



# Infinite Campus Campus Instruction Overview

Fall 2017  
Version .1733

Infinite Campus Support Group  
Varda Solomon Ira Hersch

# What's New

## Navigation:

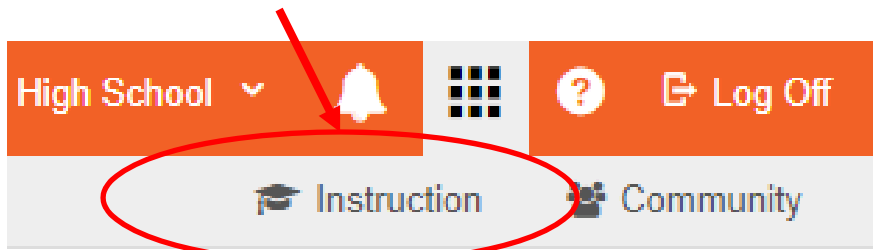
- Campus Instruction is now Instruction (slide 3)
- The way to get back to Tools has changed from Instruction (slide 3)
- New Control Center (slide 6)

## Functions:

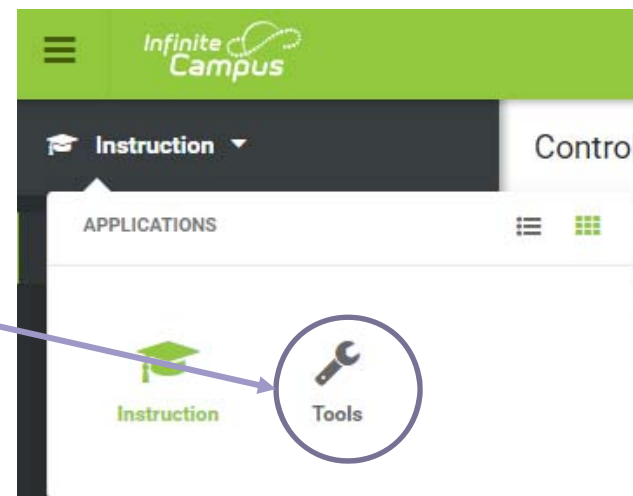
- New Assignment Detail Screen (side 16)
- Campus Learning
- Default grade for Cheated and Missing

# 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)

The screenshot shows the 'Account Settings - Preferences' page in Infinite Campus. The page has a green header with the Infinite Campus logo and a user profile icon circled in purple. A dropdown menu is open from the profile icon, showing 'Account Settings' circled in purple. The main content area has two tabs: 'Preferences' and 'Notifications'. A 'Save' button is at the top left. A callout box points to a dropdown menu set to 'Campus Instruction' with the text: 'Dropdown to make Campus Instruction your first screen.' Below this, there are several preference options with checkboxes and callout boxes:

- Show Active Students Only: Display only active students in your class. Affects display in Control Center, Course Requests, Grade Book, Lockers, Post Grades, Standardized Test, Student Course Recommendations, Student Groups.
- Show Student Number: Affects display in Attendance List, Class Serve, Control Center, Course Requests, Lockers, Post Grades, Roster, Roster Verification, Standardized Test, Student Course Recommendations, Student Summary, Student Groups.
- Show Student Picture: Student Picture allows you to display student photos, if available. Affects display in Attendance, Class Serve, Control Center, Course Requests, Grade Book, Lockers, Post Grades, Roster, Roster Verification, Seating Charts, Standardized Test, Student Course Recommendations, Student Groups.
- Use Seating Chart for Attendance: Use the seating chart to take attendance. This is **OPTIONAL** and depends on your preference.
- Use Canned Comments: Allows you access to the Canned Comments. You must have this checked if your district uses Canned Comments.

# Infinite Campus Instruction – New Control Center – New Screen

The screenshot shows the Infinite Campus Instruction Control Center interface. The top navigation bar is green and contains the Infinite Campus logo, a user profile icon, a help icon, and a notification bell. The left sidebar is dark grey and lists various navigation options. The main content area displays a table for '17-18 Farmingdale High School' with columns for 'SECTIONS', 'ATTENDANCE', and 'ASSIGNMENTS'. Callouts highlight several new features: 'App Switcher Tools, Instruction)' in the top left; 'Account Settings and Log Out' in the top right; 'View Messages (Message Center)' near the notification bell; 'Grade Assignments' pointing to the 'Take' button in the attendance column; 'Need to switch buildings? Click here.' pointing to the 'Score' button in the assignments column; and 'Take Attendance' pointing to the 'Take' button in the attendance column. The 'Attendance' option in the sidebar is also circled in green.

