

“New to Infinite Campus” Training

Courtney Van Zee– Miller

Courtney.VanZee@k12.sd.us

Denise Cavigielli – Sioux Falls

Denise.Cavigielli@k12.sd.us

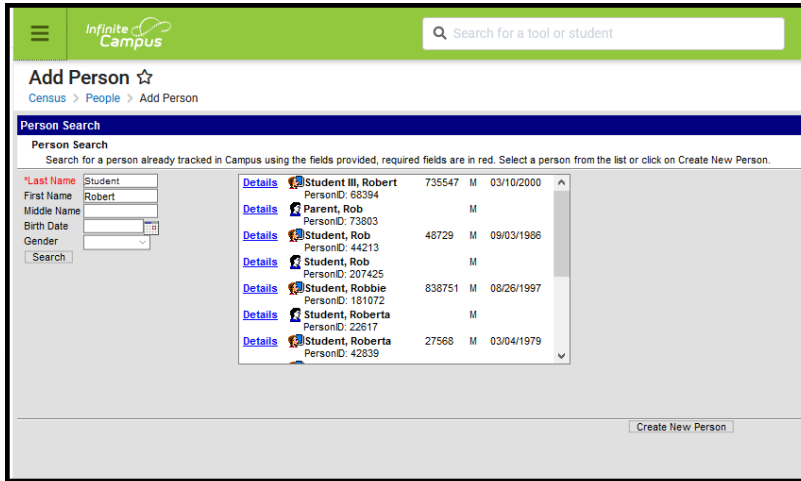
August 4, 2026

Census

- Create Person
- Create Address
- Create Household
 - Add members to Households (Census Wizard)
 - Relationships
 - Guardian/Mailings/Portal/Messenger (what these determine)

Create Person

- Census>>People>>Add Person
- Always do a Person Search first to avoid creating a duplicate
- Then click “New Person”



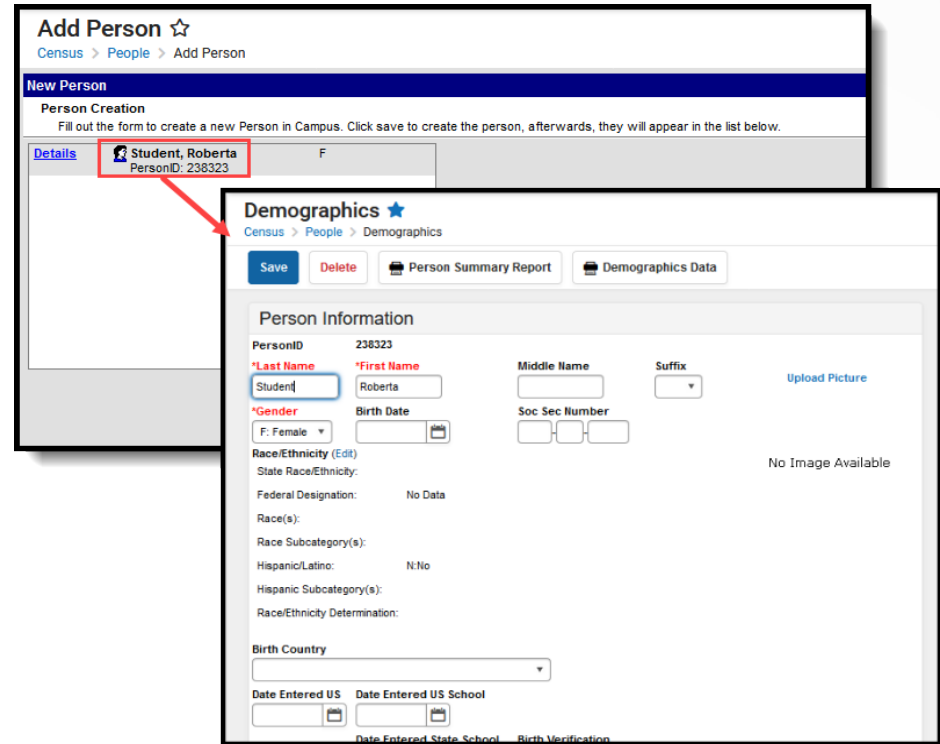
Add Person ☆
Census > People > Add Person

Person Search

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

*Last Name	*First Name	*Middle Name	*Birth Date	*Gender	Details	PersonID	DOB	Sex	
Student	Robert				Details	Student III, Robert	735547	M	03/10/2000
Student	Robert				Details	Parent, Rob	73803	M	
Student	Rob		09/03/1986		Details	Student, Rob	44213	M	
Student	Rob				Details	Student, Rob	207425	M	
Student	Robbie		08/26/1997		Details	Student, Robbie	181072	M	
Student	Roberta				Details	Student, Roberta	22617	M	
Student	Roberta		03/04/1979		Details	Student, Roberta	27568	M	
Student	Roberta				Details	Student, Roberta	42639	M	

Create New Person



Add Person ☆
Census > People > Add Person

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.

Details **Student, Roberta** PersonID: 238323 F

Demographics ☆
Census > People > Demographics

[Save](#) [Delete](#) [Person Summary Report](#) [Demographics Data](#)

Person Information

PersonID: 238323

*Last Name: Student *First Name: Roberta Middle Name: Suffix: Upload Picture

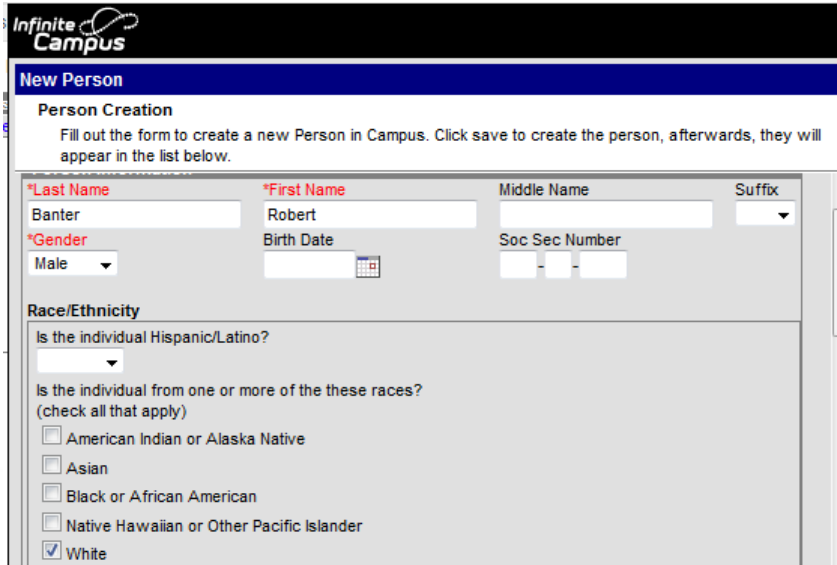
*Gender: F: Female Birth Date: Soc Sec Number: No Image Available

Race/Ethnicity (Edit)
State Race/Ethnicity: Federal Designation: No Data
Race(s): Race Subcategory(s):
Hispanic/Latino: N:No
Hispanic Subcategory(s):
Race/Ethnicity Determination:

Birth Country: Date Entered US: Date Entered US School: Date Entered State School: Birth Verification:

Create Person cont.

- Add required and other information
- Click Save



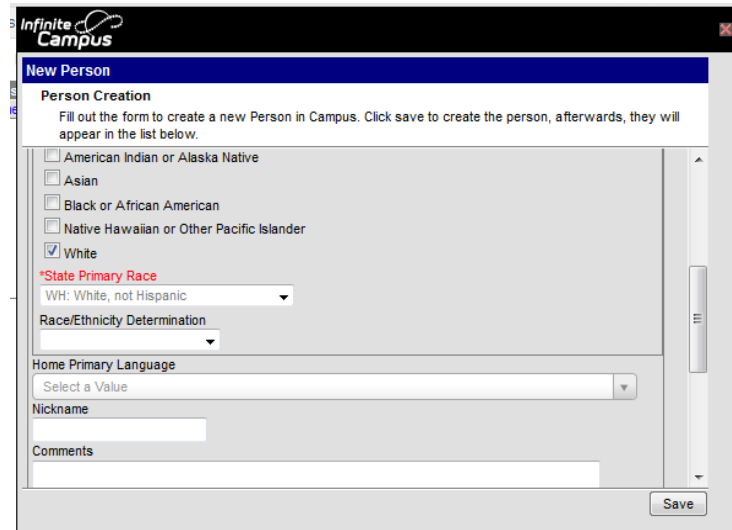
Infinite Campus
New Person

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.

*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



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

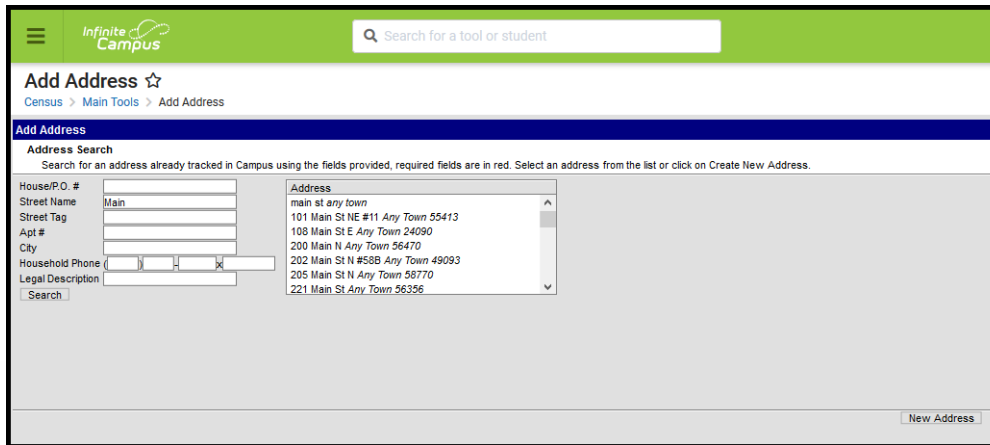
Nickname

Comments

Save

Create Address

- Census>>Main Tools>>Add Address
- Always do an Address Search first to avoid creating a duplicate
- Then click “New Address”



The screenshot shows the 'Add Address' page in the Infinite Campus system. The page has a green header with the Infinite Campus logo and a search bar. Below the header, the page title is 'Add Address' with a star icon. A breadcrumb trail shows 'Census > Main Tools > Add Address'. The main section is titled 'Add Address' and contains an 'Address Search' form. The form includes fields for House/P.O. #, Street Name, Street Tag, Apt #, City, Household Phone, and Legal Description. A 'Search' button is located below these fields. To the right of the form is a list of search results, each preceded by a red 'X' icon, indicating they are already in the system. The results are: 'main st any town', '101 Main St NE #11 Any Town 55413', '108 Main St E Any Town 24090', '200 Main N Any Town 56470', '202 Main St N #588 Any Town 49093', '205 Main St N Any Town 58770', and '221 Main St Any Town 56356'. At the bottom right of the page is a 'New Address' button.

Add Address ☆
Census > Main Tools > Add Address

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	Household Phone	Legal Description
	Main					

Search

Address

- main st any town
- 101 Main St NE #11 Any Town 55413
- 108 Main St E Any Town 24090
- 200 Main N Any Town 56470
- 202 Main St N #588 Any Town 49093
- 205 Main St N Any Town 58770
- 221 Main St Any Town 56356

New Address

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
☐	1245		South Alfalfa Street			
City	State	Zip	County	Location Code		
Menno	SD	57045 -	Hutchinson			
Latitude	Longitude	Tract	Block			
Comments						
District						

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
☐	1245		South Alfalfa Street			
City	State	Zip	County	Location Code		
Menno	SD	57045 -	Hutchinson			
Latitude	Longitude	Tract	Block			
Comments						
District						

- 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.

Add an Address to Household

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

Household Location Detail

Address
117 S Brown

*Start Date
07/25/2018

End Date
[]

Mailing ☒ Secondary ☐ Private ☐ Physical ☐

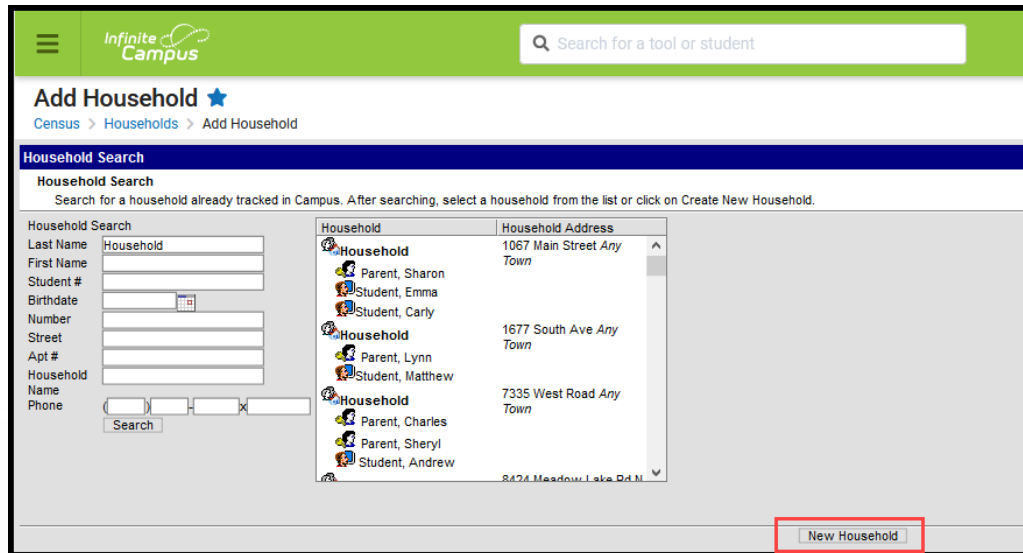


Address Notes

- **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

Create Household

- Census>>Households>>Add Household
- Always do a Household Search first to avoid creating a duplicate
- Then click “New Household”



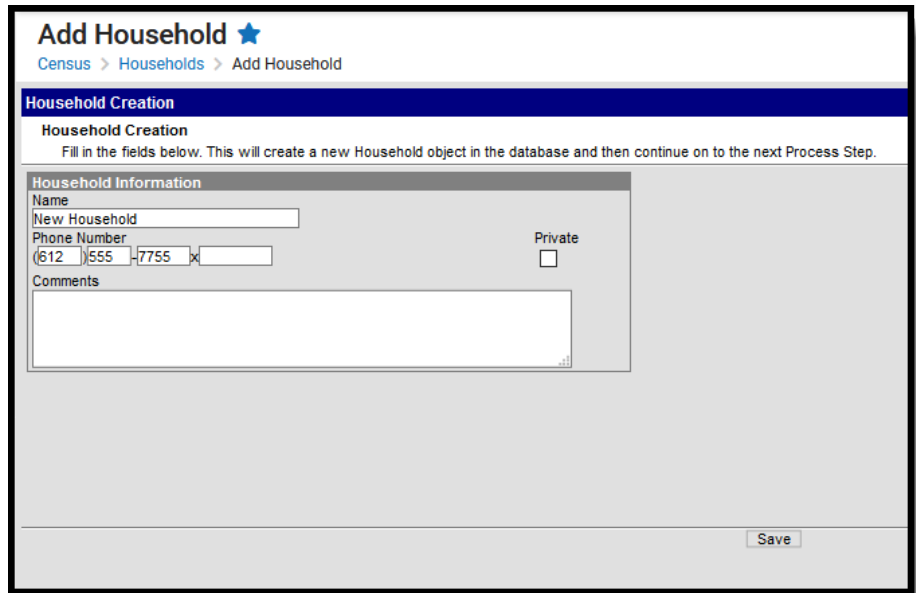
The screenshot shows the 'Add Household' page in the Infinite Campus system. The page has a green header with the Infinite Campus logo and a search bar. Below the header, the breadcrumb trail is 'Census > Households > Add Household'. The main section is titled 'Household Search' and includes a sub-header 'Household Search' with a description: 'Search for a household already tracked in Campus. After searching, select a household from the list or click on Create New Household.' On the left, there is a form for searching by household details: Last Name, First Name, Student #, Birthdate, Number, Street, Apt #, Household Name, and Phone. A 'Search' button is at the bottom of this form. On the right, there is a table with two columns: 'Household' and 'Household Address'. The table lists three households with their respective members. At the bottom right, there is a 'New Household' button highlighted with a red box.

Household	Household Address
Household Parent, Sharon Student, Emma Student, Carly	1067 Main Street Any Town
Household Parent, Lynn Student, Matthew	1677 South Ave Any Town
Household Parent, Charles Parent, Sheryl Student, Andrew	7335 West Road Any Town

New Household

Create Household

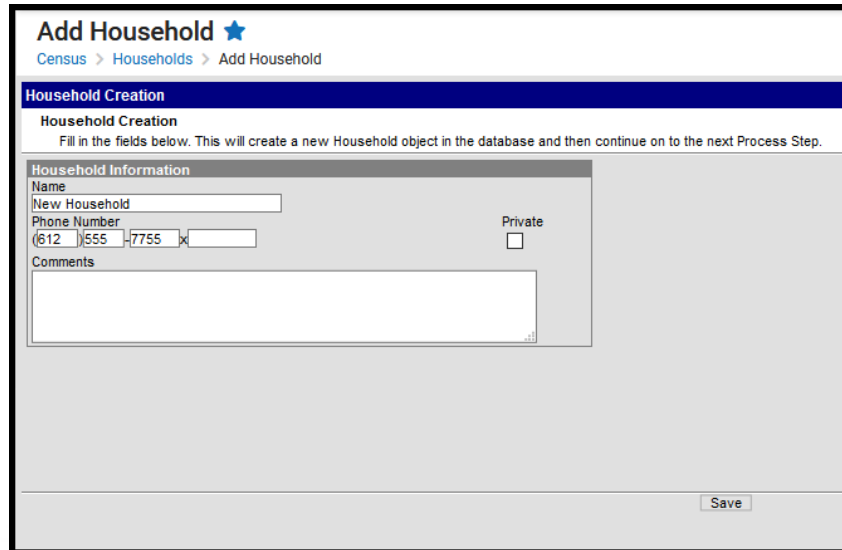
- Household name and Phone number
- Naming Convention
- Click Save



The screenshot shows a web form titled "Add Household" with a blue star icon. Below the title is a breadcrumb trail: "Census > Households > Add Household". The form has a blue header bar labeled "Household Creation". Below this, the text "Household Creation" is followed by a 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." The form contains a section titled "Household Information" with the following fields: "Name" (with the text "New Household" entered), "Phone Number" (with a masked input showing "(612) 555-7755 x" and a "Private" checkbox), and "Comments" (a large text area). A "Save" button is located at the bottom right of the form.

