

“New to Infinite Campus” Training

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August 5th, 2024

August 6th, 2024

Step 1: Create School Year

School Year Setup ☆ Scheduling & Courses > Calendar Setup > School Year Setup

Related Tools ▾

+ New

Label	Start Year	End Year	Active
24-25	2024	2025	
23-24	2023	2024	X
22-23	2022	2023	
21-22	2021	2022	
20-21	2020	2021	
19-20	2019	2020	
18-19	2018	2019	

School Year Setup

- Calendar Wizard
- Calendar Information
- Schedule Structure Setup
- Grade Level Setup
- Term Setup
- Period Setup
- Day Setup
- Calendar GPA Calculation Setup
- Calendar Override Setup
- Copy Section Placements
- Delete Calendar Wizard

School: All Schools | Calendar: All Calendars

Search < **School Years**

Save Delete New

Label	Start Year	End Year	Active
23-24	2023	2024	
22-23	2022	2023	X
21-22	2021	2022	
20-21	2020	2021	
19-20	2019	2020	
18-19	2018	2019	
17-18	2017	2018	

School Year Detail

*Label	Active
22-23	<input checked="" type="checkbox"/>
*Start Year	*End Year
2022	2023
Start Date	End Date
<input type="text"/>	<input type="text"/>

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
- Exclude non-instructional minutes Max non-instructional minutes per period
- Exclude time gaps between periods Max non-instructional minutes for period gaps

Step 2: Create New School Calendar

Use to create new calendar

Check previous Calendar

School: Campus High School

Help < **13-14 Campus High School**

Calendar | Grade Levels | Schedule Structure | Terms

Save

Calendar Info

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

Year: 13-14 | School: Campus High School

Search | Help < **Calendar Wizard**

Grading & Standards
Medicaid
Programs
Ad Hoc Reporting
Transcripts
User Communication
Assessment
System Administration
Attendance
Auditing
Batch Queue
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 down the system.

Year: 13-16

Name Template: [year][schoolname]

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 6 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

< Back | Next >

Use Wizard to Roll Calendar

Scheduling & Courses > Calendar Setup > Period Setup

Related Tools ▾

- School Year Setup
- Calendar Wizard
- Calendar Information
- Schedule Structure Setup
- Grade Level Setup
- Term Setup
- Period Setup**
- Day Setup
- Calendar GPA Calculation Setup
- Calendar Override Setup
- Copy Section Placements
- Delete Calendar Wizard

Year
School

Index
Search
Help

- Grading & Standards
- Medicaid
- Programs
- Ad Hoc Reporting
- Transcripts
- User Communication
- Assessment
- System Administration
 - Attendance
 - Auditing
 - Batch Queue
 - ▾ Calendar
 - Calendar
 - Calendar Wizard**
 - School Years
 - Census

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 down the system.

Edit Calendar Attributes for new Calendars

Year

Name Template

Number

*Start Date

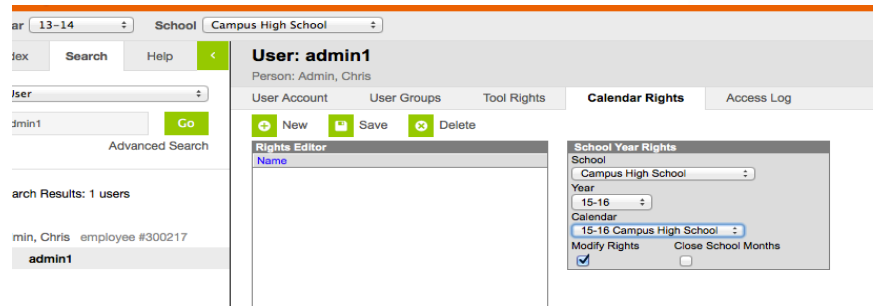
*End Date

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!



The screenshot shows a web application interface for user management. At the top, there are dropdown menus for 'Year' (13-14) and 'School' (Campus High School). Below these are search and help buttons. The main content area is titled 'User: admin1' and includes a sub-header 'Person: Admin, Chris'. There are tabs for 'User Account', 'User Groups', 'Tool Rights', 'Calendar Rights', and 'Access Log'. The 'Calendar Rights' tab is active, showing a 'Rights Editor' with a table for 'Name' and a 'School Year Rights' panel. The 'School Year Rights' panel includes dropdowns for 'School' (Campus High School) and 'Year' (15-16), and a 'Calendar' dropdown (15-16 Campus High School). There are checkboxes for 'Modify Rights' (checked) and 'Close School Months' (unchecked).

- Scheduling & Courses >
- School & District Settings >
- School Store >
- System Settings >
- User Management >**

User Management

User Accounts

- [Add User Account](#)
- [User Account Information](#)
- [Access Log](#)
- [Calendar Rights](#)
- [Membership In User Groups](#)
- [Tool Rights](#)

User Account Administration

- [User Account Batch Import Tool](#)
- [User Account Batch Wizard](#)
- [User Account Letter Builder](#)
- [User Account Letter Designer](#)
- [User Account Messenger](#)
- [User Account Messenger Scheduler](#)
- [User Account Type Wizard](#)
- [User Session Manager](#)

User Groups

- [Add User Group](#)
- [User Group Information](#)
- [Calendar Rights](#)
- [Membership Summary](#)
- [Tool Rights](#)

Reports

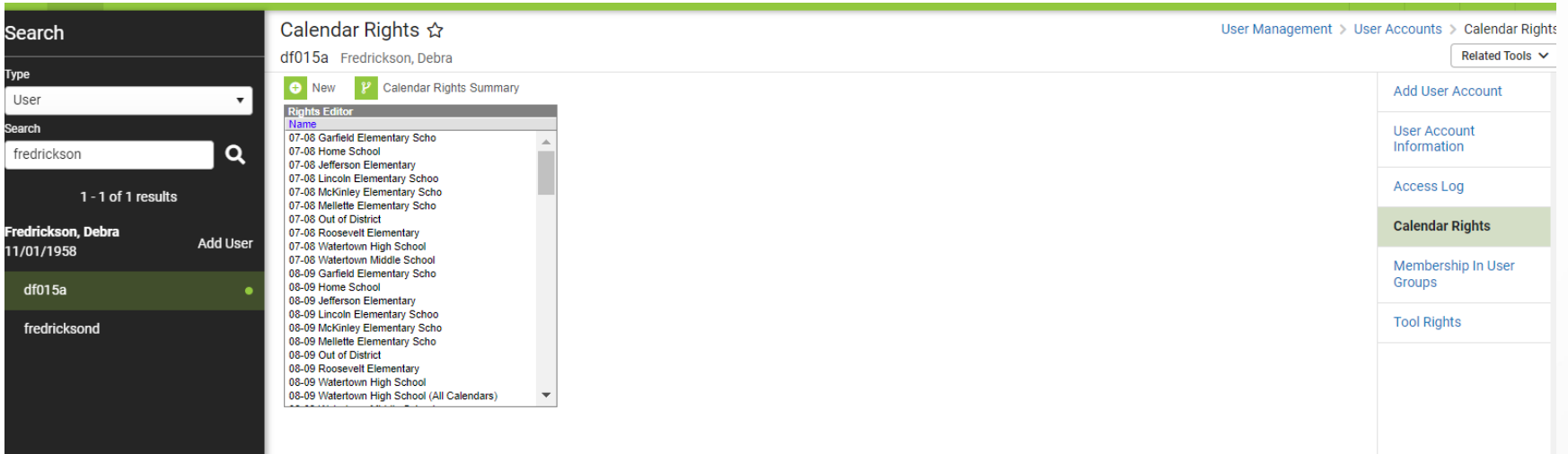
- [Ad Hoc Runtime Security Report](#)
- [Audit Log](#)
- [Client Statistics](#)
- [Product Security Role Report](#)
- [Tool & Calendar Right Access](#)
- [User Account Automation Log](#)
- [User Group Report](#)

Settings

- [Account Security Preferences](#)
- [E-Signature](#)
- [LDAP Certificate Management](#)
- [LDAP Configuration](#)
- [Login Page Preferences](#)
- [Login Security Settings](#)
- [SAML - SSO Service Provider Configuration](#)
- [Support Contact Information](#)



Assign yourself calendar rights!



The screenshot displays the 'Calendar Rights' management interface. On the left is a search sidebar with a search bar containing 'fredrickson' and a list of results including 'Fredrickson, Debra' and 'df015a'. The main content area shows the user 'df015a Fredrickson, Debra' with a 'Rights Editor' window open, listing various school calendars such as '07-08 Garfield Elementary Scho' and '08-09 Waterdown High School (All Calendars)'. The top right navigation includes 'User Management > User Accounts > Calendar Rights' and a 'Related Tools' dropdown menu with options like 'Add User Account', 'User Account Information', 'Access Log', 'Calendar Rights', 'Membership In User Groups', and 'Tool Rights'.

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. The more dates and times you have ahead of time, the BETTER it is!

Terms in Calendar

School: Watertown High School | Calendar: 14-15 Watertown High School

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

Name	Sequence	Start Date	End Date
X 1	1	08/24/2014	10/27/2014
X 2	2	10/30/2014	01/12/2015
X 3	3	01/16/2015	03/23/2015
X 4	4	03/25/2015	05/20/2015

Add Term

Term Setup ☆

Scheduling & Courses > Calendar Setup > Term Setup

Related Tools

- School Year Setup
- Calendar Wizard
- Calendar Information
- Schedule Structure Setup
- Grade Level Setup
- Term Setup**
- Period Setup

Periods in Calendar

15-16 School: Campus High School

Search Help < **15-16 Campus High School**

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: 1 *Sequence: 1 Instructional Minutes: 335 School Day: 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"/>

Add Period

Instructional Minutes Preference for 15-16 School Year
Exclude non-instructional periods

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

[Index](#) | [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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calendar Days

Campus

Year: 15-16 School: Campus High School

Index Search Help <

- > Scheduling
- > Fees
- > Grading & Standards
- > Medicaid
- > Programs
- > Ad Hoc Reporting
- > Transcripts
- > User Communication
- > Assessment
- ▼ System Administration
 - > Attendance
 - > Auditing
 - > Batch Queue
 - ▼ Calendar
 - Calendar**
 - Calendar Wizard
 - School Years

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

Year School

Index Search Help <

- > Lockers
- > Medicaid
- > Messenger
- > PLP
- > Portal
- > 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
- > FRAM

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 Source Structure

Select Start Status

(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.

Allow Duplicate Primary Enrollments

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

Enrollment Roll Forward New Look

📁
★
↶

Main Menu ☰

- Instruction >
- Student Information** >
- Attendance Office >
- Behavior Office >
- Census >

Student Information

General

- ACT Composite
- Ad Hoc Letters
- Addition Location
- Assessment
- Athletics
- Attendance
- Behavior
- Blended Learning Group Assignments

- Fees
- Flags
- Forms
- Grades
- Graduation
- Groups
- Laptop Damage
- Laptop ID
- Laptop Service/Repair

- Records Transfer
- Report Comments
- Schedule
- Schoology Code
- SDID
- Social Network
- SPED Accommodations
- Standards Portfolio
- Student Locator Wizard

General Student Administration

- Custom Form Setup
- Custom Module Setup
- Enrollment Cleanup Wizard
- Enrollment End Batch Wizard
- Enrollment Roll Forward Wizard
- Form Batch Setup

- Photo Export
- Photo Import
- Report Comments Batch Wizard
- Student Constraints Roll Forward Wizard
- Transcript Post Wizard

Grade Level Sequencing

School: Watertown High School | Calendar: 22-23 Watertown High School

School: Watertown Intermediate | Calendar: 22-23 Watertown Intermediate

22-23 Watertown High School

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

+ New

Grade Level Editor	
Name	Seq
07	12
08	13
09	14
10	15
11	16
12	17

22-23 Watertown Intermediate

Calendar | **Grade Levels** | Schedule Structure | Terms | Periods

+ New

Grade Level Editor	
Name	Seq
KG	5
01	6
02	7
03	8
04	9
05	10
06	11
07	12

Grade Level Setup New Look

01 02

Scheduling & Courses

Scheduling

- Scheduling Center
- Course Planner
- Scheduling Board
- Staff Planner

Courses

- Add Course
- Copy Course
- Course Information
- Course Assessments
- Course Build Constraints
- Course Categories
- Course Fees
- Course Grade Calc Options
- Course Grading Tasks
- Course Rules
- Course Sections
- Course Standards
- Curriculum Planner
- Section Attendance
- Section Information
- Section Grading By Student

Calendar Setup

- School Year Setup
- Calendar Wizard
- Calendar Information
- Schedule Structure Setup
- Grade Level Setup
- Term Setup

Build Schedules

- Adjust Blended Learning Groups
- Lunch Setup
- Manage Blended Learning Groups
- New Blended Learning Groups
- Request Wizard
- Scheduling Build Constraints Wizard
- Student Constraints Setup
- Team (Scheduling Group) Setup

Load Schedules

- Fill Counselor Wizard
- Fill Teams Wizard
- Roster Copy Wizard
- Schedule Gap Filler
- Schedule Wizard
- Student Gap Scheduler

Responsive Scheduling

- Responsive Schedule Designer
- Responsive Schedule Section Builder

Section Templates

- Section Template Information
- Generate Section Templates Wizard
- Mass Set Section Template Groups Wizard

Reports

- Blended Learning Gap/Overlap Report
- Course Projections Report
- Master Schedule Report
- Open Rooms Report
- Room Usage Report
- Schedule Batch Report
- Schedule Conflicts Report
- Schedule Units Report
- Seat Count Report

Scheduling & Courses > Calendar Setup > Period Setup

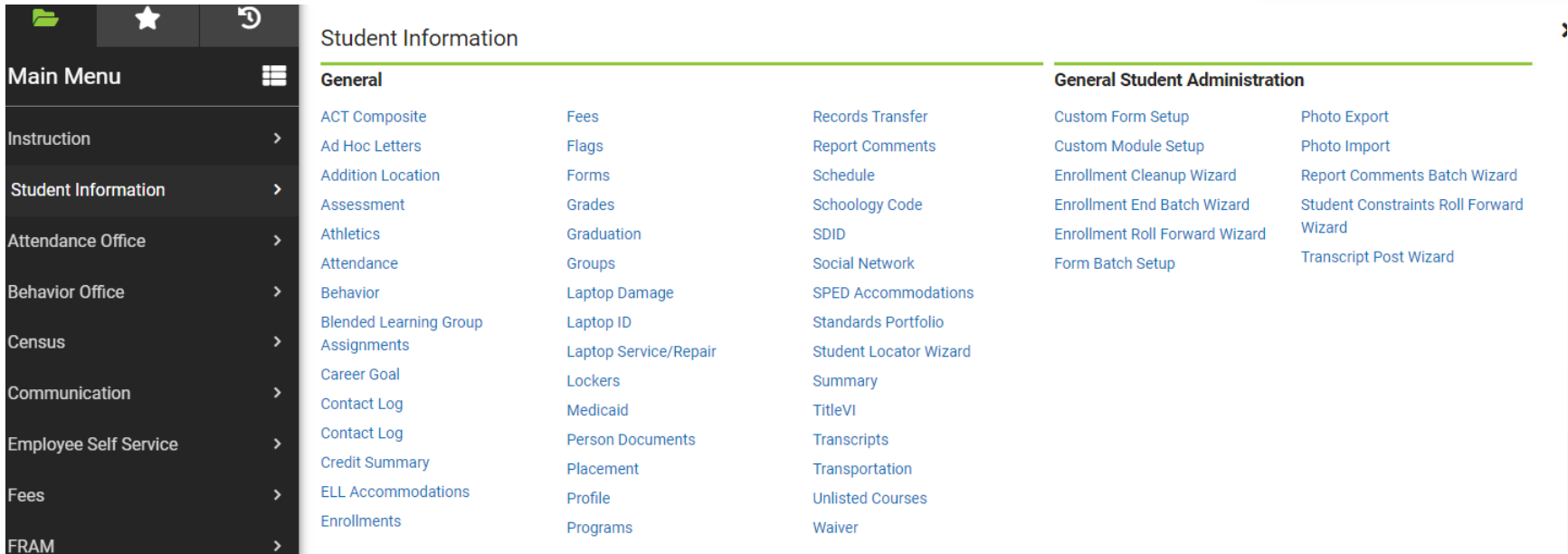
Related Tools ▾

- School Year Setup
- Calendar Wizard
- Calendar Information
- Schedule Structure Setup
- Grade Level Setup
- Term Setup
- Period Setup**
- Day Setup
- Calendar GPA Calculation Setup
- Calendar Override Setup
- Copy Section Placements
- Delete Calendar Wizard

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)

Enrollment Roll Forward New Look

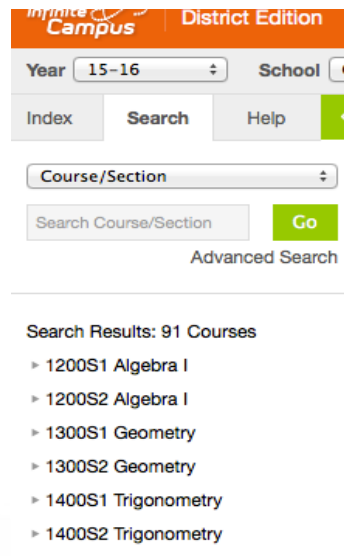


The screenshot displays a web application interface for the South Dakota Department of Education. On the left is a dark sidebar menu with the following items: Main Menu, Instruction, Student Information (highlighted), Attendance Office, Behavior Office, Census, Communication, Employee Self Service, Fees, and FRAM. The main content area is titled 'Student Information' and is divided into two columns by a green horizontal line. The left column is labeled 'General' and lists various student-related options. The right column is labeled 'General Student Administration' and lists administrative tools. At the top of the main content area, there are three icons: a folder, a star, and a refresh symbol.

Student Information	
General	
ACT Composite	Records Transfer
Ad Hoc Letters	Report Comments
Addition Location	Schedule
Assessment	Schoology Code
Athletics	SDID
Attendance	Social Network
Behavior	SPED Accommodations
Blended Learning Group	Standards Portfolio
Assignments	Student Locator Wizard
Career Goal	Summary
Contact Log	TitleVI
Contact Log	Transcripts
Credit Summary	Transportation
ELL Accommodations	Unlisted Courses
Enrollments	Waiver
General Student Administration	
Custom Form Setup	Photo Export
Custom Module Setup	Photo Import
Enrollment Cleanup Wizard	Report Comments Batch Wizard
Enrollment End Batch Wizard	Student Constraints Roll Forward Wizard
Enrollment Roll Forward Wizard	Transcript Post Wizard
Form Batch Setup	

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". Below this, there are filters for "Year" (set to "15-16") and "School" (set to "C"). There are also buttons for "Index", "Search", and "Help". A dropdown menu is open, showing "Course/Section" as the selected option. Below the dropdown is a search input field with the placeholder text "Search Course/Section" and a green "Go" button. Underneath the search field is a link for "Advanced Search". The search results section shows "Search Results: 91 Courses" and a list of course sections with expandable arrows:

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

What if I Mess Up a Calendar?

School: Watertown Intermediate | Calendar: 22-23 Watertown Intermediate

Search < **22-23 Watertown Intermediate**

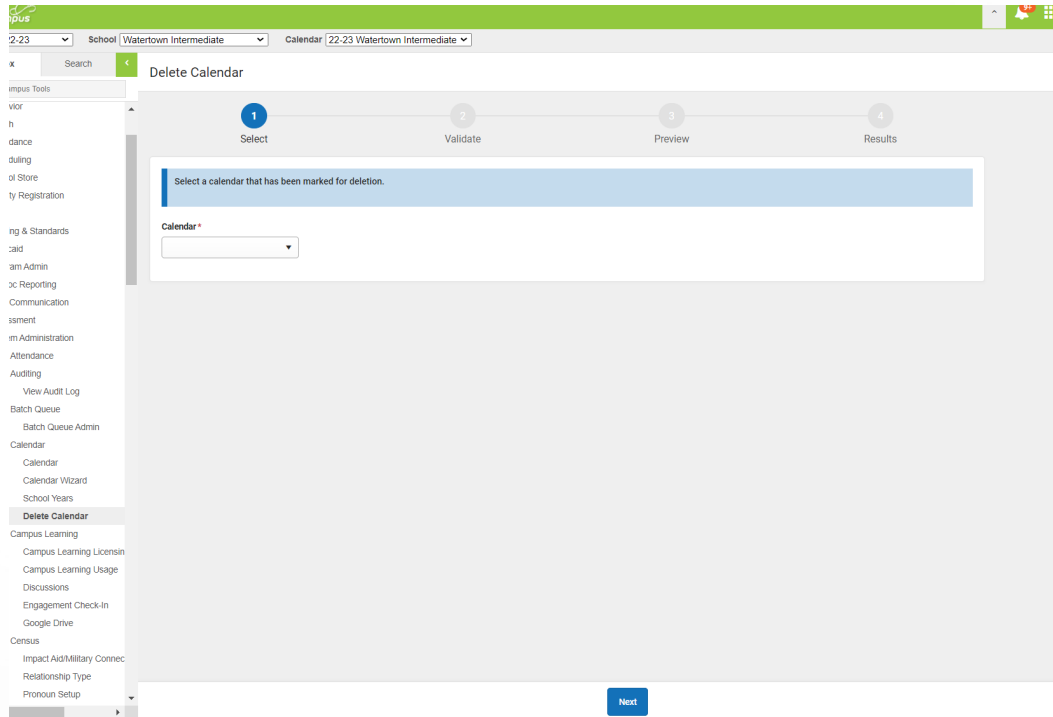
Calendar | Grade Levels | Schedule Structure | Terms | Periods | Days | Overrides

Save | Mark for Deletion

Calendar Info

Calendar ID	School
316	13 Watertown Intermediate (schoolID:17)
*Name	Number
22-23 Watertown Intermediate	
*Start Date	*End Date
08/01/2022	06/09/2023
Student Day (instructional minutes)	Teacher Day (minutes)
375	
Whole Day Absence (minutes)	Half Day Absence (minutes)
Type	Title 3
I: Instructional	<input type="checkbox"/>
Virtual	4 Day School Week
<input type="checkbox"/>	<input type="checkbox"/>
Require Student Assignment	External LMS Exclude
<input type="checkbox"/>	<input type="checkbox"/>
Ignore Master Push	
<input type="checkbox"/>	
Comments	
rolling 12/13/2021 11:02 AM	

What if I Mess up a Calendar?



The screenshot shows a web application interface for deleting a calendar. At the top, there is a navigation bar with a search icon and a search input field. Below the navigation bar, the page title is "Delete Calendar". A progress indicator at the top of the main content area shows four steps: 1. Select, 2. Validate, 3. Preview, and 4. Results. The current step is "Select". A blue box contains the instruction: "Select a calendar that has been marked for deletion." Below this instruction is a dropdown menu labeled "Calendar *". A "Next" button is located at the bottom right of the main content area. On the left side, there is a sidebar menu with various navigation options, including "Delete Calendar" which is currently selected.

Course Settings

Section

Course/Section Go

Advanced Search

Results: 91 Courses

Algebra I

Boyer, Helen Rm:260

Boyer, William Rm:260

Boyer, Frank Rm:270

Boyer, Andrew Rm:290

Boyer, Anna Rm:280

Boyer, Helen Rm:290

Boyer, Frank Rm:280

Boyer, Ruth Rm:270

Boyer, Edward Rm:280

Boyer, William Rm:550

Algebra I

Geometry

Geometry

Trigonometry

Course Sections Grading Tasks Standards Composite Grading Course Rules Fees Build Constr

Save Delete

CourseID 22835 Course Master Linked

***Number** ***Name** Standards-based Active

Subject Type

State Code Department

Schedule Load Priority Max Students Terms Schedules Periods Sections to Build

GPA Weight Bonus Points Transcript Required

Type

Activity

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

Online Learning

Comments

Description

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

15-16 School Campus High School

Search Help <

1200S1-1 Algebra I
Teacher: Cooper, Helen

Section Staff History Roster Attendance

Save Delete

202643

*Section Number

Teacher Display Name
Cooper, Helen

Max Students (30) Lunch Count Milk Count Adult Count

Room 260 Skinny Seq Homeroom

Online Learning (Override) 0

Primary Teacher
Cooper, Helen

Section Schedule Placement

	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"/>



If the boxes aren't here, need a day reset

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

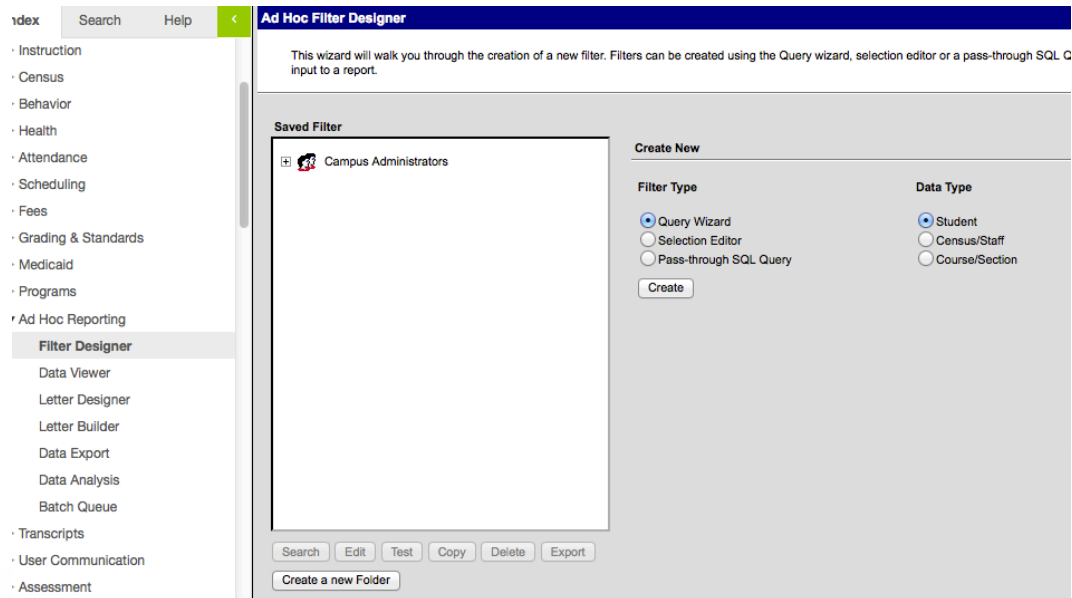
- Assign the appropriate calendar year and school on the **Calendar Rights** tab. The modify checkbox determines read or inquiry only rights for the specified calendar.