SECTIONS	ATTENDANCE	ASSIGNMENTS
2 MATH 5R	<input checked="" type="radio"/> Take	<input type="text" value="Score"/>
4 ALGEBRA 2 HONORS 10, ALGEBRA 2 HONORS 11grade	<input type="radio"/> Take	<input type="text" value="Score"/>
6 ALGEBRA 2 (2)	<input type="radio"/> Take	<input type="text" value="Score"/>
9 ALGEBRA 2 (3)	<input type="radio"/> Take	<input type="text" value="Score"/>
- MATH 5R	<input type="radio"/> Take	<input type="text" value="Score"/>
- ALGEBRA 2 HONORS 10	<input type="radio"/> Take	<input type="text" value="Score"/>
- ALGEBRA 2 HONORS 11grade	<input type="radio"/> Take	<input type="text" value="Score"/>

## 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).

The screenshot shows the Infinite Campus interface for a teacher named Christina. The main content area displays a roster for '02) 9898-1 7th ELA'. The roster is filtered to show 'Active Students (4)'. The table below shows the student data:

Name	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP
Sanderson, Sabrina	F	07	09/09/2001						
Sanderson, Scott	M	07	09/09/2001						
Sanderson, Thomas	M	07	09/09/2001						
Sanderson, Trina	F	07	09/09/2001						

Annotations in the image include:

- A red circle around the filter buttons: All, Active, Incoming, Dropped, and Report Options.
- A blue circle around the Report Options button.
- A black box around the Health column icons, showing a 'Peanut Allergy' icon.
- A black box around the 'Direction of sort button' annotation pointing to the triangle in the Name column header.

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

**Term:** Q1 (09/06/16 - 11/04/16) | **Section:** 02) A015-6 English 09 | **Task:** Quarter Grade

**Buttons:** + Add, Sort, Filter, Add Assignment, Save

**Sidebar Sections:**

- 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: 100

**Main Area:** Students list, Grade Total column, Percent, Grade, Rpt Card Comments columns.

**Annotations:**

- Settings (Sidebar)
- Grade Total (Table Header)
- Expand / Compress Grade Book (Table Header)
- Access Settings menu (Sidebar)
- Expand/Compress graph (Table Row)

**Capabilities:**

- 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.

The screenshot shows the 'Settings' page for 'Grade Book Setup'. The page is divided into several sections: 'Grade Book Setup', 'Grade Book Tools', 'Other', and 'Preferences'. Each section contains various settings and options. Callout boxes on the left provide detailed explanations for several of these settings, with arrows pointing to the corresponding items in the screenshot.

**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”.

**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.

Grade Calculation

Grading Tasks

Fill Calculation Type  
[Dropdown]

Term	Grading Task	Composite	Calculation
Q1	Progress Report	<input type="checkbox"/>	Type: [No Calculation]
Q1	Report Card	<input type="checkbox"/>	Type: [In Progress Grade] *Grading Scale [Numeric] <input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value
Q2	Progress Report	<input type="checkbox"/>	Type: [No Calculation]

[Save] [Close]

# Creating Categories

Campus Instruction > Grade Book > Settings > Categories

The screenshot displays the 'Grade Book Setup' settings page. On the left sidebar, 'Grade Book' is circled in red. The main content area shows a list of settings, with 'Categories' circled in red. A red arrow points from the 'Categories' link to a 'Category List' table. The table has columns for 'Sequence', 'Category', 'Weight', 'Exclude', and 'Drop Lowest (%)'. Below the table, there are 'Save', 'Add', and 'Close' buttons. A red box labeled 'Click Add' has an arrow pointing to the 'Add' button, which is also circled in red.

- Categories must be created before Assignments can be added to the Grade Book.

# Copy Categories (Part 1)

Grade Book > Settings > Category Copier

## Category Copier

The Category Copier is used to copy assignment categories from one section to others.