Create Household

- Household created
- No members
- No addresses



The screenshot shows a web form titled "Add Household" with a blue star icon. Below the title is a breadcrumb trail: "Census > Households > Add Household". The form has a blue header bar labeled "Household Creation". Below this, the text "Household Creation" is repeated, followed by a 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." The form contains a section titled "Household Information" with the following fields: "Name" (with a sub-label "New Household" and a text input), "Phone Number" (with a sub-label "(612)555 -7755" and a text input), and "Comments" (with a large text area). To the right of the "Phone Number" field is a "Private" checkbox. At the bottom right of the form is a "Save" button.

Add Members to Household

- Select on Household Members

Household Information ☆ Census > Households > Household Information Related Tools ▾

Jones, [REDACTED] ID: [REDACTED] Phone: [REDACTED]

 Save  Delete

Household Information

Name

Jones, [REDACTED]

Phone Number

() - - x

Private

☐

Comments

- Modified by: Chipman, Harriet 04/26/2017 12:22

Add Household

Census Wizard

Household Information

Household Addresses

Household Fees

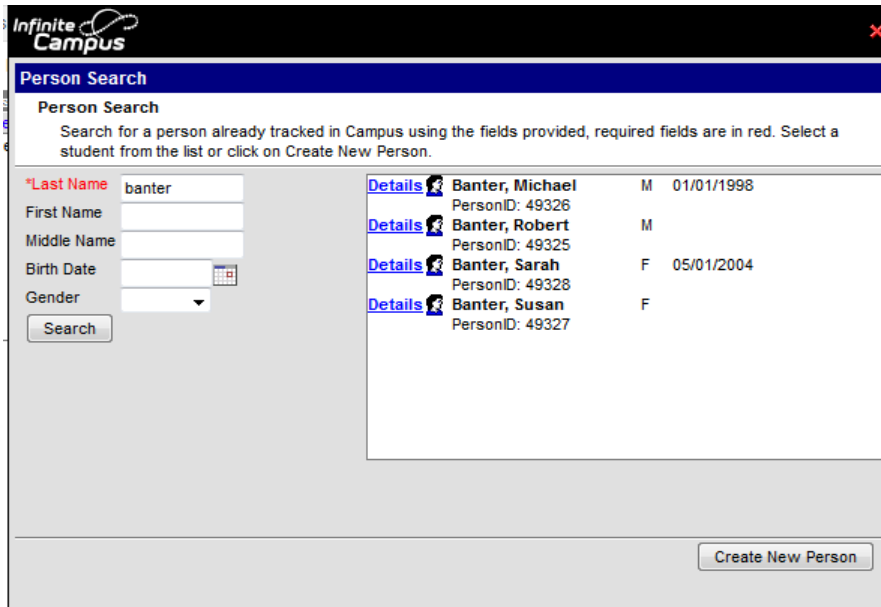
Household Food Service Deposit

Household Members

Household Payments

Add Members to Household

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



The screenshot shows the 'Person Search' window in Infinite Campus. On the left, there are input fields for 'Last Name' (containing 'banter'), 'First Name', 'Middle Name', 'Birth Date' (with a calendar icon), and 'Gender' (a dropdown menu). A 'Search' button is below these fields. On the right, a list of search results is displayed, each with a 'Details' link, a person icon, the person's name, gender, and birth date. At the bottom right, there is a 'Create New Person' button.

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	banter		
First Name			
Middle Name			
Birth Date			
Gender			
Search			
Details		Banter, Michael	M 01/01/1998
		PersonID: 49326	
Details		Banter, Robert	M
		PersonID: 49325	
Details		Banter, Sarah	F 05/01/2004
		PersonID: 49328	
Details		Banter, Susan	F
		PersonID: 49327	
Create New Person			

Add Members to Household

- If adding existing person
- Add start date and other information
- Select 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

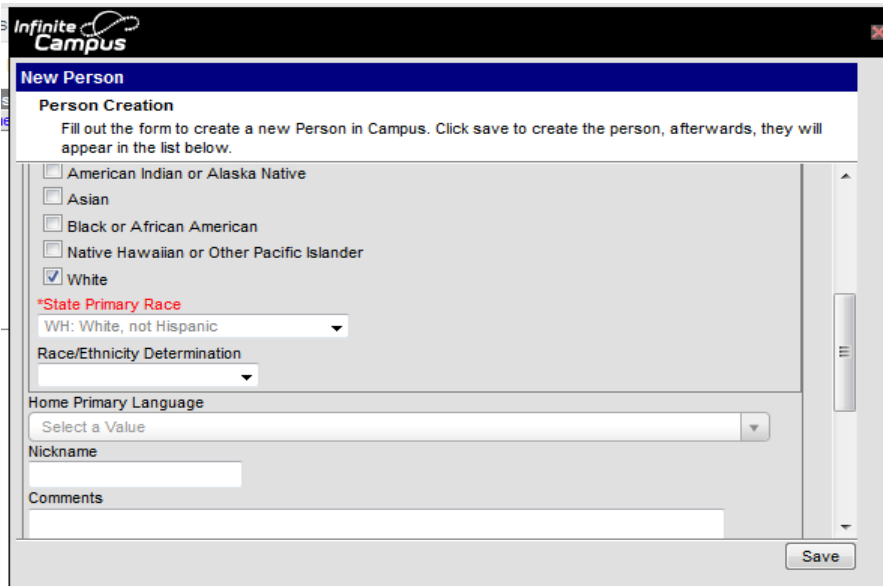
Name
 Banter, Susan

Start Date  End Date 

Secondary ☐ Private ☐

Add Members to Household

- If Create New Person
- Add required and other information
- Select 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

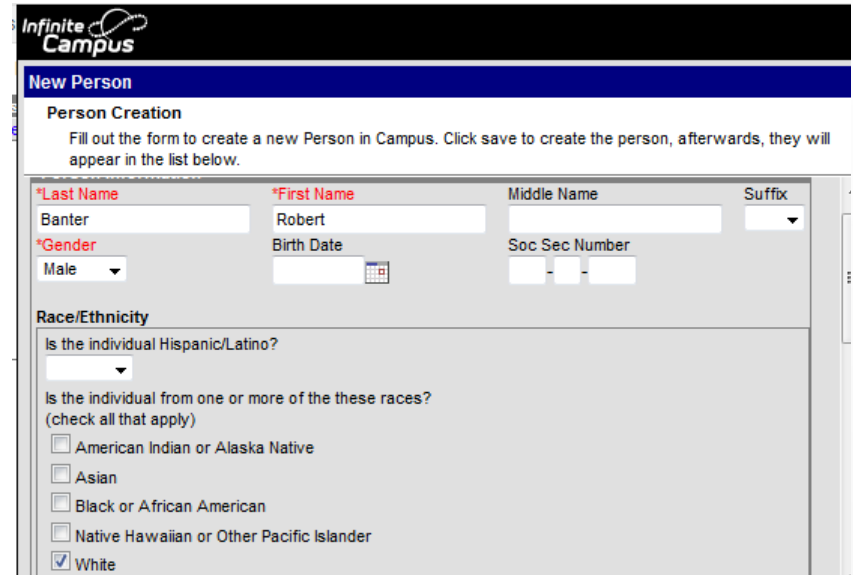
Race/Ethnicity Determination
Select a Value

Home Primary Language
Select a Value

Nickname
[Text Field]

Comments
[Text Area]

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** [Text Field] **Suffix** [Dropdown]
***Gender** Male **Birth Date** [Calendar] **Soc Sec Number** [Text Field]

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 Members to Household

- Still must add start date
- Select 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

Census>>People>>Relationships

Search

Type

All People ▼

Search (Required)

jones 🔍

1 - 20 of 36 results

 Relationships ☆

Student, Andrew  Student #: 123456 Grade: 12 DOB: 09/29/2006 Counselor: Ms Jones

[Census](#) > [People](#) > Relationships

Save

New Non-Household Relationship

Related Tools ^

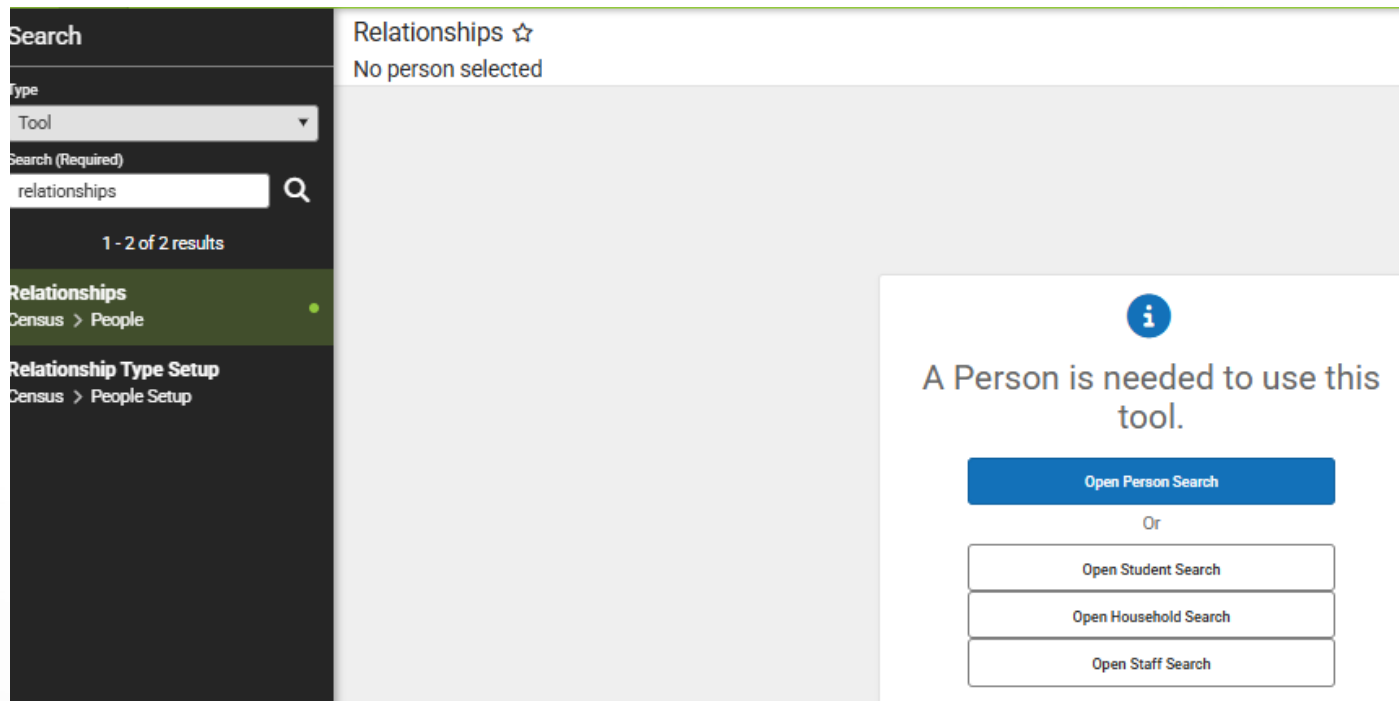
Relationships within the Smith **Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private	Legal Designee
Parent, Frank	M	Guard: Father	06/10/2024		2	☒	☒	☒	☒	☐	☐
Parent, Cheryl	F	Guard: Mother	06/10/2024		1	☒	☒	☒	☒	☐	☐
Student, Lisa	F	Sibling				☐	☐	☐	☐	☐	☐

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private	Legal Designee
✕ Relative, John	M	NonGuard: Emergency Contact	10/15/2024		3	☐	☐	☐	☐	☐	☐

Relationships are complicated



Search

Type

Tool

Search (Required)

relationships

1 - 2 of 2 results

Relationships

Census > People

Relationship Type Setup

Census > People Setup

Relationships ☆

No person selected

i

A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

Relationship **SHORTCUT**

- See step 3 in Census Wizard

Census Wizard ☆

[Census](#) > [People](#) > [Census Wizard](#)

Census Wizard - Existing Household

Step 1: Start Over

Student

Step 2: Edit Household Data

Step 3: Edit Relationships

4567 Campus Drive, #206

Student, Chandra

Enroll as student

Student, Avery

#123456 [05/17/2014]

Enroll as student

Student, Chandler

#234567 [09/07/2008]

Enroll as student

Student Jr., Charlotte

#345678 [08/12/2006]

Enroll as student

Census Wizard - Edit Relationships

Step 3 - Edit Relationships of Household Members

Edit the relationships between the family members.

Relationships to Student, Avery

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Chandra		F	Guard: Foster Mother	10/17/2018			☒	☒	☒	☒	☐
Student Jr., Charlotte	08/12/2006	M					☐	☐	☐	☐	☐
Student, Chandler	09/07/2008	F					☐	☐	☐	☐	☐

Relationships to Student, Chandra

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Avery	05/17/2014	M	Guard: Foster Mother	10/17/2018			☒	☒	☒	☒	☐
Student Jr., Charlotte	08/12/2006	M	Guard: Mother				☒	☒	☒	☒	☐
Student, Chandler	09/07/2008	F	Guard: Mother				☒	☒	☒	☒	☐

Relationships to Student Jr., Charlotte

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Avery	05/17/2014	M					☐	☐	☐	☐	☐
Student, Chandra		F	Guard: Mother				☒	☒	☒	☒	☐
Student, Chandler	09/07/2008	F					☐	☐	☐	☐	☐

Relationships to Student, Chandler

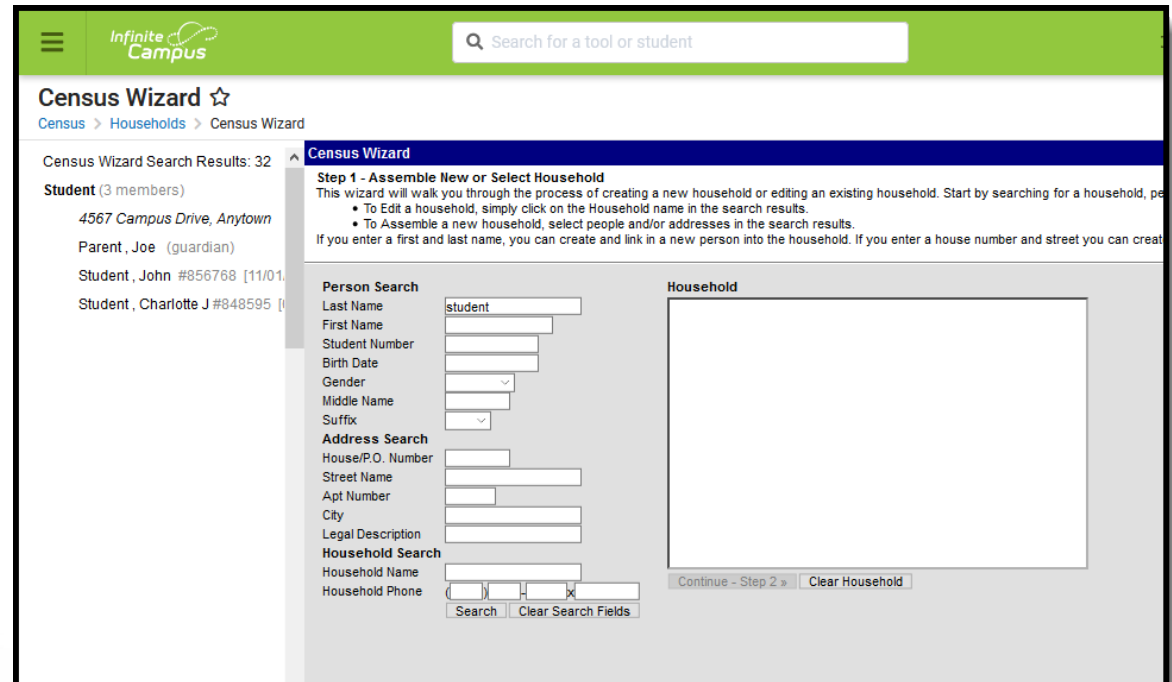
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Avery	05/17/2014	M					☐	☐	☐	☐	☐
Student, Chandra		F	Guard: Mother				☒	☒	☒	☒	☐
Student Jr., Charlotte	08/12/2006	M					☐	☐	☐	☐	☐

Save & Done

Census Wizard

- Census>>Households>>Census Wizard

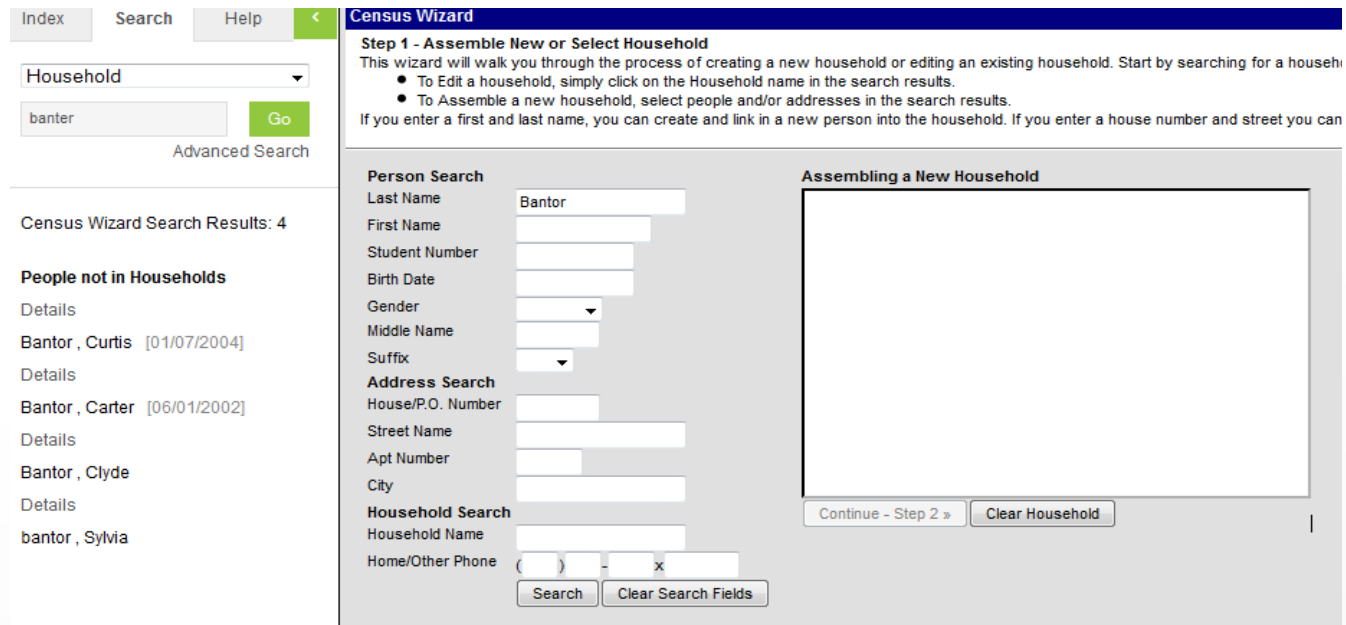
1. Determine which type of search to perform - **Person, Address** or **Household** - and enter the appropriate search elements.
2. Click the **Search** button at the bottom of the Census Wizard page. Matching results appear in the Search to the left.
3. Select the desired search result. This places the selected information from the Search into the **Assembling a New Household** window.
4. Click the **Continue to Step 2** button.