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, Filter Designer (highlighted), Data Viewer, Letter Designer, Letter Builder, Data Export, Data Analysis, Batch Queue, Transcripts, User Communication, and Assessment. The main area has a blue header 'Ad Hoc Filter Designer' and a sub-header 'Saved Filter' containing a folder icon and 'Campus Administrators'. Below this are buttons for Search, Edit, Test, Copy, Delete, Export, and 'Create a new Folder'. To the right, under 'Create New', there are 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 at the bottom of this section. A descriptive text at the top of the main area states: '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.'

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 New Look

FRAM	Reporting					X
Grading & Standards	Ad Hoc Reporting	Civil Rights Data Collection (CRDC)	Data Certification	Data Validation	SD State Reporting	
Health Office	Batch Queue	CRDC Setup	Certification Category	Stored Procedure Setup	Dakota Writing	
My Account	Data Export	CRDC Generate Survey Results	Event Certification	Validation Rules	Documented Hearing Loss	
Reporting	Data Viewer	CRDC Maintain Survey Results	Type Membership Setup	Validation Groups	Graduation Data	
Scheduling & Courses	Filter Designer	CRDC Submission Flat File		Data Validation Report	Health Extract	
School & District Settings	Letter Builder				Homeless Extract	
School Store	Letter Designer				NCLB Student Data	
System Settings	Pivot Designer				SD December Child Count Report	
User Management					SD Extract	
					Student Enrollment Extract	
					Upload Wizard	

Ad Hoc

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

Census

- Create Household
- Use Census Wizard
- People
- Address/Contact Information
- Relationships
- Creating New Identity
- Former Student as Staff or Parent
- Staff Employment/Assignment Records

Create Household

- Census>>Add Household
- Always do a Household Search
- Avoid creating a duplicate
- Then click “New Household”

Year 13-14 School Campus High School

Index Search Help < **Household Search**

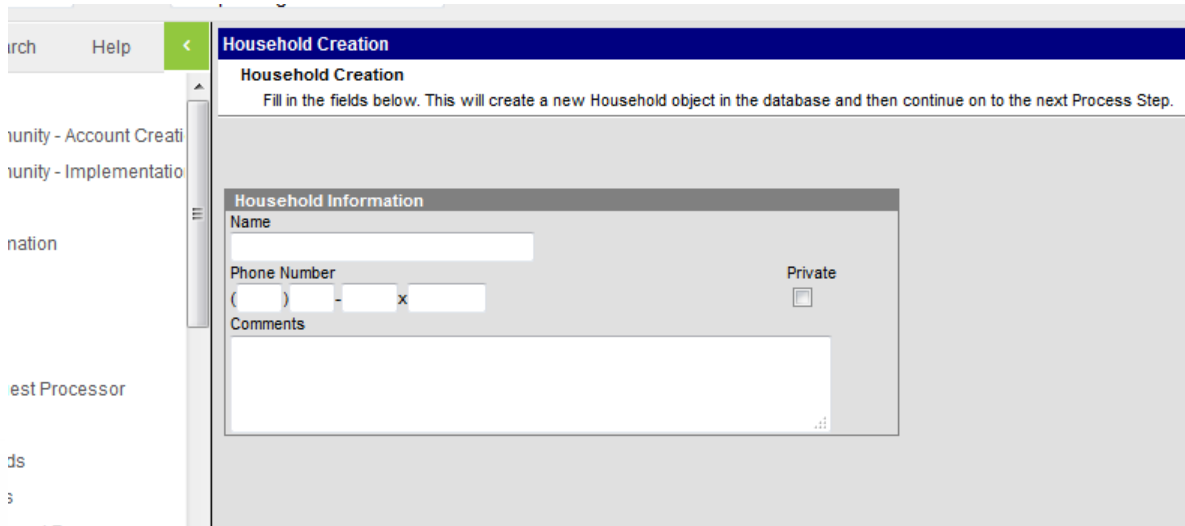
Chris Admin
Campus Community - Account Creati
Campus Community - Implementatio
Training Survey
▶ Student Information
▶ Instruction
▼ Census
 My Data
 Staff Request Processor
 People
 Households
 Addresses
 Portal Request Processor
 Add Person
 Add Household

Household Search
Search for a household already tracked in Campus. After searching, select a household from the list or click on Create New Household.

Household Search
Last Name
First Name
Student #
Birthdate
Number
Street
Apt #
Household Name
Phone () - x

Create Household

- Household name and Phone number
- Naming Convention
- Click Save



The screenshot shows a web application interface for creating a household. At the top, there is a navigation bar with 'Search' and 'Help' buttons, and a green back arrow. Below this is a blue header for 'Household Creation'. The main content area has a sub-header 'Household Creation' followed by the instruction: 'Fill in the fields below. This will create a new Household object in the database and then continue on to the next Process Step.' A form titled 'Household Information' contains the following fields: 'Name' (a text input field), 'Phone Number' (a masked input field with a placeholder '() - x ') and a 'Private' checkbox, and 'Comments' (a large text area with a small icon in the bottom right corner). A sidebar on the left contains a list of menu items: 'Search', 'Help', 'Household Creation', 'Community - Account Creation', 'Community - Implementation', 'Registration', 'Request Processor', 'Tools', and 'System Processor'.

Create Household

- Household created
- No members
- No addresses

chool Campus High School

ip < **Banter, Robert \$ Susan Household**
Phone: (605)555-5555

Household Info | Addresses | Members | Fees | FS Deposit

Save Delete

Household Information		
Name	Phone Number	Private
Banter, Robert \$ Susan	(605) 555 - 5555 x	<input type="checkbox"/>

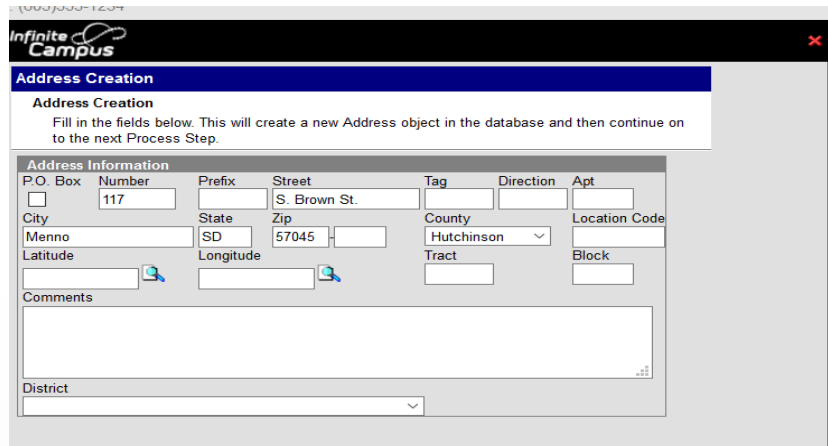
Comments

No school mailing

- Modified by: Admin, Chris 10/28/2014 15:01

Add an Address to Household

- Click on Address tab
- Search for address – then Create New
- Add pertinent information



The screenshot shows a web application window titled "Infinite Campus" with a sub-header "Address Creation". Below the header is a blue bar with the text "Address Creation" and a sub-instruction: "Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step." The main form area is titled "Address Information" and contains several input fields:

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	117	<input type="text"/>	S. Brown St.	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip	County	Location Code		
Menno	SD	57045	Hutchinson	<input type="text"/>		
Latitude	Longitude	Tract	Block			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Below the form fields is a "Comments" section with a large text area and a "District" dropdown menu at the bottom.

Field	Definition
Post Office Box	Indicates the address is not a physical location but a mailing location.
Number	House Number of the address, or Box number if the address is a P.O. Box address. In the address 7750 South Barstow Street NE, My Town MN 55555, 7750 is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address 7750 South Barstow Street NE, MyTown MN 55555, South is the prefix.
Street	Name of the street. In the address 7750 South Barstow Street NE, My Town MN 55555, Barstow is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address 7750 South Barstow Street NE, My Town MN 55555, Street is the tag. Enter only the tag in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address 7750 South Barstow Street NE, MyTown MN 55555, NE is the direction. Enter only the direction in this field.
Apt	Apartment number if this address is for an apartment building location. In the address 7750 South Barstow Street NE, Apt. 101 My Town MN 55555, 101 is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
County	County in which the address is located.

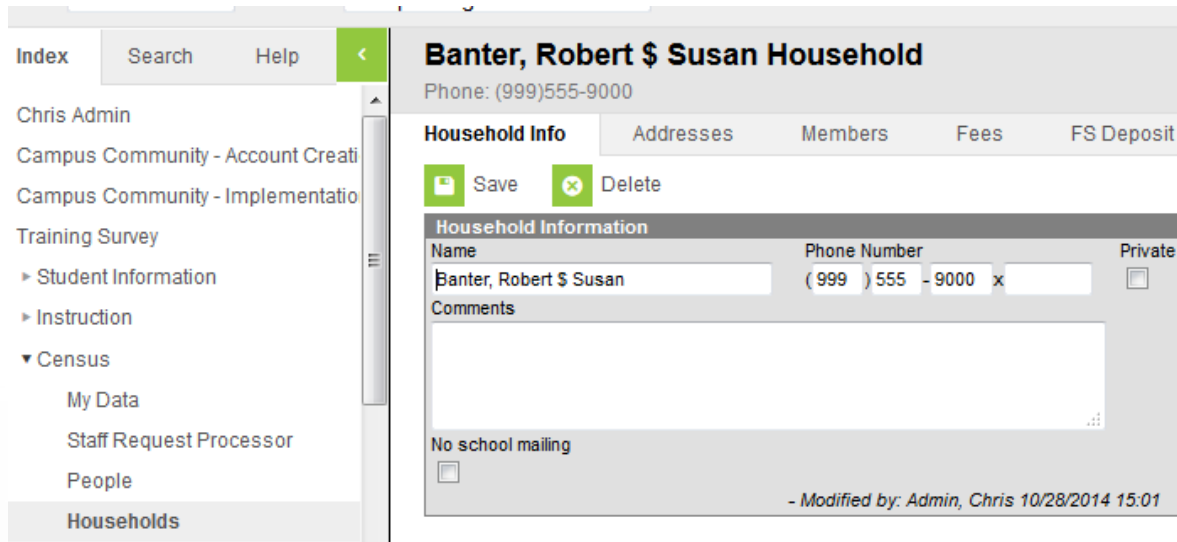
Add an Address to Household

- Add a Start Date on the next screen and click Save

Household Location Detail			
Address			
117 S Brown			
*Start Date		End Date	
07/25/2018			
Mailing	Secondary	Private	Physical
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Members to Household

- Click on Members tab



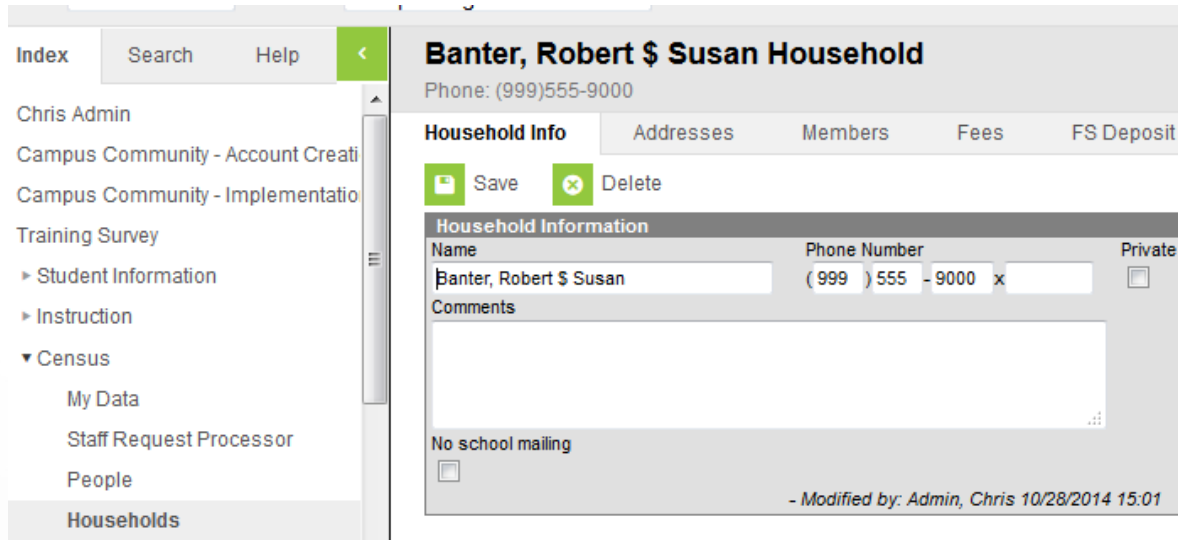
The screenshot shows a web application interface for managing households. The main heading is "Banter, Robert \$ Susan Household" with a phone number of (999)555-9000. Below the heading are tabs for "Household Info", "Addresses", "Members", "Fees", and "FS Deposit". The "Members" tab is currently selected. There are "Save" and "Delete" buttons. The "Household Information" section contains a table with the following data:

Name	Phone Number	Private
Banter, Robert \$ Susan	(999) 555 - 9000 x	<input type="checkbox"/>

Below the table is a "Comments" section with a text area. At the bottom, there is a "No school mailing" checkbox and a modification timestamp: "- Modified by: Admin, Chris 10/28/2014 15:01".

Add Members to Household

- Click on Members tab





Index Search Help <

Chris Admin
Campus Community - Account Crea
Campus Community - Implementatio
Training Survey
▶ Student Information
▶ Instruction
▼ Census
My Data
Staff Request Processor
People
Households

Banter, Robert \$ Susan Household

Phone: (999)555-9000

Household Info Addresses Members Fees FS Deposit

 Save  Delete

Household Information		
Name	Phone Number	Private
Banter, Robert \$ Susan	(999) 555 - 9000 x	<input type="checkbox"/>

Comments

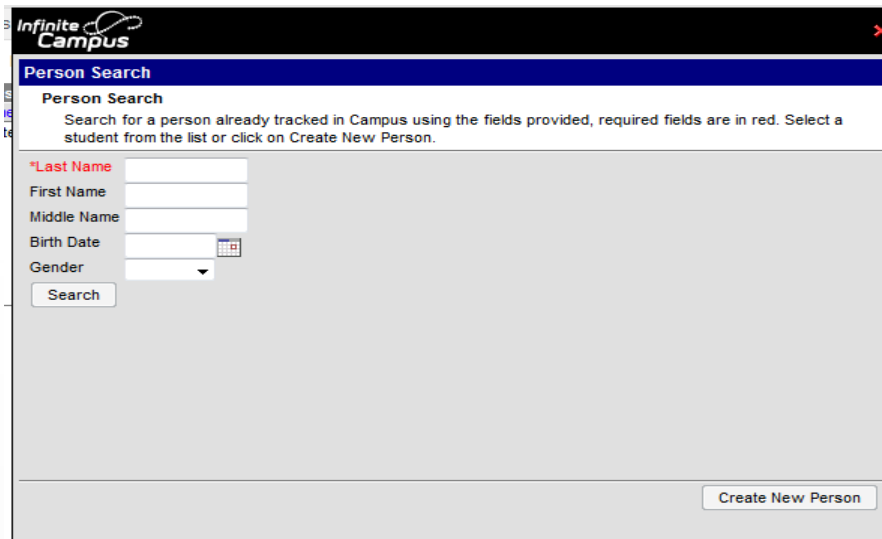
No school mailing

- Modified by: Admin, Chris 10/28/2014 15:01

Add Members to Household

Click Members tab

Then click Find New Member



Infinite Campus


Person Search

Person Search
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.

*Last Name

First Name


Middle Name

Birth Date 

Gender

Banter, Robert \$ Susan Household
Phone: (999)555-9000

Household Info Addresses **Members** Fees FS Deposit

 Find New Member

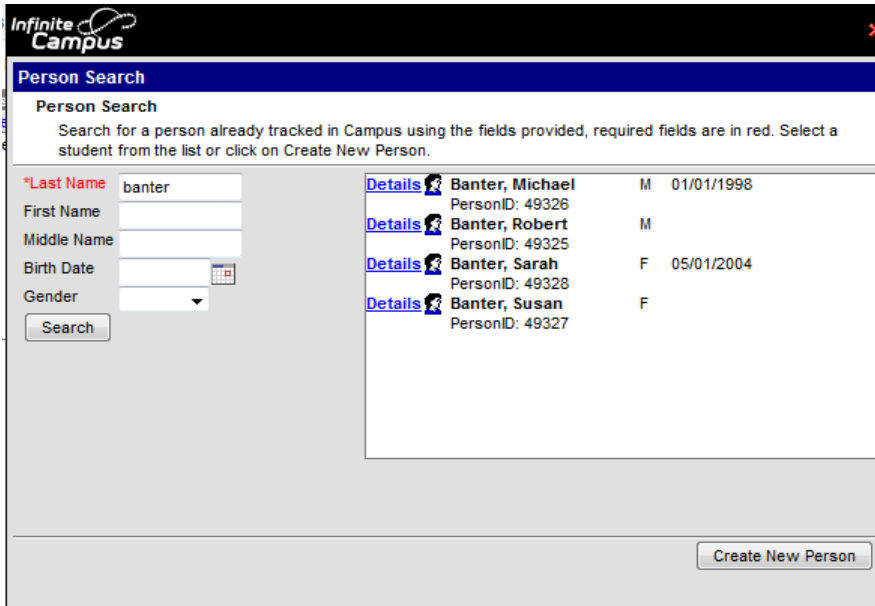
Household Member Editor

Name	Start Date	End Date	Secondary	Private
Banter, Robert	10/28/2014			

Note: Always search before creating a new person

Add Members to Household

- Do a search – only last name is required
- Click on person to add or Create New Person



The screenshot shows the 'Person Search' window in Infinite Campus. The search criteria are: Last Name: banter. The results list four individuals: Michael Banter (PersonID: 49326, M, 01/01/1998), Robert Banter (PersonID: 49325, M), Sarah Banter (PersonID: 49328, F, 05/01/2004), and Susan Banter (PersonID: 49327, F). A 'Create New Person' button is visible at the bottom right.




Name	PersonID	Gender	Birth Date
Banter, Michael	49326	M	01/01/1998
Banter, Robert	49325	M	
Banter, Sarah	49328	F	05/01/2004
Banter, Susan	49327	F	

Add Members to Household

- If adding existing person
- Add start date and other information
- Click Save

Banter, Robert & Susan Household
Phone: (999)555-9000

Household Info Addresses **Members** Fees FS Deposit


 Save  Delete  Find New Member


Household Member Editor

Name	Start Date	End Date	Secondary	Private
Banter, Robert	10/28/2014			

Household Member Detail

Name
Banter, Susan

Start Date 

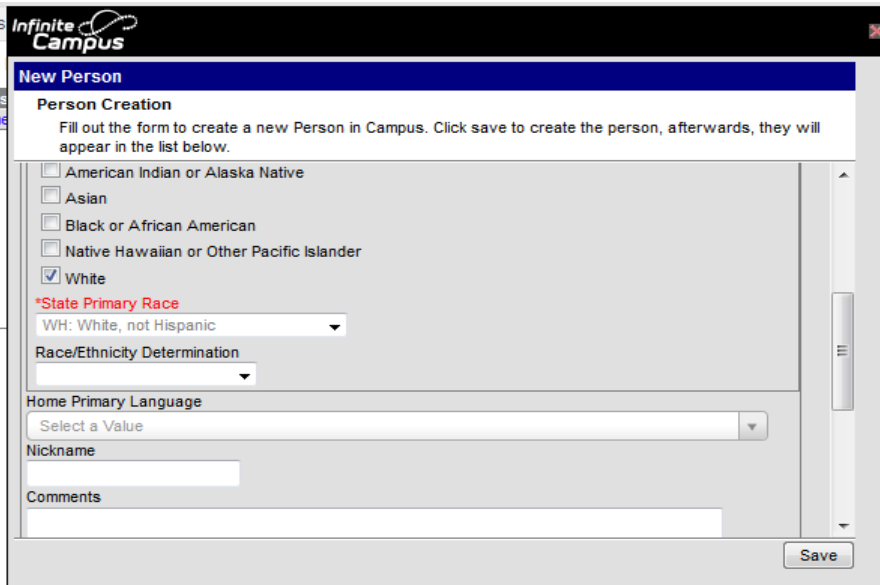
End Date 

Secondary

Private

Add Members to Household

- If Create New Person
- Add required and other information
- Click Save



Infinite Campus

New Person

Person Creation
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

***State Primary Race**
WH: White, not Hispanic

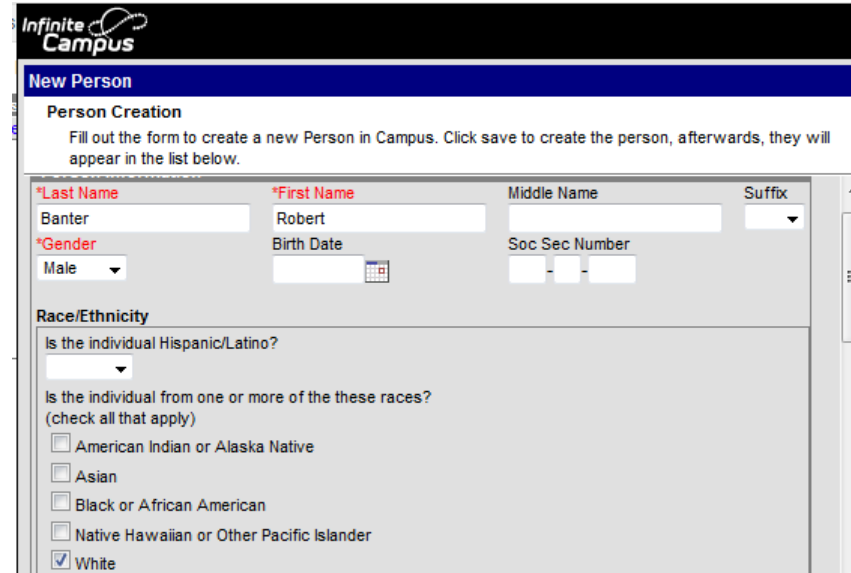
Race/Ethnicity Determination

Home Primary Language
Select a Value

Nickname

Comments

Save



Infinite Campus

New Person

Person Creation
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

***Last Name** Banter ***First Name** Robert Middle Name Suffix
***Gender** Male Birth Date Soc Sec Number

Race/Ethnicity

Is the individual Hispanic/Latino?

Is the individual from one or more of the these races?
(check all that apply)

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Add Members to Household

- Still must add start date
- Click Save

Banter, Robert & Susan Household
 Phone: (999)555-9000

Household Info Addresses **Members** Fees FS Deposit

Household Member Editor				
Name	Start Date	End Date	Secondary	Private
Banter, Robert	10/28/2014			

Household Member Detail

Name
 Banter, Susan

Start Date

End Date



Secondary

Private

Add Members to Household

- Need to set up relationships
- Census>>Person do a search
- Click on Relationship tab
- Check boxes for communication

District Assignments FS Deposit School Choice Credentials Overrides Fees ID History
 Demographics Identities Households **Relationships** Enrollments District Employment

 Save  New Non-Household Relationship

Relationships within the Banter, Robert \$ Susan **Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private
Banter, Michael	M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banter, Robert	M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banter, Susan	F	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship Shortcut

- See step 3 in Census Wizard

Census Wizard - Edit Relationships

Step 3 - Edit Relationships of Household Members
Edit the relationships between the family members.

Relationships to Bantor, Carter

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Clyde		M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Sibling	10/31/2014			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Relationships to Bantor, Clyde

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships to Bantor, Curtis

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Sibling	10/31/2014			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Clyde		M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Relationships to Bantor, Sylvia

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Clyde		M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Person to a Secondary Household

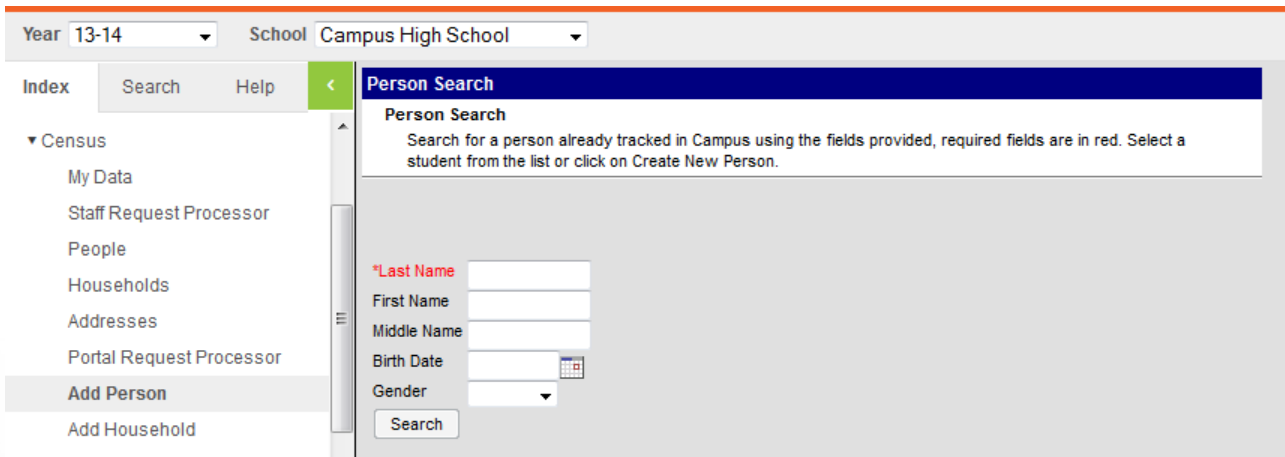
- Census>>People do a search
- Click on Households tab
- Click New Household Membership
- New Window – Search for household or Create New
- Be sure to mark as Secondary or it will replace the Primary
- Set Relationships

Census – adding individual items

- The next section explains adding items to the Census prior to creating a Household. You can then use the Census Wizard to create the Household and add the Address and People to that Household

Add Person to Census

- Census>>Add Person
- Always search BEFORE you create new



Year 13-14 School Campus High School

Index Search Help <

Person Search

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.

