What’s New

Navigation:
- Campus Instruction is now Instruction (slide 3)
- The way to get back to Tools has changed from Instruction (slide 3)
- New Control Center (slide 6)

Functions:
- New Assignment Detail Screen (side 16)
- Campus Learning
- Default grade for Cheated and Missing
Instruction

• To get to Campus Instruction:
  • Click the “App Switcher” for access
  • Click on Instruction

• To get back to Infinite Campus Tools
  • Click the Instruction dropdown for access (upper left hand corner)
  • Click on Tools
Campus Instruction Index

• Account Settings
• Grade Book
• Post Grades
• Seating Charts
• Attendance
• Student Groups
• Planner
• Reports – for Attendance, Grade Book, Roster, Planner
Account Settings (Click on Person icon upper right hand corner)

 Dropdown to make Campus Instruction your first screen.

 Display only active students in your class

 Student Picture allows you to display student photos, if available.

 Use the seating chart to take attendance. This is OPTIONAL and depends on your preference.

 Allows you access to the Canned Comments. You must have this checked if your district uses Canned Comments.
Enhancements

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

- Color coded names: Blue (active); Green (new); Red (dropped)
- Icons: Flags, Health Conditions, IEP and PLP (can hover for more info)
- Filtering: Teachers can view ALL students, only active students, incoming students, or dropped.
- Report Options: Give teachers printing capabilities with options.
- Columns are sortable by clicking the column header.
- Triangle shows direction of sort (ascending or descending).

### Active Students (4)

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
<th>Grade</th>
<th>DOB</th>
<th>Start Date</th>
<th>End Date</th>
<th>Flags</th>
<th>Health</th>
<th>IEP</th>
<th>PLP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanderson, Sabrina</td>
<td>F</td>
<td>07</td>
<td>09/09/2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanderson, Scott</td>
<td>M</td>
<td>07</td>
<td>09/09/2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanderson, Thomas</td>
<td>M</td>
<td>07</td>
<td>09/09/2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanderson, Trina</td>
<td>F</td>
<td>07</td>
<td>09/09/2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Direction of sort button
Sequence of Events in Grade Book Setup

- Set Preferences
- Grade Calc Options
- Categories
- Category Copier (Optional)
- Assignments List
- Curriculum Copier (Optional)
Grade Book

In the Grade Book you will be able to:

• Create and manage Categories (if district allows)
• Create and manage Assignments
• Set up grade calculation options (if district allows)
• Copy assignments into another section
• View and score student submissions
• Analyze student and class progress on assignments
• Post grades to the report card
• Communicate with students & parents about assignment scores
• Write and/or use canned comments for the report card
Grade Book – Set up Features
Must set up each section separately.

**Assignment Marks** – Allows you to see the Grading Scales currently used. If district allows, teachers can create their own marks however this is not advisable.

**Categories** – Create categories for assignments.

**Curriculum List** – Create individual assignments.

**Filter Defaults** – Filter which assignments were due last week, this week, and next week.

**Grade Calc Options** – Determine how the Grade Book Calculates In Progress grades. Must have this set for Gradebook Calculations to work correctly.

**Section Groups** – Allow a teacher to group similar sections together in a single grade book view. Groups make scoring assignments easier by combining matching assignments into shared columns in the grade book.

**Curriculum Copier** – Allows you to copy categories from one section to another and from one year to another.

**Category Copier** – Allows you to copy categories from one section to another.

**Save Alert** – When there is unsaved data in the Grade Book, the Save button displays as orange until the changes are saved. Mark this preference to receive a notification each time you click save indicating the “Grade Book has been saved”.

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**Settings**

**Grade Book Setup**

- Assignment Marks
- Categories
- Curriculum List
- Filter Defaults
- Grade Calc Options
- Grading Scales
- Section Groups

**Grade Book Tools**

- Curriculum Copier
- Category Copier
- Multi-Post Grades

**Other**

- Help
- Web Site Address

**Preferences**

- Display Sparkline Graph
- Pass/Fail Coloring for Grades
- Pass/Fail Coloring for Scores
- Save Alert

**Assignments Per Page**

- 5

**Grade Book Last Updated**

**Preferences Last Modified**
Grade Calc Options
Campus Instruction > Grade Book > Settings > Grade Calc Options

• This tool determines how In Progress Grades are calculated in the Grade Book. If No Calculation is selected, the In Progress grade will not be calculated.
• In Progress grades are found in your Grade Book.
• Progress Reports get No Calculation
• Quarter Grades get In Progress Grade and the Grading Scale your district administrators set up for you.
• Check Weight Categories if you want to use your category weights in calculating a quarter grade.
Creating Categories