The screenshot shows the 'Census Wizard' interface. At the top, there's a green header with the 'Infinite Campus' logo and a search bar. Below the header, the page title is 'Census Wizard' with a star icon. A breadcrumb trail shows 'Census > Households > Census Wizard'. The main content area is divided into two columns. The left column displays 'Census Wizard Search Results: 32' and lists three members: 'Student (3 members)', 'Parent, Joe (guardian)', and 'Student, John #856768 [11/01]'. The right column is titled 'Census Wizard' and contains a 'Step 1 - Assemble New or Select Household' section. This section includes instructions and a 'Person Search' form with fields for Last Name, First Name, Student Number, Birth Date, Gender, Middle Name, Suffix, Address Search (House/P.O. Number, Street Name, Apt Number, City, Legal Description), and Household Search (Household Name, Household Phone). A 'Search' button is at the bottom of the search forms. To the right of the search forms is a large empty box labeled 'Household'. At the bottom right, there are buttons for 'Continue - Step 2' and 'Clear Household'.

Census Wizard – new household

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



The screenshot displays the 'Census Wizard' interface. At the top, there are navigation tabs: 'Index', 'Search', 'Help', and a green back arrow. Below these is a search bar with a dropdown menu set to 'Household', a text input containing 'bantor', and a green 'Go' button. An 'Advanced Search' link is positioned below the search bar. On the left side, under 'Census Wizard Search Results: 4', there is a section titled 'People not in Households' listing four individuals: 'Bantor, Curtis [01/07/2004]', 'Bantor, Carter [06/01/2002]', 'Bantor, Clyde', and 'bantor, Sylvia', each with a 'Details' link. The main content area is titled 'Census Wizard' and 'Step 1 - Assemble New or Select Household'. It provides instructions on how to create or edit a household and lists two bullet points: 'To Edit a household, simply click on the Household name in the search results.' and 'To Assemble a new household, select people and/or addresses in the search results.' Below the instructions, it explains that entering a first and last name creates a new person, while entering a house number and street creates a new household. The form is divided into two columns. The left column contains 'Person Search' fields (Last Name: 'Bantor', First Name, Student Number, Birth Date, Gender, Middle Name, Suffix), 'Address Search' fields (House/P.O. Number, Street Name, Apt Number, City), and 'Household Search' fields (Household Name, Home/Other Phone). The right column is titled 'Assembling a New Household' and features a large empty box for a map or diagram. At the bottom of the right column are 'Continue - Step 2 »' and 'Clear Household' buttons. At the bottom of the left column are 'Search' and 'Clear Search Fields' buttons.

Census Wizard

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



Census Wizard ☆

Census > People > Census Wizard

Census Wizard - Existing Household

Step 1: Start Over

Student

4567 Campus Drive , #206

Student, Chandra

Student, Avery #123456 [05/17/2014]

Student, Chandler #234567 [09/07/2008]

Student Jr., Charlotte #345678 [08/12/2006]

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 ☐

Comments

Household Locations

Address	Start	End	Private	Secondary	Mailing	Physical
4567 Campus Drive #206, MN 55429-1921	08/01/2018		☐	☐	☒	☐

Household Members

Name	Birthdate	Gender	Start	End	Private	Secondary
Student, Chandler	09/07/2008	F			☐	☐
Student, Chandra		F			☐	☐
Student Jr., Charlotte	08/12/2006	M			☐	☐
Student, Avery	05/17/2014	M	10/17/2018		☐	☐

Census Wizard

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

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

Select 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			☒	☒	☒	☒	☐
Bantor, Curtis	01/07/2004	M	Sibling	10/31/2014			☐	☐	☐	☐	☐
Bantor, Sylvia		F	Mother	10/31/2014			☒	☒	☒	☒	☐

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			☒	☒	☒	☒	☐
Bantor, Curtis	01/07/2004	M	Father	10/31/2014			☒	☒	☒	☒	☐
Bantor, Sylvia		F					☐	☐	☐	☐	☐

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			☐	☐	☐	☐	☐
Bantor, Clyde		M	Father	10/31/2014			☒	☒	☒	☒	☐
Bantor, Sylvia		F	Mother	10/31/2014			☒	☒	☒	☒	☐

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			☒	☒	☒	☒	☐
Bantor, Clyde		M					☐	☐	☐	☐	☐
Bantor, Curtis	01/07/2004	M	Mother	10/31/2014			☒	☒	☒	☒	☐

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				☒	☒	☒	☒	☐
Bantor , Curtis	M	Father	10/31/2014				☒	☒	☒	☒	☐
Bantor , Sylvia	F						☐	☐	☐	☐	☐

Non Household Relationships

Save
New Non-Household Relationship

Relationships within the **Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private	Legal Designee
Student, Brian	M	Guard: Other				☒	☒	☒	☒	☐	☐
Student, Lucy	F	Guard: Father	06/10/2015			☒	☒	☒	☒	☐	☐
Student, Ginger	F	Guard: Step-father				☒	☒	☐	☐	☐	☐

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private	Legal Designee
✕ Relative, John	M	NonGuard: Emergency Contact	10/15/2020			☐	☐	☐	☐	☐	☐

Staff Locator Wizard

Census>>Staff>>Staff Locator Wizard

Staff Locator

Staff Search

Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Staff button.

Last Name

Person

First Name

Andrew

Gender

Male ▾

Birth Date

Middle Name

SSN #

Staff State ID

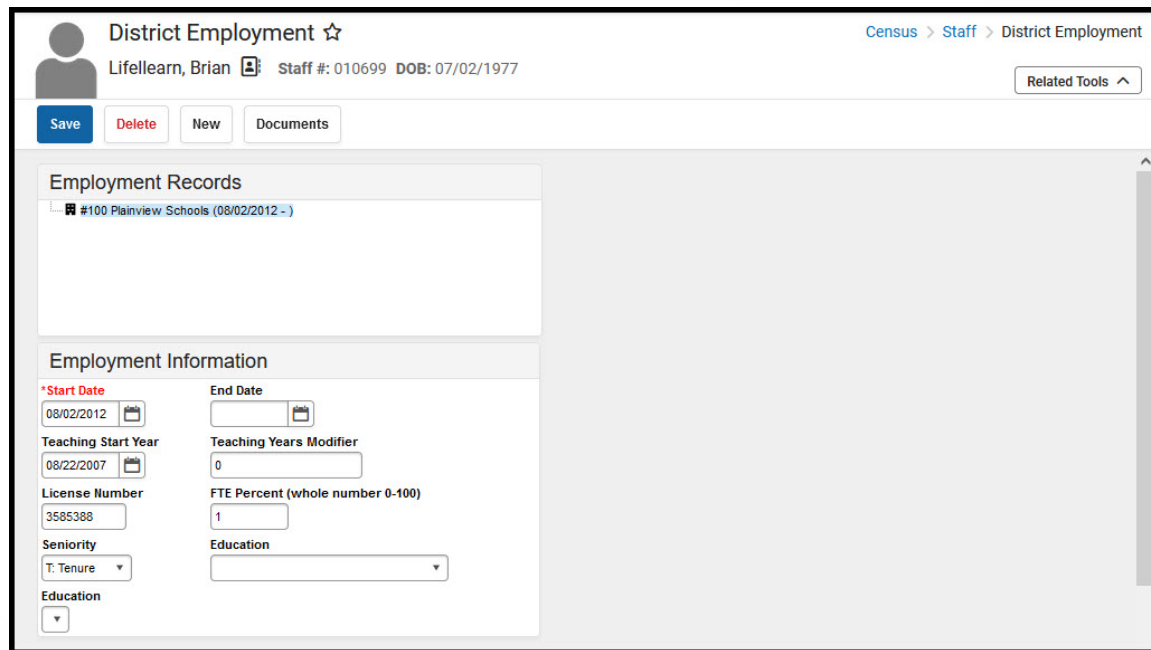
Search -->

Name	Staff State ID	Gender	Birth Date	%
Pearson, Andrew Jeremy		M	01/31/1980	67
Persons, Andrew Scott		M	09/14/1985	67
Persson, Andrew Luke		M	06/15/1993	67
↗Pierson, Andrew Joseph		M	11/24/1991	67

Create New District Staff -->

Staff – District Employment

- Census>>Staff>>District Employment
- District Employment Tab – Start Date



The screenshot shows a web application interface for "District Employment". At the top, there is a header bar with a user profile icon, the name "Lifellearn, Brian", and staff information: "Staff #: 010699" and "DOB: 07/02/1977". Navigation links "Census > Staff > District Employment" are visible on the right. Below the header, there are buttons for "Save", "Delete", "New", and "Documents". The main content area is divided into two sections: "Employment Records" and "Employment Information". The "Employment Records" section shows a list of records, with one entry highlighted: "#100 Plainview Schools (08/02/2012 -)". The "Employment Information" section contains various input fields and dropdown menus. The "Start Date" field is highlighted in red and contains the date "08/02/2012". Other fields include "End Date", "Teaching Start Year" (08/22/2007), "Teaching Years Modifier" (0), "License Number" (3585388), "FTE Percent (whole number 0-100)" (1), "Seniority" (T: Tenure), and "Education".

District Employment ☆

Census > Staff > District Employment

Related Tools ^

Save Delete New Documents

Employment Records

#100 Plainview Schools (08/02/2012 -)

Employment Information

*Start Date 08/02/2012

End Date

Teaching Start Year 08/22/2007

Teaching Years Modifier 0

License Number 3585388

FTE Percent (whole number 0-100) 1

Seniority T: Tenure

Education

Staff – District Assignments

Census>>Staff>>District Assignments
District Assignments– School, Start Date, and Title for each assignment (high school, middle school, elementary school)

District Assignments ★
Census > Staff > District Assignments

Abra, Dean DOB: 01/03/79
Related Tools ^

Save Delete New Documents

Assignments

- Harrison High
 - Activities / Sports - (12/12/2010-)
- Arthur Elementary
 - (07/27/2015-06/12/2017)

Employment Assignment Information

*School
Department

*Start Date
End Date
Title

Type
FTE of Assignment
Assignment Code

Teacher
Special Ed
Program
Behavior Admin
Health

Behavior Response Approver
Response to Intervention

Advisor
Supervisor
Counselor
Foodservice
Exclude Behavior Referral

Self Service Approver
FRAM Processor

Activity Staff
Activity Preapproval

External LMS Exclude

Exclude

STAR Grade Level Override

Teaching Mode
0: General Mode of Teaching

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
- Select student name
- Select Enrollment tab
- Select 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 Wizard

- Student Information>>General>>Student Locator Wizard

Student Locator Wizard ☆ [Student Information](#) > [General](#) > Student Locator Wizard [Related Tools](#) ▼

Student Locator

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search.
To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. If the System Preference 'Birth Date required for Student Locator' is set to Yes, then you must ALSO enter Birth Date before you can search.
Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

Last Name		Name	State ID	Gender	Birth Date	%
First Name						
Gender						
Birth Date						
Middle Name						
SSN #						
State ID						

- Ad Hoc Letters
- Assessment
- Athletics
- Athletics
- Attendance
- Behavior
- Blended Learning Group Assignments
- Classroom Leave Tracking
- College Info
- Contact Log

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, then **use** – if not Create New
- Student

millersd.infinitecampus.org says

WARNING: This process will create a new State ID for the student in the SD state system.
This should ONLY be used if the student has NEVER been enrolled in SD. Continue?

OK

Cancel

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
Afam	James		
*Gender	*Birth Date	Soc Sec Number	
Male		NO ACCESS	

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 cont.

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

Enrollment Detail

*Calendar
13-14 Campus Middle School

*Start Date
[Calendar Icon]

Start Status
00: Current Student

Start Comments
[Text Area]

*Schedule
Main

*Grade
End Date

Class Rank Exclude
☐

*Service Type
P: Primary

End Status
[Dropdown]

End Comments
[Text Area]

State Reporting Fields

*Resident District
Select a Value

*County
Citizenship

*Serving (Attending) District
**Plainview: 100

Enrollment Status
[Dropdown]

*Percent Enrolled
100

Absent Days
[Text Box]

Gifted
N: No

Homeless Status
[Dropdown]

504 Plan
☐

Unaccompanied Youth
☐

Transportation Category
[Dropdown]

☐ State Exclude

☐ First Year in Country

☐ Migrant Indicator

☐ Assessment Exemption

Title 1
* [Text Box]

☐ 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

New Identity

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

Former Student Now a Staff or Parent – 2 ways

- 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 update it 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.

Or..... You could also create a new person entirely. Even though they are the same “person,” you’re essentially starting over in this case, and it is not a problem to simply start over 😊

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

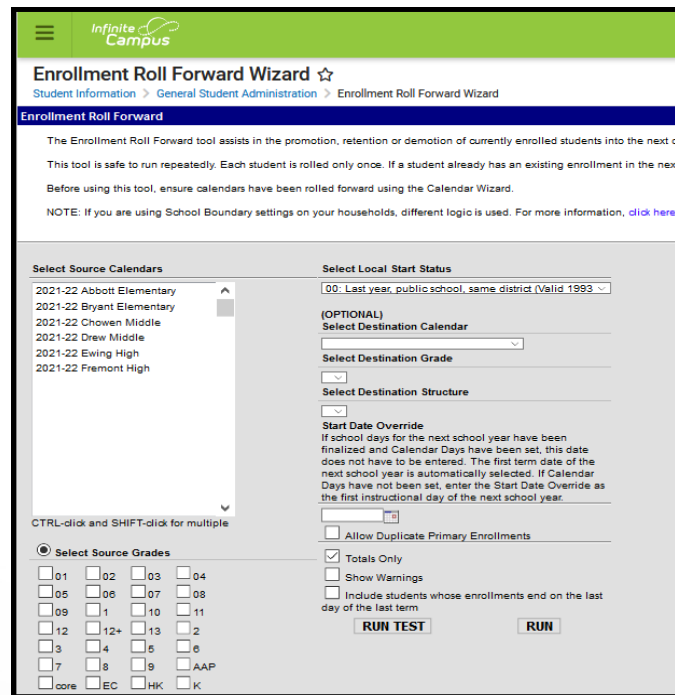
Report Comments Batch Wizard

Student Constraints Roll Forward Wizard

Transcript Post Wizard

Enrollment Roll Forward

Student Information>>General>> Student Administration >>Enrollment Roll Forward Wizard



Enrollment Roll Forward Wizard ☆

[Student Information](#) > [General Student Administration](#) > [Enrollment Roll Forward Wizard](#)

Enrollment Roll Forward

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the next calendar year.

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar year, the student will not be rolled.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, [click here](#).

Select Source Calendars

- 2021-22 Abbott Elementary
- 2021-22 Bryant Elementary
- 2021-22 Chowen Middle
- 2021-22 Drew Middle
- 2021-22 Ewing High
- 2021-22 Fremont High

CTRL-click and SHIFT-click for multiple

Select Local Start Status

00: Last year, public school, same district (Valid 1993)

(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. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.

☐ Allow Duplicate Primary Enrollments

☒ Totals Only

☐ Show Warnings

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

Select Source Grades

☐ 01 ☐ 02 ☐ 03 ☐ 04

☐ 05 ☐ 06 ☐ 07 ☐ 08

☐ 09 ☐ 1 ☐ 10 ☐ 11

☐ 12 ☐ 12+ ☐ 13 ☐ 2

☐ 3 ☐ 4 ☐ 5 ☐ 6

☐ 7 ☐ 8 ☐ 9 ☐ AAP

☐ core ☐ EC ☐ HK ☐ K

RUN TEST **RUN**



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

- 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 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 - Delete

Student Information>>General Student Administration>>Enrollment Cleanup Wizard

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 assignment regardless of how that enrollment was created.

☒ **Delete Enrollments**

Select the Calendar in which the student ended their enrollment

23-24 IES
23-24 IHS
23-24 IMS
22-23 IES
22-23 IHS
22-23 IMS
IES 21-22
IHS 21-22
IMS 21-22
IES 20-21
IHS 20-21
IMS 20-21
IES 19-20
IHS 19-20
IMS 19-20

CTRL-click and SHIFT-click for multiple

Select Grades

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

Select Service Type

☐ Primary
☐ Partial
☐ Special Ed Services

RUN TEST

RUN CLEANUP

☐ Update Enrollments

42

doe.sd.gov

Enrollment Cleanup Wizard - Update

☐ Delete Enrollments
☒ Update Enrollments

1. Calendar to Update *

23-24 IHS

2. Student Filter * 

Select a 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: 08/21/2023)

☒ 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

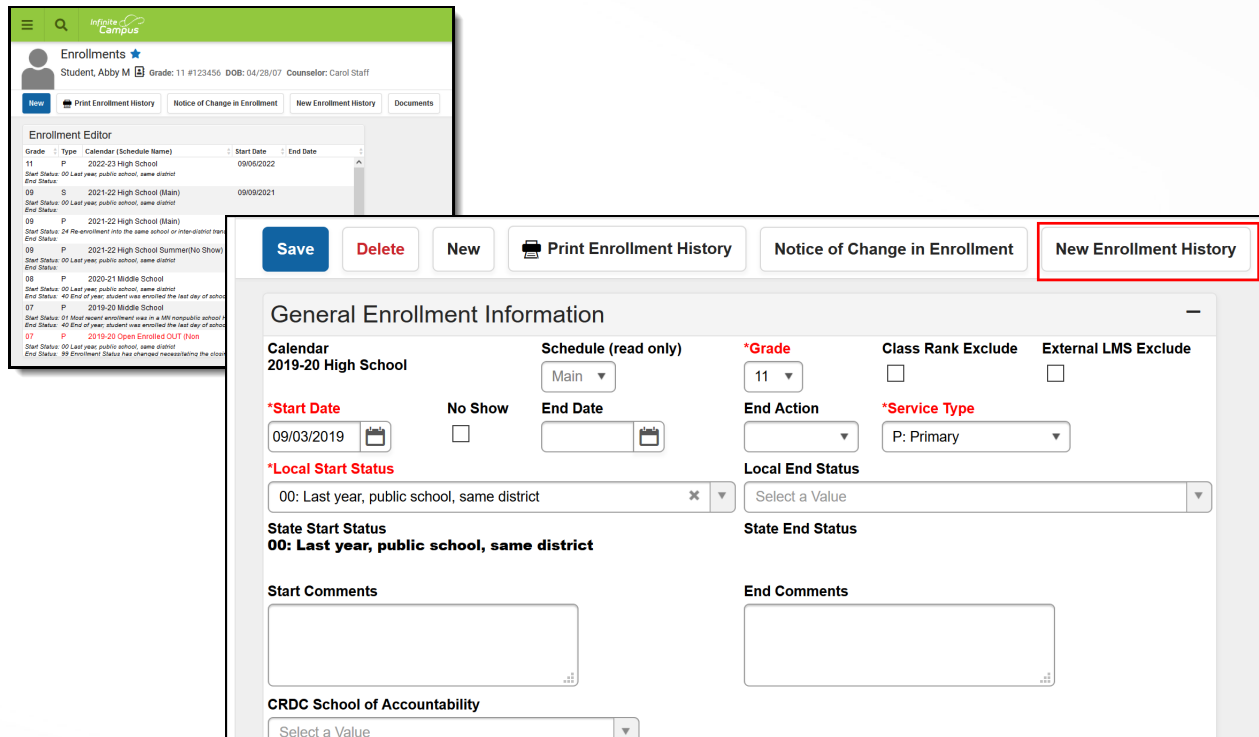
5. RUN TEST

6. RUN CLEANUP

New Enrollment History

Student Information>> General>> Enrollments

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



The screenshot shows the 'New Enrollment History' form in the Infinite Campus system. The form is titled 'General Enrollment Information' and contains the following fields:

- Calendar:** 2019-20 High School
- Schedule (read only):** Main
- *Grade:** 11
- Class Rank Exclude:** ☐
- External LMS Exclude:** ☐
- *Start Date:** 09/03/2019
- End Date:** (empty)
- *Local Start Status:** 00: Last year, public school, same district
- Local End Status:** Select a Value
- State Start Status:** 00: Last year, public school, same district
- State End Status:** (empty)
- Start Comments:** (empty text area)
- End Comments:** (empty text area)
- CRDC School of Accountability:** Select a Value

A red box highlights the 'New Enrollment History' button in the top right corner of the form.