*Last Name

First Name

Middle Name

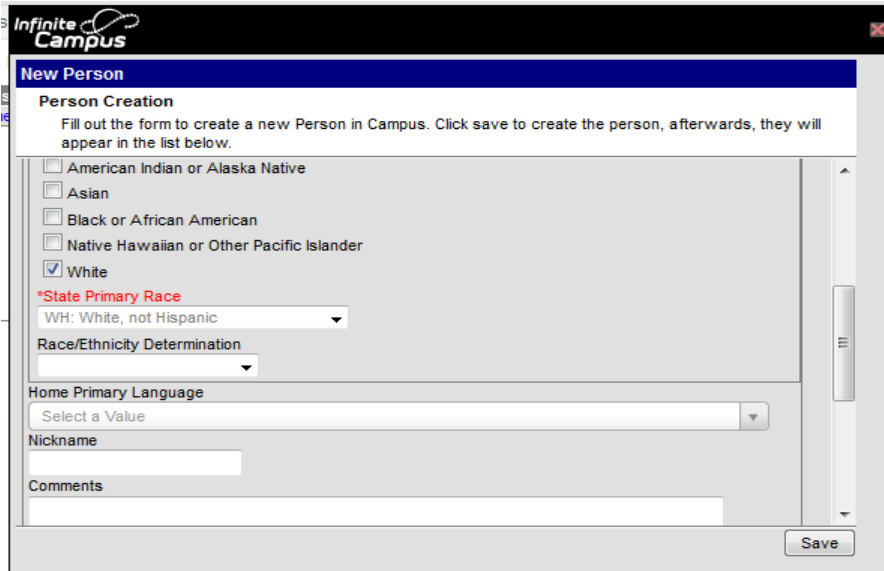
Birth Date

Gender

Search

Add Person to Census

- Add required and other information
- Click Save



Infinite Campus

New Person

Person Creation
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

***State Primary Race**
WH: White, not Hispanic

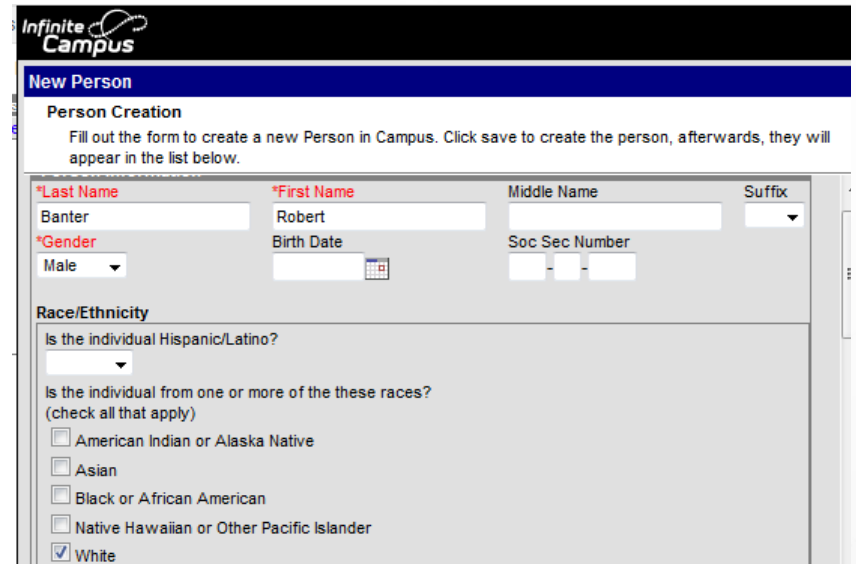
Race/Ethnicity Determination

Home Primary Language
Select a Value

Nickname

Comments

Save



Infinite Campus

New Person

Person Creation
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

*Last Name	*First Name	Middle Name	Suffix
Banter	Robert		

***Gender**: Male
Birth Date: [Calendar icon]
Soc Sec Number: [- -]

Race/Ethnicity

Is the individual Hispanic/Latino?
[Dropdown]

Is the individual from one or more of the these races?
(check all that apply)

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Add Person to Census

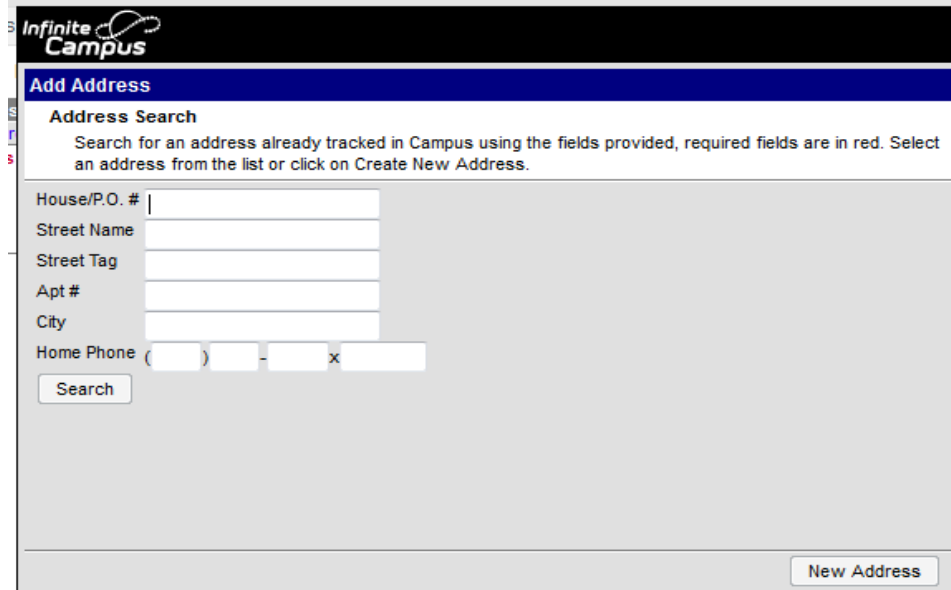
- Repeat as needed
- For students and future students
 - Add Birthday during process
- Does not connect with Household yet

Add Address

Census>>Add Address

Notice: We do a
search first

If no results click
New Address



Infinite Campus
Add Address

Address Search
Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

House/P.O. # |
Street Name
Street Tag
Apt #
City
Home Phone () - x

Add Address

Address Creation

Address Creation
Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step.

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	1245		South Alfalfa Street			
City		State	Zip	County		Location Code
Menno		SD	57045 -	Hutchinson		
Latitude		Longitude		Tract	Block	
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	
Comments						
<input type="text"/>						
District						
<input type="text"/>						

Note: Check box if number is PO Box

Fill in information and click Save

1245 South Alfalfa Street [Map this address](#)
Menno, SD 57045

Address Info Households Schools Overrides

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	1245		South Alfalfa Street			
City		State	Zip	County		Location Code
Menno		SD	57045 -	Hutchinson		
Latitude		Longitude		Tract	Block	
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	
Comments						
<input type="text"/>						
District						
<input type="text"/>						

- Modified by: Admin, Chris 10/31/2014 11:42

Field	Definition
Post Office Box	Indicates the address is not a physical location but a mailing location.
Number	House Number of the address, or Box number if the address is a P.O. Box address. In the address 7750 South Barstow Street NE, My Town MN 55555, 7750 is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address 7750 South Barstow Street NE, MyTown MN 55555, South is the prefix.
Street	Name of the street. In the address 7750 South Barstow Street NE, My Town MN 55555, Barstow is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address 7750 South Barstow Street NE, My Town MN 55555, Street is the tag. Enter only the tag in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address 7750 South Barstow Street NE, MyTown MN 55555, NE is the direction. Enter only the direction in this field.
Apt	Apartment number if this address is for an apartment building location. In the address 7750 South Barstow Street NE, Apt. 101 My Town MN 55555, 101 is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
County	County in which the address is located.

Address Notes

- Do not delete Addresses
- End date instead to preserve historical data
- Mark additional addresses as Secondary
 - If you do not, it will end date primary address
 - Necessary if household has 2 or more residences
 - Necessary if household has PO Box and street
- Mark Private if address should not be given to 3rd party mailing lists

Census Wizard

- Census>>Census Wizard

Census Wizard

Step 1 - Assemble New or Select Household
This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people or addresses.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create and link in a new address in

Person Search		Household
Last Name	<input type="text"/>	<div style="border: 1px solid black; height: 100px;"></div> <p>Continue - Step 2 » Clear Household</p>
First Name	<input type="text"/>	
Student Number	<input type="text"/>	
Birth Date	<input type="text"/>	
Gender	<input type="text"/>	
Middle Name	<input type="text"/>	
Suffix	<input type="text"/>	
Address Search		
House/P.O. Number	<input type="text"/>	
Street Name	<input type="text"/>	
Apt Number	<input type="text"/>	
City	<input type="text"/>	
Household Search		
Household Name	<input type="text"/>	
Home/Other Phone	(<input type="text"/>) - <input type="text"/> x <input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Clear Search Fields"/>		

Census Wizard

- This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people or addresses. To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.
- If you enter a first and last name, you can create and link a new person into the household. If you enter a house number and street you can create and link a new address into the household.

Census Wizard

- Search by Person, Address, or Household
- To create new household you must add people to the census first
- If unsure about household name, search that first

Census Wizard

- Search for person
- People listed on the left
- Click any to include in new household

Index
Search
Help <

Household

Advanced Search

Census Wizard Search Results: 4

People not in Households

Details

Bantor , Curtis [01/07/2004]

Details

Bantor , Carter [06/01/2002]

Details

Bantor , Clyde

Details

banter , Sylvia

Step 1 - Assemble New or Select Household

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can

Person Search

Last Name

First Name

Student Number

Birth Date

Gender

Middle Name

Suffix

Address Search

House/P.O. Number

Street Name

Apt Number

City

Household Search

Household Name

Home/Other Phone () - x

Assembling a New Household

Census Wizard

- Clear Name and Search for Address
- Click to add to New Household
- Click Continue – Step 2

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Search
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Census Wizard

Step 1 - Assemble New or Select Household

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, person, or address.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create a new household.

Household

bantor Go

Advanced Search

Census Wizard Search Results: 1

Addresses not in Households

1245 South Alfalfa Street , Menno

Person Search

Last Name

First Name

Student Number

Birth Date

Gender

Middle Name

Suffix

Address Search

House/P.O. Number

Street Name

Apt Number

City

Household Search

Household Name

Home/Other Phone () - x

Assembling a New Household

- New Household
- 1245 South Alfalfa Street , Menno
- Bantor, Curtis [01/07/2004]
- Bantor, Carter [06/01/2002]
- Bantor, Clyde
- Bantor, Sylvia

Census Wizard

- Add Household Name/Phone Number
- Add Start Date for Address and All Members
- Mark Address for Private, Secondary, and Mailing as appropriate
- Click Save & Continue – Step 3

Census Wizard - Edit Household Membership

Step 2: Editing Household Data
Edit the attributes common to the household and edit details specific to each person and address.

Household

Household Name (Override)	Household Phone Number	Private
<input type="text" value="Bantor, Clyde & Sylvia"/>	<input type="text" value="(605) 555 - 1234 x"/>	<input type="checkbox"/>

Household Locations

Address	Start	End	Private	Secondary	Mailing
<input type="text" value="1245 South Alfalfa Street , Menno SD 57045"/>	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Household Members

Name	Birthdate	Gender	Start	End	Private	Secondary
Bantor, Clyde		M	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Carter	06/01/2002	M	<input type="text" value="10/31/2014"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Census Wizard

- Set Relationships, Start Date, Guardian, Mailing, Portal, etc.

Note: Guardian, Mailing, Portal, and Messenger are NOT Sibling to Sibling

Click Save & Done

Census Wizard - Edit Relationships
Step 3 - Edit Relationships of Household Members
Edit the relationships between the family members.

Relationships to Bantor, Carter

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Clyde		M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Sibling	10/31/2014			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Relationships to Bantor, Clyde

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships to Bantor, Curtis

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Sibling	10/31/2014			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Clyde		M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Sylvia		F	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Relationships to Bantor, Sylvia

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Bantor, Carter	06/01/2002	M	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor, Clyde		M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bantor, Curtis	01/07/2004	M	Mother	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save & Done

What about those boxes?

- Guardian – authority to make decisions on behalf of the student
- Mailing – receive addressed reports to his/her attention
- Portal – access to portal information of person being viewed
- Messenger – considered a messenger contact for person
- Private – contact information will not be printed in reports

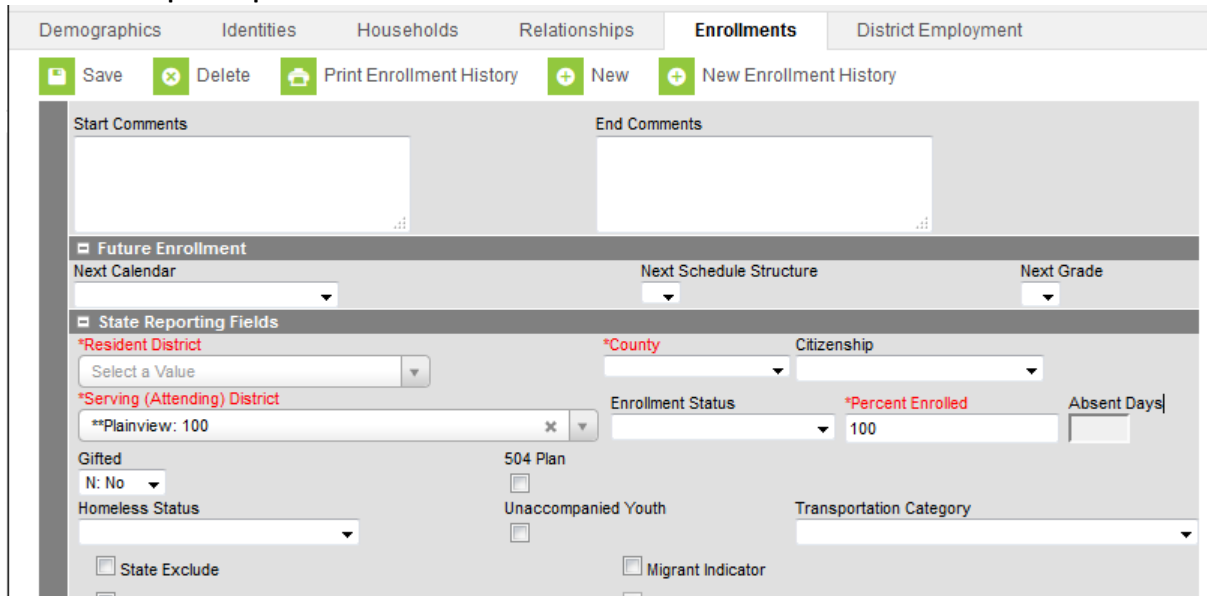
Relationships within the Bantor, Clyde & Sylvia **Primary Household Relationships										
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Bantor , Carter	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor , Curtis	M	Father	10/31/2014			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bantor , Sylvia	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships

- Census>>People do a search
- Click Relationships tab
- Click New Non-Household Relationship link
- Search by last name or Create New
- Set up Relationships, Start Date, check boxes
- Examples Grandparents, Babysitter

Foreign Exchange Student

- Census>>Person or Student Information>>General
- Enrollment tab
- State Reporting Fields
- Citizenship drop-down menu



The screenshot shows the 'Enrollments' tab in a web-based system. The interface includes several sections:

- Navigation:** Tabs for Demographics, Identities, Households, Relationships, **Enrollments**, and District Employment. Action buttons for Save, Delete, Print Enrollment History, New, and New Enrollment History are visible.
- Comments:** Fields for Start Comments and End Comments.
- Future Enrollment:** Fields for Next Calendar, Next Schedule Structure, and Next Grade.
- State Reporting Fields:**
 - *Resident District: Select a Value
 - *County: [Dropdown]
 - Citizenship: [Dropdown]
 - *Serving (Attending) District: **Plainview: 100
 - Enrollment Status: [Dropdown]
 - *Percent Enrolled: 100
 - Absent Days: [Text Input]
- Other Fields:**
 - Gifted: N: No
 - Homeless Status: [Dropdown]
 - 504 Plan:
 - Unaccompanied Youth:
 - Transportation Category: [Dropdown]
 - State Exclude:
 - Migrant Indicator:

New Identity

- Never delete an identity unless it is completely wrong and NOTHING is attached to it
- Census>>People Identities tab
- Marriage, adoption (changed last name)

Former Student now Staff or Parent

- Find the students state ID number and copy and paste that into the Comments Section on the Demographics tab. This way you will have it for your records.
- Go to their census page and take out the Student number and save. If the State ID number is grayed out, you will need to submit a ticket to Support so they can be updated on the backend.
- Go to their enrollment record to see when their end date was for graduation and make that the end date as a member to their parents household.
- Go to the relationships tab and uncheck all parent/guardian information to the former student and their guardians.
- Delete any dr. or emg contact relationships from when the former parent was a student and no longer needed.
- You can keep the history of the parent household and the relationship history of parents/grandparents/siblings.
- If the former student has a new name I go to the Identities Tab and click on New and type in the new name and comment as to why.
- Make a new household for this former student and their new child and setup like any other household.

Staff – Employment/Assignment

- Census>>People
- District Employment Tab – Start Date
- District Assignment Tab – School, Start Date, and Title for each assignment (high school, middle school, elementary school)

Campus Community

- <https://kb.infinitecampus.com/help>
- To find information on any part of the Campus Tools section

Enrolling Students

- First time enrollment
- Using the Student Locator
- Creating New Student
- Enrollment Roll Forward
- Enrollment End Batch
- Enrollment Cleanup Wizard
- New Enrollment History
- Foreign Exchange Students

First Time Enrollments

- Potential student is under a Household in the Census
- Click on student name
- Click on Enrollment tab
- Click on New

This student has not been assigned a stateID. Would you like to be directed to the student locator to search for/assign this student an ID?

Student Locator

- Student Information>>Student Locator

Student Locator

Student Search
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in or a student from the list or click on Create New Student. When doing a SSN-only search, the user must still do a name based


Last Name	First Name	Gender	Birth Date	Middle Name	SSN #	State ID	Name	State ID	Gender	Birth Date	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

Student Locator

- Provide first and last name and gender
 - Avoid nicknames
- If you know State ID use that.
- Mouse-over each result to see last enrollment
- Match birth dates
- Be sure of identity – avoid duplications
- If match use – if not Create New Student

Create New Student

- Student Number – locally generated State ID – state assigned
- At minimum include all information marked red

 Save

Person Info

Student Number Generate Number

State ID

Identity Info

*Last Name *First Name Middle Name Suffix

*Gender *Birth Date Soc Sec Number

Race/Ethnicity

Is the individual Hispanic/Latino?

Is the individual from one or more of these races?
(check all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

*State Primary Race

Race/Ethnicity Determination

Create New Student

- Include all necessary information
- When complete click SAVE at the top

Enrollment Detail

*Calendar
13-14 Campus Middle School

*Start Date

Start Status
00: Current Student

Start Comments

*Schedule Main
End Date
No Show

*Grade
End Action

Class Rank Exclude

*Service Type
P: Primary

End Status

End Comments

State Reporting Fields

*Resident District
Select a Value

*County
Citizenship

*Serving (Attending) District
**Plainview: 100

Enrollment Status
Percent Enrolled: 100
Absent Days

Gifted
N: No

Homeless Status

504 Plan

Unaccompanied Youth

Transportation Category

State Exclude
 Migrant Indicator

First Year In Country
 Assessment Exemption

Title 1
*

Title 1 Reading
 Title 1 Supporting Guidance
 Title 1 Social Science
 Title 1 Science

Title 1 Vocational
 Title 1 Health/Dental/Eye Care
 Title 1 Math

Enrollment Roll Forward

- Do this during prep for new year
- Create new calendars before you roll
- Roll multiple Grades of students
- Roll from one calendar to another
 - Middle School to High school
- Can do multiple times
 - Repeat if new students enroll

Enrollment Roll Forward

- System Administration>>Students>>Enrollment Roll Forward

[Show Detailed Instructions](#)

Select Source Calendars

- 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

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 Source Structure

▼

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.

▼

Allow Duplicate Primary Enrollments

Totals Only

Show Warnings

Include students whose enrollments end on the last day of the last term

RUN TEST **RUN**

A district should have rolled their calendars using the Calendar Wizard before using this tool. This tool is safe to run repeatedly. If a student has already been promoted into the next calendar, it will not roll them again. It is assumed that each student should be rolled only once. Where the student is rolled is determined on the logic described below. Run this in test mode to preview which students will roll and where.

- 1.) The new enrollment start date will be the first instructional day in the calendar unless a date is specified.
- 2.) Only students without an End Date on their enrollment in the source calendar/grade will roll into a new calendar/grade unless the option to roll students whose end dates match the last day of the last term is selected. With that option, if an enrollment end date matches the last day of the term in any term schedule, the student will roll. It is always best to roll your students before ending their enrollments. Dropped students will not roll.
- 3.) If the destination calendar has multiple schedule structures with the same grades, the destination will have to be selected manually.
- 4.) Any students that have Future Enrollment information in their enrollment will be rolled directly into the calendar and grade specified. Use this to retain or demote students. These students will be excluded from any of the following logic.
- 5.) Sequence numbers must be assigned to all grade levels in all calendars. A student will be promoted to the next number in the sequence: Grade 09 with a sequence of 9 will be promoted to Grade 10 with a sequence of 10. Grade Levels with sequence 0 will be ignored. Students are assumed promoted unless flagged as retained or demoted on their enrollment. The tool will increment the grade sequence and look for next year's calendar in the same school.
- 6.) If a student needs to be promoted to a new building and the student's address contains a School Boundary mapping, the new building will be selected from the mapping information.
- 7.) If the student does not meet any of the conditions above, they will not automatically roll forward without a destination calendar, structure, and grade selected. These include 0 sequenced grades, and building promotion where multiple schools provide the promotion grade. These students should be rolled independently of a district-wide roll.

Enrollment Roll Forward

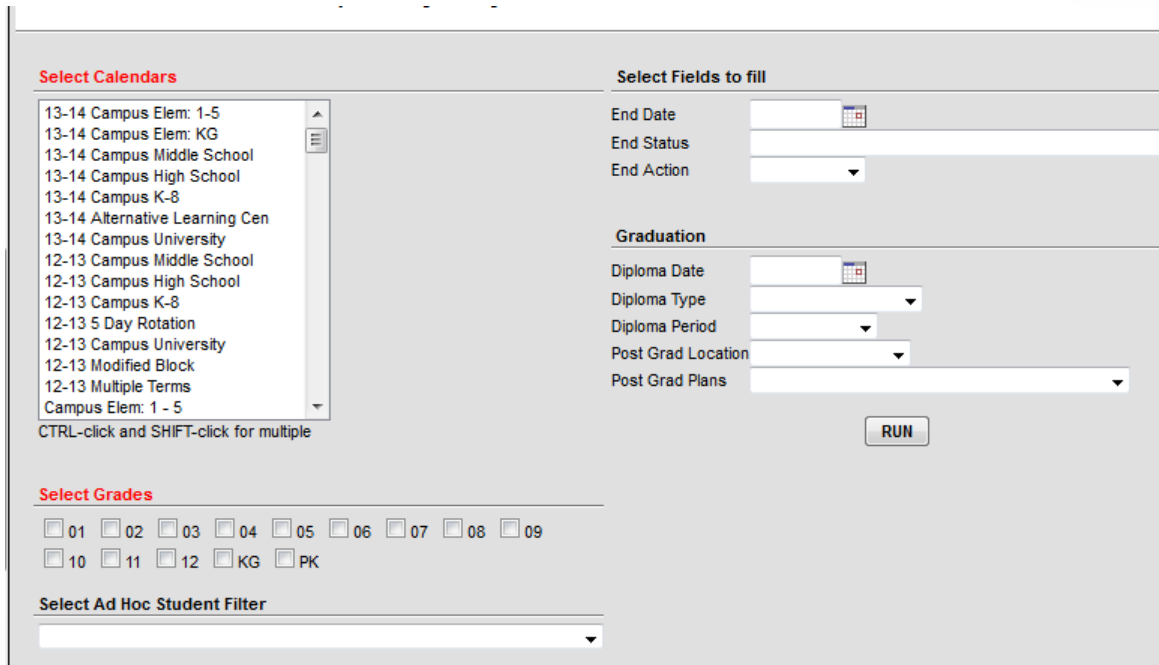
- I do a separate roll for students changing calendars.
- Check and double check to make sure you are sending the correct students to the correct school
- Be sure you do your final roll BEFORE you end date students!

Enrollment End Batch

- Done at end of school year
- After all other actions (grades, attendance)
- Will NOT change already populated data
- Process graduating students separately
- End date for seniors is last day of school calendar NOT their last day
- Diploma date can be last day or graduation day

Enrollment End Batch

- System Administration>>Student>>Enrollment End Batch



The screenshot shows a web-based interface for running an enrollment end batch. It is divided into several sections:

- Select Calendars:** A list of school calendars including "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", and "Campus Elem: 1 - 5". A note below indicates "CTRL-click and SHIFT-click for multiple".
- Select Fields to fill:** Fields for "End Date" (calendar icon), "End Status" (dropdown), and "End Action" (dropdown).
- Graduation:** Fields for "Diploma Date" (calendar icon), "Diploma Type" (dropdown), "Diploma Period" (dropdown), "Post Grad Location" (dropdown), and "Post Grad Plans" (dropdown).
- Select Grades:** A grid of checkboxes for grades 01 through 09, 10 through 12, KG, and PK.
- Select Ad Hoc Student Filter:** A dropdown menu.
- RUN:** A button to execute the batch.

Enrollment End Batch

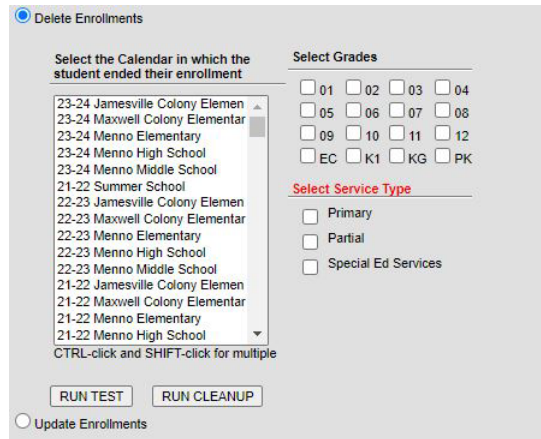
- All Students – End Date, End Status, End Action
- Graduates – Diploma Date, Diploma Type, Diploma Period
- Can change individual students under their Enrollment tab

Enrollment Cleanup Wizard

- Will remove next year's enrollments created with the Enrollment Roll Forward tool
- If previous enrollment was ended prior to last day of school OR
- If student fails to meet Student Assignment requirements for next year's enrollment
- New Options – Delete or Update

Enrollment Cleanup Wizard

- System Administration>>Student>>Enrollment Cleanup Wizard



Delete Enrollments

Select the Calendar in which the student ended their enrollment

- 23-24 Jamesville Colony Elemen
- 23-24 Maxwell Colony Elementar
- 23-24 Menno Elementary
- 23-24 Menno High School
- 23-24 Menno Middle School
- 21-22 Summer School
- 22-23 Jamesville Colony Elemen
- 22-23 Maxwell Colony Elementar
- 22-23 Menno Elementary
- 22-23 Menno High School
- 22-23 Menno Middle School
- 21-22 Jamesville Colony Elemen
- 21-22 Maxwell Colony Elementar
- 21-22 Menno Elementary
- 21-22 Menno High School

CTRL-click and SHIFT-click for multiple

Update Enrollments

Select Grades

01 02 03 04
 05 06 07 08
 09 10 11 12
 EC K1 KG PK

Select Service Type

Primary
 Partial
 Special Ed Services

Enrollment Cleanup Wizard

The Enrollment Cleanup Wizard contains two distinct modes:

- Delete Enrollments

This mode DELETES enrollments in future calendars for students who have left the school before the end of the year and have not re-enrolled in the same school year, OR who no longer meet the Student Assignment requirements for enrollment in the next school year.