**Campus Instruction > Grade Book > Settings > Categories**

- Categories must be created before Assignments can be added to the Grade Book.
If you used Grade Book last year you can copy Categories:
1. Go to **Copy from** and change the year to 16-17.
2. Click on the course you are copying from.
3. If that course had Categories created in it last year, you will see them display at the bottom of the page.
4. Check the Categories you want to copy.
5. Click Next
Copy Categories (Part 2)
Grade Book > Settings > Category Copier

5. Make sure you are looking at 17-18 courses.
6. Click the course or courses you want those categories copied into (you can edit them later).
7. Click Copy.
8. Check your class(es) and make sure the Categories copied correctly. You can adjust the weights for those Categories by going to Categories in your Grade Book Setup.

<table>
<thead>
<tr>
<th>17-18</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) 2513DS-3 MATH 5R</td>
<td>✔</td>
</tr>
<tr>
<td>4) 2154DS-1 ALGEBRA 2 HONORS 11</td>
<td>☐</td>
</tr>
<tr>
<td>4) 2154DS%-1 ALGEBRA 2 HONORS 10</td>
<td>☐</td>
</tr>
<tr>
<td>6) 2153DS -2 ALGEBRA 2</td>
<td>☐</td>
</tr>
<tr>
<td>9) 2153DS -3 ALGEBRA 2</td>
<td>☐</td>
</tr>
</tbody>
</table>
Creating Assignments
Grade Book > Settings > Curriculum List

1. Click on Add Assignment

***REMEMBER: You must create categories before creating Assignments***
Infinite Campus Assignment Detail Screen – New Screen

**Assignment Detail**

- **Enter Assignment Name and Abbreviation.** This has not changed.

- **Abbreviation**

**NEW** – Can add an assignment to multiple courses/sections.

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

**Scheduling/Grading Alignment**

<table>
<thead>
<tr>
<th>Section</th>
<th>Portal</th>
<th>*Assigned</th>
<th>*Due</th>
<th>*GB Seq</th>
<th>Student Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>01) A025-3 English 10</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terms: Q1, Q2, Q3, Q4</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add/Remove</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Select Category.** This has not changed.

<table>
<thead>
<tr>
<th>Category</th>
<th>Extended Work</th>
</tr>
</thead>
</table>

- **Include in Grade Calculation**

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

**Campus Learning must be enabled for these features to work.**

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

**Enhancements**

1. **Faster** way to create assignments.
2. **New** ways to add an assignment to multiple courses/sections.
3. Everything on a **single screen** without scrolling.
Copy Assignments
Grade Book > Settings > Curriculum Copier

Choose the YEAR and SECTION to Copy From and to Copy To.
Place a check mark in the box for the assignments you want to move.
Click Next.

**DUE DATES DO NOT COPY**
Only select a few assignments at a time

Review and edit the dates for the copied curriculum. Confirm your Source and Destinations are correct.
Copy Assignments
Grade Book > Settings > Curriculum Copier

Use this screen to change the Category for this assignment.

Confirm the Grading Task and the Points for this Assignment and adjust as necessary.

Click Save.
Grade Book Continued

Expands and allows you to Grade and mark items as:

- Tardy
- Missing
- Late
- Incomplete
- Cheated
- Exempt
- Dropped
Section Groups

1. Click on Grade Book > Settings > Section Groups
2. Click on Add
3. You will see the Section Group Detail
## Section Groups

**Section Group Detail**

- **Name**: English 9 & Special

Mark the active checkbox next to sections to include in the group. The Terms in which each section meets are provided.

Pick colors to represent the students in the two classes.

<table>
<thead>
<tr>
<th>Active</th>
<th>Name</th>
<th>Terms</th>
<th>Color</th>
<th>Seq</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>02) A015-6 English 09</td>
<td>Q1, Q2, Q3, Q4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>05) A038-5 English Language &amp; Comp/AP</td>
<td>Q1, Q2, Q3, Q4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03) A025-4 English 10</td>
<td>Q1, Q2, Q3, Q4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06) A025-7 English 10</td>
<td>Q1, Q2, Q3, Q4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08) A038-8 English Language &amp; Comp/AP</td>
<td>Q1, Q2, Q3, Q4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09) STUDYF-9 Study Fall</td>
<td>Q1, Q2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09) STDYFB-9 Study Fall Blue (B)</td>
<td>Q1, Q2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09) STDYFS-9 Study Fall Silver (S)</td>
<td>Q1, Q2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section Groups

Grade book will now display the combined students. Notice that the color code you picked is reflected in the left side of the students grade.