CRDC School of Accountability

General Enrollment Information

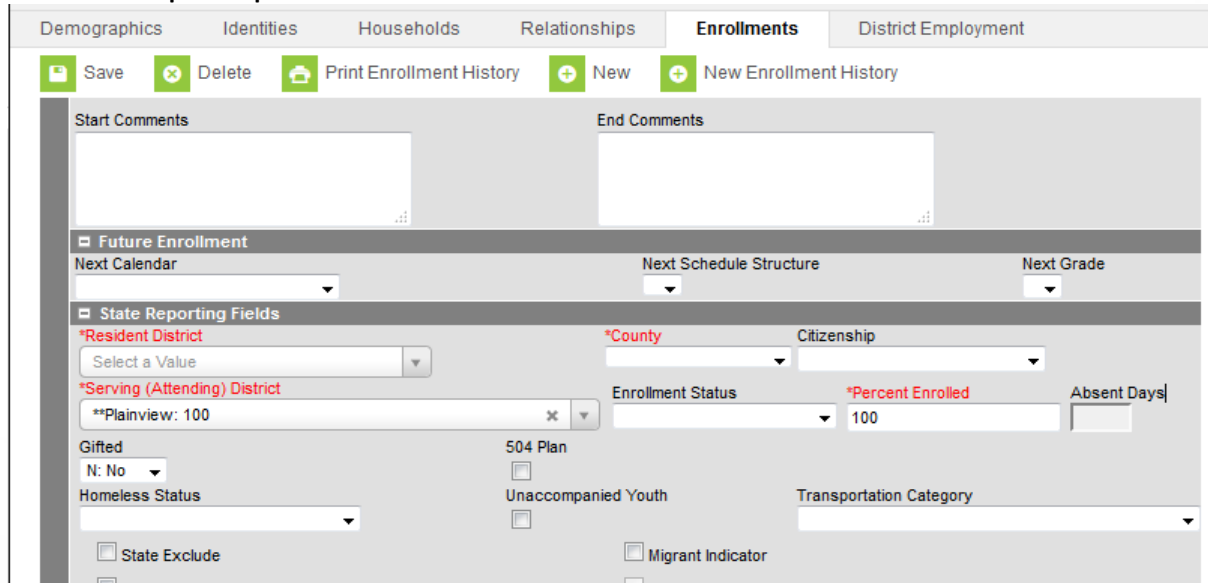
Enrollment ID 11142

Calendar 25-26 Miller High School	Schedule (read only) Main ▾	*Grade 10 ▾	Class Rank Exclude ☐	External LMS Exclude ☐
*Start Date 08/20/2025 	End Date 	End Action ▾	Service Type P: Primary ▾	
Start Status 00: Current Student ✕ ▾		End Status Select a Value ▾		
Start Comments 		End Comments 		
CRDC School of Accountability ▾				

Rolled From Enrollment ID: 10737

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 the system. At the top, there are tabs for Demographics, Identities, Households, Relationships, **Enrollments**, and District Employment. Below the tabs are action buttons: Save, Delete, Print Enrollment History, New, and New Enrollment History. The main form area includes sections for Start Comments, End Comments, Future Enrollment (Next Calendar, Next Schedule Structure, Next Grade), and State Reporting Fields. The State Reporting Fields section contains several required fields marked with red asterisks: *Resident District (a dropdown menu), *County (a dropdown menu), *Serving (Attending) District (a dropdown menu with a value of 100), *Percent Enrolled (a dropdown menu with a value of 100), and Absent Days (a text input field). Other fields include Gifted (N: No), Homeless Status (a dropdown menu), 504 Plan (checkbox), Unaccompanied Youth (checkbox), Transportation Category (a dropdown menu), State Exclude (checkbox), and Migrant Indicator (checkbox).

State Reporting Fields

State Reporting Fields

*Resident District

Aberdeen 06-1: 06001

*County

Brown

Citizenship

*Serving (Attending) District

Aberdeen 06-1: 06001

Enrollment Status

*Percent Enrolled

100

Absent Days

1.23

Gifted

N: No

504 Plan

Documented Hearing Loss

Participates in After Schl Prg

Transportation Category

State Exclude

Student in Foster Care

Migrant Indicator

First Year In Country

Student of Active Military Parent

Assessment Exemption

Student Directory Info 7-12 ONLY

Yes: Allowed to Share Information with SD-BOR/SD-TI's

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

GPA

3.6456



Student Transfers

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

Student Transfers

- Student Information>>General>>Records Transfer
- 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:
- kb.infinitecampus.com/help/student-records-transfer/

Process Inbox

Requesting
District

Process Inbox

Date Range to Display

☐		Process	Name	Posted Date	Due Date
☐		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
☐		Records Transfer	Waiting Test, Julia 12345678	04/11/2011	
☐		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
☐		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
☐		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
☐		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	

Receiving
District

Process Inbox

Date Range to Display

☐		Process	Name	Posted Date	Due Date
☐		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
☐		Records Transfer	Request for you to release: Test, Julia 12345678	04/11/2011	
☐		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
☐		Records Transfer	Transfer Released: Student, New 117852868	04/11/2011	
☐		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 district. The student has been enrolled in the new district, so please help to prevent incorrect data or enrollment.

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 user.

Records Transfer Lane, Susie #

Student:

Enrollment Type: Primary

Last Name	Test	First Name	Julia	Middle Name	Ruth
Gender	F	Birthdate	06/15/1998	SSN	
Grade	07	School	10-11 Middle School	Start Date	08/25/2010

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.				

Status: Records released.

Items not pertinent to the student are crossed out.

<u>Transfer Documents</u>		<u>Data imports</u>
Transcript	Quarter 4	Transcript Import Wizard
Census Contact Summary	Quarter 1	Extended Census Import Wizard
Extended Census Summary	Quarter 2	Enrollment History Import Wizard
Enrollment History	Quarter 3	Assessment Import Wizard
Schedule	IEP	Immunization Import Wizard
Attendance Period Detail	Special Ed Evaluation	Health Condition Import Wizard
Assessment Summary	IEP Documents	Health Screening Import Wizard
Behavior Summary	PLP	IEP Import Wizard
Health Condition Summary	PLP Documents	Special Ed Evaluation Import Wizard
Health Screening Summary	LEP	Special Ed Documents Import Wizard
Health Immunization Summary	LEP Services	PLP Import Wizard
	LEP Accommodations	PLP Documents Import Wizard
		LEP Import Wizard

Student Records Transfer

System Settings>>Data Interchange>>Administration>>Student Records Transfer

Find all transfers in and out

Student Records Transfer				
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



Top Infinite Campus Bloopers

...and how to avoid them!



Data & Security Bloopers

- Creating Duplicate Students or Parents – Always search first.
- Deleting Records Instead of End Dating – Preserve history.
- Forgetting Relationships – Portal/Messenger/Guardian won't work.
- Giving Users Too Much Security – Start with minimum permissions.
- Leaving Former Employees Active – Remove rights, never delete the person.



Enrollment Bloopers

- Misusing Enrollment Roll Forward:
- Build calendars first.
- Roll before end-dating enrollments.
- Run Roll Forward again after new enrollments.
- Skipping Enrollment Cleanup Wizard – Fix future enrollments.

Reporting & Scheduling Bloopers

- Ignoring State Reporting Fields – Can affect funding.
- Leaving CRDC School of Accountability Blank.
- Accepting Transfers Without Verification.
- Forgetting Secondary Households/Mailing Addresses.
- Moving Students Without Checking Schedules.
- Not Documenting Unusual Situations.



Golden Rule

- Search first. End date—don't delete. When in doubt, ask before you click Save!

Course Settings

Section

Course/Section

Go

Advanced Search

Results: 91 Courses

Algebra I

oper, Helen Rm:260

inn, William Rm:260

ss, Frank Rm:270

mbine, Andrew Rm:290

ung, Anna Rm:280

oper, Helen Rm:290

ss, Frank Rm:280

vens, Ruth Rm:270

irez, Edward Rm:280

unn, William Rm:550

Algebra I

Geometry

Geometry

Trigonometry

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

Save Delete

CourseID 22835

*Number

1200S1

*Name

Algebra I

Subject Type

State Code

Department

Mathematics

Schedule Load Priority

Max Students

30

GPA Weight

1

Bonus Points

Type

E: Elective

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 Master Linked

Standards-based

Active

Terms

2

Schedules

1

Periods

1

Sections to Build

6

Transcript

Required

Course Grading Tasks

Grading tasks are items that teachers score against. These are used for report cards and transcripts. If appropriate, credit categories and credit values can be added.

Course Grading Tasks ☆
Scheduling & Courses > Courses > Course Grading Tasks
Related Tools ▼

MAA-3011 Algebra IA

Add
Copy

Grading Task Editor						
Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
 Mid-Term			A-F			
 Semester			A-F			
 Sem Test			A-F			
 Final	HS Credits	Algebra I	A-F	0.500	1.000	

Course Fees

Course Grade Calc Options

Course Grading Tasks

Course Rules

Course Sections

Course Standards

Icon Legend:
 Locked to Course Master
 Linked Course Catalog Unlocked
 Course Master Unlinked
 Course Managed

Section Set Up

1 - 20 of 35 results

MAA-3011 Algebra IA

9 Sections

- 1) Bergan, Shawn - Team 2
- 2) Stacey, Taylor - Team 4
- 3) Tufte, Natalie - Team 3
- 4) Magnuson, Michael- Team 1
- 5) Stacey, Taylor - Team 4
- 6) Tufte, Natalie - Team 3
- 7) Magnuson, Michael- Team 1
- 8) Bergan, Shawn - Team 2
- 9) Tufte, Natalie - Team 3

Reset Advanced

Section Information ☆

MAA-3011-1 Algebra IA Teacher: Bergan, Shawn - Team 2

Save Delete

Section Editor

SectionID: 2200888

*Section Number: 1

Max Students: (30)

Room: A122

Hide Standards On Portal: ☐

Online Learning (Override): ☐

Primary Teacher: Bergan, Shawn

- Modified by:

Teacher Display Name: Bergan, Shawn - Team 2

Lunch Count: ☐ Milk Count: ☐ Adult Count: ☐

Custom Count 1: ☐ Custom Count 2: ☐ Custom Count 3: ☐

Skinny Seq: ☐ Team: 9.2 Homeroom: ☐

Advisory: ☐ External LMS Exclude: ☐

Section Schedule Placement

	S1	S2
Period 0	☐	☐
Period 1	☒	☐
Period 2	☐	☐
Period WIN Time	☐	☐
Period 3	☐	☐

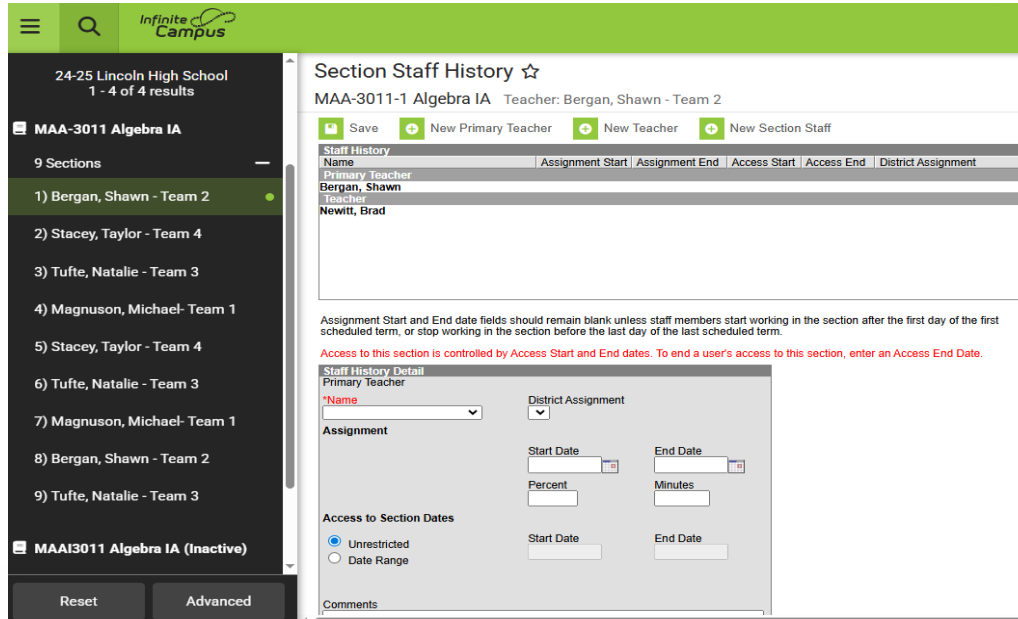
This name displays in schedules and section information.

This is the section teacher and is set in Staff History.

Section placement indicates the term and period the section occurs.

Section Staff History

The Section Staff History tool tracks the history of teachers for a particular course section. It lists active primary teachers, teachers and section staff in addition to former primary teachers, teachers and section staff.



The screenshot shows the 'Section Staff History' tool interface. The left sidebar displays a tree view of school and course sections. The main content area shows the 'Section Staff History' for 'MAA-3011-1 Algebra IA' with a teacher 'Bergan, Shawn - Team 2'. The interface includes a table of staff history, a 'Staff History Detail' form, and a 'Comments' section.

Section Staff History ☆
MAA-3011-1 Algebra IA Teacher: Bergan, Shawn - Team 2

Buttons: Save, New Primary Teacher, New Teacher, New Section Staff

Staff History	Assignment Start	Assignment End	Access Start	Access End	District Assignment
Primary Teacher					
Bergan, Shawn					
Teacher					
Newitt, Brad					

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail
Primary Teacher

*Name: District Assignment:

Assignment:

Start Date: End Date:

Percent: Minutes:

Access to Section Dates

☒ Unrestricted ☐ Date Range

Start Date: End Date:

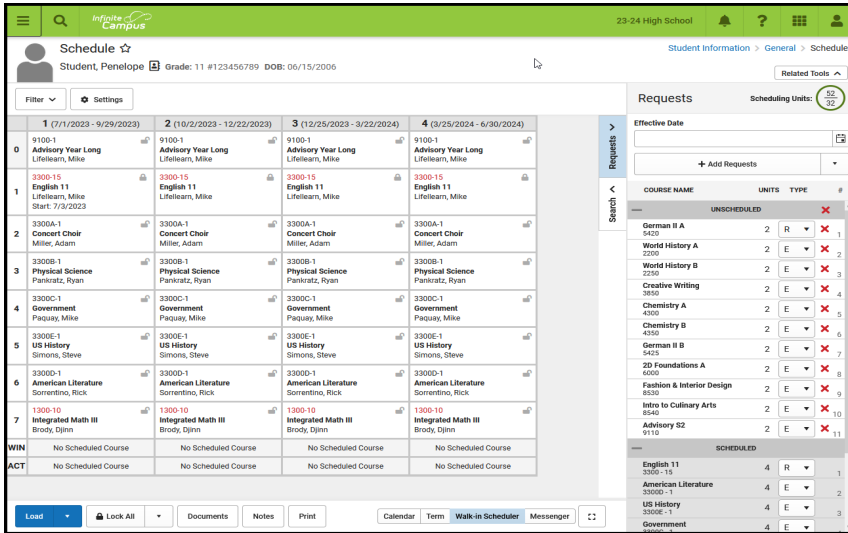
Comments:

Walk-In Scheduler

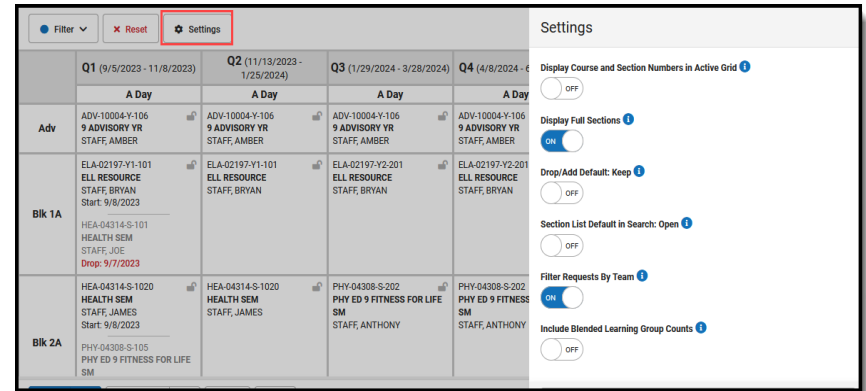
Path: Student Information->General-> Walk-In Scheduler

Walk-In Scheduler allows individual student schedule creation and modification.

The Settings button allows users to change viewable information and set default options for interacting within the schedule.



The screenshot shows the 'Walk-In Scheduler' interface for a student named Penelope. The top navigation bar indicates the path: Student Information > General > Schedule. A 'Settings' button is visible in the top right. The main area displays a grid of courses for four quarters (Q1, Q2, Q3, Q4) with columns for course name, units, and type. A sidebar on the right shows a list of requests with details like 'Effective Date' and 'Add Requests'.