- Update Enrollments

This mode UPDATES attributes and start dates for enrollment records, 9th grade entry dates on graduation records, transportation records, and course section rosters.

Enrollments can be updated to the first instructional date of the selected calendar or backdated to a date prior to the first instructional date of the selected calendar.


Enrollment attributes in the selected calendar that are marked as "Copies Forward" can also be updated to match previous year values.

Note: The Delete mode and Attribute update method of the Update mode only modifies or deletes enrollments that were created using the Enrollment Roll Forward tool. The start date method of the Update mode modifies any enrollment in the selected calendar and student ad hoc regardless of how that enrollment was created.

Enrollment Cleanup Wizard - Update

Delete Enrollments
 Update Enrollments

1. Calendar to Update *

2. Student Filter * 

3. Service Type *

Primary
 Partial
 Special Ed Services

4. Method *

Update Enrollment and related record Start Dates to first instructional day of the selected Calendar (First Instructional Day: No Calendar selected)

Update Date First Entered 9th Grade on Graduation Records for 9th Grade Enrollments

Update Roster Start Dates for affected students

Update Transportation Record Start Dates for affected students

Update Enrollment Start Dates to date before first instructional day of the selected Calendar

Start Date *

Update "Copies Forward" enrollment attributes to match previous year values

Show Warnings

5.

6.






New Enrollment History

- Under Student Enrollment Tab
- Manually insert enrollment records from other schools
- Such as 9th Grade
 - Must have to trigger the NCLB Cohort End Year
 - Check with previous school for verification of date





New Enrollment History

[Transportation](#)
[Fees](#)
[Lockers](#)
[Graduation](#)
[Athletics](#)
[AdHoc Letters](#)

[Summary](#)
[Enrollments](#)
[Schedule](#)
[Attendance](#)
[Flags](#)
[Grades](#)
[Trans](#)

 Save
  Delete
  Print Enrollment History
  New
  New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date
	08	P	13-14 Campus Middle School (100%)	09/03/2013	
	07	P	12-13 Campus Middle School (100%)	09/04/2012	06/30/2013
	06	P	11-12 *Campus Middle School (100%)	07/01/2011	
	05	P	10-11 Arthur Elem (1-5) (100%)	07/07/2010	12/20/2010

Enrollment History

*Calendar Name
 *Grade
 NCES Grade

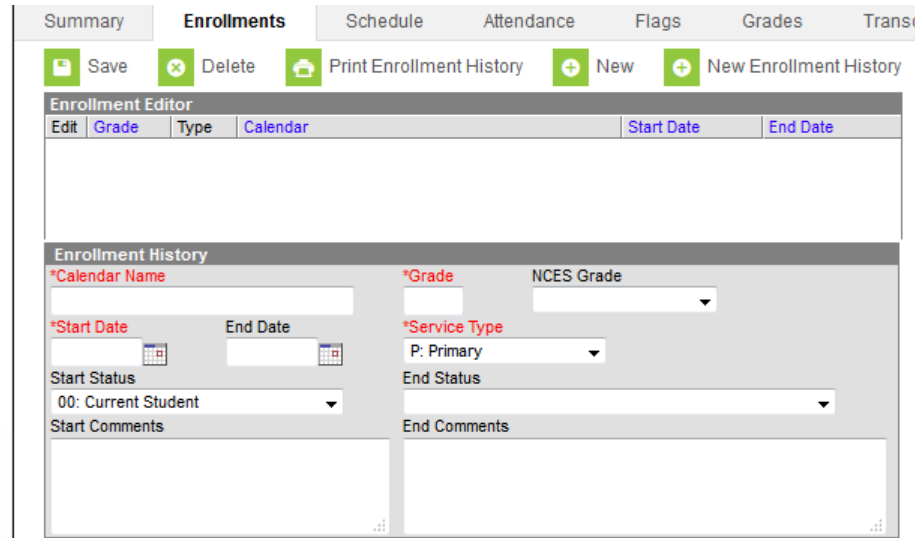
*Start Date
 End Date
 *Service Type

Start Status
 End Status

Start Comments
 End Comments

New Enrollment History

- Calendar Name = Previous School Name
- Grade and Start Date, End Date if appropriate



The screenshot shows a web application interface for managing enrollment history. At the top, there are tabs for 'Summary', 'Enrollments', 'Schedule', 'Attendance', 'Flags', 'Grades', and 'Transcripts'. Below the tabs is a toolbar with buttons for 'Save', 'Delete', 'Print Enrollment History', 'New', and 'New Enrollment History'. The main form is titled 'Enrollment Editor' and has a table header with columns for 'Edit', 'Grade', 'Type', 'Calendar', 'Start Date', and 'End Date'. Below the table is the 'Enrollment History' section, which contains several fields: '*Calendar Name' (text input), '*Grade' (dropdown menu with 'NCES Grade' selected), '*Start Date' (calendar icon and text input), 'End Date' (calendar icon and text input), '*Service Type' (dropdown menu with 'P: Primary' selected), 'Start Status' (dropdown menu with '00: Current Student' selected), 'End Status' (dropdown menu), 'Start Comments' (text area), and 'End Comments' (text area).

Student Transfers

- Initiating a student records transfer
- The process Inbox
- Student Records Transfer
- Completing the process

Student Transfers

- Student Information>>General>>Records Transfer Tab
- Click “New State Transfer Request”
- Information sent directly to previous school
- Must be exact student match
- Contact school as a courtesy
- Everything you wanted to know about records transfers:
- <https://kb.infinitecampus.com/help/student-records-transfer/>

Process Inbox

Requesting District

Process Inbox

Date Range to Display All Processes

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
<input type="checkbox"/>		Records Transfer	Waiting Test, Julia 12345678	04/11/2011	
<input type="checkbox"/>		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
<input type="checkbox"/>		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
<input type="checkbox"/>		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
<input type="checkbox"/>		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	

Receiving District

Process Inbox

Date Range to Display All Processes

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
<input type="checkbox"/>		Records Transfer	Request for you to release: Test, Julia 12345678	04/11/2011	
<input type="checkbox"/>		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
<input type="checkbox"/>		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
<input type="checkbox"/>		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	

Completing the Process

When District is ready to approve the release

Student Records Transfer

Release or Reject a Request for Transfer Records
 An external district is requesting the release of your district's records of a student. The request has come from another district. The student has been enrolled in the new district, so please help to prevent incorrect data or enrollment information from being transferred.

Infinite Campus verifies that the requesting district is whom they say they are, and that the user making the request is who they say they are. You may accept or reject this request, but you are encouraged to call the requesting district to verify the information.

Records Transfer Lane, Susie #

Student:		Enrollment Type: Primary	
Last Name	Test	First Name	Julia
Gender	F	Birthdate	06/15/1998
Grade	07	School	10-11 Middle School
		SSN	
		Start Date	09/25/2010
		Middle Name	Ruth

Requesting District & User

District	06001 Aberdeen 06-1	Name	System Administrator	Username	admin
Request Date	04/07/2011	Work Phone		Email	
Comments					
None.					

Releasing District & User

District	32002 Pierre 32-2	Name	Administration Administration	Username	admin
Release Date	04/26/2011	Work Phone		Email	
Comments					

Release Records
Reject Request
Ignore Request

Completing the Process

You may print documents or run the import wizards

Requesting District & User

District: 06001 Aberdeen 06-1 Name: _____ Username: _____
 Request Date: 08/18/2011 Work Phone: _____ Email: _____
 Comments: None.

Releasing District & User

District: 06301 ABERDEEN CATHOLIC SCHOOL SYSTEM Name: _____ Username: _____
 Release Date: 08/18/2011 _____ Email: _____
 Comments: None.

Items not pertinent to the student are crossed out.

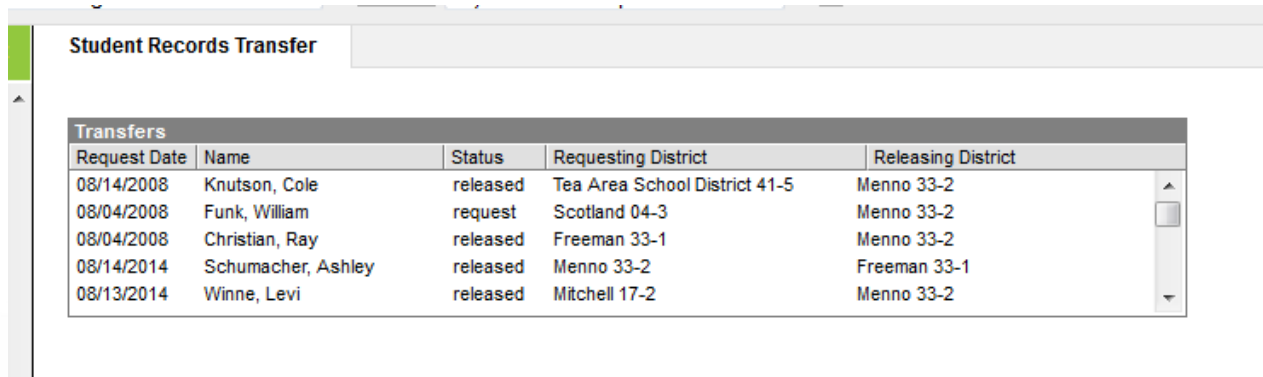
Status: Records released.

<p>Transfer Documents</p> <ul style="list-style-type: none"> Transcript Census Contact Summary Extended Census Summary Enrollment History Schedule Attendance Period Detail Assessment Summary Behavior Summary Health Condition Summary Health Screening Summary Health Immunization Summary 	<ul style="list-style-type: none"> Quarter 4 Quarter 1 Quarter 2 Quarter 3 IEP Special Ed Evaluation IEP Documents PLP PLP Documents LEP LEP Services LEP Accommodations
--	--

<p>Data imports</p> <ul style="list-style-type: none"> Transcript Import Wizard Extended Census Import Wizard Enrollment History Import Wizard Assessment Import Wizard Immunization Import Wizard Health Condition Import Wizard Health Screening Import Wizard IEP Import Wizard Special Ed Evaluation Import Wizard Special Ed Documents Import Wizard PLP Import Wizard PLP Documents Import Wizard LEP Import Wizard 	
--	--

Student Records Transfer

- System Administration>>Data Utilities>>Student Records Transfer
- Find all transfers in and out



The screenshot shows a web application interface with a title bar "Student Records Transfer". Below the title bar is a table with the following data:

Transfers				
Request Date	Name	Status	Requesting District	Releasing District
08/14/2008	Knutson, Cole	released	Tea Area School District 41-5	Menno 33-2
08/04/2008	Funk, William	request	Scotland 04-3	Menno 33-2
08/04/2008	Christian, Ray	released	Freeman 33-1	Menno 33-2
08/14/2014	Schumacher, Ashley	released	Menno 33-2	Freeman 33-1
08/13/2014	Winne, Levi	released	Mitchell 17-2	Menno 33-2

Moving Students Mid-Year - Process

- DO NOT DELETE
 - Loss of data (grades, attendance, etc.)
- Add student to new section using Roster Setup
- Use Walk-In Scheduler to apply Start/End date
 - End previous on today's date
 - Start new on tomorrow's date
- Newly enrolled appear Green for a time
- Dropped appear Red

Attendance

- Admin Setup
- Daily Attendance – Teacher
- Daily Attendance – Office
- Finalizing Attendance
- Attendance Letters
- Attendance Messenger

Admin Setup

- Attendance Office->Settings->Attendance Code Setup
 - Add more attendance codes

Attendance Code Setup ☆

➕ New
💾 Save
🗑️ Delete

Code	Description
ALT	Alternate Site
CS	Court Summons with Note
DF	Death in Family / Funeral
DMA	Documented Medical Appointment
HBD	Homebound Instruction
HBN	Homebound No Instruction
HZW	Hazardous Weather
ILSH	Illness Sent Home by School
ILWC	Illness With Covid
ILWN	Illness With Medical Note
ILWO	Illness Without Medical Note
ISS	In-school Suspension
ISSN	In-school Suspension with No IEP Services
LEND	Leave Early with No Documentation
LWD	Leave Early with Documentation
OSS	OSS No Alternative School
OSSA	OSS Alternative School
PA	Principal Authorized Absence
PR	Parent/Guardian Request
RH	Religious Holiday
RHE	Religious Holiday Exempt
SKIP	Skipping School
SO	School Office
SSP	School Sponsored
SWPT	Sweep / Tardy
T	Tardy

AttendanceExcuse Detail

*Code:

*Description:

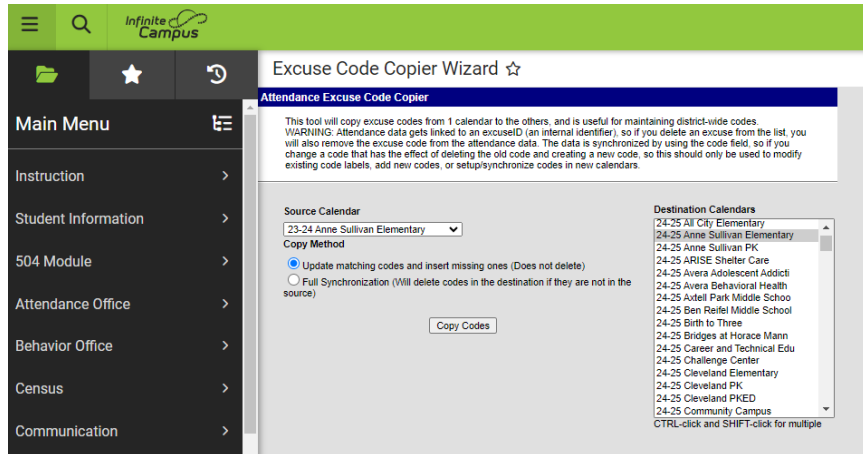
Status: Excuse:

behavior resolution

mutual attendance posting

Present

Admin Setup



The screenshot shows the 'Excuse Code Copier Wizard' interface. At the top, there is a green header with the 'Infinite Campus' logo and a search icon. Below the header is a dark sidebar with a 'Main Menu' containing items like 'Instruction', 'Student Information', '504 Module', 'Attendance Office', 'Behavior Office', 'Census', and 'Communication'. The main content area is titled 'Excuse Code Copier Wizard ☆' and contains a warning message: 'This tool will copy excuse codes from 1 calendar to the others, and is useful for maintaining district-wide codes. WARNING: Attendance data gets linked to an excuseID (an internal identifier), so if you delete an excuse from the list, you will also remove the excuse code from the attendance data. The data is synchronized by using the code field, so if you change a code that has the effect of deleting the old code and creating a new code, so this should only be used to modify existing code labels, add new codes, or setup/synchronize codes in new calendars.'

The interface includes the following fields and options:

- Source Calendar:** A dropdown menu currently showing '23-24 Anne Sullivan Elementary'.
- Copy Method:** Two radio button options:
 - Update matching codes and insert missing ones (Does not delete)
 - Full Synchronization (Will delete codes in the destination if they are not in the source)
- Destination Calendars:** A list of destination calendars with a scroll bar, including:
 - 24-25 All City Elementary
 - 24-25 Anne Sullivan Elementary
 - 24-25 Anne Sullivan PK
 - 24-25 ARISE Shelter Care
 - 24-25 Avera Adolescent Addicti
 - 24-25 Avera Behavioral Health
 - 24-25 Axtell Park Middle School
 - 24-25 Ben Renfel Middle School
 - 24-25 Birth to Three
 - 24-25 Bridges at Horace Mann
 - 24-25 Career and Technical Edu
 - 24-25 Challenge Center
 - 24-25 Cleveland Elementary
 - 24-25 Cleveland PK
 - 24-25 Cleveland PKED
 - 24-25 Community Campus

A 'Copy Codes' button is located below the radio button options. At the bottom of the destination list, there is a note: 'CTRL-click and SHIFT-click for multiple'.

Admin Setup on Course

- Scheduling & Courses->Course Information
 - Check box for Attendance

1200S1 Algebra I

Course Sections Grading Tasks Standards Composite Grading Course Rules Fees

Save Delete

Course Information

CourseID 22508 Course Master Linked

*Number 1200S1 *Name Algebra I Standards-based Active

Subject Type

State Code Department Mathematics

Schedule Load Priority Max Students 30 Terms 2 Schedules 1 Periods 1 Sections to Build 6

GPA Weight 1 Bonus Points Transcript Required

Type E: Elective

Activity

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

Online Learning

Comments

Side Note – Lunch Count

- Scheduling & Courses->Section Information
 - Checkbox for Lunch and/or Milk count allow teachers to mark these options for

Section Information ☆
01-GR-102 Home Room

Save Delete

Section Editor

Section ID: 2191463
 Teacher Display Name: [Redacted]
 Lunch Count: Milk Count: Adult Count:
 Milk Students: 102
 Custom Count 1: Custom Count 2: Custom Count 3:
 Room: [Redacted] Status: Adjunctory Term: 1001 Home Room:
 Hide Standards On Portal: Online Learning (Override): External LMS Exclude:
 Primary Teacher: [Redacted]
Modified by: Unknown 10/24/2023 13:19

Section Schedule Placement

Period	Q1	Q2	Q3	Q4
Period 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Teaching Center ☆

24-25 Robert Frost Elementary - Q1

1) 01-GR-101 Home Room
4 students

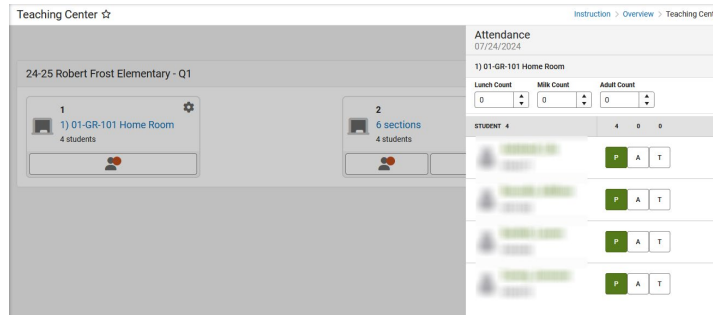
2) 01-GR-101 Home Room
4 students

Attendance
01/24/2024

Student	Lunch Count	Milk Count	Adult Count
[Student Name]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Student Name]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Student Name]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Student Name]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attendance - Teacher

- Instruction
 - Teachers can only mark students as absent, present, or present. They cannot apply an excuse code. If an absence excuse has been added by office staff, the excuse code will display in the teacher attendance module.



Teaching Center ☆ Instruction > Overview > Teaching Center

24-25 Robert Frost Elementary - Q1

1) 01-GR-101 Home Room
4 students

6 sections
4 students

Attendance
07/24/2024

1) 01-GR-101 Home Room

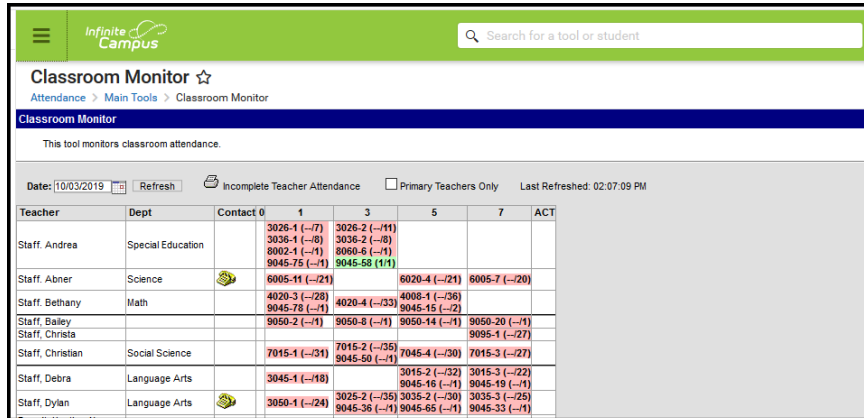
Lunch Count	MIA Count	Adult Count
0	0	0

STUDENT 4 4 0 0

STUDENT	P	A	T
[Student Name]	P	A	T
[Student Name]	P	A	T
[Student Name]	P	A	T
[Student Name]	P	A	T

Attendance Office Classroom Monitor

- Attendance Office->Classroom Monitor
 - Classroom Monitor shows which teacher have recorded attendance for a course and section. It allows for quick navigation and attendance entry. Sections in pink highlight have not had attendance recorded. Click on the section number to navigate to attendance entry.



Classroom Monitor ☆
Attendance > Main Tools > Classroom Monitor

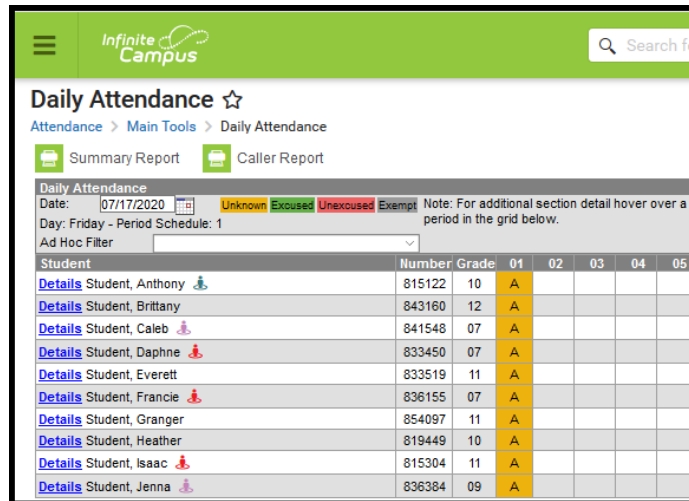
This tool monitors classroom attendance.

Date: 10/03/2019 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 02:07:09 PM

Teacher	Dept	Contact #	1	3	5	7	ACT
Staff, Andrea	Special Education	3026-1 (-7)	3026-2 (-11)				
		3036-1 (-8)	3036-2 (-8)				
		8002-1 (-1)	8060-6 (-1)				
		9045-75 (-1)	9045-58 (11)				
Staff, Abner	Science	6005-11 (-21)		6020-4 (-21)	6005-7 (-20)		
Staff, Bethany	Math	4020-3 (-28)	4020-4 (-33)	4008-1 (-36)			
		9045-78 (-1)	9045-15 (-2)				
Staff, Bailey		9050-2 (-1)	9050-8 (-1)	9050-14 (-1)	9050-20 (-1)		
Staff, Christa					9095-1 (-27)		
Staff, Christian	Social Science	7015-1 (-34)	7015-2 (-35)	7045-4 (-30)	7015-3 (-27)		
			9045-50 (-1)				
Staff, Debra	Language Arts	3045-1 (-18)	3015-2 (-32)	3015-3 (-22)			
			9045-16 (-1)	9045-19 (-1)			
Staff, Dylan	Language Arts	3050-1 (-24)	3025-2 (-35)	3035-2 (-30)	3035-3 (-25)		
			9045-36 (-1)	9045-65 (-1)	9045-33 (-1)		

Daily Attendance Processing

- Attendance Office->Daily Attendance Processing
- Allows staff to process individual attendance for students marked absent by teachers. Enter or update an excuse code by clicking on the attendance mark.



Infinite Campus Search for

Daily Attendance ☆

Attendance > Main Tools > Daily Attendance

Summary Report Caller Report

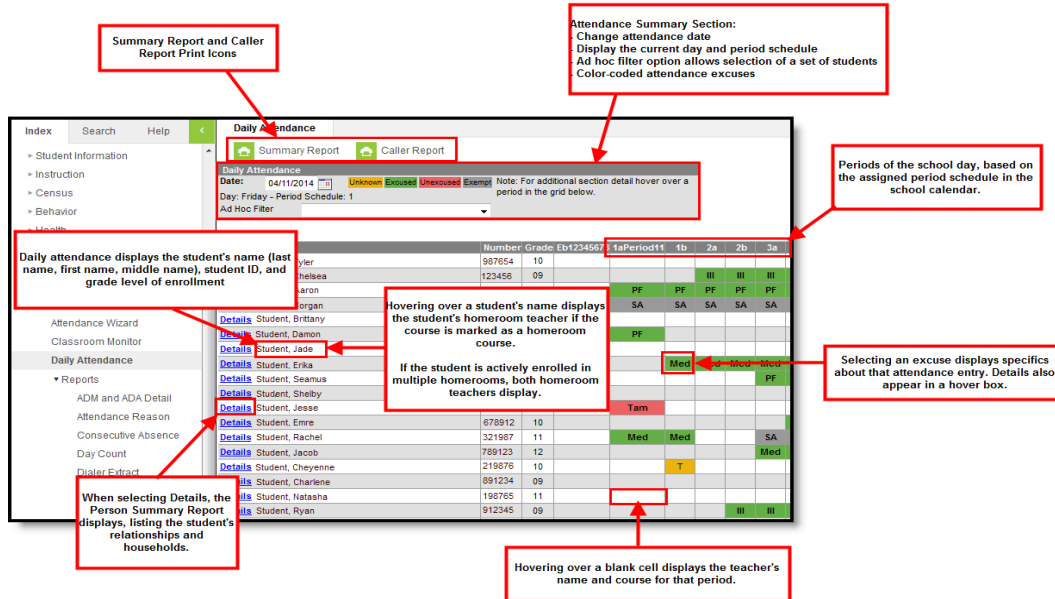
Daily Attendance

Date: 07/17/2020 Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.