Copy from: 16-17

Section	
4) 2153DSX-5 ALGEBRA 2 EXTENDED	<input type="radio"/>
6) 2153DSX-4 ALGEBRA 2 EXTENDED	<input type="radio"/>
5) 2153DSXLAB-4 ALGEBRA 2 EXTENDED LAB	<input type="radio"/>
5) 2153DSXLAB-5 ALGEBRA 2 EXTENDED LAB	<input type="radio"/>
9) 2154DS-2 ALGEBRA 2 HONORS	<input type="radio"/>
8) 4513DS-1 ENL- MATH 2	<input checked="" type="radio"/>
1) 2153SS-1 ALGEBRA 2 CC	<input type="radio"/>
3) 2150SS-1 ALGEBRA 2 TRIG	<input type="radio"/>
3) 2146SS-4 GEOMETRY	<input type="radio"/>
2) 2424SS-2 INTERMEDIATE ALGEBRA SS	<input type="radio"/>
4) 8718SSW8-1 REG EX INTEGRAT ALGEBRA	<input type="radio"/>

Number of Categories: 6 out of 6

Category Name	
Algebra I Common Core Regents	<input checked="" type="checkbox"/>
Final Exam	<input checked="" type="checkbox"/>
Assessments	<input checked="" type="checkbox"/>
Homework	<input checked="" type="checkbox"/>
Participation Attitude	<input checked="" type="checkbox"/>
Quarter Exam	<input checked="" type="checkbox"/>

Cancel

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

17-18 ██████████ School	
2) 2513DS-3 MATH 5R	<input checked="" type="checkbox"/>
4) 2154DS-1 ALGEBRA 2 HONORS 11grade	<input type="checkbox"/>
4) 2154DS%-1 ALGEBRA 2 HONORS 10	<input type="checkbox"/>
6) 2153DS -2 ALGEBRA 2	<input type="checkbox"/>
9) 2153DS -3 ALGEBRA 2	<input type="checkbox"/>

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.

# Creating Assignments

## Grade Book > Settings > Curriculum List

1. Click on Add Assignment

\*\*\*REMEMBER: You must create categories before creating Assignments\*\*\*

The screenshot displays the Grade Book Settings interface. On the left, a navigation menu includes 'Grade Book' (circled in red), 'Attendance' (with a '6' badge), and 'Roster'. The 'Settings' panel is open, showing 'Grade Book Setup' with a list of options: 'Assignment Marks', 'Categories', 'Curriculum List' (circled in red), 'Filter Defaults', 'Grade Calc Options', 'Grading Scales', and 'Section Groups'. A red arrow points from the 'Curriculum List' option to the right-hand window. This window shows a table with columns for 'Submission Allowed', 'Online Assessment', 'Aligned to Grade Book', and 'Unaligned'. Below the table, there are buttons for 'Add Assignment' (circled in red), 'Validate Assignments', 'Save', and 'Close'. A red box labeled 'Click Add' with an arrow points to the 'Add Assignment' button.

# Infinite Campus Assignment Detail Screen – New Screen

## Assignment Detail

Enter Assignment Name and Abbreviation. This has not changed.

\*Assignment Name

\*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.

Delivery View

### ▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
01) A025-3 English 10 Terms: Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input type="text" value="06/23/2017"/>	<input type="text" value="06/23/2017"/>	<input type="text" value="1.00"/>	No Groups

Add/Remove

Select Category. This has not changed.

Category

Extended Work

**NEW** - Check this box to include the assignment in the Grade Calculation in the chosen Category.

Default: Checked

Include in Grade Calculation

\*Standard/Grading Task

Scoring Type

\*Total Points

\*Multiplier

Final Grade

Points

1

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.

Add

► For Students

► For Teachers

### Enhancements

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



# Copy Assignments

## Grade Book > Settings > Curriculum Copier

### Curriculum Copier: Step 1

Select the source and destination sections, along with the curriculum to copy. Content that already exists in the destination cannot be copied.

Source Year: 17-18  
Destination Year: 17-18

Source Section: 2) 2513DS-3 MATH 5R  
Destination Section: 4) 2154DS-1 ALGEBRA 2 HONORS 11grade

Term: All

Show copyable content only

<input checked="" type="checkbox"/>	Name	*Start	*End
<input checked="" type="checkbox"/>	tst. test	08/24/2017	08/24/2017

No Results

Selected: 1 assignment      Curriculum in destination: 0 assignments

Next    Cancel

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

### Curriculum Copier: Step 2

Review and edit dates for the copied curriculum. Default dates are based on the source section.