The screenshot shows the 'Settings' panel in the Walk-In Scheduler. The 'Settings' button is highlighted in the top navigation bar. The panel includes options for 'Display Course and Section Numbers in Active Grid', 'Display Full Sections', 'Drop/Add Default: Keep', 'Section List Default in Search: Open', 'Filter Requests By Team', and 'Include Blended Learning Group Counts'.

Walk-In Scheduler

Use the Request Panel to add course requests for students. The Add Requests option allows for searches by course number or course name. The Quick Add option is useful for memorized course number adds.

Filter ▾

	Term 1 (7/1/2017 - 9/30/2017)	Term 2 (10/1/2017 - 12/31/2017)
ADVISORY	No Scheduled Course	No Scheduled Course
1	No Scheduled Course	No Scheduled Course
2	No Scheduled Course	No Scheduled Course
3	26121308-6 ENGLISH III STAFF, ROBIN	26121308-6 ENGLISH III STAFF, ROBIN

Requests

Search

Requests

Scheduling Units: $\frac{20}{28}$

Effective Date

4/2/2018

Team

Blue ▾

COURSE NAME	UNITS	TYPE	#
UNSCHEDULED			
ART I 11011504	2	E ▾	1
BOYS BASKETBALL 00001	4	A ▾	2
SCHEDULED			
INTEGRATED SCIENCE 61491138 - 10	4	E ▾	1
CHEMISTRY 61241308 - 1	4	E ▾	2
INT MATH II 41011208 - 1	4	E ▾	3
ENGLISH III 26121308 - 6	4	E ▾	4
GLOBAL STUDIES 63311108 - 3	2	E ▾	5

Add Requests

Request Search

410

COURSE NAME	UNITS	ADD
INT MATH I 41011108	4	+
INT MATH I 41011178	4	+
INT MATH II 41011278	4	+
MATHEMATICS 41050568	4	+
ALGEBRA I 41061108	4	+
ALGEBRA 1.5 41094268	4	+
INT MATH II 41011208	4	✓

Done

Load ▾

Lock All ▾

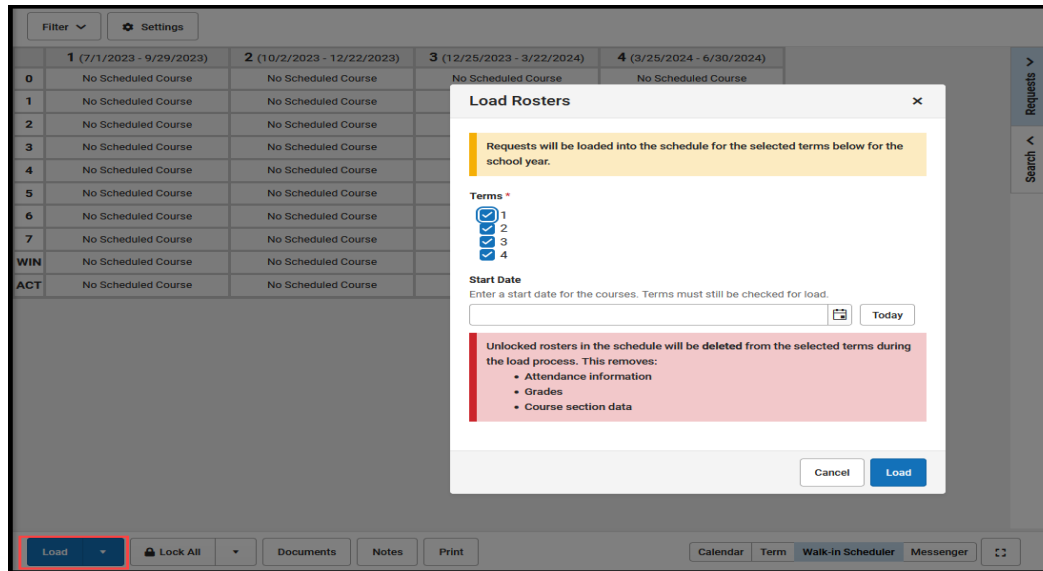
Calendar

Term

Wa

Walk-In Scheduler

Once requests have been added, use the Load button to create the student schedule. Start Date can be left blank if the schedule should start on the first day of school.



The screenshot shows the 'Walk-In Scheduler' interface. A 'Load Rosters' dialog box is open, prompting the user to select terms and a start date. The background interface includes a table with columns for different school years and rows for various course requests. The 'Load' button is highlighted in the bottom left corner of the interface.

	1 (7/1/2023 - 9/29/2023)	2 (10/2/2023 - 12/22/2023)	3 (12/25/2023 - 3/22/2024)	4 (3/25/2024 - 6/30/2024)
0	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
1	No Scheduled Course	No Scheduled Course		
2	No Scheduled Course	No Scheduled Course		
3	No Scheduled Course	No Scheduled Course		
4	No Scheduled Course	No Scheduled Course		
5	No Scheduled Course	No Scheduled Course		
6	No Scheduled Course	No Scheduled Course		
7	No Scheduled Course	No Scheduled Course		
WIN	No Scheduled Course	No Scheduled Course		
ACT	No Scheduled Course	No Scheduled Course		

Load Rosters

Requests will be loaded into the schedule for the selected terms below for the school year.

Terms *

☒ 1
☒ 2
☒ 3
☒ 4

Start Date
 Enter a start date for the courses. Terms must still be checked for load.

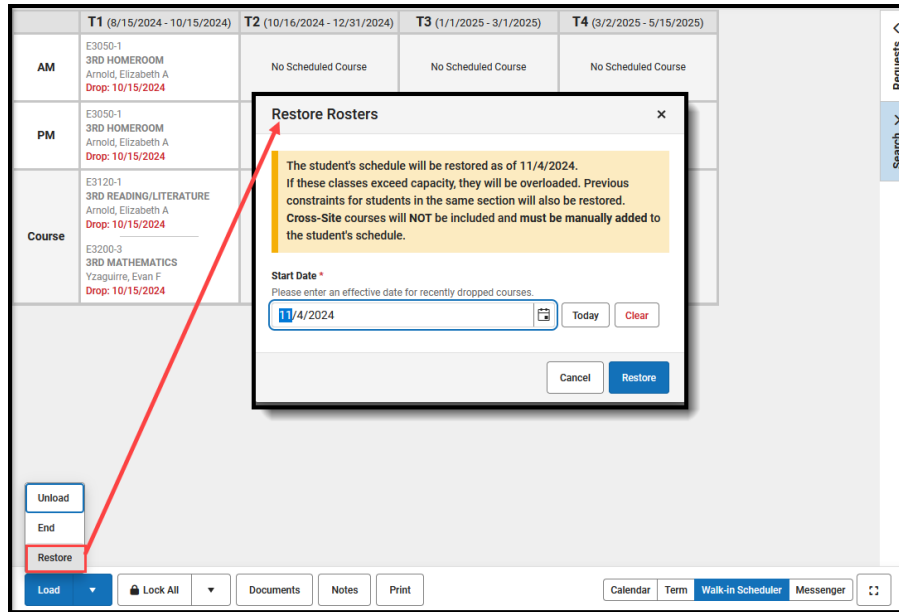
Unlocked rosters in the schedule will be deleted from the selected terms during the load process. This removes:

- Attendance information
- Grades
- Course section data

Load Lock All Documents Notes Print Calendar Term Walk-In Scheduler Messenger

Walk-In Scheduler

The Restore option to add students back into the schedule that was ended. This is helpful when a student left school and returns after a short time. Start Date should be the day the student returns to school.



The screenshot shows the Walk-In Scheduler interface. A red arrow points from the 'Restore' button in the bottom left corner to a 'Restore Rosters' dialog box. The dialog box contains the following text:

Restore Rosters

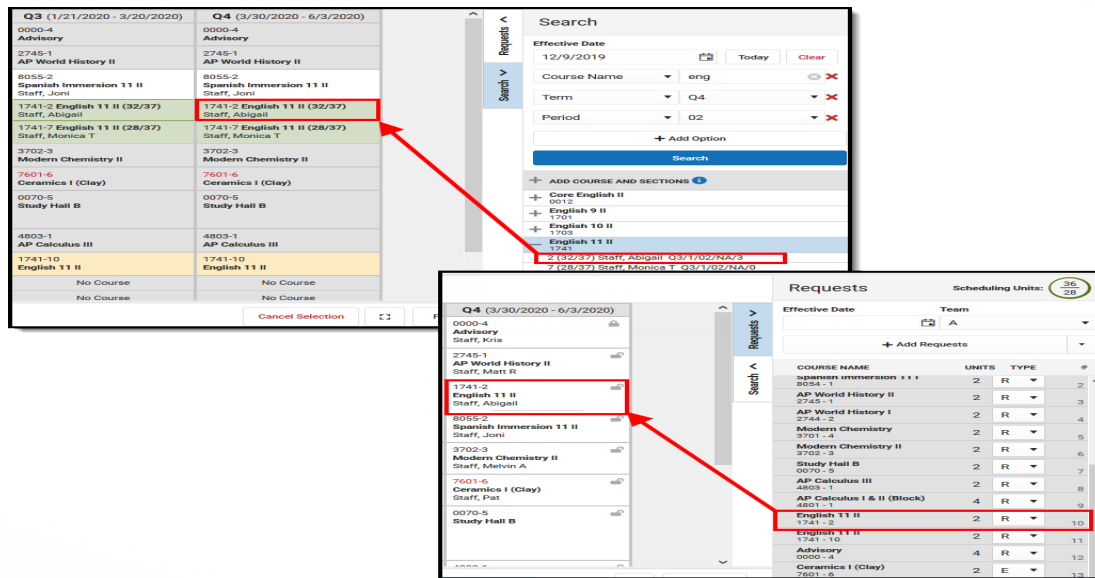
The student's schedule will be restored as of 11/4/2024. If these classes exceed capacity, they will be overloaded. Previous constraints for students in the same section will also be restored. Cross-Site courses will NOT be included and must be manually added to the student's schedule.

Start Date *
Please enter an effective date for recently dropped courses.

The background interface shows a table with columns for terms (T1, T2, T3, T4) and rows for AM, PM, and Course. The 'Restore' button is located in the bottom left corner of the interface.

Walk-In Scheduler

Schedules can be created through the schedule grid. Click within the term and period that needs a course added. Use the search option to locate the course/section to add to the schedule and select the appropriate section.



The screenshot illustrates the process of adding a course section to a schedule. It shows three main components: a schedule grid, a search panel, and a requests list.

Schedule Grid: The grid displays two terms: Q3 (1/21/2020 - 3/20/2020) and Q4 (3/30/2020 - 6/3/2020). The Q4 grid shows a red box highlighting the section "1741-2 English 11 II (32/37) Staff, Abigail".

Search Panel: The search panel is used to find the course/section. It includes fields for Effective Date (12/9/2019), Course Name (eng), Term (Q4), and Period (Q2). The search results show a list of courses, with "1741-2 English 11 II (32/37) Staff, Abigail" highlighted in red.

Requests List: The Requests list shows the selected course/section being added to the schedule. It includes columns for COURSE NAME, UNITS, TYPE, and #. The selected section "1741-2 English 11 II (32/37) Staff, Abigail" is highlighted in red.

Requests and Rosters

Path: Scheduling & Courses->Scheduling->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: ON
Filter X 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		End Date: 1/7/2024
1600 Statistics A	R	1100-1 Integrated Math I	Staff, Kyle	
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

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 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

Show Details

OFF

Filter

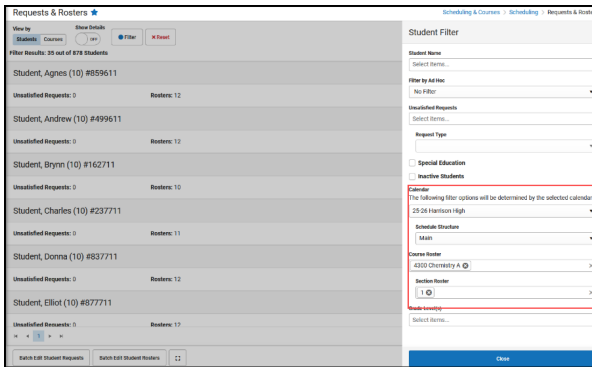
Reset

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** | **Courses** | **Filter** | **Reset**

Filter Results: 10 out of 878 Students

Student, Agnes (10) #859611
Unidentified Requests: 0 | Rosters: 12

Student, Andrew (10) #499611
Unidentified Requests: 0 | Rosters: 12

Student, Brynn (10) #162711
Unidentified Requests: 0 | Rosters: 10

Student, Charles (10) #237711
Unidentified Requests: 0 | Rosters: 11

Student, Donna (10) #837711
Unidentified Requests: 0 | Rosters: 12

Student, Elliot (10) #877711
Unidentified Requests: 0 | Rosters: 13

Student Filter

Student Name:

Filter by All Year:

Unidentified Requests:

Request Type:

☐ Special Education

☐ Inactive Students

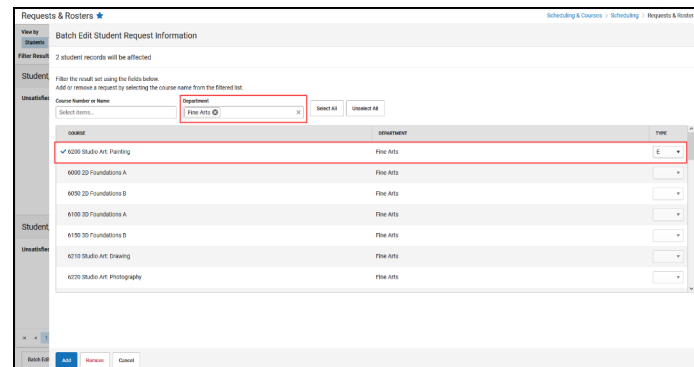
Calendar
The following filter options will be determined by the selected calendar:
2024-2025 | 2023-2024 | 2022-2023

Course Roster:

Section Roster:

Reset Settings:

Clear



Requests & Rosters

View by: **Students** | **Courses** | **Filter** | **Reset**

Batch Edit Student Request Information

2 student records will be affected

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

Unidentified:

Course Number or Name:

Department:

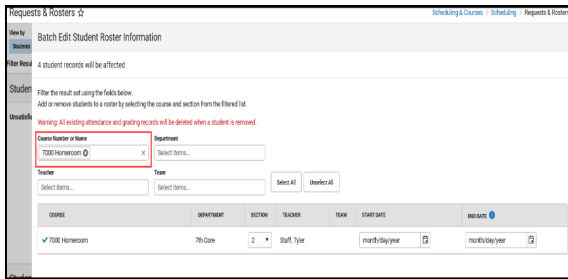
Select All | Unselect All

COURSE	DEPARTMENT	TIME
✓ 6200 Studio Art: Painting	Fine Arts	8
6000 2D Foundations A	Fine Arts	
6000 2D Foundations B	Fine Arts	
6100 3D Foundations A	Fine Arts	
6100 3D Foundations B	Fine Arts	
6210 Studio Art: Drawing	Fine Arts	
6220 Studio Art: Photography	Fine Arts	

Batch Edit | **Batch** | **Reset** | **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.



Requests & Rosters > Batch Edit Student Roster Information

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 Honorsroom

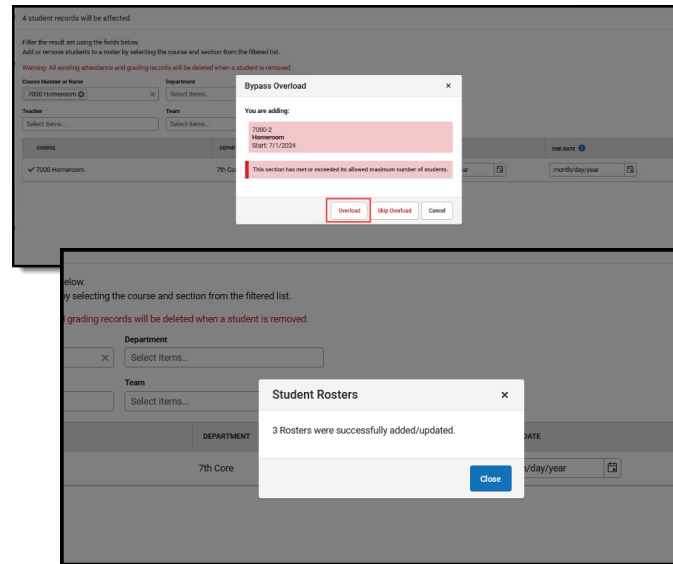
Department: 7000 Honorsroom

Teacher: 7000 Honorsroom

Team: 7000 Honorsroom

Select All: [X] Deselect All: [X]

COURSE	DEPARTMENT	SECTION	TEACHER	TEAM	START DATE	END DATE
7000 Honorsroom	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 Honorsroom

Department: 7000 Honorsroom

Teacher: 7000 Honorsroom

Team: 7000 Honorsroom

Select All: [X] Deselect All: [X]

7000.2 Honorsroom
Start: 7/1/2024

This section has not exceeded its allowed maximum number of students.