Day: Friday - Period Schedule: 1

Ad Hoc Filter

Student	Number	Grade	01	02	03	04	05
Details Student, Anthony	815122	10	A				
Details Student, Brittany	843160	12	A				
Details Student, Caleb	841548	07	A				
Details Student, Daphne	833450	07	A				
Details Student, Everett	833519	11	A				
Details Student, Francie	836155	07	A				
Details Student, Granger	854097	11	A				
Details Student, Heather	819449	10	A				
Details Student, Isaac	815304	11	A				
Details Student, Jenna	836384	09	A				



Summary Report and Caller Report Print Icons

Attendance Summary Section:
Change attendance date
Display the current day and period schedule
Ad hoc filter option allows selection of a set of students
Color coded attendance excuses

Periods of the school day, based on the assigned period schedule in the school calendar.

Daily attendance displays the student's name (last name, first name, middle name), student ID, and grade level of enrollment

Hovering over a student's name displays the student's homeroom teacher if the course is marked as a homeroom course.
If the student is actively enrolled in multiple homerooms, both homeroom teachers display.

Selecting an excuse displays specifics about that attendance entry. Details also appear in a hover box.

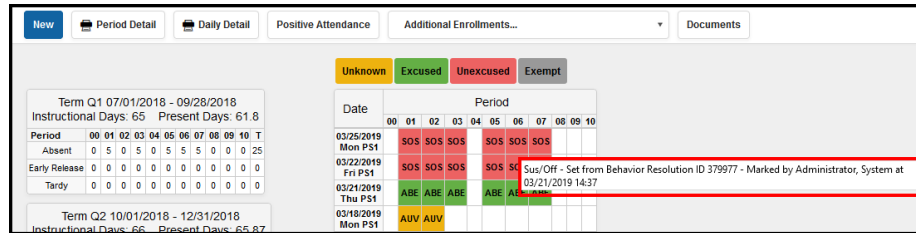
When selecting Details, the Person Summary Report displays, listing the student's relationships and households.

Hovering over a blank cell displays the teacher's name and course for that period.

Number	Grade	Eb	1234567	1a	1b	2a	2b	3a
987654	10							
123456	09					III	III	III
				PF	PF	PF	PF	PF
				SA	SA	SA	SA	SA
				pr				
						Med		Med
								PF
						Tem		
						Med	Med	
								SA
								Med
							T	
								HI
								HI

Individual Student Attendance

- Student Information->General->Attendance
 Add Attendance Codes, Present Minutes and Comments by clicking on an existing attendance code or by selecting New

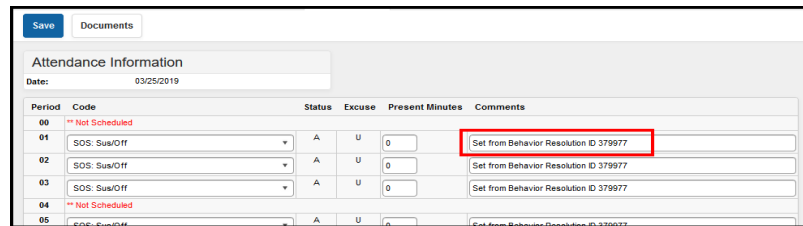


Term Q1 07/01/2018 - 09/28/2018
 Instructional Days: 65 Present Days: 61.8

Period	00	01	02	03	04	05	06	07	08	09	10	T
Absent	0	5	0	5	0	5	5	0	0	0	0	25
Early Release	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

Term Q2 10/01/2018 - 12/31/2018
 Instructional Days: 66 Present Days: 65.87

Date	00	01	02	03	04	05	06	07	08	09	10
03/25/2019 Mon PS1				SOS	SOS	SOS					
03/22/2019 Fri PS1				SOS	SOS	SOS	SOS	SOS	SOS		
03/21/2019 Thu PS1				ABE	ABE	ABE	ABE	ABE	ABE		
03/18/2019 Mon PS1				AUV	AUV						



Attendance Information
 Date: 03/25/2019

Period	Code	Status	Excuse	Present Minutes	Comments
00	** Not Scheduled				
01	SOS: Sus/Off	A	U	0	Set from Behavior Resolution ID 379977
02	SOS: Sus/Off	A	U	0	Set from Behavior Resolution ID 379977
03	SOS: Sus/Off	A	U	0	Set from Behavior Resolution ID 379977
04	** Not Scheduled				
05	SOS: Sus/Off	A	U	0	Set from Behavior Resolution ID 379977

Attendance - Office

- Add Attendance prior to an event
- Student Information>>General>>Attendance Tab

Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Letters	Waiver	Records Transfer	Report
Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary	Assessme

Save

Attendance Information

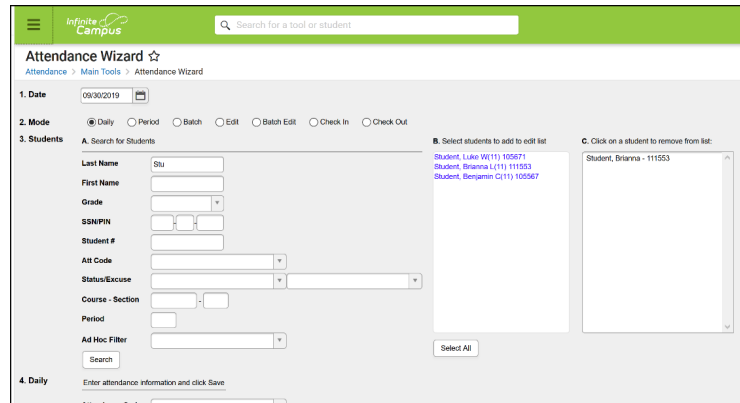
Date: 10/28/2014

Period Code	Status	Excuse	Present	Minutes	Comments
01					
02					
03					
04					
05					
06					
07					
08					

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

Attendance Entry Wizard

- Attendance Office->Attendance Entry Wizard
 - This tool allows attendance to be entered for a group of students
- Search for students using the options below, select students from the returned results
- Enter attendance for day or period specific
- Additional instructions appear after students have been selected



Attendance Wizard

1. Date: 09/30/2019

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students

A. Search for Students

Last Name: Stu
First Name:
Grade:
SSN/PIN:
Student #:
Alt Code:
Status/Excuse:
Course - Section:
Period:
Ad Hoc Filter:
Search

B. Select students to add to edit list

Student, Liane W(11) 10567
Student, Brianna L(11) 11553
Student, Benjamin C(11) 10567

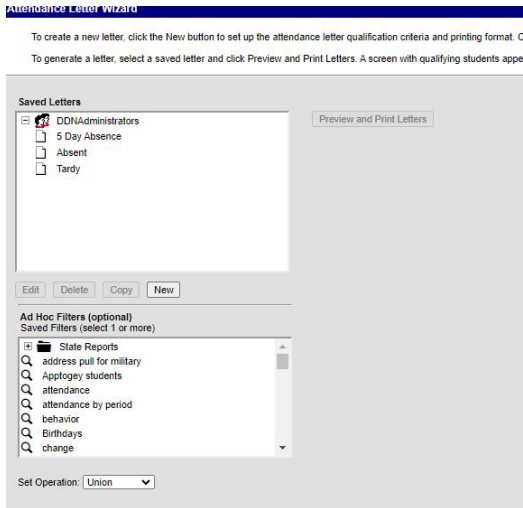
C. Click on a student to remove from list:

Student, Brianna - 11553

4. Daily: Enter attendance information and click Save

Attendance Letters

Attendance Office->Attendance Communications->Attendance Letters



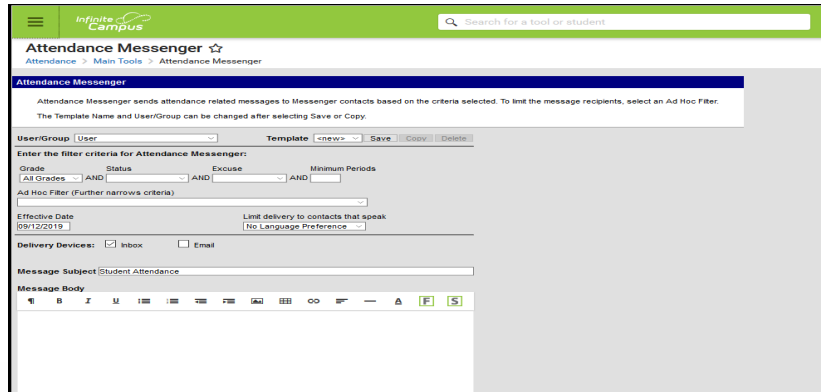
The screenshot shows a web interface for configuring attendance letters. At the top, there are instructions: "To create a new letter, click the New button to set up the attendance letter qualification criteria and printing format. To generate a letter, select a saved letter and click Preview and Print Letters. A screen with qualifying students appears." Below this, there are two main sections. The first is "Saved Letters", which contains a list of saved filters: "DDM/Administrators", "5 Day Absence", "Absent", and "Tardy". A "Preview and Print Letters" button is located to the right of this list. Below the "Saved Letters" section are buttons for "Edit", "Delete", "Copy", and "New". The second section is "Ad Hoc Filters (optional)", which contains a list of filters: "State Reports", "address pull for military", "Applogey students", "attendance", "attendance by period", "behavior", "Birthdays", and "change". At the bottom of the interface, there is a "Set Operation" dropdown menu currently set to "Union".

Attendance Letters
Workflow in Campus
Community
<https://kb.infinitecampus.com/help/attendance-letters#attendance-letter-workflow>

Attendance Messenger

Attendance Office->Attendance Communications->Attendance Messenger

1. Choose Grade, Status (Absent/Tardy, Excuse (Excused/Unexcused, and Minimum Periods
2. Apply Ad Hoc Filter if appropriate
3. Add Date
4. Language Preference
5. Inbox and/or Email
6. Create message
7. Save template

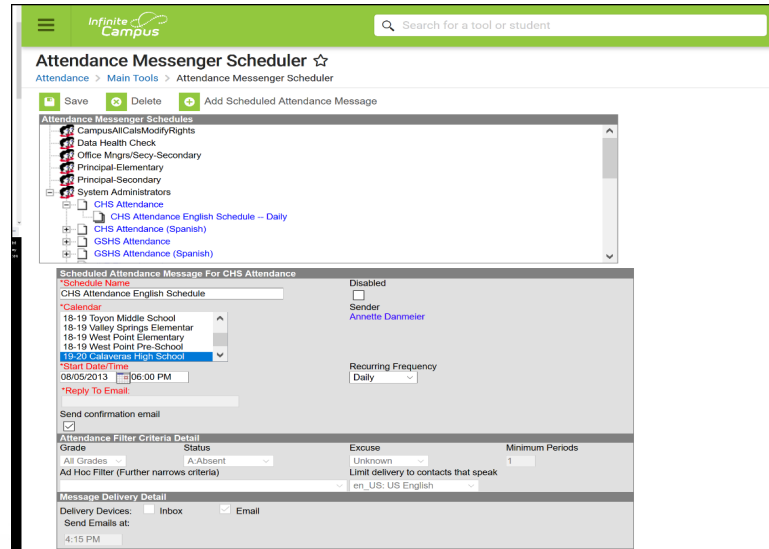


The screenshot shows the 'Attendance Messenger' interface within the 'Infinite Campus' system. The page title is 'Attendance Messenger' with a star icon. Below the title, there is a breadcrumb trail: 'Attendance > Main Tools > Attendance Messenger'. A search bar is located at the top right with the placeholder text 'Search for a tool or student'. The main content area is titled 'Attendance Messenger' and contains a description: 'Attendance Messenger sends attendance related messages to Messenger contacts based on the criteria selected. To limit the message recipients, select an Ad Hoc Filter. The Template Name and User/Group can be changed after selecting Save or Copy.' Below this, there are several form fields: 'UserGroup' (dropdown menu), 'Template' (dropdown menu), and buttons for 'Save', 'Copy', and 'Delete'. A section titled 'Enter the filter criteria for Attendance Messenger:' includes dropdowns for 'Grade' (set to 'All Grades'), 'Status' (set to 'AND'), 'Excuse' (set to 'AND'), and 'Minimum Periods'. Below this is an 'Ad Hoc Filter' field with a dropdown menu. There are also fields for 'Effective Date' (set to '09/12/2019') and 'Limit delivery to contacts that speak' (set to 'No Language Preference'). At the bottom, there are checkboxes for 'Delivery Devices' (Inbox and Email) and a 'Message Subject' field (set to 'Student Attendance'). A 'Message Body' field with a rich text editor toolbar is at the very bottom.

Attendance Messenger Scheduler

- Attendance Office->Attendance Communications->Attendance Messenger Scheduler

The Attendance Messenger Scheduler tool sets the date and time for automatic delivery of attendance messages for a template first created in the Attendance Messenger Tool.



Attendance Messenger Scheduler ☆

Attendance > Main Tools > Attendance Messenger Scheduler

Save Delete Add Scheduled Attendance Message

Attendance Messenger Schedules

- CampusAllCatsModifyRights
- Data Health Check
- Office Mngra/Secy-Secondary
- Principal-Elementary
- Principal-Secondary
- System Administrators
 - CHS Attendance
 - CHS Attendance English Schedule -- Daily
 - CHS Attendance (Spanish)
 - GSHS Attendance
 - GSHS Attendance (Spanish)

Scheduled Attendance Message For CHS Attendance

*Schedule Name: CHS Attendance English Schedule Disabled

*Calendar: 18-19 Toyon Middle School
18-19 Valley Springs Elementary
18-19 West Point Elementary
18-19 West Point Pre-School
18-19 West Point High School

*Start Date/Time: 08/05/2013 06:00 PM Recurring Frequency: Daily

*Reply To Email:

Send confirmation email

Attendance Filter Criteria Detail

Grade	Status	Excuse	Minimum Periods
All Grades	A.Absent	Unknown	1
Ad Hoc Filter (Further narrows criteria)			
en_US: US English			

Message Delivery Detail

Delivery Devices: Inbox Email

Send Emails at: 4:15 PM

Behavior Management

The Incident Detail Information editor stores data specific to the incident. That data is viewable on the student's Behavior record for all participants of the incident.

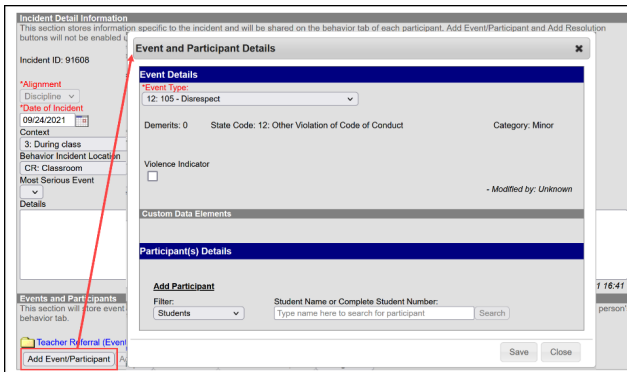
Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant button will not be enabled until all required fields are filled.

	Status In Progress ▾	Submitted Date: Submitted By: <input type="text"/> ▾
*Alignment Discipline ▾	Incident Title Pep Rally Incident	
*Date of Incident 06/04/2012 <input type="text"/>	*Time of Incident 02:18 PM	Damages \$ <input type="text"/>
Context 10: School-sponsored activity ▾		Context Description <input type="text"/>
Behavior Incident Location SG: School Grounds ▾		Location Description <input type="text"/>
Details <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>		

Behavior Management

Once general incident information has been entered, add Events to describe the individual occurrences and the Participants in each event.



Incident Detail Information
This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled.

Incident ID: 91606

*Alignment
Discipline: [v]
*Date of Incident
09/24/2021 [v]
Context
3: During class
Behavior Incident Location
CR: Classroom
Most Serious Event
[v]
Details

Event and Participant Details

Event Details

Event Type
12: 105 - Disrespect [v]

Demerits: 0 State Code: 12: Other Violation of Code of Conduct Category: Minor

Violence Indicator

Custom Data Elements

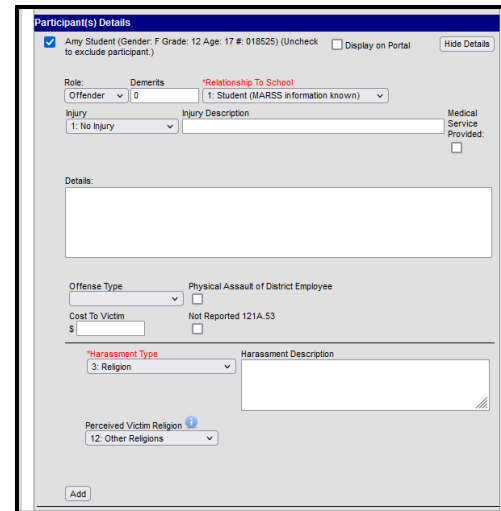
Participant(s) Details

Add Participant

Filter: [v] Student Name or Complete Student Number: [text] [Search]

Students [v]

Save Close



Participant(s) Details

Amy Student (Gender: F Grade: 12 Age: 17 # : 018525) (Uncheck to exclude participant.) Display on Portal

Role: [v] Demerits [v] *Relationship To School [v]
Offender [v] 0 [v] 1: Student (MARSS information known)

Injury [v] 1: No Injury [v] Injury Description [text] Medical Service Provided:

Details: [text area]

Offense Type [v] Physical Assault of District Employee

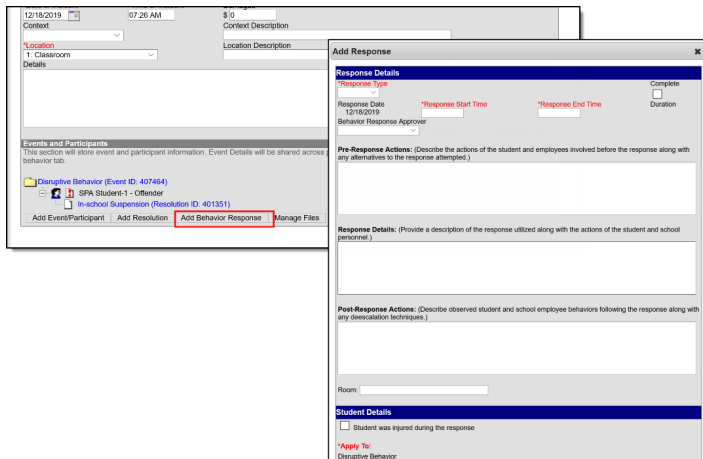
Cost To Victim \$ [text] Not Reported 121A-53

*Harassment Type [v] 3: Religion [v] Harassment Description [text area]

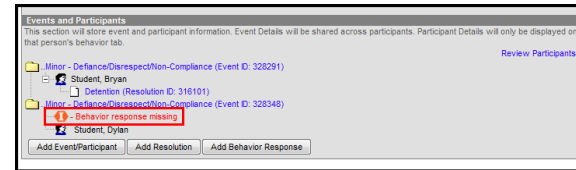
Perceived Victim Religion [v] 12: Other Religions [v]

Behavior Management

Once participants have been added, resolutions can be added. These are added to an incident and then applied to the appropriate participants.



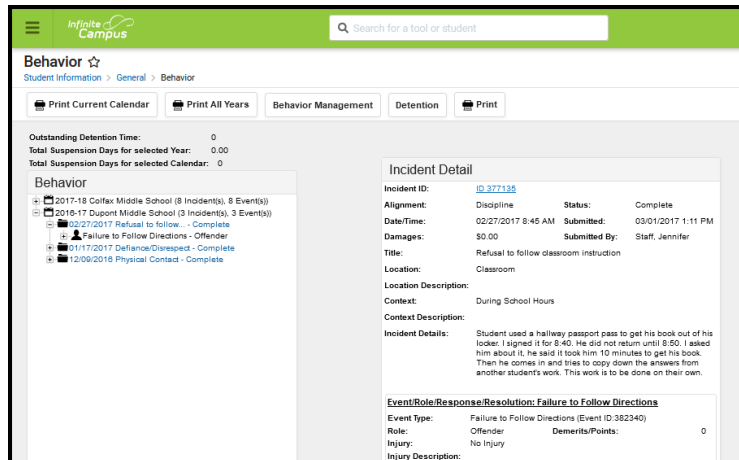
The screenshot shows the 'Add Response' dialog box. It includes fields for 'Response Type', 'Response Date' (12/18/2019), 'Response Start Time', 'Response End Time', and 'Duration'. There are also sections for 'Pre-Response Actions' and 'Post-Response Actions'. At the bottom, there is a 'Room' field and a 'Student Details' section with a checkbox for 'Student was injured during the response' and an 'Apply To' dropdown menu set to 'Disruptive Behavior'. The 'Add Behavior Response' button is highlighted with a red box.



The screenshot shows the 'Events and Participants' section. It lists several events: 'Minor - Defiance/Disrespect/Non-Compliance (Event ID: 328291)', 'Student, Dylan', 'Detention (Resolution ID: 316191)', and 'Minor - Defiance/Disrespect/Non-Compliance (Event ID: 328348)'. The 'Minor - Behavior response missing' event is highlighted with a red box. Below the list are buttons for 'Add Event/Participant', 'Add Resolution', and 'Add Behavior Response'. A 'Review Participants' link is also visible.

Behavior - Student

The Student Behavior tab provides a history of the student's behavior events, both positive and negative. This collection of student information can be used to review an individual's participation in behavior incidents, such as in a conference with parents. Information about other participants is not included in this tab. Behavior records do not lock and can be edited at any time. Incidents appear in date order grouped by the calendar of enrollment. Use the blue links to navigate to Behavior Management to make any updates to a student's behavior incident.

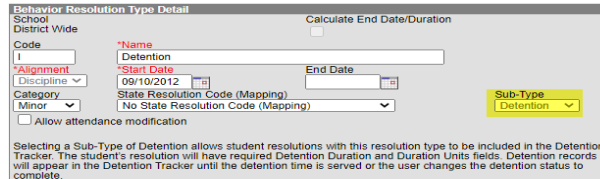


The screenshot displays the Infinite Campus interface for a student's behavior records. At the top, there is a search bar and navigation tabs for 'Print Current Calendar', 'Print All Years', 'Behavior Management', 'Detention', and 'Print'. Summary statistics show 0 outstanding detention time and 0.00 total suspension days. A list of behavior incidents is shown, grouped by school year and date. The 'Incident Detail' section for a 'Failure to Follow Directions' incident includes the following information:

Incident Detail		
Incident ID:	ID:3272336	
Alignment:	Discipline	Status: Complete
Date/Time:	02/27/2017 8:45 AM	Submitted: 03/01/2017 1:11 PM
Damages:	\$0.00	Submitted By: Staff, Jennifer
Title:	Refusal to follow classroom instruction	
Location:	Classroom	
Location Description:	During School Hours	
Context:	During School Hours	
Context Description:		
Incident Details:	Student used a hallway passport pass to get his book out of his locker. I signed it for 8:40. He did not return until 8:50. I asked him about it, he said it took him 10 minutes to get his book. Then he comes in and tries to copy down the answers from another student's work. This work is to be done on their own.	
Event:Role:Response:Resolution:Failure to Follow Directions		
Event Type:	Failure to Follow Directions (Event ID:382340)	
Role:	Offender	Demerits/Points: 0
Injury:	No Injury	
Injury Description:		

Detention Tracker

Designate a Behavior Resolution with a Sub-Type of Detention under Behavior Office->Settings>Resolution Types



Behavior Resolution Type Detail Calculate End Date/Duration

School District Wide

Code: | | *Name: Detention

*Alignment: Discipline: | | *Start Date: 09/10/2012 End Date:

Category: Minor State Resolution Code (Mapping): No State Resolution Code (Mapping) Sub-Type: Detention

Allow attendance modification

Selecting a Sub-Type of Detention allows student resolutions with this resolution type to be included in the Detention Tracker. The student's resolution will have required Detention Duration and Duration Units fields. Detention records will appear in the Detention Tracker until the detention time is served or the user changes the detention status to complete.

As students are assigned Detention in the behavior module, the time assigned is added to the tracker under Behavior Office>Behavior Management->Detention Tracker. Detention served can be recorded by either selecting the student and entering the start and end time the student(s) served.

Detention Tracker Edits to this list save automatically, 6:40 PM

Detention Tracker Editor

Present: **Date Served:** 07/31/2020

Present	Name	Grade	Total Hours	Start Time	End Time	Hours Served	Remaining Hours	Comments
<input type="checkbox"/>	...	10	3 hr					
<input type="checkbox"/>	...	10	1 hr 15 min					
<input type="checkbox"/>	...	09	1 hr 15 min					
<input type="checkbox"/>	...	11	1 hr 15 min					
<input type="checkbox"/>	...	11	1 hr 45 min					
<input type="checkbox"/>	...	11	2 hr 30 min					
<input type="checkbox"/>	...	10	2 hr 30 min					
<input type="checkbox"/>	...	10	1 hr 15 min					
<input type="checkbox"/>	...	10	2 hr 30 min					
<input type="checkbox"/>	...	12	1 hr 15 min					

Requests and Rosters

- Scheduling & Courses->Requests & Rosters

This is a batch tool that allows for schedule request creation and deletion, section rosters setup, and roster copy. Do not use this tool to modify individual student schedules.

Requests & Rosters Scheduling & Courses > Scheduling > Requests & Rosters

View by: Students Courses Show Details Filter Reset More Scheduling Tools Course Planner Staff Planner Scheduling Board

Student, Asher (11) #123456

Unsatisfied Requests: 3	Rosters: 2			
1375 H Integrated Mat... R	1001-1 AP Statistics	Staff, Anne	testTea...	Start Date: 1/23/2024
1550 Consumer Math B R	1050-1 AP Calculus			Start Date: 1/23/2024 End Date: 1/25/2024
1600 Statistics A R				

Student, Ashley (11) #234567

Unsatisfied Requests: 4	Rosters: 11			
1375 H Integrated Mat... R	1001-1 AP Statistics	Staff, Anne	testTea...	End Date: 1/29/2024
1550 Consumer Math B R	1050-1 AP Calculus			
1600 Statistics A R	1100-1 Integrated Math I	Staff, Kyle		End Date: 1/7/2024
6000 2D Foundations A R	1100-1 Integrated Math I	Staff, Kyle	Start Date: 1/8/2024	
	1700-2 Trigonometry A	Staff, Anne		
	1750-1 Trigonometry B	Staff, Anne		
	2200-11 World History A	Staff, Wendy		

1 - 100 of 966 items

Batch Edit Student Requests
Batch Edit Student Rosters
Feedback

Requests and Rosters Student View

The Students view will display unsatisfied requests and rostered courses. Use the Show Details option to see requests and rostered courses for each student. This view does not allow you to modify requests for individual students.

Requests & Rosters ★

View by: **Students** Courses OFF

Show Details

Use filter options to perform batch functionality on a specified set of students.