Source: 2513DS-3 MATH 5R (17-18 Farmingdale High School)  
Destination: 2154DS-1 ALGEBRA 2 HONORS 11grade (17-18 Farmingdale High School)

Name	*Start	*End	Estimated Duration
tst. test	08/24/2017	08/24/2017	1 calendar day

Review and edit the dates for the copied curriculum. Confirm your Source and Destinations are correct.

Back    Next    Cancel

# Copy Assignments

## Grade Book > Settings > Curriculum Copier

### Curriculum Copier: Step 3

Review and edit grading options for copied assignments. Default grading options are based on the source section.

Source: 2513DS-3 MATH 5R (17-18 Farmingdale High School)

Destination: 2154DS-1 ALGEBRA 2 HONORS 11grade (17-18 Farmingdale High School)

\*Category

Project 2

Include in Grade Calculation



*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="button" value="X"/> HS Quarter Grade	Points	100	1

Add

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:

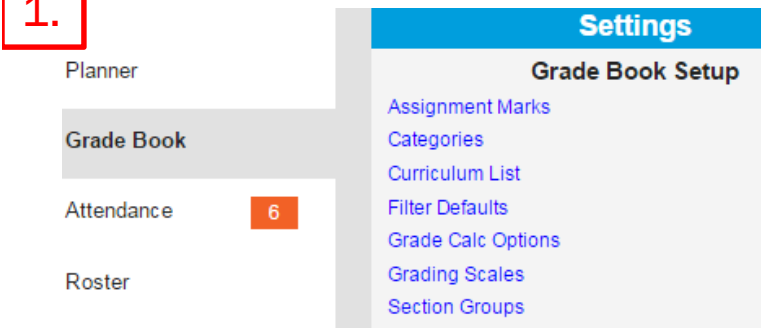
Settings	Save	Grade Totals	HW2: Homework 2	0	1	0	0	0	0	Fill Scores/Comments	
			Seq: 1.00 Due: 08/22 Quizzes Points: 50	T	M	L	I	Ch	X	Dr	Multi Score
	Students										Student Submission
			90	20							
			40	40							
			50								

Legend:

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

# Section Groups

1.



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

## Section Groups

**Name**  
No Results

2.

## Section Group Detail

\*Name

3.

Seq

Sort  
 Active  
 Period  
 Course Name

The section with the lowest sequence number will be used to set the preferences for the section group.

Active	Name	Terms	Color	Seq
<input type="checkbox"/>	02) A015-6 English 09	Q1, Q2, Q3, Q4	<input type="text" value=""/>	<input type="text" value="0"/>
<input type="checkbox"/>	03) A025-4 English 10	Q1, Q2, Q3, Q4	<input type="text" value=""/>	<input type="text" value="0"/>
<input type="checkbox"/>	05) A038-5 English Language & Comp/AP	Q1, Q2, Q3, Q4	<input type="text" value=""/>	<input type="text" value="0"/>
<input type="checkbox"/>	06) A025-7 English 10	Q1, Q2, Q3, Q4	<input type="text" value=""/>	<input type="text" value="0"/>
<input type="checkbox"/>	08) A038-8 English Language & Comp/AP	Q1, Q2, Q3, Q4	<input type="text" value=""/>	<input type="text" value="0"/>
<input type="checkbox"/>	09) STUDYF-9 Study Fall	Q1, Q2	<input type="text" value=""/>	<input type="text" value="0"/>

# Section Groups

## Section Group Detail

Name this Section Group

\*Name

English 9 & Special

Seq

1

Sort

Active









Period

Course Name

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.

The section with the lowest sequence number will be used to set the preferences for the section group.