Overload: [X] Skip Overload: [X] Cancel: [X]

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: 7000 Honorsroom

Team: 7000 Honorsroom

7000.2 Honorsroom

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 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

Show Details

OFF

Filter

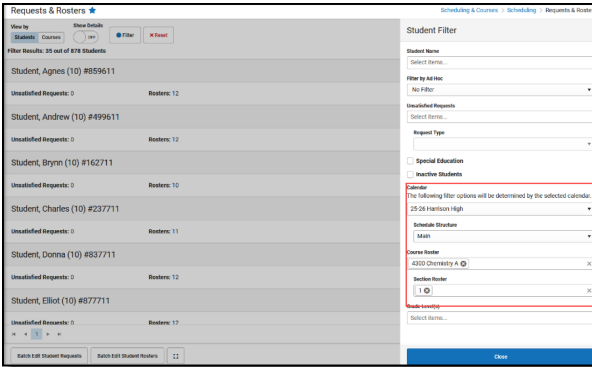
Reset

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** | **Courses** | **Filter** | **Reset**

Filter Results: 35 out of 878 Students

Student, Agnes (10) #859611
Unidentified Requests: 0 | Rosters: 12

Student, Andrew (10) #499611
Unidentified Requests: 0 | Rosters: 12

Student, Brynn (10) #162711
Unidentified Requests: 0 | Rosters: 10

Student, Charles (10) #237711
Unidentified Requests: 0 | Rosters: 11

Student, Donna (10) #837711
Unidentified Requests: 0 | Rosters: 12

Student, Elliot (10) #877711
Unidentified Requests: 0 | Rosters: 12

Student Filter

Student Name:

Filter by All Year:

Unidentified Requests:

Request Type:

☐ Special Education

☐ Inactive Students

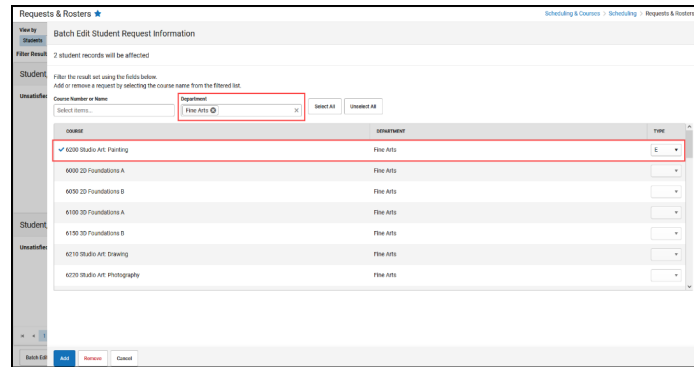
Calendar
The following filter options will be determined by the selected calendar:
20-24:

Course Roster
4330 Chemistry A

Section Roster
1

Select Items:

Buttons:



Requests & Rosters

View by: **Students** | **Courses** | **Filter** | **Reset**

Batch Edit Student Request Information

Filter Results: 2 student records will be affected

Student

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

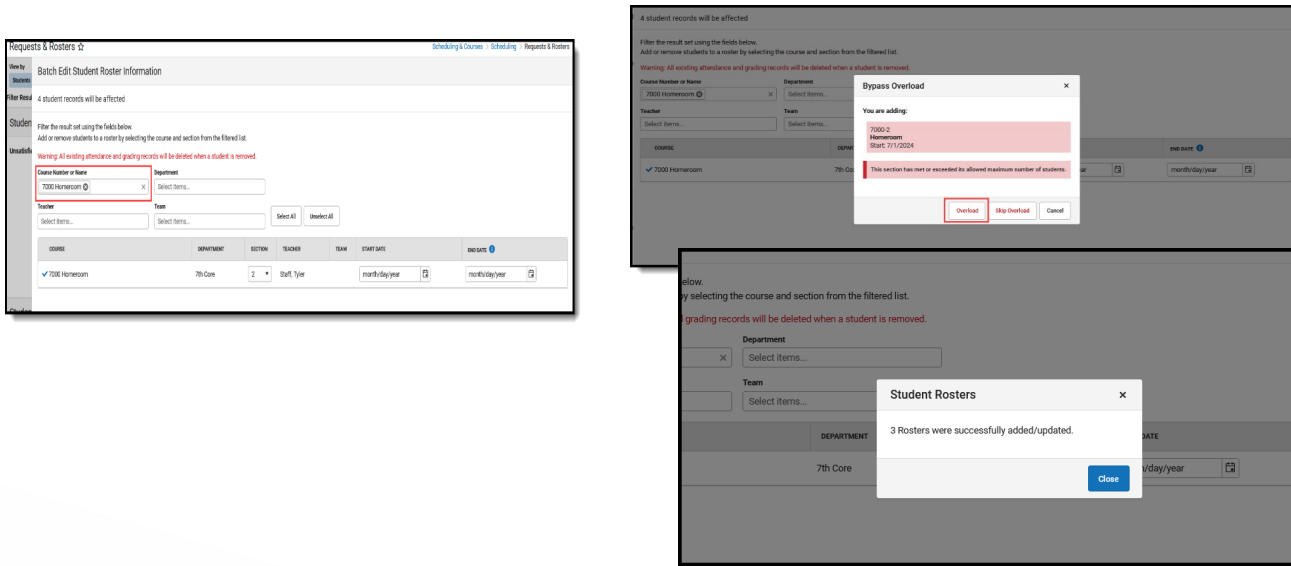
Course Number or Name: Department: Unidentified AS:

COURSE	DEPARTMENT	TIME
✓ 6200 Studio Art: Painting	Fine Arts	8
6000 2D Foundations A	Fine Arts	
6000 2D Foundations B	Fine Arts	
6100 3D Foundations A	Fine Arts	
6100 3D Foundations B	Fine Arts	
6210 Studio Art: Drawing	Fine Arts	
6220 Studio Art: Photography	Fine Arts	

Buttons:

Requests and Rosters Student View

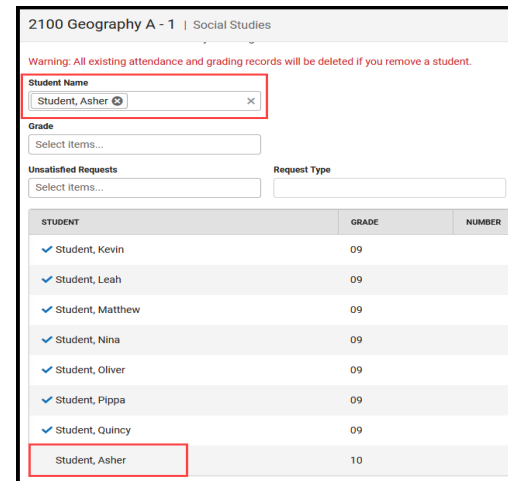
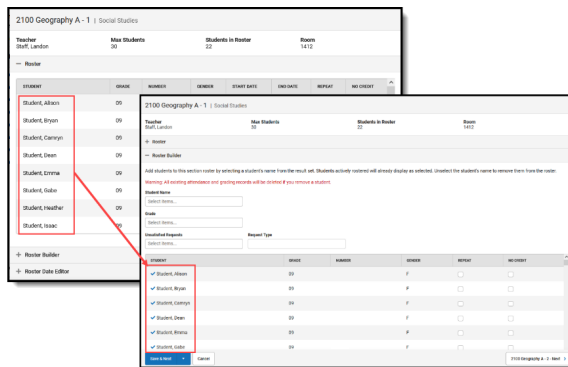
Once students have been filtered using the available options, use the Batch Edit Student Requests and Batch Edit Student Rosters to Add or Remove student requests or roster assignments. Choose the course to request or the course/section to add students to. Start and end dates are not necessary when scheduling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



The screenshots illustrate the process of adding or removing students from a roster. The main interface shows the 'Batch Edit Student Roster Information' page with filters for Course Number or Name, Department, Teacher, and Team. A table lists available courses, including '7000 Honorsroom'. A 'Bypass Overload' dialog is shown, indicating that 3 rosters were successfully added/updated. A 'Student Rosters' confirmation dialog is also displayed, showing the successful addition of 3 rosters.

Requests and Rosters Roster Builder

Using the Course view, filter or locate the course and section you want 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.



Attendance

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

Attendance - Teacher

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 ☆

24-25 Robert Frost Elementary - Q1

1
1) 01-GR-101 Home Room
4 students

2
6 sections
4 students

Attendance
07/24/2024

1) 01-GR-101 Home Room

Lunch Count	Milk Count	Adult Count
0	0	0

STUDENT 4

4	0	0
	P	A
	P	A
	P	A
	P	A

Attendance Office Classroom Monitor

Path: Attendance Office->Classroom Monitor

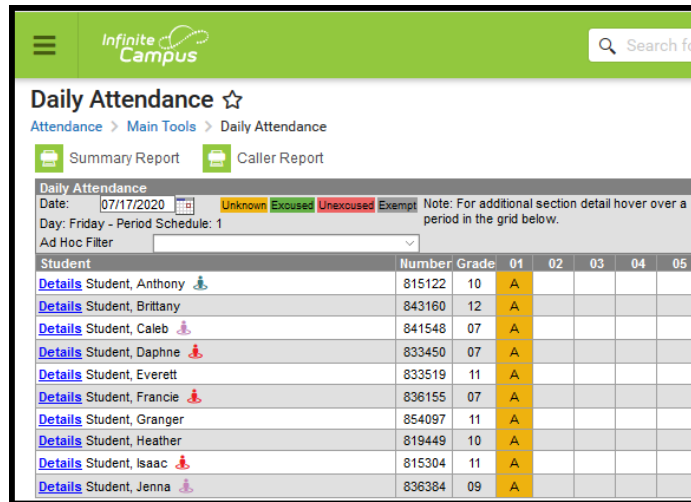
Classroom Monitor shows which teacher have recorded attendance for a course and section. It allows for quick navigation and attendance entry. Sections in pink highlight have not had attendance recorded. Click on the section number to navigate to attendance entry.

 Infinite Campus									
Classroom Monitor ☆ Attendance > Main Tools > Classroom Monitor									
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	0	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 (-31)	7015-2 (-25)	7045-4 (-30)	7015-3 (-27)		
				9045-50 (-1)					
Staff, Debra	Language Arts			3045-1 (-18)		3015-2 (-32)	3015-3 (-22)		
						9045-19 (-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

Path: 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.



The screenshot shows the 'Daily Attendance' page in the Infinite Campus system. The page has a green header with the 'Infinite Campus' logo and a search bar. Below the header, there's a breadcrumb trail: 'Attendance > Main Tools > Daily Attendance'. There are two buttons: 'Summary Report' and 'Caller Report'. The main section is titled 'Daily Attendance' and includes a date selector set to '07/17/2020', a status filter with options 'Unknown', 'Excused', 'Unexcused', and 'Exempt', and a note: 'Note: For additional section detail hover over a period in the grid below.' Below this is an 'Ad Hoc Filter' dropdown. The main content is a table with columns for 'Student', 'Number', 'Grade', and five periods (01, 02, 03, 04, 05). Each row represents a student, with a 'Details' link and a status icon (green for present, red for absent) in the 'Student' column. The 'Number' and 'Grade' columns contain the student's ID and grade level. The period columns show the attendance status for each period, with 'A' indicating absent.

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.

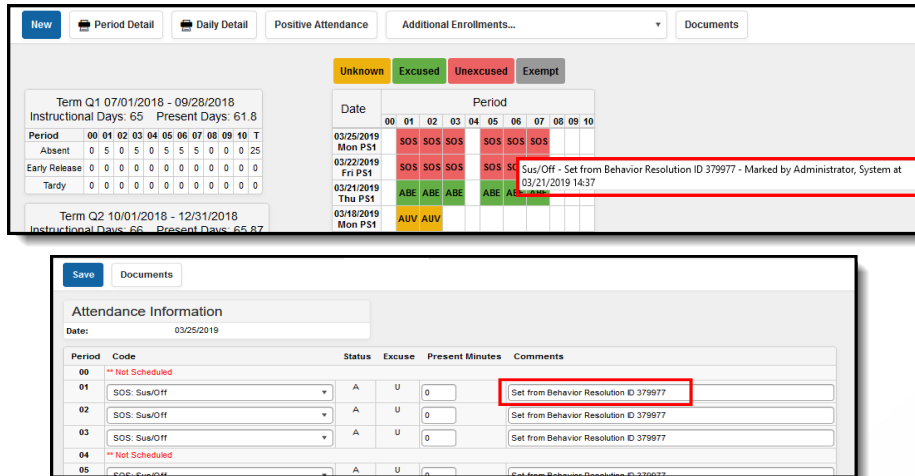
Hovering over a blank cell displays the teacher's
name and course for that period.

Daily Attendance			
Summary Report		Caller Report	
Daily Attendance			
Date:	04/11/2014	Unknown	Excused
Day: Friday - Period Schedule: 1		Unexcused	Exempt
Ad Hoc Filter			
Note: For additional section detail hover over a period in the grid below.			
Student Name	Number	Grade	Attendance
Student, Tyler	987654	10	
Student, Chelsea	123456	09	
Student, Aaron			
Student, Morgan			
Student, Brittany			
Student, Damon			
Student, Jade			
Student, Erika			
Student, Seamus			
Student, Shelby			
Student, Jesse			
Student, Emre	678912	10	
Student, Rachel	321987	11	
Student, Jacob	789123	12	
Student, Cheyenne	219876	10	
Student, Charlene	891234	09	
Student, Natasha	198765	11	
Student, Ryan	912345	09	

Individual Student Attendance

Path: Student Information->General->Attendance

Add Attendance Codes, Present Minutes and Comments by clicking on an existing attendance code or by selecting New



The screenshot displays the 'Individual Student Attendance' interface. The top navigation bar includes 'New', 'Period Detail', 'Daily Detail', 'Positive Attendance', 'Additional Enrollments...', and 'Documents'. Below this, there are tabs for 'Unknown', 'Excused', 'Unexcused', and 'Exempt'. The main area shows a calendar for Term Q1 (07/01/2018 - 09/28/2018) and Term Q2 (10/01/2018 - 12/31/2018). A red box highlights a specific attendance entry for 03/21/2019, 14:37, marked by an administrator with the comment 'Set from Behavior Resolution ID 379977 - Marked by Administrator, System at 03/21/2019 14:37'.

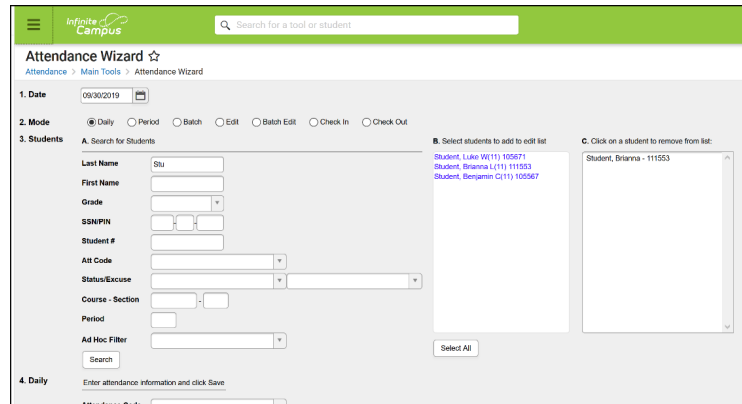
Below the calendar, the 'Attendance Information' form is shown. It includes a 'Date' field set to 03/25/2019. The form has columns for 'Period', 'Code', 'Status', 'Excuse', 'Present Minutes', and 'Comments'. A red box highlights the 'Comments' field for period 01, which contains the text 'Set from Behavior Resolution ID 379977'.

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 Entry Wizard

Path: 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

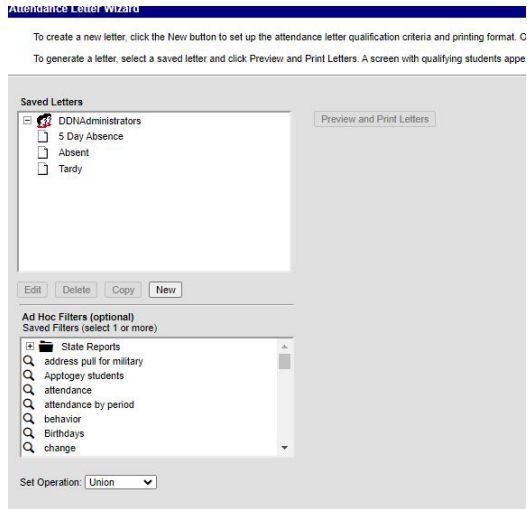


The screenshot shows the 'Attendance Wizard' interface within the Infinite Campus system. The header bar is green with the 'Infinite Campus' logo and a search bar. Below the header, the breadcrumb trail reads 'Attendance > Main Tools > Attendance Wizard'. The interface is divided into four main sections:

- 1. Date:** A date picker set to '09/30/2019'.
- 2. Mode:** Radio buttons for 'Daily' (selected), 'Period', 'Batch', 'Edit', 'Batch Edit', 'Check In', and 'Check Out'.
- 3. Students:** This section is further divided into three parts:
 - A. Search for Students:** A form with fields for Last Name, First Name, Grade, SSN/PIN, Student #, Alt Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter. A 'Search' button is at the bottom.
 - B. Select students to add to edit list:** A list of search results showing 'Student, Luke W(11) 105671', 'Student, Brianna L(11) 111553', and 'Student, Benjamin C(11) 105667'.
 - C. Click on a student to remove from list:** A list showing 'Student, Brianna - 111553'.
- 4. Daily:** A section for entering attendance information, with a 'Save' button.

Attendance Letters

Attendance Office->Attendance Communications->Attendance Letters



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

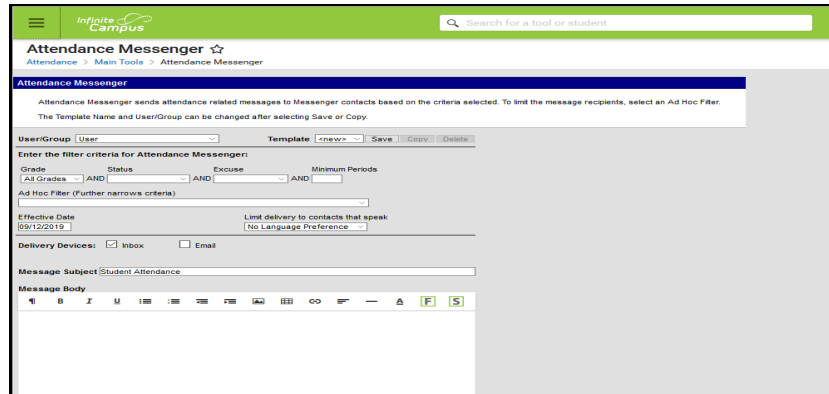
Attendance Letters Workflow in Campus Community

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

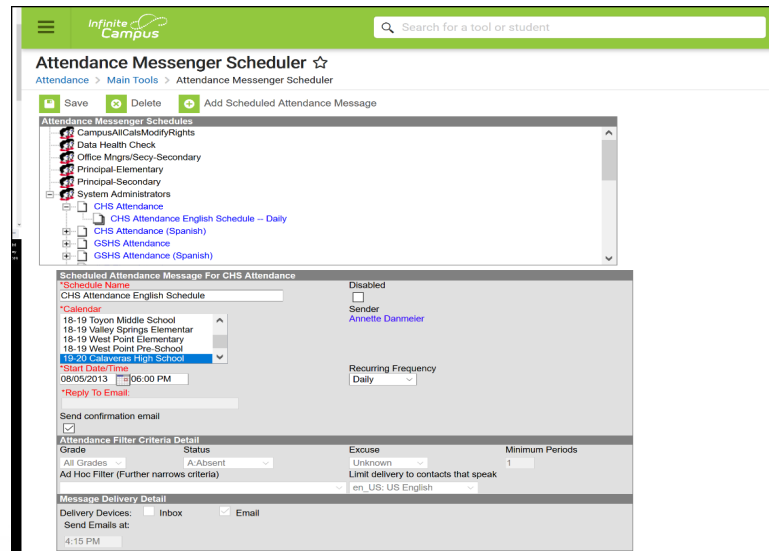


The screenshot shows the 'Attendance Messenger' interface within the 'Infinite Campus' system. The header includes the 'Infinite Campus' logo and a search bar. The main title is 'Attendance Messenger' with a star icon. Below the title, a breadcrumb trail reads 'Attendance > Main Tools > Attendance Messenger'. A descriptive text block states: '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.' The form contains several sections: 'User/Group' with a dropdown menu and a 'Template' dropdown with 'Save', 'Copy', and 'Delete' buttons; 'Enter the filter criteria for Attendance Messenger:' with fields for 'Grade' (set to 'All Grades'), 'Status' (set to 'AND'), 'Excuse' (set to 'AND'), and 'Minimum Periods' (set to 'AND'); an 'Ad Hoc Filter (Further narrows criteria)' field; 'Effective Date' set to '09/12/2019'; a 'Limit delivery to contacts that speak' dropdown set to 'No Language Preference'; 'Delivery Devices' with checkboxes for 'Inbox' and 'Email'; a 'Message Subject' field containing 'Student Attendance'; and a 'Message Body' section with a rich text editor toolbar and a large text area.