Student, Sharon (11) #382801	
Unsatisfied Requests: 4	Rosters: 8
Student, Timothy (11) #409161	
Unsatisfied Requests: 2	Rosters: 13
Student, Una (09) #821064	
Unsatisfied Requests: 0	Rosters: 8

Requests & Rosters ★

View by: **Students** Courses OFF ON

Show Details

Filter Results: 15 out of 878 Students

Student, Amber (11) #382801

Unsatisfied Requests: 4		Rosters: 8	
3510 Yearbook Semester I	E	1300-1 Integrated Math III	
3950 Speech & Drama	E	2200-2 World History A	
8300 MS Office Applicatio...	E	2250-3 World History B	
8320 MS Office Applicatio...	E	3300-15 English 11	

Requests & Rosters ★

View by: **Students** Courses OFF ON

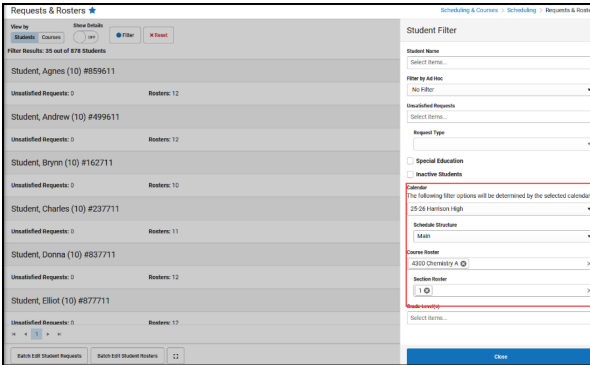
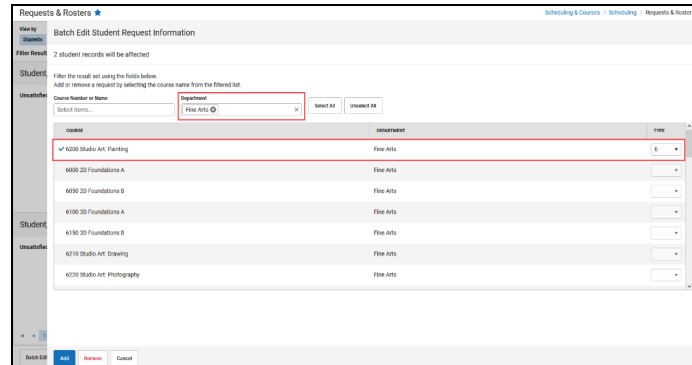
Show Details

Filter Results: 15 out of 878 Students

Student, Amber (11) #382801	
Unsatisfied Requests: 4	Rosters: 8
Student, Benson (11) #503801	
Unsatisfied Requests: 3	Rosters: 9
Student, Charlotte (11) #833801	
Unsatisfied Requests: 1	Rosters: 11

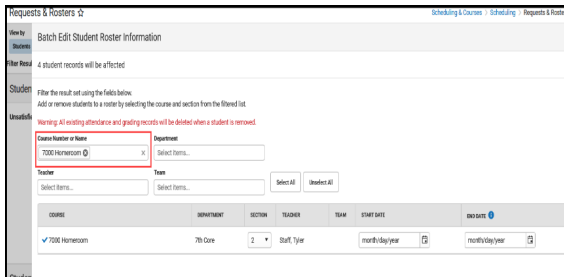
Requests and Rosters Student View

Use the Filter option to limit the students you are working against. The calendar options allow users to copy rosters from a prior year to the current year request or current year rosters.

Requests and Rosters Student View

Once students have been filtered using the available options, use the Batch Edit Student Requests and Batch Edit Student Rosters to Add or Remove student requests or roster assignments. Choose the course to request or the course/section to add students to. Start and end dates are not necessary when scheduling prior to the start of the school year. Once the school year has begun, start dates should be used.



Requests & Rosters

Batch Edit Student Roster Information

4 student records will be affected

Filter Results

Students

Unavailable

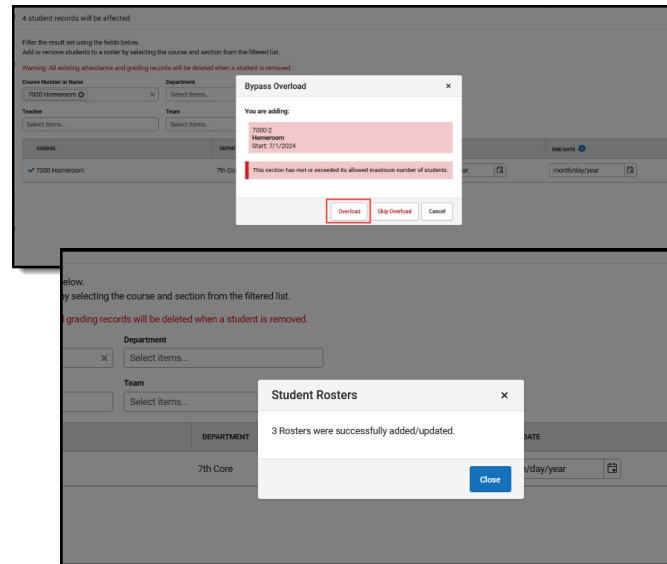
Warning: All existing attendance and grading records will be deleted when a student is removed.

Course Number or Name: 7000 Homeroom

Department: 7th Core

Teacher: Staff, T/yr

COURSE	DEPARTMENT	SECTION	TEACHER	TEAM	START DATE	END DATE
✓ 7000 Homeroom	7th Core	2	Staff, T/yr		month/day/year	month/day/year



4 student records will be affected

Filter the result set using the fields below.

Add or remove students to a roster by selecting the course and section from the filtered list.

Warning: All existing attendance and grading records will be deleted when a student is removed.

Course Number or Name: 7000 Homeroom

Department: 7th Core

Teacher: Staff, T/yr

Team: Staff, T/yr

course: 7000.2 Homeroom

start: 7/1/2024

This section has met or exceeded its allowed maximum number of students.

Overload Skip Overload Cancel

Below:

by selecting the course and section from the filtered list.

Warning: All existing attendance and grading records will be deleted when a student is removed.

Department: 7th Core

Team: Staff, T/yr

DEPARTMENT: 7th Core

DATE: month/day/year

Student Rosters

3 Rosters were successfully added/updated.

Close

Requests and Rosters Student View

The Students view will display unsatisfied requests and rostered courses. Use the Show Details option to see requests and rostered courses for each student. This view does not allow you to modify requests for individual students.

Requests & Rosters ★

View by: Students Courses Show Details OFF Filter

Use filter options to perform batch functionality on a specified set of students.

Student, Sharon (11) #382801	
Unsatisfied Requests: 4	Rosters: 8
Student, Timothy (11) #409161	
Unsatisfied Requests: 2	Rosters: 13
Student, Una (09) #821064	
Unsatisfied Requests: 0	Rosters: 8

Requests & Rosters ★

View by: Students Courses Show Details ON Filter Reset

Filter Results: 15 out of 878 Students

Student, Amber (11) #382801

Unsatisfied Requets: 4		Rosters: 8	
3510 Yearbook Semester I	E	1300-1 Integrated Math III	
3950 Speech & Drama	E	2200-2 World History A	
8300 MS Office Applicatio...	E	2250-3 World History B	
8320 MS Office Applicatio...	E	3300-15 English 11	

Requests & Rosters ★

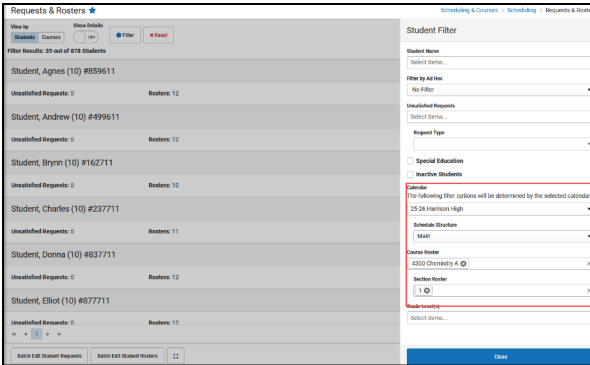
View by: Students Courses Show Details OFF Filter Reset

Filter Results: 15 out of 878 Students

Student, Amber (11) #382801	
Unsatisfied Requests: 4	Rosters: 8
Student, Benson (11) #503801	
Unsatisfied Requests: 3	Rosters: 9
Student, Charlotte (11) #833801	
Unsatisfied Requests: 1	Rosters: 11

Requests and Rosters Student View

Use the Filter option to limit the students you are working against. The calendar options allow users to copy rosters from a prior year to the current year request or current year rosters.



Requests & Rosters

View by: **Students** | Show Details | Filter | Reset

Filter Results: 20 out of 878 Students

Student Name	Requests	Rosters
Student, Agnes (10) #859611	0	12
Student, Andrew (10) #499611	0	12
Student, Brynn (10) #162711	0	10
Student, Charles (10) #237711	0	11
Student, Donna (10) #637711	0	12
Student, Elliot (10) #877711	0	17

Student Filter

Student Name:

Filter by Ad Hoc: No Filter

Request Type:

Special Education:

Inactive Students:

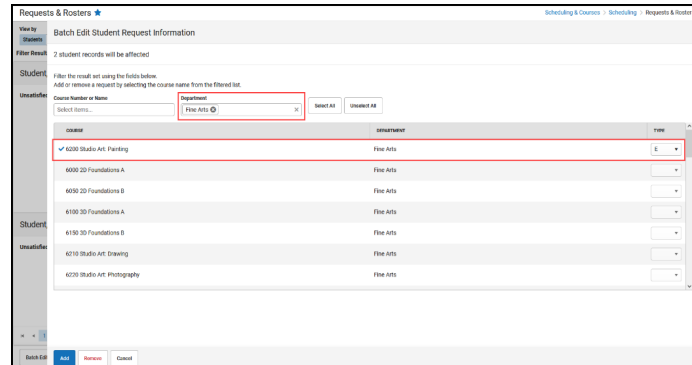
Calendar
The following filter options will be determined by the selected calendar:
2024 (Current Year) | 2023 (Prior Year)

Schedule Structure:

Course Roster:

Section Roster:

Clear



Requests & Rosters

Batch Edit Student Request Information

Filter Results: 2 student records will be affected

Filter the result set using the fields below. Add or remove a request by selecting the course name from the filtered list.

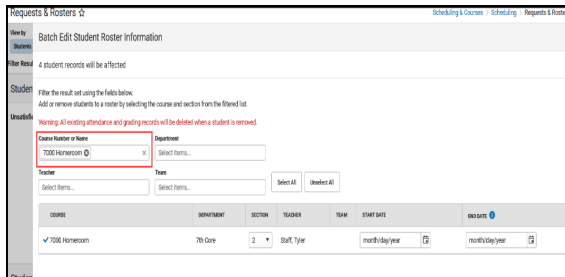
Course Number or Name: Department: **FINE ARTS** | Select All | Unselect All

course	department	type
✓ 6200 Studio Art: Painting	FINE ARTS	Request
6000 2D Foundations A	FINE ARTS	Request
6090 3D Foundations B	FINE ARTS	Request
6100 3D Foundations A	FINE ARTS	Request
6190 3D Foundations B	FINE ARTS	Request
6210 Studio Art: Drawing	FINE ARTS	Request
6230 Studio Art: Photography	FINE ARTS	Request

Batch Edit | Cancel

Requests and Rosters Student View

Once students have been filtered using the available options, use the Batch Edit Student Requests and Batch Edit Student Rosters to Add or Remove student requests or roster assignments. Choose the course to request or the course/section to add students to. Start and end dates are not necessary when scheduling prior to the start of the school year. Once the school year has begun, start dates should be used.



Batch Edit Student Roster Information

4 student records will be affected

Filter Results

4 student records will be affected

Student

Filter the result set using the fields below.
Add or remove students to a roster by selecting the course and section from the filtered list.

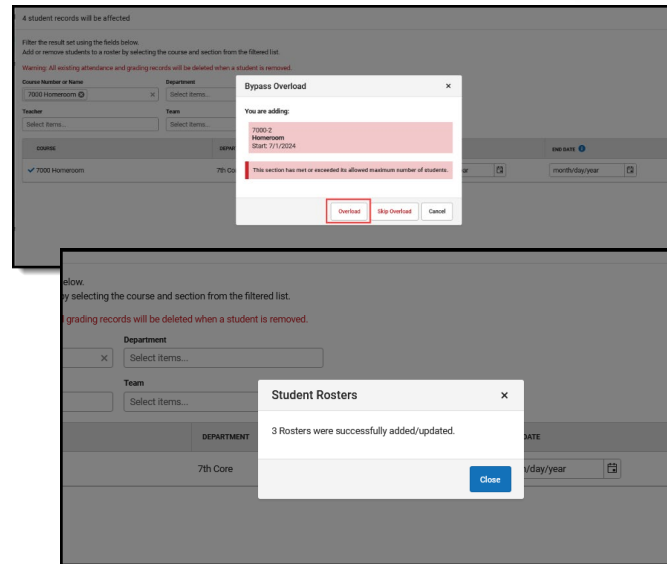
Unavailable

Warning: All existing attendance and grading records will be deleted when a student is removed.

Course Number or Name: 7000 Homeschool
Department: 7th Core

Teacher: [Select Items...]
Team: [Select Items...]

COURSE	DEPARTMENT	SECTION	TEACHER	TEAM	START DATE	END DATE
✓ 7000 Homeschool	7th Core	2	Staff, Tyler		month/day/year	month/day/year



4 student records will be affected

Filter the result set using the fields below.
Add or remove students to a roster by selecting the course and section from the filtered list.

Warning: All existing attendance and grading records will be deleted when a student is removed.

Course Number or Name: 7000 Homeschool
Department: [Select Items...]
Teacher: [Select Items...]
Team: [Select Items...]

Bypass Overload

You are adding:

7000.2
Homeschool
Start: 7/1/2024

This section has met or exceeded its allowed maximum number of students.

[Overload] [Skip Overload] [Cancel]

Below:
by selecting the course and section from the filtered list.

Warning: All existing attendance and grading records will be deleted when a student is removed.

Department: [Select Items...]
Team: [Select Items...]

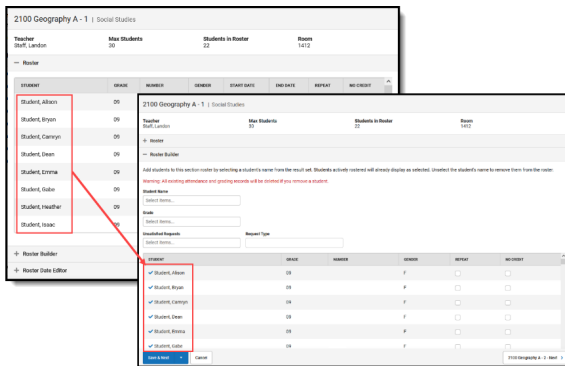
Student Rosters

3 Rosters were successfully added/updated.

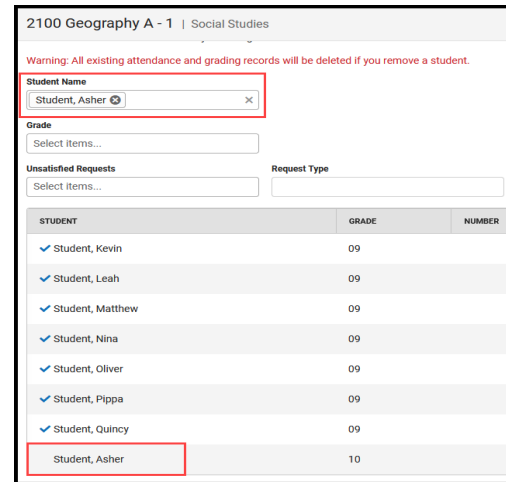
[Close]

Requests and Rosters Roster Builder

Using the Course view, filter or locate the course and section you want to create to create or edit a roster. Rostered Students will display under the Roster list. Use the Roster Builder to add or remove students from a roster. Students can be search by name, grade, or team. Select the appropriate returned result. Selected students are listed at the end of the rosters without a blue check box. To add any of the filtered students, click on the filtered students. This will add a blue check mark and place the student on the roster.



The screenshot shows the 'Roster Builder' interface for '2100 Geography A - 1 | Social Studies'. It features a search bar with the text 'Student, Asher' and a list of students with checkboxes. A red box highlights the search bar and the 'Student, Asher' entry in the list. A red arrow points from the search bar to the 'Student, Asher' entry in the list.

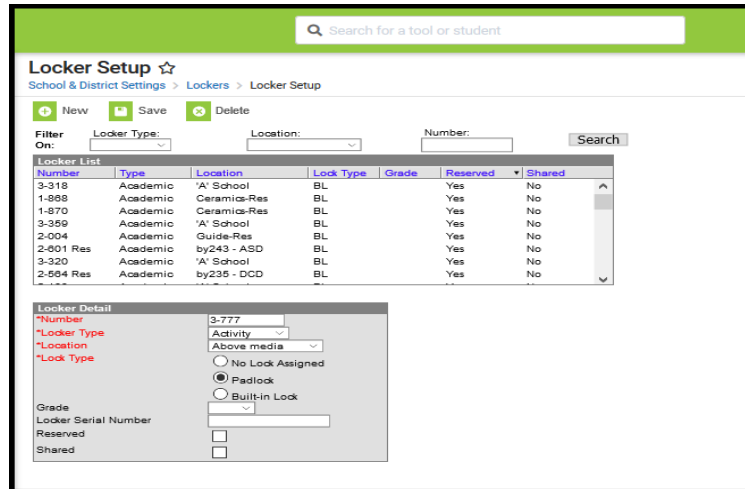


The screenshot shows the 'Roster Builder' interface for '2100 Geography A - 1 | Social Studies'. It features a search bar with the text 'Student, Asher' and a list of students with checkboxes. A red box highlights the search bar and the 'Student, Asher' entry in the list. A red arrow points from the search bar to the 'Student, Asher' entry in the list.

Locker Setup

- School & District Settings->Lockers->Locker Setup

The Locker Setup tool lists the locker numbers, combinations, and locker location. Lockers can be added or removed under Locker Setup. Locations and combinations can also be changed.



Locker Setup

School & District Settings > Lockers > Locker Setup

Filter On: Locker Type: Location: Number:

Number	Type	Location	Lock Type	Grade	Reserved	Shared
3-318	Academic	'A' School	BL		Yes	No
1-888	Academic	Ceramics-Res	BL		Yes	No
1-870	Academic	Ceramics-Res	BL		Yes	No
3-359	Academic	'A' School	BL		Yes	No
2-004	Academic	Guide-Res	BL		Yes	No
2-001 Res	Academic	by243 - ASD	BL		Yes	No
3-320	Academic	'A' School	BL		Yes	No
2-564 Res	Academic	by235 - DCD	BL		Yes	No

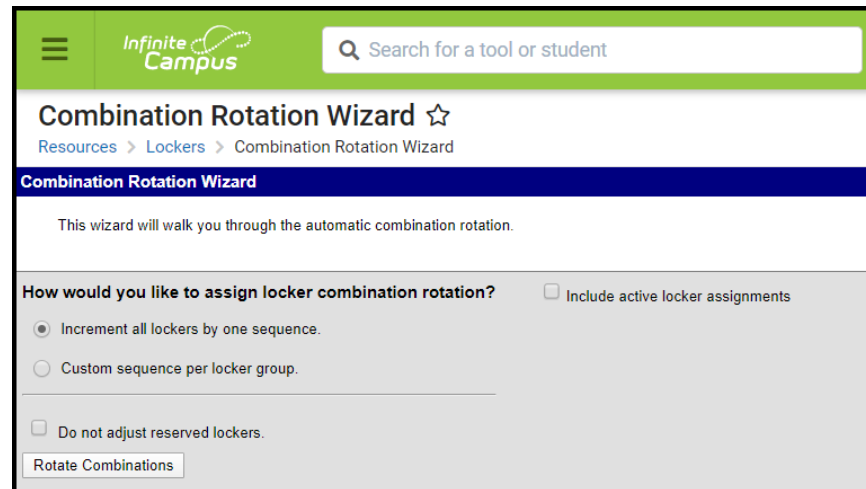
Locker Detail

*Number: 3-777
 *Locker Type: Activity
 *Location: Above media
 *Lock Type: No Lock Assigned Padlock Built-in Lock
 Grade:
 Locker Serial Number:
 Reserved:
 Shared:

Locker Combination Rotation

- School & District Settings->Lockers->Combination Rotation Wizard

The Combination Rotation Wizard allows a school to designate which locker combination is active for the school year. Combinations can be increments by one sequence or through a custom sequence for locker location groups.



The screenshot shows the 'Combination Rotation Wizard' interface in Infinite Campus. The header is green with the Infinite Campus logo and a search bar. Below the header, the title 'Combination Rotation Wizard' is displayed with a star icon. A breadcrumb trail shows 'Resources > Lockers > Combination Rotation Wizard'. A blue bar highlights the title. The main content area has a white background with the text: 'This wizard will walk you through the automatic combination rotation.' Below this, a section titled 'How would you like to assign locker combination rotation?' contains three radio button options: 'Increment all lockers by one sequence.' (selected), 'Custom sequence per locker group.', and 'Do not adjust reserved lockers.' There is also a checkbox for 'Include active locker assignments' and a 'Rotate Combinations' button at the bottom.

Locker Schedule Wizard

- School & District Settings->Lockers->Locker Schedule Wizard

Use the Locker Schedule Wizard to assign lockers to student en masse. Locker assignment start dates should be the same as the enrollment start date. An end date can be added at this time,

Locker Schedule Wizard ☆

[Resources](#) > [Lockers](#) > Locker Schedule Wizard

This wizard will walk you through automatic locker scheduling.
(Only students with an active enrollment on the locker assignment start date will be assigned lockers.)

What locker type would you like to schedule?

*Locker Type

What students would you like to schedule?

*Grades: 06 07 08

- By Filter -

Would you like to assign lockers designated for a particular grade level or choose individual locker locations?

Yes, assign students to lockers reserved for their grade level. (Requires a grade to be assigned to all lockers you wish to use.)

No, assign students locker in the groups I choose. (CAUTION: Will ignore grade setting.)

0002 0004 0006 0012 0201 0202

0203 0204 0205 0207 0208 0209

0210 0211 0214 0215 0219 0221

0222 0224 0226 0302 0303 0304

0306 0307 0308 0309 0310 0313

0314 0315 0316 0318 0320 0321

200 Wing 300 Wing

How would you like to assign lockers to students?

Assign in random gender order

Should lockers be sorted in alphabetical or numerical order?

Alpha Numeric (Must contain numbers only.)

Would you like to double assign lockers if needed?

Yes, double assign lockers if needed. (Requires a locker to be flagged as "Share")

What date would you like the locker assignment to begin?

*Locker Assignment Start Date

What date would you like the locker assignment to end?

End Date

Locker Batch End Wizard

- School & District Settings->Lockers->Locker Batch End Wizard

The Locker Batch End Wizard allows users to end or delete existing locker assignments for groups, grade levels, or locker locations. This should be done at the end of the school year and prior to assigning lockers for the next school year.

Locker Schedule Wizard ⚙

[Resources](#) > [Lockers](#) > Locker Schedule Wizard

This wizard will walk you through automatic locker scheduling.
(Only students with an active enrollment on the locker assignment start date will be assigned lockers.)

What locker type would you like to schedule?

*Locker Type:

What students would you like to schedule?

*Grade(s): 06 07 08

- By Filter -

Would you like to assign lockers designated for a particular grade level or choose individual locker locations?

Yes, assign students to lockers reserved for their grade level. (Requires a grade to be assigned to all lockers you wish to use.)

No, assign students locker in the groups I choose. (CAUTION: Will ignore grade setting.)

<input type="checkbox"/> 0002	<input type="checkbox"/> 0004	<input type="checkbox"/> 0006	<input type="checkbox"/> 0012	<input type="checkbox"/> 0201	<input type="checkbox"/> 0202
<input type="checkbox"/> 0203	<input type="checkbox"/> 0204	<input type="checkbox"/> 0205	<input type="checkbox"/> 0207	<input type="checkbox"/> 0208	<input type="checkbox"/> 0209
<input type="checkbox"/> 0210	<input type="checkbox"/> 0211	<input type="checkbox"/> 0214	<input type="checkbox"/> 0215	<input type="checkbox"/> 0219	<input type="checkbox"/> 0221
<input type="checkbox"/> 0222	<input type="checkbox"/> 0224	<input type="checkbox"/> 0226	<input type="checkbox"/> 0302	<input type="checkbox"/> 0303	<input type="checkbox"/> 0304
<input type="checkbox"/> 0306	<input type="checkbox"/> 0307	<input type="checkbox"/> 0308	<input type="checkbox"/> 0309	<input type="checkbox"/> 0310	<input type="checkbox"/> 0313
<input type="checkbox"/> 0314	<input type="checkbox"/> 0315	<input type="checkbox"/> 0316	<input type="checkbox"/> 0318	<input type="checkbox"/> 0320	<input type="checkbox"/> 0321
<input type="checkbox"/> 200 Wing	<input type="checkbox"/> 300 Wing				

How would you like to assign lockers to students?

(Assign in random gender order)

Should lockers be sorted in alphabetical or numerical order?

Alpha Numeric (Must contain numbers only.)

Would you like to double assign lockers if needed?

Yes, double assign lockers if needed. (Requires a locker to be flagged as "Share".)

What date would you like the locker assignment to begin?

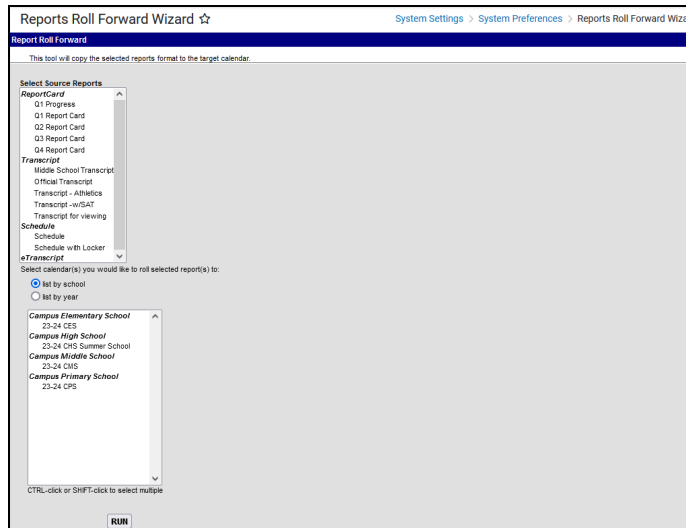
*Locker Assignment Start Date:

What date would you like the locker assignment to end?