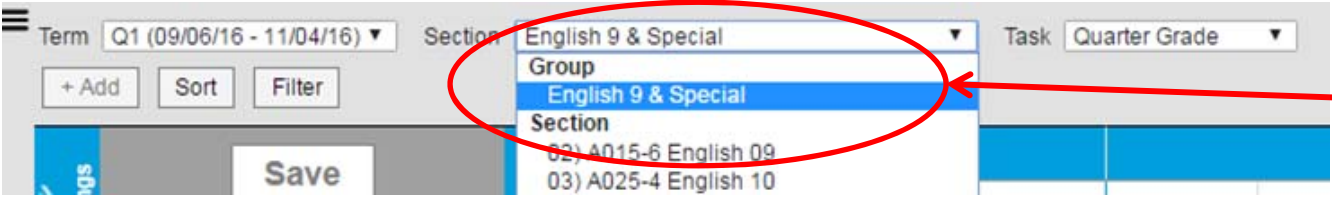
Active	Name	Terms	Color	Seq
<input checked="" type="checkbox"/>	02) A015-6 English 09	Q1, Q2, Q3, Q4		<input type="text" value="0"/>
<input checked="" type="checkbox"/>	05) A038-5 English Language & Comp/AP	Q1, Q2, Q3, Q4		<input type="text" value="0"/>
<input type="checkbox"/>	03) A025-4 English 10	Q1, Q2, Q3, Q4		<input type="text" value="0"/>
<input type="checkbox"/>	06) A025-7 English 10	Q1, Q2, Q3, Q4		<input type="text" value="0"/>
<input type="checkbox"/>	08) A038-8 English Language & Comp/AP	Q1, Q2, Q3, Q4		<input type="text" value="0"/>
<input type="checkbox"/>	09) STUDYF-9 Study Fall	Q1, Q2		<input type="text" value="0"/>
<input type="checkbox"/>	09) STDYFB-9 Study Fall Blue (B)	Q1, Q2		<input type="text" value="0"/>
<input type="checkbox"/>	09) STDYFS-9 Study Fall Silver (S)	Q1, Q2		<input type="text" value="0"/>

Save

Delete

Close

# Section Groups



View the Section Group in your Section chooser.

09
09
09
09
09
09
11
11
11
11
11
11
11
11
11

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.

# Post Grades

The screenshot shows the 'Post Grades' tool interface. At the top, there are dropdown menus for 'Section' (2) 0114-1 Senior English, 'Term' (Q1), and 'Task' (Quarter G). Below these are buttons for 'Save', 'Post by Student', and 'Fill Percent, Grade, Comment'. The 'Post by Student' button is circled. Below the buttons is a table with the following columns: 'Students', 'Percent', 'Grade', and 'Report Card Comments'. The 'Percent' and 'Grade' columns are circled. The table lists several students: 12 Adams, Adam; 12 Argent, Tina; 12 Auricchio, Robin; 12 Cahill, Jeffrey; 12 Clinesmith, Brian; and 12 Crumrine, Erin P. Each student row has input fields for 'Percent' and 'Grade' and a text area for 'Report Card Comments'.

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.

Adams, Adam

**Student Details** - [To Student Information](#)

Gender:	M
Birth Date:	12/07/1995
Student Number:	600759238
Nickname:	
Grade:	12
Enrollment:	14-15 Rydell High School



**Contact Information**

**Primary Household:** Adams

Household Phone:	(555)123-1234
Address(es):	164 BREWSTER LN , South Springfield, NY 11720-1344
Members:	<b>Rose Gross, Suzanne</b> Guardian/Child Work: (555)123-1234
	<b>Rose, Noah</b> Guardian/Child

**Non-Household Relationships**

Other Contacts:	<b>Mangam, Predrag</b> Guardian/Child
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Print Close

Index Search Help Adams, Adam Document

Grade: 12 #600759238 DOB: 12/07/1995 Gender: M Counselor: McGonagall, Minerva

Schedule Attendance Grades Assessment Transportation Fees Lockers

Person Summary Report Person Summary Report w/ Picture Print Mailing Label Print Envelope

**Person Information**

PersonID	39838
Name	Adams, Adam
Nickname	
Gender	M
Race Ethnicity	
State Race/Ethnicity:	W:White
Federal Designation:	6:White
Race(s):	White
Hispanic/Latino:	N:No
Race/Ethnicity Determination:	