Attendance Messenger Scheduler

Path: 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.



The screenshot shows the 'Attendance Messenger Scheduler' interface within the 'Infinite Campus' system. The interface includes a sidebar with a tree view of navigation options, a main content area with a search bar, and a detailed configuration form for scheduling attendance messages.

Attendance Messenger Scheduler

Attendance > Main Tools > Attendance Messenger Scheduler

Buttons: Save, Delete, Add Scheduled Attendance Message

Attendance Messenger Schedules

- CampusAllCatsModifyRights
- Data Health Check
- Office Mngn/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: ☐

Sender: Annette Danneier

*Calendar: 18-19 Toyon Middle School, 18-19 Valley Springs Elementary, 18-19 West Point Elementary, 18-19 West Point Pre-School, 18-19 Westwood Junior 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	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

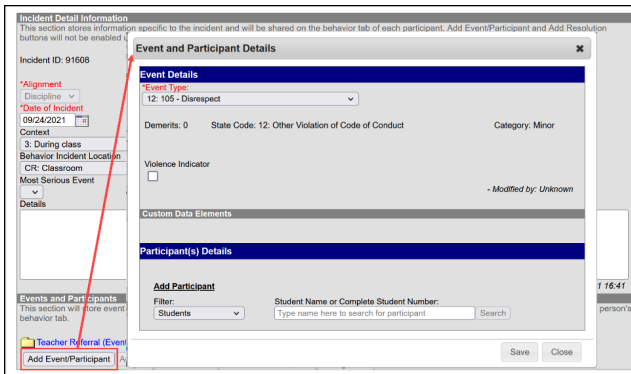
The Incident Detail Information editor stores data specific to the incident. That data is viewable on the student's Behavior record for all participants of the incident.

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.

*Alignment Discipline ▾	Status In Progress ▾	Submitted Date: Submitted By: ▾
*Date of Incident 06/04/2012 	*Time of Incident 02:18 PM	Damages \$
Context 10: School-sponsored activity ▾	Context Description 	
Behavior Incident Location SG: School Grounds ▾	Location Description 	
Details 		

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: 91608

***Alignment**
 Discipline:
 *Date of Incident: 09/24/2021

Context
 3: During class
 Behavior Incident Location: CR Classroom
 Most Serious Event:

Details

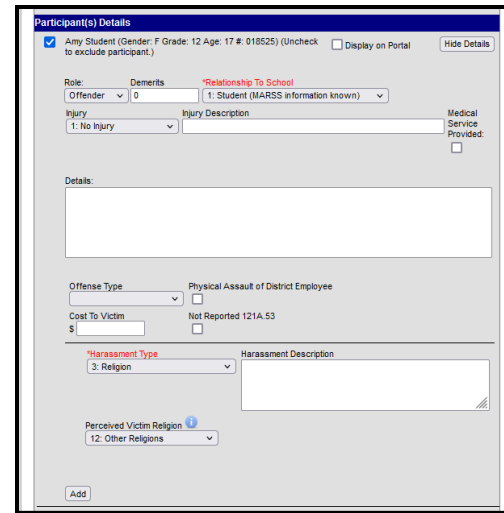
Event and Participant Details

Event Details
 Event Type: 12: 105 - Disrespect
 Demerits: 0 State Code: 12: Other Violation of Code of Conduct Category: Minor
 Violence Indicator: ☐
 Custom Data Elements:
 Modified by: Unknown

Participant(s) Details

Add Participant
 Filter: Students Student Name or Complete Student Number:
 Type name here to search for participant

Save Close



Participant(s) Details

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

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

Injury: 1: No Injury Injury Description: Medical Service Provided: ☐

Details

Offense Type: Physical Assault of District Employee
 Cost To Victim: \$ Not Reported 121A-53 ☐

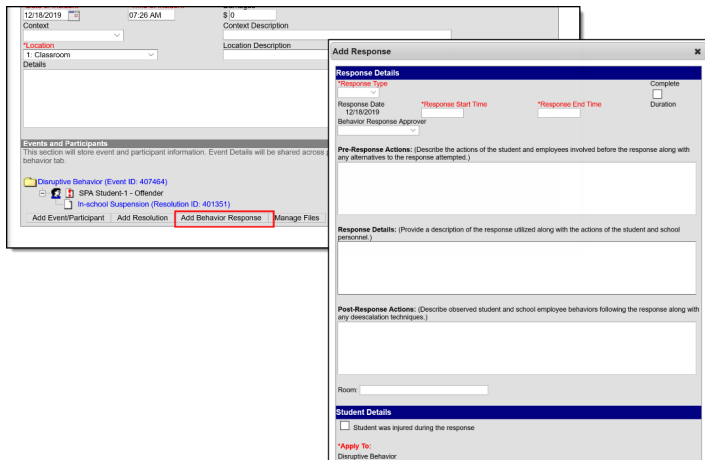
***Harassment Type**
 3: Religion Harassment Description:

Perceived Victim Religion: 12: Other Religions

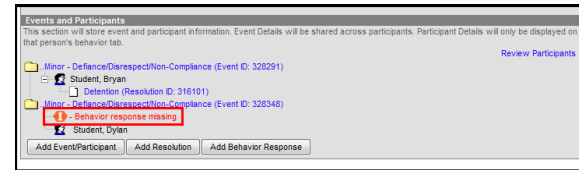
Add

Behavior Management

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



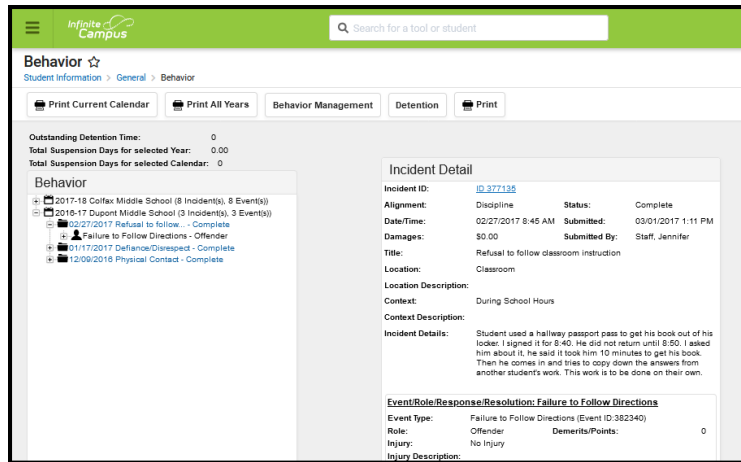
The screenshot shows the 'Add Response' dialog box. It includes fields for 'Response Type', 'Response Date', 'Response Start Time', 'Response End Time', and 'Duration'. There is a 'Complete' checkbox and a 'Behavior Response Approver' dropdown. Below these are sections for 'Pre-Response Actions' and 'Response Details'. 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 set to 'Disruptive Behavior'.



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

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 Behavior Management interface. The top navigation bar includes a search bar and a 'Behavior' tab. Below the navigation bar, there are buttons for 'Print Current Calendar', 'Print All Years', 'Behavior Management', 'Detention', and 'Print'. The main content area is divided into two sections: 'Behavior' and 'Incident Detail'.

Behavior Section:

- Outstanding Detention Time: 0
- Total Suspension Days for selected Year: 0.00
- Total Suspension Days for selected Calendar: 0
- Behavior list:
 - 2017-18 Coffey Middle School (8 Incident(s), 8 Event(s))
 - 2016-17 Dupont Middle School (3 Incident(s), 3 Event(s))
 - 02/27/2017 Refusal to follow... - Complete
 - 01/17/2017 Defiance/Disrespect - Complete
 - 12/09/2016 Physical Contact - Complete

Incident Detail Section:

Incident ID: [ID 377135](#)

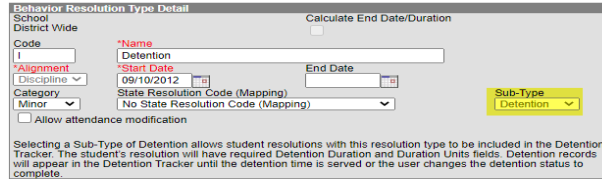
Alignment:	Discipline	Status:	Complete
Date/Time:	02/27/2017 8:45 AM	Submitted:	03/01/2017 1:11 PM
Damages:	\$0.00	Submitted By:	Staff, Jennifer
Title:	Refusal to follow classroom instruction		
Location:	Classroom		
Location Description:	During School Hours		
Context:	During School Hours		
Context Description:	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
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

School: [] Calculate End Date/Duration: ☐

District Wide: ☐

Code: [1] Name: [Detention]

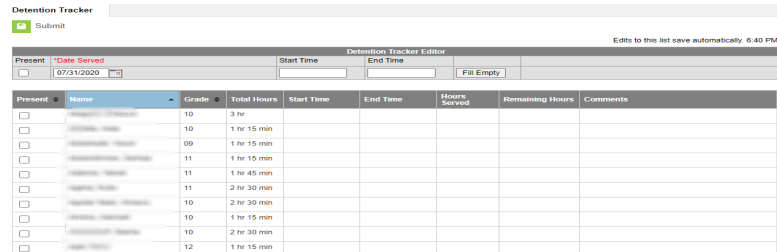
*Alignment: [Discipline] *Start Date: [09/10/2012] End Date: []

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

Submit

Edits to this list save automatically. 6:40 PM

Detention Tracker Editor

Present: ☐ Date Served: [07/31/2020] Start Time: [] End Time: [] Fill Empty: []

Present	Name	Grade	Total Hours	Start Time	End Time	Hours Served	Remaining Hours	Comments
☐	[Student Name]	10	3 hr					
☐	[Student Name]	10	1 hr 15 min					
☐	[Student Name]	09	1 hr 15 min					
☐	[Student Name]	11	1 hr 15 min					
☐	[Student Name]	11	1 hr 45 min					
☐	[Student Name]	11	2 hr 30 min					
☐	[Student Name]	10	2 hr 30 min					
☐	[Student Name]	10	1 hr 15 min					
☐	[Student Name]	10	2 hr 30 min					
☐	[Student Name]	12	1 hr 15 min					

FERPA Programs

Path: 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.

 FERPA ☆ [Student Information](#)

Program Information

Start Date: (Required)
 

End Date:
 

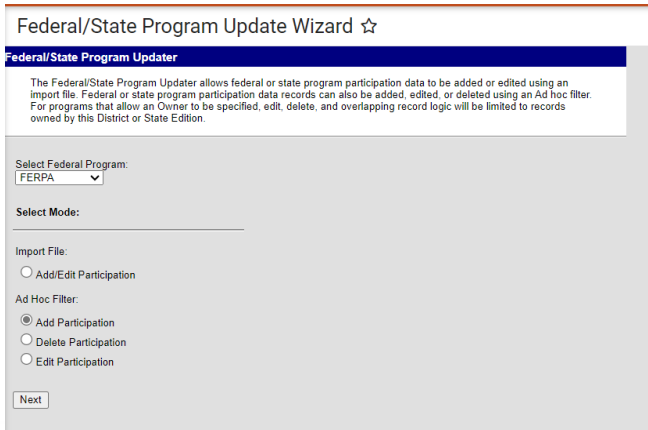
School Year:

Question 1: 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 2: Do you grant permission to share information with SD BOR/SD Tech Colleges? Grades 7 - 12:

Federal/State Program Update Wizard

Path: 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.

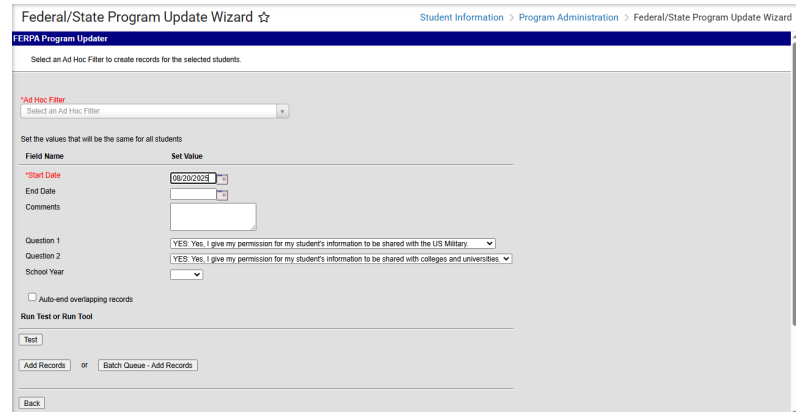
Select Federal Program:
FERPA ▼

Select Mode:

Import File:
☐ Add/Edit Participation

Ad Hoc Filter:
☒ Add Participation
☐ Delete Participation
☐ Edit Participation

Next



Federal/State Program Update Wizard ☆ [Student Information](#) > [Program Administration](#) > Federal/State Program Update Wizard

FERPA Program Updater

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

Set the values that will be the same for all students

Field Name	Set Value
*Start Date	08/20/2024
End Date	
Comments	
Question 1	YES: Yes, I give my permission for my student's information to be shared with the US Military ▼
Question 2	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

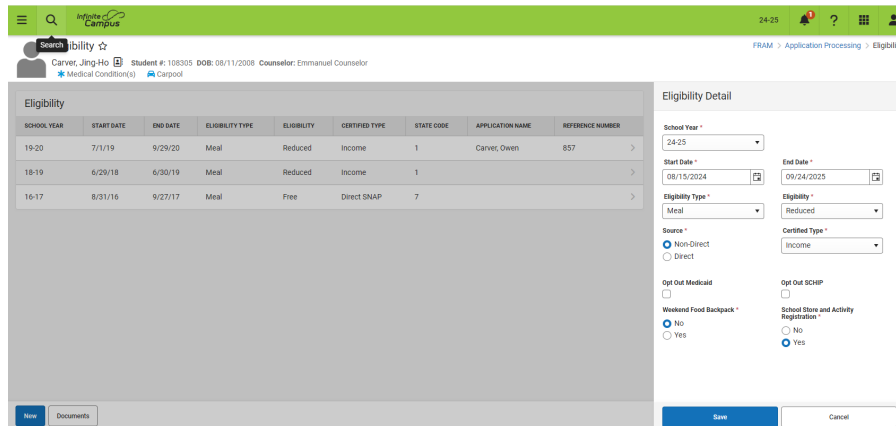
Add Records or Batch Queue - Add Records

Back

FRAM Eligibility

Path: 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. The top navigation bar is green with the 'Infuse Campus' logo and user information. Below the navigation bar, the student's name 'Carver, Jing-Ho' and other details are shown. The main area is divided into two sections: 'Eligibility' and 'Eligibility Detail'.

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	6/31/16	9/27/17	Meal	Free	Direct SNAP	7		

Eligibility Detail Form:

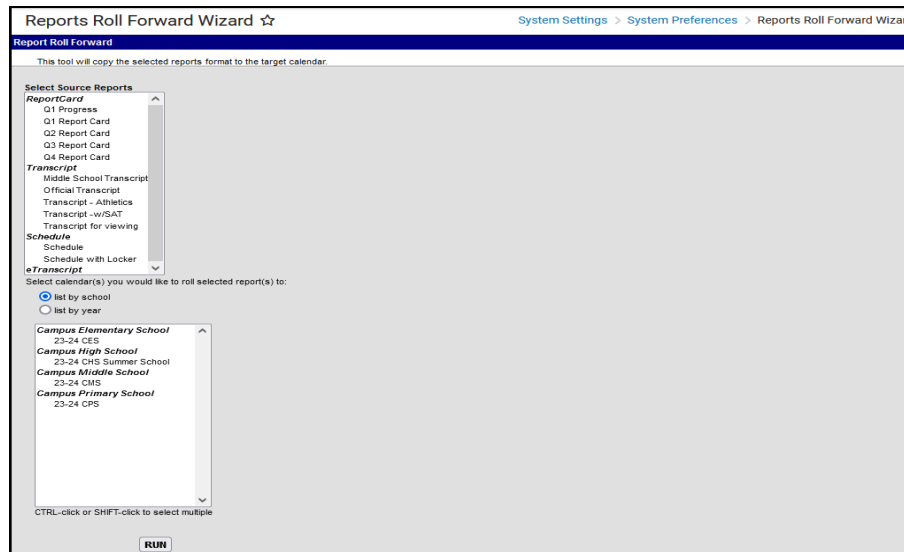
School Year: 24-25
 Start Date: 08/15/2024
 End Date: 09/24/2025
 Eligibility Type: Meal
 Source: ☒ Non-Direct ☐ Direct
 Certified Type: Income
 Opt Out Medicaid: ☐
 Weekend Food Backpack: ☒ No ☐ Yes
 Opt Out SCHIP: ☐
 School Store and Activity Registration: ☒ No ☐ Yes

Buttons: Save, Cancel

Report Roll Forward

Path: System Settings->System Preferences->Reports Roll Forward Wizard

The Reports Roll Forward Wizard copies selected reports into next year's calendar.

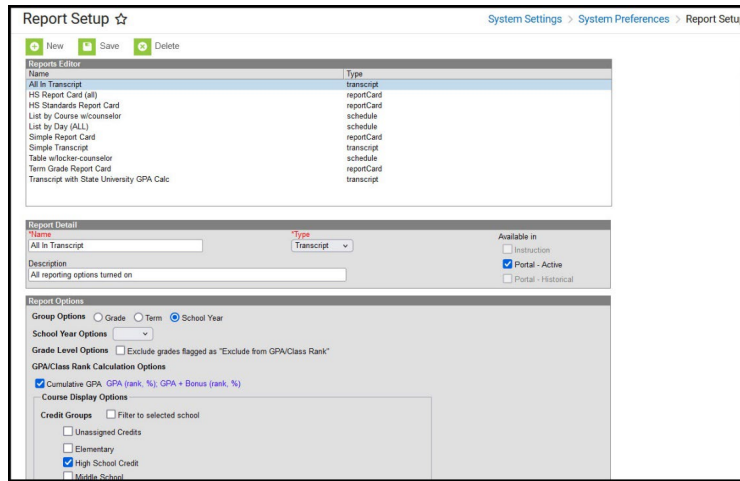


The screenshot shows the 'Reports Roll Forward Wizard' window. At the top, there is a breadcrumb trail: 'System Settings > System Preferences > Reports Roll Forward Wizard'. Below the title bar, a message states: 'This tool will copy the selected reports format to the target calendar.' The main area is divided into two sections. The left section, titled 'Select Source Reports', contains a list of report types: 'ReportCard' (with sub-items: Q1 Progress, Q1 Report Card, Q2 Report Card, Q3 Report Card, Q4 Report Card), 'Transcript' (with sub-items: Middle School Transcript, Official Transcript, Transcript - Athletics, Transcript - w/SAT, Transcript for viewing), 'Schedule' (with sub-items: Schedule, Schedule with Locker), and 'eTranscript'. The right section, titled 'Select calendar(s) you would like to roll selected report(s) to:', has two radio buttons: 'list by school' (selected) and 'list by year'. Below these is a list of schools: 'Campus Elementary School' (23-24 GES), 'Campus High School' (23-24 CHS Summer School), 'Campus Middle School' (23-24 CMS), and 'Campus Primary School' (23-24 GPS). At the bottom, there is a 'RUN' button and a note: 'CTRL-click or SHIFT-click to select multiple'.