End Date:

Reports Roll Forward Wizard

- System Settings->System Preferences->Reports Roll Forward Wizard
The Reports Roll Forward Wizard takes selected reports created in Report Preferences and copies them from a selected calendar to another calendar.

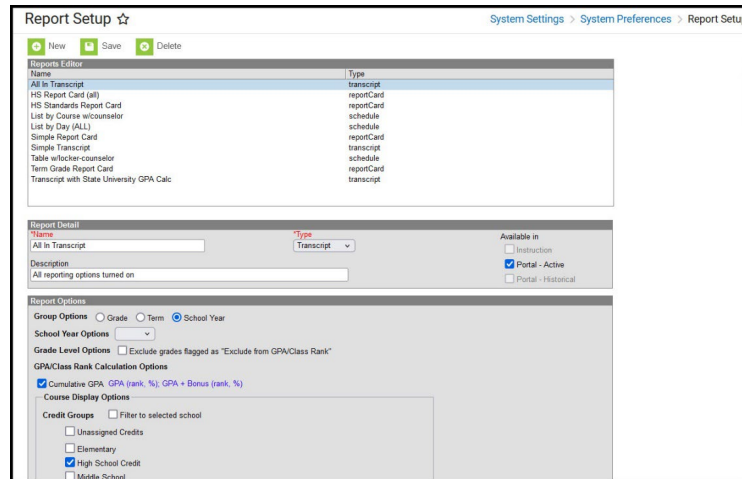


The screenshot shows the 'Reports Roll Forward Wizard' window. The title bar includes 'System Settings > System Preferences > Reports Roll Forward Wizard'. The main content area is titled 'Report Roll Forward' and contains the following elements:

- A header: 'This tool will copy the selected reports format to the target calendar.'
- A section titled 'Select Source Reports' with a scrollable list:
 - ReportCard
 - 01 Progress
 - 01 Report Card
 - 02 Report Card
 - 03 Report Card
 - 04 Report Card
 - Transcript
 - Middle School Transcript
 - Official Transcript
 - Transcript - Athletics
 - Transcript -w/ISAT
 - Schedule for viewing
 - Schedule
 - Schedule with Locker
 - Transcript
- A section titled 'Select calendar(s) you would like to roll selected report(s) to:' with two radio buttons:
 - list by school
 - list by year
- A scrollable list of target calendars:
 - Campus Elementary School
 - 23-24 CES
 - Campus High School
 - 23-24 CHS Summer School
 - Campus Middle School
 - 23-24 CMS
 - Campus Primary School
 - 23-24 CPS
- A footer note: 'CTRL-click or SHIFT-click to select multiple'
- A 'RUN' button at the bottom.

Report Setup

- System Settings->System Preferences->Report Setup
- Report Setup allows schools to create Report Cards, Transcript, and Schedule reports with chosen preferences. The Available In options allow the reports to be available in Instruction, Portal for the active year, and Portal for historical years.



The screenshot shows the 'Report Setup' interface with the following sections:

- Report Setup ☆** (System Settings > System Preferences > Report Setup)
- Actions:** New, Save, Delete
- Reports Editor:** A table listing report types and their corresponding report types.

Name	Type
All In Transcript	transcript
HS Report Card (all)	reportCard
HS Standards Report Card	reportCard
List by Course w/counselor	schedule
List by Day (ALL)	schedule
Simple Report Card	reportCard
Simple Transcript	transcript
Table w/folcker-counselor	schedule
Term Grade Report Card	reportCard
Transcript with State University GPA Calc	transcript
- Report Detail:**
 - Name:** All In Transcript
 - Type:** Transcript
 - Available in:**
 - Instruction
 - Portal - Active
 - Portal - Historical
 - Description:** All reporting options turned on
- Report Options:**
 - Group Options:** Grade Term School Year
 - School Year Options:** [Dropdown menu]
 - Grade Level Options:** Exclude grades flagged as "Exclude from GPA/Class Rank"
 - GPA/Class Rank Calculation Options:**
 - Cumulative GPA (rank, %); GPA + Bonus (rank, %)
 - Course Display Options:**
 - Credit Groups:** Filter to selected school
 - Unassigned Credits
 - Elementary
 - High School Credit
 - Middle School

Portal Display Options

- System Settings->Portal Preferences->Portal Display Options
- Display Options allows schools to determine which tools are available to parents and students. Options are managed by creating templates for a school and assigning calendars to that template.

Calendar and Terms Settings

21-22 Harrison High (07/01/2021 - 06/30/2022) ENABLED

Display Options Template
Harrison High

Portal Calendar Settings

Enable calendar when it is in the active or future school year

Keep calendar enabled when it is in the previous school year for days from Calendar End Date (until 06/30/2022)

Portal Term Settings

Automatically enable all terms days before first term's start date

Automatically enable each term days before that term's start date

Terms

1 (07/01/2021 - 10/22/2021)

2 (10/23/2021 - 12/23/2021)

Display Options

Enable tools and select display options for both the Campus Student and Campus Parent Portals (unless otherwise noted).

Academic Plan	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent	+
Access Log	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent	+
Activity Registration			+
Assessments	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent	+
Assignments	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent	-

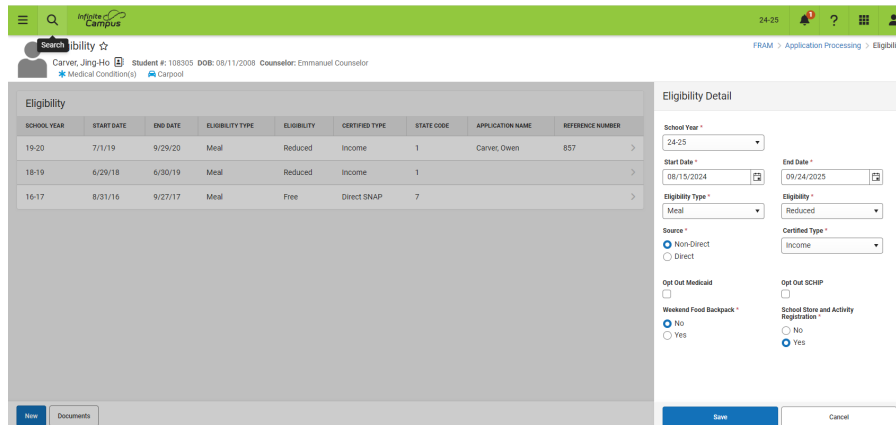
Enable Assignments Tool

Display Score Details

Points Earned/Score

FRAM Eligibility

- FRAM->Application Processing->Eligibility
The Eligibility tool shows a student's eligibility. New records can be added manually or imported using the Eligibility Import Wizard.



The screenshot displays the FRAM Eligibility tool interface. At the top, there is a green navigation bar with the 'Infinite Campus' logo and a search bar. Below the navigation bar, the user's name 'Carver, Jing-Ho' and student information (Student #: 108305, DOB: 08/11/2008, Counselor: Emmanuel Counselor) are visible. The main content area is divided into two sections: a table of eligibility records and an 'Eligibility Detail' form.

Eligibility Table:

SCHOOL YEAR	START DATE	END DATE	ELIGIBILITY TYPE	ELIGIBILITY	CERTIFIED TYPE	STATE CODE	APPLICATION NAME	REFERENCE NUMBER
19-20	7/1/19	9/29/20	Meal	Reduced	Income	1	Carver, Owen	857
18-19	6/29/18	6/30/19	Meal	Reduced	Income	1		
16-17	8/31/16	9/27/17	Meal	Free	Direct SNAP	7		

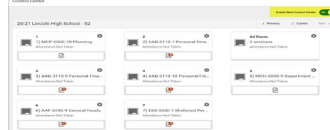
Eligibility Detail Form:

- School Year ***: 24-25
- Start Date ***: 08/15/2024
- End Date ***: 09/24/2025
- Eligibility Type ***: Meal
- Eligibility ***: Reduced
- Source ***: Non-Direct, Direct
- Certified Type ***: Income
- Opt Out Medicaid**:
- Opt Out SCHIP**:
- Weekend Food Backpack ***: No, Yes
- School Store and Activity Registration ***: No, Yes

Buttons for 'New', 'Documents', 'Save', and 'Cancel' are located at the bottom of the interface.

Campus Instruction Control Center

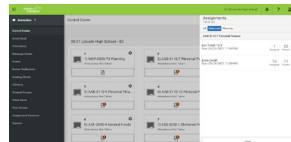
Use the Campus Instruction Control Center to quickly take attendance or score assignments for sections



Clicking on the student icon will allow you to quickly take attendance for students.



Clicking on the tablet icon will allow you to navigate to assignments that need to be scored.



Grade Book

Creating Categories

- Click on the **Settings** chevron (expansion arrows) directly to the right of the Control Center.
- Click on **Categories**.
- Click on the **Add** button.



- Type a descriptive name for the new category in the **Name** field (example: Assessments).
- Enter a weight for this group in the **Weight** field (optional). If you do not weight your groups, leave it at 0. No decimal or percentage is needed.
- Enter the order in which the category should appear in the **Sequence** field. (Optional) This number will determine the order in which the groups and assignments appear on reports.
- Select the checkboxes to activate the following choices (Optional)
 - **Exclude this category from calculation:** This means the assignments in this group will not count for the overall grade. This may be an option if you want to enter student's assignments or daily work but you do not want to calculate the assignments in the student's overall grade.
 - **Drop lowest score:** This will automatically exclude the lowest score (by percentage). As you enter scores, the lowest score will be dropped. **Important:** If using this option, it must be checked at the beginning of the term; the calculation begins on the date the box is checked.
- Select the **Section(s)** in which to place the category.
- Click **Save**.

Grade Book continued

Setting Grade Calc Options

Grade Calc Options determine how the student's in-progress grade or proficiency estimate is calculated. Calc options are different for grading tasks and standards.

- Select Composite to set weights on each grading task to calculate the overall grade. For example, quarter 1 and quarter 2 each weighted at 50% to arrive at a semester grade. This should be used only for grading tasks, not standards.
- Select Rollup to calculate a grade for a parent standard based on the scores for child standards. This option is used for standard based grading.
- Select the Type of grade the student will receive. In-Progress Grade is typically used for grading tasks. Proficiency Estimate (Rubrics) is used for standard based grading.
- If grade Type is In-Progress, select an appropriate Grading Scale. Then chose any optional setting.
 - **Weight Categories** – this weights the values entered for the category in the calculation.
 - **Use Scores's % Value** – this calculates the grade based on the percentage of points earned rather than the raw point value.
 - **Limit Assignments to Last** - Limits all In Progress and Proficiency Estimate calculations to the most recent scores of a specified number of assignments.
 - **Cumulative Grading Starting** - Calculates In Progress and Proficiency Estimates across multiple terms in the school year, beginning with the selected term.

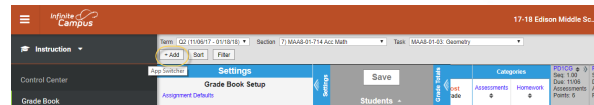
Grade Book continued

Setting Grade Calc Options Cont.

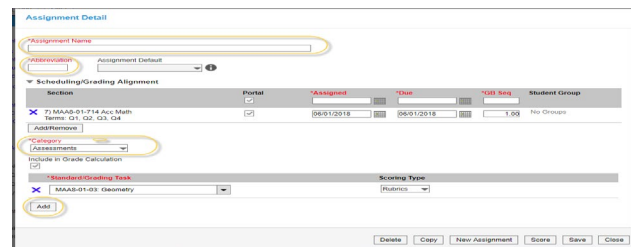
- If grade Type is Proficiency Estimate, select an appropriate Method.
 - **Power Law** - The Power Law calculation approximates a student's proficiency by taking their scores and determining a trend line through a linear regression to the model $y = m \cdot x^b$.
 - **Highest Score** - Highest Score reports the student's estimated proficiency as the highest score entered.
 - **Mode** - Mode reports the student's estimated proficiency as the most frequently occurring score amongst scores. Enter a value in "Limit Assignments to Last" to specify how many scores to calculate the mode from.
 - **Most Recent** - Most Recent reports the student's estimated proficiency as the score from their most recently graded assignment.
 - **Mean** - Mean reports the student's estimated proficiency as the average score amongst scores. Calculations are based on the Mean % Value entered on the rubric.
 - **Decaying Average** - Decaying Average reports the student's estimated proficiency as the average score amongst scores by giving recent scores more weight than older scores. Calculations are based on the Mean % Value entered on the rubric.
 - **Limit Assignments to Last** - Limits all In Progress and Proficiency Estimate calculations to the most recent scores of a specified number of assignments.
 - **Cumulative Grading Starting** - Calculates In Progress and Proficiency Estimates across multiple terms in the school year, beginning with the selected term.
- Chose any optional setting using the checkboxes to activate the following choices (Optional)
 - **Limit Assignments to Last**: This limits the grade calculation to the most recent x number of assignments.
 - **Cumulative Grading Starting** : Calculates the proficiency estimate across multiple terms in the school year, beginning with the selected term.

Creating Assignments

- Click on the +Add button located in the top menu bar of Campus Instruction under Gradebook.



- In the **Assignment Name** field, enter a descriptive name for the assignment (50 characters or less).
- In the **Abbreviation** field, type an abbreviation for the assignment (5 characters or less).
- Under **Section**, chose the section this assignment should be associated with. Additional sections can be added using the Add/Remove button below the section listed.
- Choose the appropriate category to align the assignment to under the Category drop-menu.
- Choose the Standard/Grading Task that applies to this assignment. Additional tasks or standards can be added using the Add button below.



Assignment Detail

Assignment Name:

Abbreviation:

Category:

Section	Points	Assigned	Due	YTD Avg	Student Group
71 MAAS-01-714 Acc Math Term: G1_G2_G3_G4	<input type="text"/>	06/01/2018	06/01/2018	1.00	No Groups

Include in Grade Calculation:

Scheduling/Grading Task:

Scoring Type:

Add

Delete Copy New Assignment Score Save Close

Scoring Assignments

Assignment scoring can be accessed through the Control Center, Gradebook or the Assignment Overview.

Enter **scores** for an assignment in the appropriate column, based on the scoring options selected for that assignment, such as points or rubrics. Use the Arrow, Tab and Enter keys to navigate among the score cells.

- **Flag Assignments**
 - Assignments can be flagged as Turned In (T), Missing (M), Late (L), Incomplete (I), Cheated (Ch), Exempt (X) or Dropped (D).
- Enter a comment to attach to the score in the **Comment** box (optional). Comments can be up to 255 characters in length. If you enter a comment on a score, a red indicator displays in the top right corner of the score grid. Hovering over the score displays the comment.
- **Fill Options:** Use the fill options for an assignment to save time entering scores or proficiency levels. Click the **Fill Scores/Comments** link. This will open the Fill Scores/Comments window.
- Indicate whether you want to fill **Scores, Comments** or both using the checkboxes. Enter the score and/or comment to add. Then select which students should be given the score and/or comment.
- Click **Fill** to fill scores and/or comments.

Posting Grades in Grade Book

- Open the **Grade Book** and select the desired section (course) from the **Section** drop down box.
- To post grades, review the In Progress portion of the Grade Totals. Click the orange **Post** button to open the post grades window.
- The Post Grades window shows the source and destination of the grades you are posting. The current **Term** and **Task** appear in the *from* (source) section. If the *to* (destination) is different, select the destination **Term** and **Task** from the dropdown lists. You can only select a task as the destination if the **grading window** is open for the [grading task](#) or [standard](#). The grading window does not need to be open for the source term and task to post grades. Change the destination term and task if you want to post the grades to another task, such as a Progress Report task that is used to report grades but doesn't have any assignments.
- Click **OK** to copy grades from the In Progress columns to the Posted section, if the In Progress grade is a valid option in the [score group](#). If you posted grades from one task another, the destination task opens.
- Review the **Posted** grades and make modifications as desired, such as a grade that could round up to the next letter grade. Options in the grade dropdown list are based on the [score group](#) aligned to the [grading task](#), rather than the grading scale which determined the In Progress grade.
- Enter any comment in the **Report Card Comments** column or click the **CC** (canned comments) link to open the comments window. Canned Comments are only available if you enable them in **Grade Book > Settings**.
- To give comments to all students or students who do not have any comments, click **Fill**, enter your comments as described above, select who should receive these comments (**All** or **Empty**) and click **Fill**.
- Finally, **Save** the Grade Book to post grades.

Posting by Task or Student

Posting by Task

- Open the **Post Grades** tool.
- Select the **Section** and **Term** from the dropdown lists at the top to populate the Task and Student dropdown lists with available options.
- When posting by task, select a **Task** from the dropdown list. If you see a Student dropdown list instead, click **Post by Standard/Grading Task** and then select a task. All students in the selected section are listed.
- Enter a **Percent** (if you're grading a task) and select a **Grade** from the [score group or rubric](#) aligned to the [task](#) or [standard](#).
- Enter any **Comments** for the report card using the text box or by clicking **Add** to access the [canned comments](#) window.
- Click **Save** when finished to post grades.

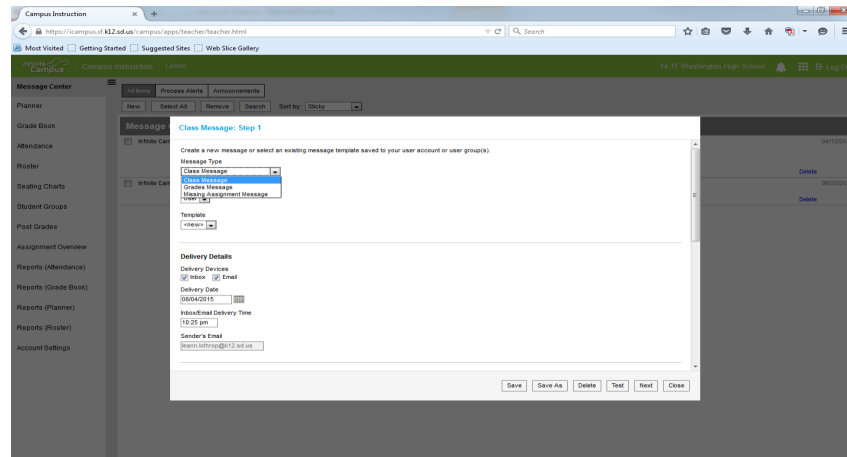
Posting by Student

- Open the **Post Grades** tool and select the **Section** and **Term** from the dropdown lists at the top to populate the Task and Student dropdown lists with available options.
- When posting by student, select a **Student** from the dropdown list. If you see a Task dropdown list instead, click **Post by Student** and then select a student. All standards and tasks assigned to that section appear.
- Enter a **Percent** (if you're grading a task) and select a **Grade** from the [score group or rubric](#) aligned to the [task](#) or [standard](#) for each standard or task.
- Enter any **Comments** for the report card using the text box or by clicking **Add** to access the [canned comments](#) window.
- Click **Save** when finished to post grades.

Campus Instruction Messenger

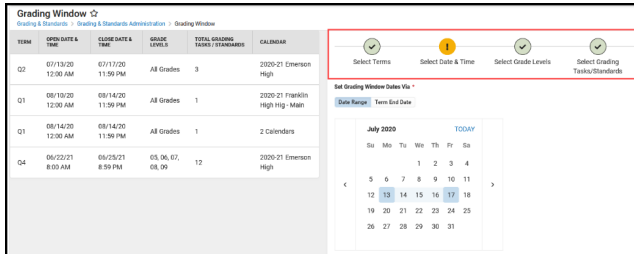
Teachers can use the Message Center to send class messages, missing assignment messages and failing grade messages to their class.

To create a message, select **New** within the Message Center. Follow the prompts within to create a message to either parents/guardians or students.

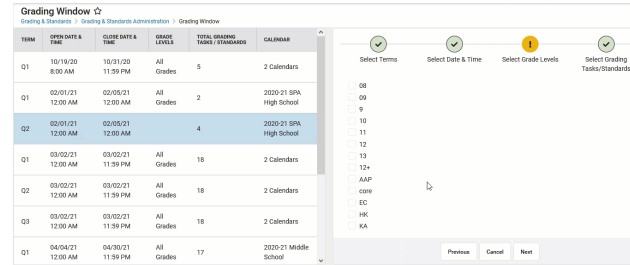


Grading Window

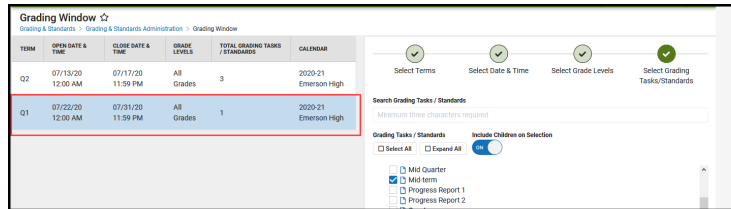
- Grading & Standards->Grading & Standards Administration->Grading Window
- The Grading Window determines when scores can be posted from in-progress to Posted grades. The Grading Window setup is a four-step process that includes selecting calendars and terms, choosing opening and closing dates, and selecting the appropriate tasks and standards.



TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q2	07/13/20 12:00 AM	07/17/20 11:59 PM	All Grades	3	2020-21 Emerson High
Q1	08/18/20 12:00 AM	08/14/20 11:59 PM	All Grades	1	2020-21 Franklin High High - Main
Q1	08/14/20 12:00 AM	08/14/20 11:59 PM	All Grades	1	2 Calendars
Q4	06/22/21 8:00 AM	06/25/21 8:59 PM	03, 06, 07, 08, 09	12	2020-21 Emerson High



TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q1	10/19/20 8:00 AM	10/31/20 11:59 PM	All Grades	5	2 Calendars
Q1	02/01/21 12:00 AM	02/05/21 12:00 AM	All Grades	2	2020-21 SPA High School
Q2	02/01/21 12:00 AM	02/05/21 12:00 AM	All Grades	4	2020-21 SPA High School
Q1	03/02/21 12:00 AM	03/02/21 11:59 PM	All Grades	18	2 Calendars
Q2	03/02/21 12:00 AM	03/02/21 11:59 PM	All Grades	18	2 Calendars
Q3	03/02/21 12:00 AM	03/02/21 11:59 PM	All Grades	18	2 Calendars
Q1	04/04/21 12:00 AM	04/30/21 11:59 PM	All Grades	17	2020-21 Middle School



TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q2	07/13/20 12:00 AM	07/17/20 11:59 PM	All Grades	3	2020-21 Emerson High
Q1	07/22/20 12:00 AM	07/31/20 11:59 PM	All Grades	1	2020-21 Emerson High

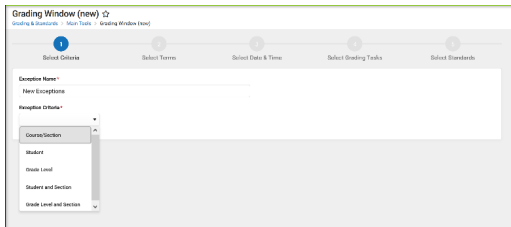
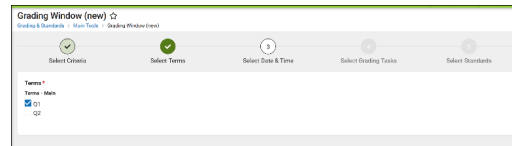
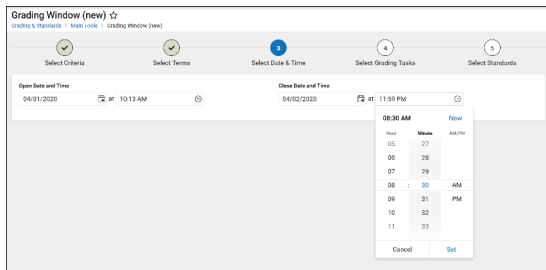
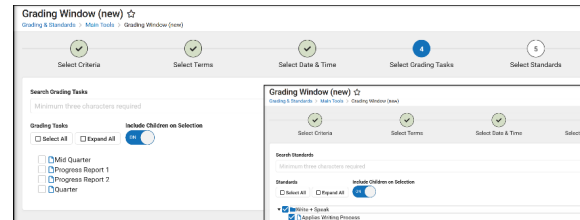
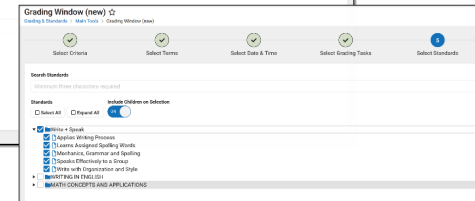
Search Grading Tasks / Standards
Minimum three characters required

Grading Tasks / Standards: Select All Expand All Include Children on Selection

All Quarter
 Mid-term
 Progress Report 1
 Progress Report 2

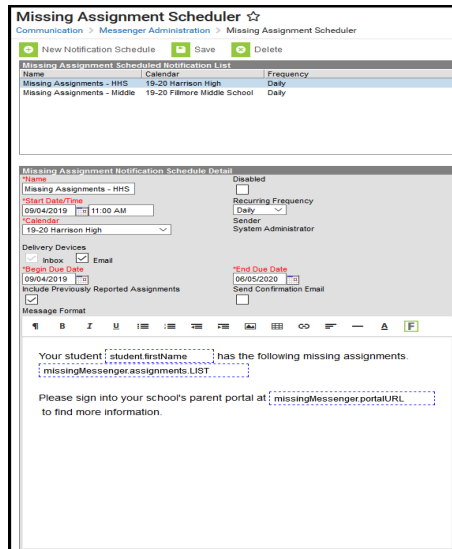
Grading Window Exception

- Grading & Standards->Grading & Standards Administration->Grading Window
Grading Window Exceptions provide a way for administrators to schedule a grading window for a specific courses and sections or teachers without opening the grading window for all teachers. Use the Exceptions options on the Grading Window editor to select the teachers or courses to create the exception for. Just like the Grading Window setup, terms, open and close dates, and grading tasks or standard are selected to create the exception.

Missing Assignment Messenger

- Communication->Messenger Administration->Missing Assignment Scheduler
- The Missing Assignment Scheduler allows districts to select a day and time for Campus to send missing assignment messages.
- Assignments must be marked as missing in the teacher grade books for messages to be sent.