Assignments can be combined if they match in Name, Sequence, Due Date, Category, and Points. Columns for assignments that don’t match across sections show with shaded cells for sections that do not include the assignment.

View the Section Group in your Section chooser.
If you are not keeping an Infinite Campus Grade Book you can still use the Post Grades tool to enter term scores:

- Option to post by task or student are in the same tool
- The Percent column is used for the composite grade calculation
- The Grade column is the value seen on the report card (used to be score)
- Also available is the fill function by clicking on the Fill Percent, Grade, Comment button
- Remember to Save
Roster and Grade Book

- When you click on the link for the student, you will get student details, and a link to Student Information.
- This allows you to see Assessment data, access IEP Direct, send a behavior referral, and whatever the district allows you to see.
- In order to get back to Campus Instruction, use the App Switcher and click on Campus Instruction.
Seating Charts

Choose the section.

Name the seating chart. You can have multiple seating charts for the same class.

Choose the grid (columns and rows) for your classroom. You will be able to re-arrange the desks on the next screen.

You can have IC automatically place students alphabetically from A-Z, Z-A, Random, or Do Not Place.
Example Seating Chart

Click and drag seats to match your classroom.

List of students who still need seats shows at top of the screen.

Click and drag students to their seats. If there are student photos, the photos will populate that seat.
Attendance

Click if a student is Absent or Tardy. You can enter comments (if needed).

You can also take attendance in seating chart view.

MUST click Save even if no one is absent.
Student Groups

Student Groups can be used to group students into smaller learning groups within a section. You can then give assignments to only the students in a specific group.

1. Click New to set up a group.
2. Type the name of your student group.
3. Click Add to move them into this group.

Clicking on the student name will give additional information about that student.
Planner

View your schedule

Go forward or backward.

View all or some your classes

Detailed view of assignments

The ability to add Assignments & Categories

The ability to print out schedule information

Create a to-do list
Planner

NEW – Create new Units, Lesson Plans, and Assignments in the Planner View.

New Unit – Provide a Unit Name. This is NOT an assignment. It is a unit that will take a number of days. In the example above, Inside the Computer is my Unit.

Lesson Plan – This goes inside of Unit. This is not an Assignment. Rather this is for you to give yourself notes on what you are presenting/teaching/showing, etc as part of the overall unit. This is a smaller part of the Unit. Motherboard Components and Fan would be examples of Units as seen in the above example.

Assignment – This is your standard Assignment. You can create Assignments with or without Units or Lesson Plans. This is the Graded part of the Unit. Any Assignments created here will be put in your Grade Book.
• Reports are now grouped together.
• You can select which section to print within the report.
• Many options are available within each report.

The following reports are not available in Campus Instruction:
• Aligned Assessments
• Grades Report
• Behavior Referral
• IEP Viewer
• Assessment Data (Regents Exams, etc)
You can still access them in Campus Tools
Reports (Attendance)

Attendance Register – Displays section attendance data by student and by day, in a grid format.

Attendance Summary – Displays the section attendance summary for each student.

Attendance Change Tracking Report – allows you to view student attendance events in the selected section based on the date range entered.
Reports (Grade Book)

Section Summary Report – Displays a listing of Assignments and the scores the students received. Can also track missing assignments and In-Progress Grade (if Grade Calc option is used).
Reports (Grade Book)

Student Summary Report – Returns a lost of assignments per student that are assigned to the student along with any scores that the student has received. Grading tasks are listed first, followed by standards.
Reports (Grade Book)

Flagged Assignments – This report will find assignments flagged as incomplete, late, missing, and/or exempt during a specified term or date range.

Grade Book Export – This report allows you to export some or all of the scores in your Grade Book to other applications. REMEMBER: data you change in Excel will not import back into Infinite Campus.

Missing Assignments – The report lists missing assignments per student. Choose the assignments you’d like to appear in the report. Those students that have scores with the missing flag set for the assignments you’ve selected below will appear. Students will also appear as missing an assignment if the due date has passed and you selected the assignment.
Reports (Roster)

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

**Portal Usage** – This report will tell you how many times a person has logged into the Portal in a given week.