Report Setup

Path: 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' web application interface. At the top, there is a breadcrumb trail: 'System Settings > System Preferences > Report Setup'. Below this, there are three buttons: 'New', 'Save', and 'Delete'. The main content area is divided into three sections:

- Reports Editor:** A table with two columns: 'Name' and 'Type'. It lists various report types such as 'All In Transcript', 'HS Report Card (all)', 'HS Standards Report Card', 'List by Course w/counselor', 'List by Day (ALL)', 'Simple Report Card', 'Simple Transcript', 'Table w/counselor-counselor', 'Term Grade Report Card', and 'Transcript with State University GPA Calc'.
- Report Detail:** A section for editing a specific report. It includes a 'Name' field (set to 'All In Transcript'), a 'Type' dropdown (set to 'Transcript'), and an 'Available in' section with checkboxes for 'Instruction', 'Portal - Active' (checked), and 'Portal - Historical'.
- Report Options:** A section for configuring report options. It includes:
 - Group Options:** Radio buttons for 'Grade', 'Term', and 'School Year' (selected).
 - School Year Options:** A dropdown menu.
 - Grade Level Options:** A checkbox for 'Exclude grades flagged as "Exclude from GPA/Class Rank"'.
 - GPA/Class Rank Calculation Options:** A checkbox for 'Cumulative GPA: GPA (rank, %), GPA + Bonus (rank, %)' (checked).
 - Course Display Options:** A checkbox for 'Filter to selected school'.
 - Credit Groups:** Checkboxes for 'Unassigned Credits', 'Elementary', 'High School Credit' (checked), and 'Middle School'.

Portal Display Options

Path: 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 0 days from Calendar End Date (until 06/30/2022)

Portal Term Settings

☒ Automatically enable all terms 0 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).

Expand All

Collapse All

Academic Plan	☒ Student	☒ Parent	+
Access Log	☒ Student	☒ Parent	+
Activity Registration			+
Assessments	☒ Student	☒ Parent	+
Assignments	☒ Student	☒ Parent	-

Enable Assignments Tool

☒ Student
 ☒ Parent

Display Score Details

Points Earned/Score

☒ Student
 ☒ Parent

Grading Window

Path: 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.

Grading Window

Grading & Standards > Grading & Standards Administration > Grading Window

TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q2	07/13/20 12:00 AM	07/13/20 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	05, 06, 07, 08, 09	12	2020-21 Emerson High

Select Terms

Select Date & Time

Select Grade Levels

Select Grading Tasks/Standards

Set Grading Window Dates Via *

[Date Range](#) [Term End Date](#)

July 2020 TODAY

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Grading Window

Grading & Standards > Grading & Standards Administration > Grading Window

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

Select Terms

Select Date & Time

Select Grade Levels

Select Grading Tasks/Standards

08
09
9
10
11
12
13
12+
AAP
core
EC
HC
KA

Previous Cancel Next

Grading Window

Grading & Standards > Grading & Standards Administration > Grading Window

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

Select Terms

Select Date & Time

Select Grade Levels

Select Grading Tasks/Standards

Search Grading Tasks / Standards

Minimum three characters required

Grading Tasks / Standards

☐ Select All ☐ Expand All ☒ Include Children on Selection

☐ Mid Quarter

☒ Mid-term

☐ Progress Report 1

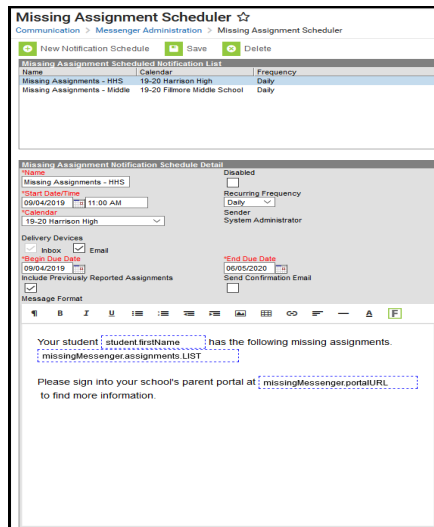
☐ Progress Report 2

Missing Assignment Messenger

Path: 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.

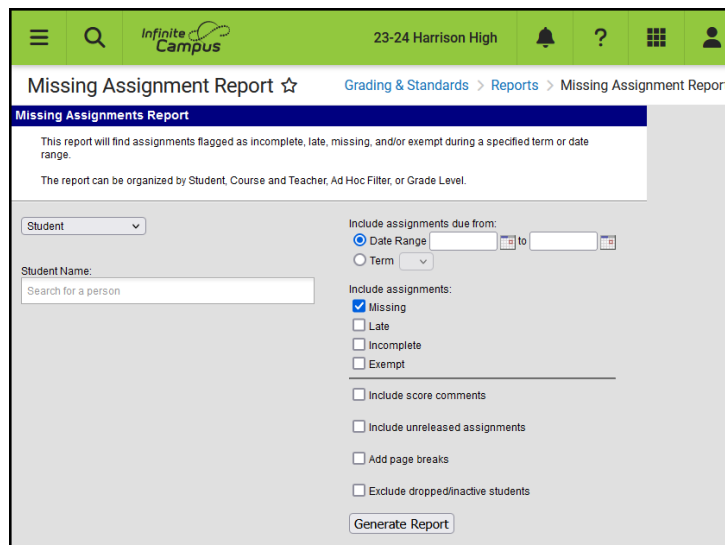


The screenshot shows the 'Missing Assignment Scheduler' interface. At the top, there are buttons for 'New Notification Schedule', 'Save', and 'Delete'. Below this is a table with columns 'Name', 'Calendar', and 'Frequency'. The table contains two entries: 'Missing Assignments - HHS' (19-20 Pearson High, Daily) and 'Missing Assignments - Middle' (19-20 Feltre Middle School, Daily). Below the table is a 'Missing Assignment Notification Schedule Detail' section. It includes a 'Name' field (Missing Assignments - HHS), a 'Start Date/Time' field (09/04/2019 11:00 AM), a 'Calendar' dropdown (19-20 Pearson High), and a 'Disabled' checkbox. There are also fields for 'Recurring Frequency' (Daily), 'Sender' (System Administrator), 'Inbox' (checked), 'Email' (checked), 'Start Date' (09/04/2019), 'End Date' (09/04/2020), 'Include Previously Reported Assignments' (checked), and 'Send Confirmation Email' (unchecked). At the bottom, there is a 'Message Format' section with a text area containing a template message: '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

Path: 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' form in the Infinite Campus system. The header bar is green and contains navigation icons, the 'Infinite Campus' logo, the school name '23-24 Harrison High', and user icons. Below the header, the breadcrumb trail is 'Grading & Standards > Reports > Missing Assignment Report'. The main title is 'Missing Assignments Report' with a star icon. A descriptive text box states: 'This report will find assignments flagged as incomplete, late, missing, and/or exempt during a specified term or date range. The report can be organized by Student, Course and Teacher, Ad Hoc Filter, or Grade Level.' The form 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'. Further down are checkboxes for 'Include score comments', 'Include unreleased assignments', 'Add page breaks', and 'Exclude dropped/inactive students'. A 'Generate Report' button is at the bottom right.

Report Card Batch Report

Path: 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

Batch Queue Options

Refresh Show top: 50 tasks submitted between 01/18/2024 and 01/25/2024

Batch Queue List

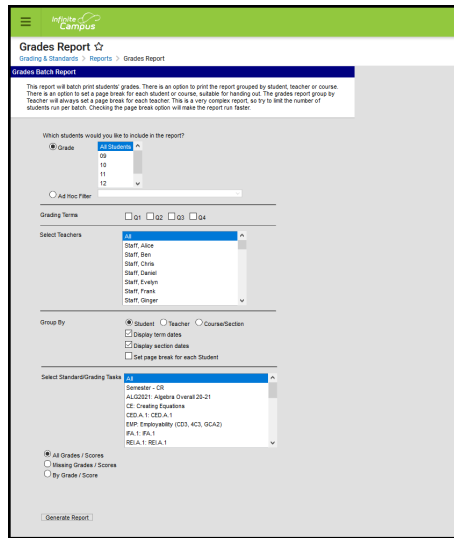
Queued Time	Report Title	Status	Download
-------------	--------------	--------	----------

Generate Report Submit to Batch

Grades Report

Path: 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' form in the Infopoint Campus system. The form is titled 'Grades Report' and includes a breadcrumb trail: 'Grading & Standards > Reports > Grades Report'. Below the title, there is a small text box explaining that the report will batch print student grades and that there is an option to print by student, teacher, or course. It also mentions that there is an option to set a page break for each student or course, suitable for handing out, and that the grades report group by Teacher will always set a page break for each teacher. This is a very complete report, so try to limit the number of students run per batch. Checking the page break option will make the report run faster.

The form contains several sections for filtering the report:

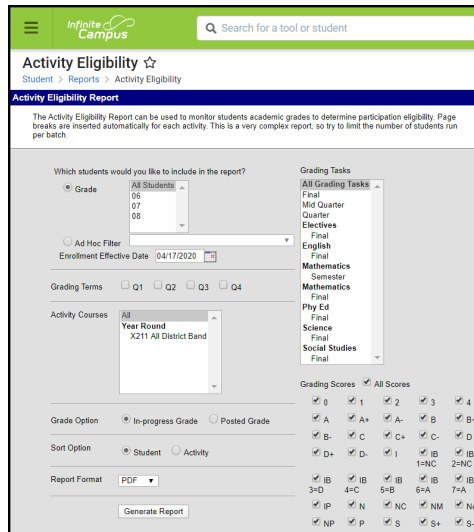
- Which students would you like to include in the report?**
 - ☒ Grade: A dropdown menu showing 'All Students' and a list of grades: 09, 10, 11, 12.
 - ☐ Add Your Filter: A text input field.
- Grading Term:** Radio buttons for '09', '10', '11', and '12'.
- Select Teachers:** A dropdown menu showing a list of teachers: Staff: Alice, Staff: Ben, Staff: Chris, Staff: Daniel, Staff: Evelyn, Staff: Frank, Staff: Ginger.
- Group By:**
 - ☒ Student
 - ☐ Teacher
 - ☐ Course/Section
- Display options:**
 - ☐ Display term dates
 - ☐ Display section dates
 - ☐ Set page break for each Student
- Select Standard/Grading Task:** A dropdown menu showing a list of standards: Algebra - 09, Algebra Overall 20-21, 09: Grading Standards, 09: A.1 - 09: A.1, 09: Exponential (09: A.1, 09: A.2), 09: A.1 - 09: A.1, 09: A.1 - 09: A.1.
- Display options for standards:**
 - ☒ All Grades / Scores
 - ☐ Missing Grades / Scores
 - ☐ By Grade / Score

At the bottom of the form, there 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 banner reads 'Activity Eligibility Report'. A descriptive text block states: '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 configuration area is titled 'Which students would you like to include in the report?'. It includes several filters:

- Grade:** A dropdown menu currently set to 'All Students', with options 05, 07, and 08 visible.
- Ad Hoc Filter:** A dropdown menu.
- Enrollment Effective Date:** A date field set to '04/17/2020'.
- Grading Terms:** Radio buttons for Q1, Q2, Q3, and Q4.
- Activity Courses:** A dropdown menu currently set to 'All', with options 'Year Round' and 'XC11 All District Band' visible.
- Grade Option:** Radio buttons for 'In-progress Grade' (selected) and 'Posted Grade'.
- Sort Option:** Radio buttons for 'Student' (selected) and 'Activity'.
- Report Format:** A dropdown menu set to 'PDF'.

On the right side, there are two sections:

- Grading Tasks:** A list of tasks with checkboxes, including 'Final', 'Mid Quarter', 'Quarter', 'Electives', 'Final English', 'Final Mathematics', 'Semester Mathematics', 'Final', 'Play Ed', 'Final Science', 'Final Social Studies', and 'Final'.
- Grading Scores:** A grid of checkboxes for various score types. The 'All Scores' checkbox is checked. The grid includes options for scores 0 through 4, A through B+, D+ through D-, IB, 3+D, 4+C, 5+B, 6+A, 7+A, JP, N, NC, NP, P, S, S+, and S-.

A 'Generate Report' button is located at the bottom center of the form.

Transcript Batch Report

Path: 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

OR

Display Options

Transcript by Term

Which students would you like to include in the report?

☒ Grade

All Students

08

09

10

11

☐ Ad Hoc Filter

Enrollment Effective Date 06/05/2024

Sort Options

☒ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

☐ Transcript without mailing address, one per student

Refresh Show top 50

Tasks submitted between 05/29/2024 and 06/05/2024

Batch Queue List

Queued Time	Report Title	Status	Download
-------------	--------------	--------	----------

Report Format: PDF

Generate Report Submit to Batch

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

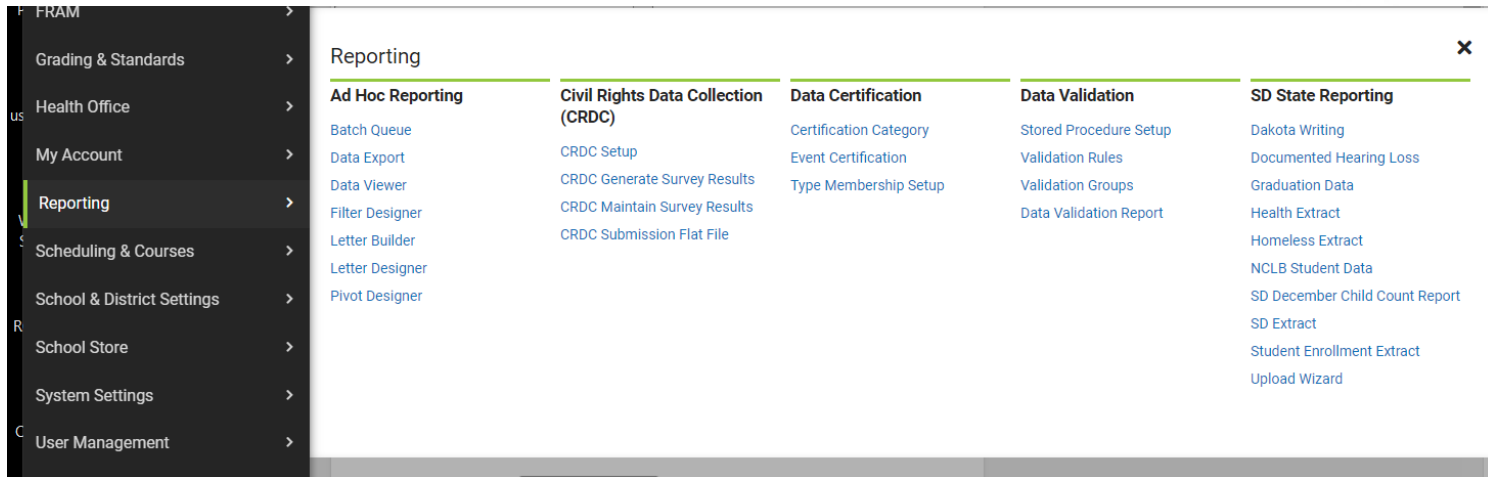
View the [Teacher's Schedule](#) to access a grade book for a specific teacher. Click the blue Grade Book link to launch that section's grade book in another window.

	Term 1 (07/01/23-09/29/23)	(10/02/23-12/15/23)
0	EMPTY	EMPTY
1	3600-4 AP Literature (Day Daily) Primary Teacher Grade Book	3600-4 AP Literature Primary Teacher Grade Book
2	EMPTY	EMPTY
3	3700-4 American & British Literature (Day Daily) Primary Teacher Grade Book	3700-4 American & British Literature Primary Teacher Grade Book
4	EMPTY	EMPTY
5	3850-1 Creative Writing (Day Daily) Primary Teacher Grade Book	3850-1 Creative Writing Primary Teacher Grade Book

Ad Hoc Reporting

Path: Reporting->Ad Hoc Reporting

Ad Hoc Reporting allows user to create filters that can provide information or as input to an existing report.



The screenshot shows a web application interface with a dark sidebar on the left containing a menu. The 'Reporting' menu item is highlighted with a green bar. The main content area on the right is titled 'Reporting' and features a close button (X) in the top right corner. Below the title, there are five columns of links, each under a green header:

Ad Hoc Reporting	Civil Rights Data Collection (CRDC)	Data Certification	Data Validation	SD State Reporting
Batch Queue	CRDC Setup	Certification Category	Stored Procedure Setup	Dakota Writing
Data Export	CRDC Generate Survey Results	Event Certification	Validation Rules	Documented Hearing Loss
Data Viewer	CRDC Maintain Survey Results	Type Membership Setup	Validation Groups	Graduation Data
Filter Designer	CRDC Submission Flat File		Data Validation Report	Health Extract
Letter Builder				Homeless Extract
Letter Designer				NCLB Student Data
Pivot Designer				SD December Child Count Report
				SD Extract
				Student Enrollment Extract
				Upload Wizard

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.



User Management Best Practices

- Manage user through User Groups and not individual Tool Rights
- Manage Tool Rights and Calendar Rights in separate groups
- Use the Account Expiration Date
- Use the User Management Reports
 - Product Security Role Report
 - Tool & Calendar Rights Access
 - User Group Report



Campus Community

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

Resources from DOE

- <https://doe.sd.us>
- Infinite Campus – Student Information Management System

Department of Education

- FERPA- Student directory information. Districts are required to obtain parental consent on student directory information on annual basis. You will find that on the FERPA screen. You can find information in the Student Data Desk Guide.
- Military Connections – Just a reminder that the check box for the Military Connection is on the student's enrollment tab.
- State Seal of Biliteracy -