The screenshot shows the 'Missing Assignment Scheduler' web interface. At the top, there are navigation links: 'Communication > Messenger Administration > Missing Assignment Scheduler'. Below this are buttons for 'New Notification Schedule', 'Save', and 'Delete'. A table titled 'Missing Assignment Scheduled Notification List' contains the following data:

Name	Calendar	Frequency
Missing Assignments - HHS	19-20 Harrison High	Daily
Missing Assignments - Middle	19-20 Filmore Middle School	Daily

Below the table is the 'Missing Assignment Notification Schedule Detail' section. It includes fields for 'Name' (Missing Assignments - HHS), 'Start Date/Time' (09/04/2019 11:00 AM), 'Calendar' (19-20 Harrison High), 'Recurring Frequency' (Daily), 'Sender' (System Administrator), 'Delivery Devices' (Inbox and Email), 'Begin Date' (09/04/2019), 'End Date' (09/06/2020), and 'Include Previously Reported Assignments' (checked). There is also a 'Send Confirmation Email' checkbox.

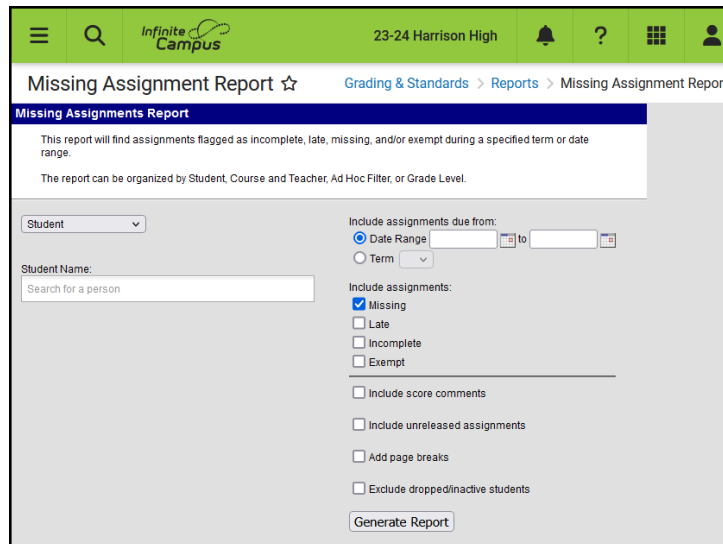
The 'Message Format' section shows a rich text editor with the following text:

Your student | student.firstName | has the following missing assignments.
missingMessenger.assignments.LIST

Please sign into your school's parent portal at: missingMessenger.portalURL
to find more information.

Missing Assignment Report

- Grading & Standards->Reports->Missing Assignment Report
- The Missing Assignment reports allows you to view assignments that have been flagged in the Grade Book as Missing, Incomplete, Late, or Exempt.



The screenshot shows the 'Missing Assignment Report' interface in Infinite Campus. The top navigation bar is green and contains a menu icon, a search icon, the 'Infinite Campus' logo, the school name '23-24 Harrison High', a notification bell, a help icon, a grid icon, and a user profile icon. Below the navigation bar, the page title is 'Missing Assignment Report' with a star icon, followed by a breadcrumb trail: 'Grading & Standards > Reports > Missing Assignment Report'. The main content area has a blue header 'Missing Assignments Report'. Below this, there is a white box with the following text: 'This report will find assignments flagged as incomplete, late, missing, and/or exempt during a specified term or date range.' and 'The report can be organized by Student, Course and Teacher, Ad Hoc Filter, or Grade Level.' The interface includes a 'Student' dropdown menu, a 'Student Name' search field with the placeholder 'Search for a person', and a section for 'Include assignments due from:' with radio buttons for 'Date Range' (selected) and 'Term'. Below this is a section for 'Include assignments:' with checkboxes for 'Missing' (checked), 'Late', 'Incomplete', and 'Exempt'. There are also checkboxes for 'Include score comments', 'Include unreleased assignments', 'Add page breaks', and 'Exclude dropped/inactive students'. At the bottom right of the form is a 'Generate Report' button.

Report Card Batch Report

- Grading & Standards->Reports->Report Card
The Report Card Batch Report prints student report cards based on the options selected. The Effective Date field should be a date when students are enrolled.

Report Card ☆ Grading & Standards > Reports > Report Card

Report Card Batch Report

This report batch prints student report cards, one page per student, suitable for handing out. This is a very complex report, try to limit the number of students selected per batch.

Report Options

OR
[Display Options](#)

Ad Hoc Filter

OR

Grade

Active Only

Effective Date

Sort Options Alpha Grade/Alpha Zip Teacher

Batch Queue Options

Show top 50 tasks submitted between and

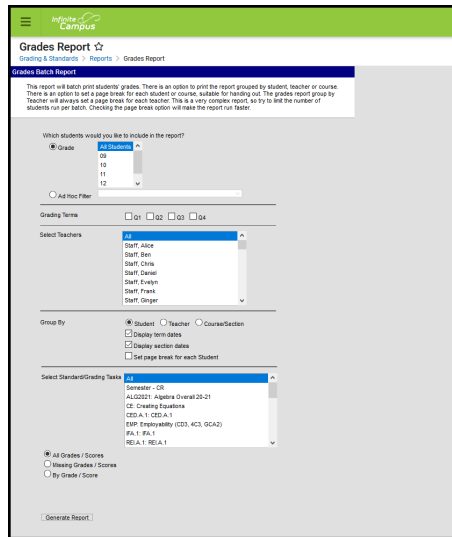
Batch Queue List

Queued Time	Report Title	Status	Download

Grades Report

- Grading & Standards->Reports->Grades Report

The Grades Report provides a list of selected students and their posted grades for selected tasks and standards. In Progress grades are not included.



The screenshot shows the 'Grades Report' interface in the Infopoint Campus system. The page title is 'Grades Report' with a breadcrumb trail: 'Grading & Standards > Reports > Grades Report'. A sub-header reads 'Grades Report' with a help icon. Below this is a descriptive paragraph: 'This report will show posted student grades. There is an option to print the report grouped by student, teacher or course. There is an option to set a page break for each student or course, suitable for handing out. The grades report group by Teacher will always set a page break for each teacher. This is a very concise report, so try to limit the number of students run per batch. Checking the page break option will make the report run faster.'

The main configuration area is titled 'Which students would you like to include in the report?'. It contains several sections:

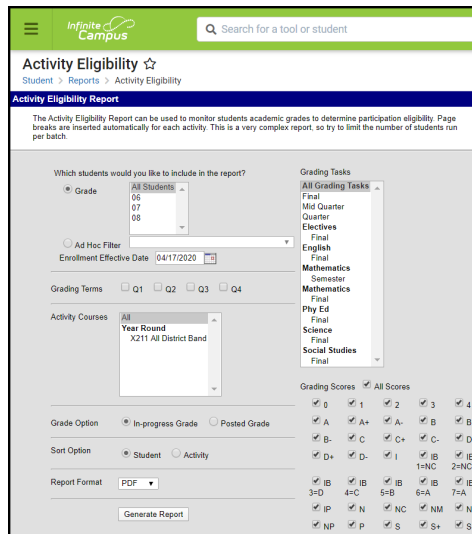
- Grade:** A dropdown menu with 'All Students' selected. Below it are radio buttons for 'All Your Filter'.
- Grading Term:** Radio buttons for '01', '02', '03', and '04'.
- Select Teachers:** A dropdown menu with 'All' selected. A list of teachers is visible: Staff: Alice, Staff: Ben, Staff: Chris, Staff: Daniel, Staff: Evelyn, Staff: Frank, Staff: Ginger.
- Group By:** Radio buttons for 'Student', 'Teacher', and 'Course/Section'. Below these are checkboxes for 'Display term dates', 'Display section dates', and 'Set page break for each Student'.
- Select Standard/Grading Task:** A dropdown menu with 'All' selected. A list of standards is visible: Tennessee - CS, ALG0021 Algebra Overall 20-21, CS Grading Equations, CED-A.1 CED-A.1, ENP Emphasis/ly (CED, HCS, GCAJ), FA.1, FA.1, RE.A.1, RE.A.1.
- Display Options:** Radio buttons for 'All Grades / Scores', 'Missing Grades / Scores', and 'By Grade / Score'.

At the bottom of the form is a 'Generate Report' button.

Activity Eligibility Report

- Student Information->Reports->Activity Eligibility Report

The Activity Eligibility Report can be used to monitor student grades. This report provides options for in-progress or posted grades. Enrollment Effective Date should be a date when students are enrolled.



The screenshot shows the 'Activity Eligibility Report' interface in Infinite Campus. The page title is 'Activity Eligibility' with a star icon. Below the title is a breadcrumb trail: 'Student > Reports > Activity Eligibility'. A blue header bar contains the text 'Activity Eligibility Report'. Below this is a descriptive paragraph: 'The Activity Eligibility Report can be used to monitor students academic grades to determine participation eligibility. Page breaks are inserted automatically for each activity. This is a very complex report, so try to limit the number of students run per batch.'

The main content area is divided into several sections for filtering the report:

- Which students would you like to include in the report?**
 - Grade: A dropdown menu showing 'All Students' and a list of grades: 06, 07, 08.
 - Ad Hoc Filter: A dropdown menu.
 - Enrollment Effective Date: A date input field showing '04/17/2020'.
- Grading Terms:** Radio buttons for Q1, Q2, Q3, and Q4.
- Activity Courses:** A dropdown menu showing 'All', 'Year Round', and 'XC11 All District Band'.
- Grade Option:** Radio buttons for 'In-progress Grade' and 'Posted Grade'.
- Sort Option:** Radio buttons for 'Student' and 'Activity'.
- Report Format:** A dropdown menu set to 'PDF'.
- Generate Report:** A button at the bottom of the filter section.

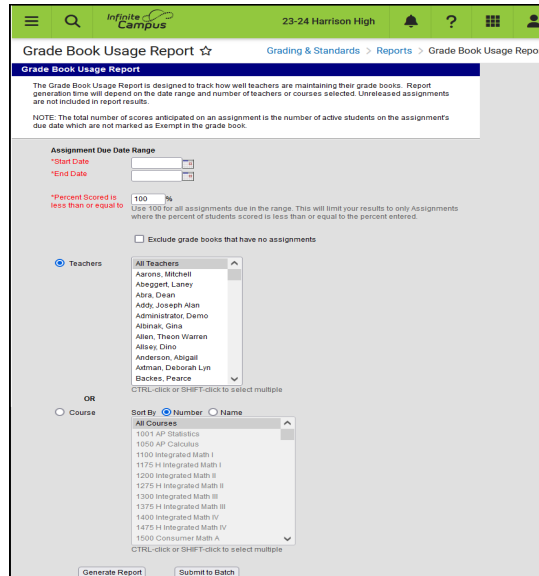
On the right side of the interface, there are two additional sections:

- Grading Tasks:** A dropdown menu showing 'All Grading Tasks' and a list of tasks: Final, Mid Quarter, Quarter, Electives, Final, English, Final, Mathematics, Summer, Mathematics, Final, Phy Ed, Final, Science, Final, Social Studies, Final.
- Grading Scores:** A section with a checked 'All Scores' checkbox and a grid of checkboxes for various grade levels and scores:

<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A+	<input checked="" type="checkbox"/> A-	<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> B+
<input checked="" type="checkbox"/> B-	<input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> C+	<input checked="" type="checkbox"/> C-	<input checked="" type="checkbox"/> D
<input checked="" type="checkbox"/> D+	<input checked="" type="checkbox"/> D-	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> 1=IB	<input checked="" type="checkbox"/> IB
<input checked="" type="checkbox"/> IB	<input checked="" type="checkbox"/> IB	<input checked="" type="checkbox"/> IB	<input checked="" type="checkbox"/> 1=NC	<input checked="" type="checkbox"/> 2=NC
<input checked="" type="checkbox"/> 3=D	<input checked="" type="checkbox"/> 4=C	<input checked="" type="checkbox"/> 5=B	<input checked="" type="checkbox"/> 6=A	<input checked="" type="checkbox"/> 7=A
<input checked="" type="checkbox"/> IP	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> NC	<input checked="" type="checkbox"/> NM	<input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> NP	<input checked="" type="checkbox"/> P	<input checked="" type="checkbox"/> S	<input checked="" type="checkbox"/> S+	<input checked="" type="checkbox"/> S-

Grade Book Usage Report

- Grading & Standards->Reports->Grade Book Usage Report
- The Grade Book Usage Report is designed to track how well teachers are maintaining their grade books. This report is for administrator use and lists data for selected teachers during a specified date range.



The screenshot shows the 'Grade Book Usage Report' interface within the Infinite Campus system. The page title is 'Grade Book Usage Report' and the breadcrumb trail is 'Grading & Standards > Reports > Grade Book Usage Report'. A descriptive paragraph explains that the report tracks teacher grade book maintenance and that report generation time depends on the date range and number of teachers or courses selected. A note states that the total number of scores is the number of active students on assignments due during the date range, excluding assignments marked as 'Exempt'.

The interface includes the following sections:

- Assignment Due Date Range:** Fields for 'Start Date' and 'End Date'.
- Percent Scored is less than or equal to:** A dropdown menu set to '100 %'. A note explains that using '100%' for all assignments due in the range will limit results to only assignments where the percent of students scored is less than or equal to the percent entered.
- Exclude grade books that have no assignments
- Teachers:** A radio button selected, with a list of teachers including Aaron, Mitchell; Absgrout, Laney; Abra, Dean; Addy, Joseph Alan; Administrators, Demo; Albinak, Gina; Allen, Thaddeus Warren; Allsley, Dino; Anderson, Abigail; Arltman, Deborah Lynn; Backes, Peatrice.
- OR**
- Course:** A radio button unselected, with a list of courses including 1001 AP Statistics; 1050 AP Calculus; 1100 Integrated Math I; 1175 H Integrated Math I; 1200 Integrated Math II; 1275 H Integrated Math II; 1300 Integrated Math III; 1375 H Integrated Math III; 1400 Integrated Math IV; 1475 H Integrated Math IV; 1500 Consumer Math A.

At the bottom, there are buttons for 'Generate Report' and 'Submit to Batch'. A note at the bottom of the course list states 'CTRL-click or SHIFT-click to select multiple'.

Transcript Batch Report

- Grading & Standards->Reports->Transcript Batch Report
- The Transcript Batch Report allows users to generate transcripts for a group of students.

Transcript Batch Report ☆
Grading & Standards > Reports > Transcript Batch Report

Transcript Batch Report

This report will batch print student transcripts, one per mailing address per student. To print one transcript per student when students have multiple mailing addresses, check the box labeled "Transcript without mailing address, one per student". If a calendar is selected in the toolbar, the transcript will only show marks earned in grade levels present in that calendar. This is a very complex report; try to limit the number of students run per batch.

Report Options Transcript by Term ▾

OR

[Display Options](#)

Which students would you like to include in the report?

Grade All Students ▾

08
09
10
11

Ad Hoc Filter ▾

Enrollment Effective Date

Sort Options Alpha Grade/Alpha Zip Teacher

Transcript without mailing address, one per student

Refresh Show top 50 ▾ Issued submitted between and

Batch Queue List	Queued Time	Report Title	Status	Download

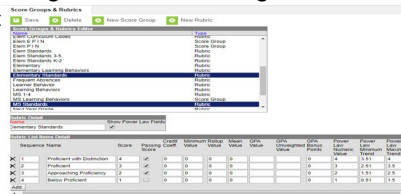
Report Format: PDF ▾

Generate Report
Submit to Batch

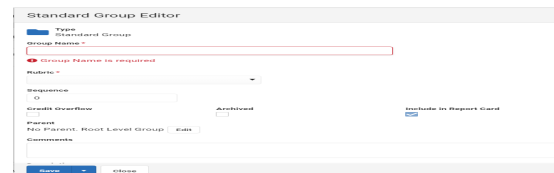
Standard Based Grading

Create a Score Group or Rubric

- Create a scoring rubric under Grading & Standards->Grading Setup->Score Group n& Rubric Set



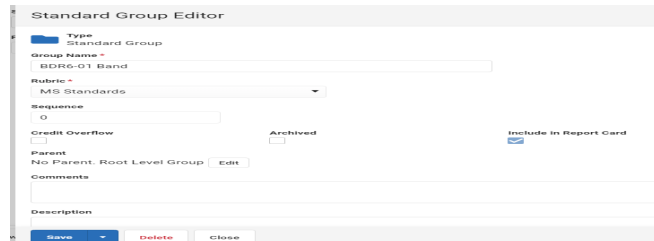
- Next, add Standards to the Standards Bank under Grading & Standards->Standards Bank
- When doing so, consider how you would like the standards grouped on the report card. Use groups to keep the standards for particular courses together. Select the appropriate scoring rubric for each group.



The screenshot shows the 'Standard Group Editor' form. It has a 'Type' dropdown set to 'Standard Group'. Below this is a 'Group Name' text field with a red error message: 'Group Name is required'. There is also a 'Rubric' dropdown menu. Below the dropdown are fields for 'Sequence' (with a '+' icon), 'Credit Over/Roll' (with a '+' icon), 'Parent', and 'Add Parent, Root Level Group' (with an 'Edit' button). There is also an 'Include in Report Card' checkbox. At the bottom, there is a 'Comments' text area and 'Save' and 'Close' buttons.

Standard Based Grading cont.

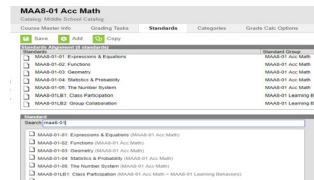
- Add standards by placing them under the appropriate Standards Bank Location (Parent Group/Standard).



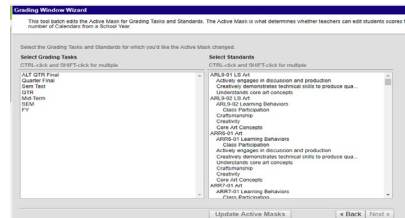
The screenshot shows a web-based form titled "Standard Group Editor". The form is for editing a "Standard Group". The "Type" is set to "Standard Group". The "Group Name" field contains "BDR6-01 Band". The "Rubric" is set to "MS Standards". The "Sequence" is "0". There are three checkboxes: "Credit Overflow" (unchecked), "Archived" (unchecked), and "Include in Report Card" (checked). The "Parent" field is "No Parent. Root Level Group" with an "Edit" link. There is a "Comments" text area and a "Description" text area. At the bottom, there are "Save", "Delete", and "Close" buttons.

Standard Based Grading cont.

- Now, add the standards to each course either directly under the course number in the school or through the course master record. Be sure to select the terms that each standard will apply to.



- Lastly, open the standards for grading under Grading & Standards->Grading Window by selecting the Standards option, rather than Grading Tasks.



Accessing Grade Books as Guest

By Section

Tool Search: Course Sections

Users with rights can also access a section's grade book from the list of a course's [sections](#). Click the blue Grade Book link to launch that section's grade book in another window.

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access
Edit	1	Backes, Pearce	1176	1	A-B	01	(21/30)	Orange	Grade Book
Edit	2	Lifellearn, Mike	1018	1	A-B	02	(23/30)		Grade Book
Edit	3	Riley, Melissa	1211	1	A-B	03	(23/30)		Grade Book
Edit	4	Backes, Pearce	1176	1	A-B	04	(22/30)	Orange	Grade Book
Edit	5	Lifellearn, Ian	1175	2	A-B	01	(23/30)	Orange	Grade Book
Edit	6	Matthews, Dexter	1001	2	A-B	02	(24/30)		Grade Book
Edit	7	Lifellearn, Mike	1018	2	A-B	03	(24/30)		Grade Book
Edit	8	Backes, Pearce	1176	2	A-B	04	(22/30)	Orange	Grade Book
Add a Section									

Guest Access to the Gradebook

By Teacher

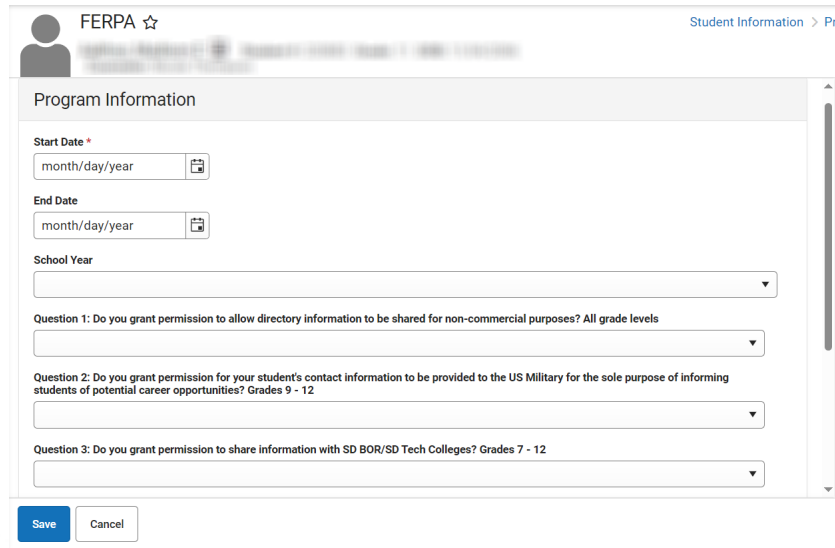
Tool Search: [Teacher Schedule](#)

View the [Teacher's Schedule](#) to access a grade book for a specific teacher. Click the blue Grade Book link to launch that section's grade book in another window.

	Term 1 (07/01/23-09/29/23)	(10/02)
0	EMPTY	EMPTY
1	3600-4 AP Literature (Day Daily) Primary Teacher Grade Book	3600-4 AP Literature Primary Teacher Gr
2	EMPTY	EMPTY
3	3700-4 American & British Literature (Day Daily) Primary Teacher Grade Book	3700-4 American & B Primary Teacher Gr
4	EMPTY	EMPTY
5	3850-1 Creative Writing (Day Daily) Primary Teacher Grade Book	3850-1 Creative Writ Primary Teacher Gr

FERPA Programs

- Student Information->Program Participation->FERPA
FERPA Programs allows schools to create records indicating permission for information to be shared with US Military or SD BOR. These are created per year.



The screenshot shows a web application interface for managing FERPA programs. At the top, there is a breadcrumb trail: "Student Information > Pr". Below this, the page title is "FERPA ☆". The main content area is titled "Program Information" and contains several input fields:

- Start Date ***: A text input field with a calendar icon, containing the placeholder "month/day/year".
- End Date**: A text input field with a calendar icon, containing the placeholder "month/day/year".
- School Year**: A dropdown menu.
- Question 1**: "Do you grant permission to allow directory information to be shared for non-commercial purposes? All grade levels" with a dropdown menu.
- Question 2**: "Do you grant permission for your student's contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities? Grades 9 - 12" with a dropdown menu.
- Question 3**: "Do you grant permission to share information with SD BOR/SD Tech Colleges? Grades 7 - 12" with a dropdown menu.

At the bottom of the form, there are two buttons: "Save" (in blue) and "Cancel".

Federal/State Program Update Wizard

- Student Information->Program Administration->Federal/State Program Update Wizard
The Federal/State Program Update Wizard allows schools to add and edit FERPA records en masse.

Federal/State Program Update Wizard ☆

Federal/State Program Updater

The Federal/State Program Updater allows federal or state program participation data to be added or edited using an Import file. Federal or state program participation data records can also be added, edited, or deleted using an Ad hoc filter. For programs that allow an Owner to be specified, edit, delete, and overlapping record logic will be limited to records owned by this District or State Edition.

Select Federal Program:
FERPA

Select Mode:

Import File:
 Add/Edit Participation

Ad Hoc Filter:
 Add Participation
 Delete Participation
 Edit Participation

Next

Federal/State Program Update Wizard ☆ Student Info

FERPA Program Updater

Select an Ad Hoc Filter to create records for the selected students.

Add Hoc Filter:
Select an Ad Hoc Filter

Set the values that will be the same for all students

Field Name	Set Value
*Start Date	08/22/2024
End Date	
Comments	
Question 1	
Question 2	YES: Yes, I give my permission for my student's information to be shared with the US Military
Question 3	YES: Yes, I give my permission for my student's information to be shared with colleges and universities
School Year	

Auto-end overlapping records

Run Test or Run Tool

Test

Add Records or Batch Queue - Add Records

Back

Refresh Show top 50 tasks submitted between 07/18/2024 and 07/25/2024

What's New for 2024-25 School Year?

- **FERPA Program Screen**
- Beginning with the 2024/25 school year, information regarding whether the district can share student directory information, that is protected by FERPA, is being collected via the FERPA Program Screen in Infinite Campus. Districts are required to obtain parental consent on student directory information on an annual basis. The FERPA Program Screen collects the following information:
 - Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes? All grade levels. **Currently, South Dakota DOE is not utilizing this information for any purpose. Therefore, districts are not required to enter data in this field.**
 - Question 2: Do you grant permission for your student's contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities? **Required for grades 9 – 12 in compliance with ESSA/Title 10 (10 U.S.C. 503).**
 - Question 3: Do you grant permission to share information with SD BOR/SD Tech Colleges? **Required for grades 7 – 12 in compliance with SDCL 13-28-50.**

FERPA

FERPA ☆ Student Information > FERPA

Program Information

Start Date *

End Date

School Year

Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes? All grade levels

Question 2: Do you grant permission for your student's contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities? Grades 9 - 12

Question 3: Do you grant permission to share information with SD BOR/SD Tech Colleges? Grades 7 - 12

Comments
 Maximum 255 characters

FERPA ☆ Student Information > Program Participation > FERPA

Related Tools ▾

School Year

Start Date: 08/22/2024 School Year: 2025
 End Date: 06/30/2025

Question 1:
 Question 2: Yes, I give my permission for my student's information to be shared with the US Military.
 Question 3: No, I do not give my permission for my student's info to be shared with colleges and universities.

Created By: Sioux Falls 49-5 49005; 07/11/2024

Early Learning

FERPA

Foster Care

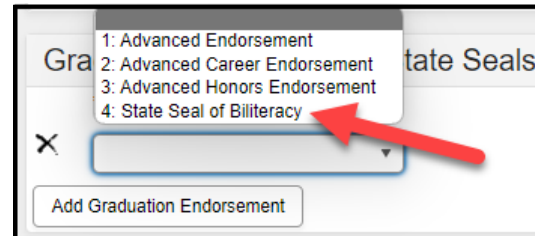
Homeless

Section 504

State Seal of Biliteracy

To recognize South Dakota's growing diverse population of students and highlight the importance of mastering multiple languages, the SD DOE has developed the SD State Seal of Biliteracy. While participation in this program is completely VOLUNTARY, DOE will provide a specific seal to schools that request them for their students' diplomas. Additional information regarding eligibility requirements is available at: <https://doe.sd.gov/biliteracy/>.

Districts who are participating are required to update the Graduation Endorsements/State Seal field for each student who qualifies to received it.



BOR Transcript

There's been an update to the SD BOR Transcript, at their request, to reflect the student's legal name and gender NOT the student's preferred name and gender.