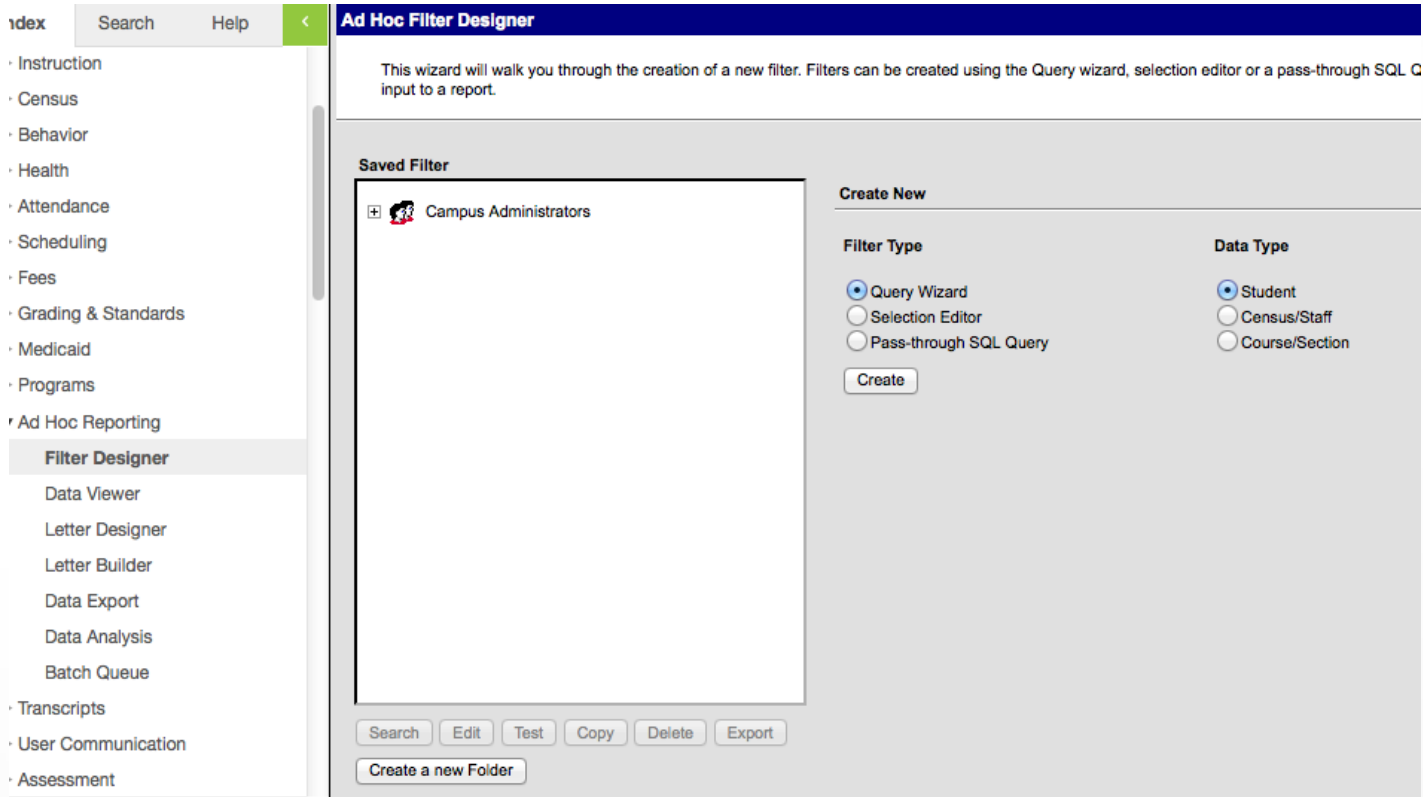
- Assign the appropriate calendar year and school on the **Calendar Rights** tab. The modify checkbox determines read or inquiry only rights for the specified calendar.

## User Accounts

User accounts can only be created after a person record has been created. Each user should be assigned to the appropriate tool groups and calendar groups.

# Simple Ad Hoc Reports

- What is an Ad Hoc?



The screenshot shows the 'Ad Hoc Filter Designer' interface. On the left is a navigation menu with categories like 'Instruction', 'Census', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Fees', 'Grading & Standards', 'Medicaid', 'Programs', 'Ad Hoc Reporting', and 'Assessment'. Under 'Ad Hoc Reporting', 'Filter Designer' is selected. The main area has a blue header 'Ad Hoc Filter Designer' and a text box stating: 'This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL C input to a report.' Below this is a 'Saved Filter' section containing a folder icon and the text 'Campus Administrators'. To the right, the 'Create New' section has two columns: 'Filter Type' with radio buttons for 'Query Wizard' (selected), 'Selection Editor', and 'Pass-through SQL Query'; and 'Data Type' with radio buttons for 'Student' (selected), 'Census/Staff', and 'Course/Section'. A 'Create' button is located below the 'Filter Type' options. At the bottom of the main area are buttons for 'Search', 'Edit', 'Test', 'Copy', 'Delete', 'Export', and 'Create a new Folder'.

# Ad Hoc (Simple)

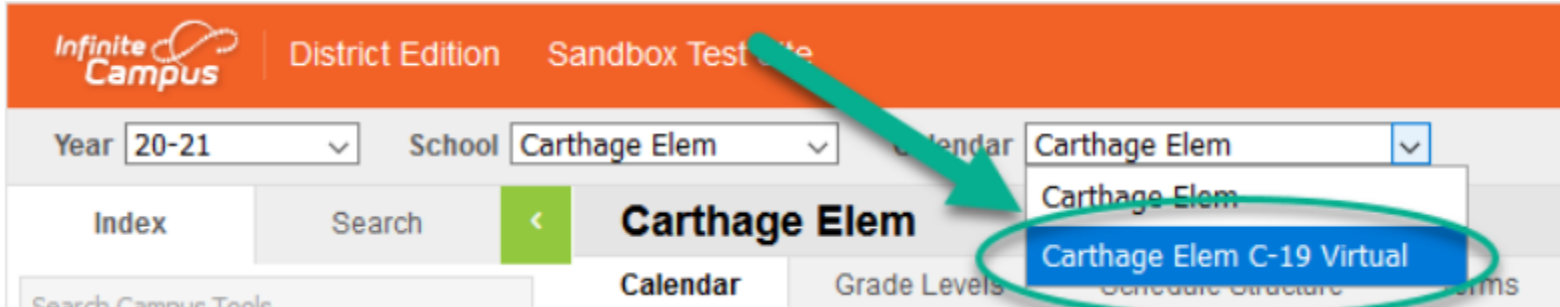
- Simple Query that allows you to pull information out of Campus
- Robust or as simple as you need
- Save to your account or save to groups
- Understanding the data base
  - Easier said than done, patience and experimentation

# Ad Hoc

- Samples Watertown Uses:
  - nurses
  - Beginning year picture lists for vendors
  - Ethnicity
  - Lists for elementary admin assistants (school reach, perfect attendance, etc)
  - Student list for ICU Database
  - Attendance desk for school reach calls
  - ETC, too many to mention

# COVID-19 Calendars

- Can a district choose to create a separate calendar within an already existing school to house their students who are choosing to attend virtually? A: Yes. A district utilizing Distance Learning options 1, 3, or 4 for the 2020-21 school year (see <https://doe.sd.gov/coronavirus/documents/SupportingStudents.pdf>) can create an additional calendar within an already existing school. To provide consistency throughout the state, the DOE is asking for districts to name these new calendars as follows: Calendar Name = Name of School C-19 Virtual (Example = Carthage Elem C-19 Virtual)



- Can a district create one calendar to house all students (K-12) who are attending virtually? A: No. Districts must utilize their existing school structure and create separate virtual calendars for each attendance center. (Example: Elementary, Middle School, High School).
- **Starting Well 2020:** <https://doe.sd.gov/coronavirus/startingwell.aspx>