No Image Available

Birth Date (Age: 19)  
12/07/1995

Student Number	600759238
State ID	

Person GUID  
6AABE9F4-E887-4D7E-B257-484268700A41

Comments

- Modified by: Unknown



# Seating Charts

The screenshot shows the 'Create New Seating Chart' interface. On the left is a navigation menu with items: Message Center, Planner, Grade Book, Attendance, Roster, Seating Charts (highlighted), Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, Standardized Test, Course Requests, Student Course Recommendations, Reports (Attendance), Reports (Grade Book), Reports (Planner), Reports (Roster), and Account Settings. The main content area has an 'Open' button at the top. Below it is the title 'Create New Seating Chart'. A section titled '\*Section(s)' contains three radio button options: '0114-1 Senior English' (selected), '0114-7 Senior English', and '0114B-1 Senior English'. Below this is a text input field for '\*Seating Chart Name'. Further down are dropdown menus for 'Column' (set to 5, 'Students: 24') and 'Rows' (set to 5, 'Desks: 5 x 5'). There are also dropdowns for 'Horizontal space between desks' and 'Vertical space between desks', both set to 'None'. A 'Place Students' dropdown is set to 'Alphabetically A to Z'. At the bottom is a 'Create Chart' button. Four callout boxes with arrows point to these elements: a green box for the section selection, a red box for the name field, a blue box for the grid settings, and a cyan box for the 'Place Students' dropdown.

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

Message Center

Planner

Grade Book

Attendance

Roster

Seating Charts

Student Groups

Class Serve

Post Grades

Assignment Overview

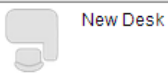
Lockers

Standardized Test

Course Requests

Save Delete Copy Layout Report Options New Open

Clear Students Place Students Make Default Expand Workspace Contract Workspace



12 Carillo, Alexander

12 D Abreu, Joseph

12 Edwards, Jodi

12 Fazio, Nicholas

12 Ganetis, Anthony

12 Jas

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

test : 0114-1 Senior English

Seated students: 7

Unseated students: 17

Desks: 25

The seating chart displays a grid of desks. Some desks are occupied by students, while others are empty. Arrows indicate the process of dragging students from the list at the top to their respective seats in the chart.

10 Adams, Jane	12 Auricchio, Robin	12 Favata, Christopher T	12 Bean, Zala	12 D Ambrosio, Bobby	Desk
Desk	Desk	12 Cahill, Jeffrey	Desk	Desk	12 Erdman, Stacy

Click and drag seats to match your classroom.

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.

The screenshot shows the attendance interface for '0114-1 Senior English'. At the top, there are tabs for 'Period 2' and 'Period 6', and buttons for 'Save' and 'Seating Chart'. The 'Seating Chart' button is circled in blue. Below this is a table with columns for 'Students: 24', '24', '0', 'Excuse', and 'Comments'. The table lists 12 students, each with three buttons: 'P' (Present), 'A' (Absent), and 'T' (Tardy). The 'P' buttons are highlighted in blue. A blue arrow points from the 'Seating Chart' button to the 'A' button for Jane Adams. Another blue arrow points from the 'A' button for Jane Adams to the 'Seating Chart' button. A red box highlights the 'Save' button.

Students: 24	24	0	Excuse	Comments
10 Adams, Jane	P	A	T	
12 Auricchio, Robin	P	A	T	
12 Bean, Zala	P	A	T	
12 Cahill, Jeffrey	P	A	T	
12 Carillo, Alexander	P	A	T	
12 D Abreu, Joseph	P	A	T	
12 D Ambrosio, Bobby	P	A	T	
12 Edwards, Jodi	P	A	T	
12 Erdman, Stacy	P	A	T	
12 Favata, Christopher T	P	A	T	
12 Fazio, Nicholas	P	A	T	

# 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.

Name	Membership(s)
12 Miller, Bruce	
12 Ming, Christian	
12 Minutello, Rachelle	
12 Montanaro, Robert	
12 Moon, Jordan	
12 Moon, Kwai Hing	
12 Moore, Nicole	
12 Morales, Kathryn	
12 Moreau, Randal	
12 Morgan, Timothy	
12 Morse, Brian	
12 Morse, Jacqueline	
12 Muesch Gambino, Robyn	
12 Mulham, Erik	
12 Murphy, Alidia	

Student Roster (11 of 15)	
12 Miller, Bruce	Add
12 Minutello, Rachelle	Add
12 Montanaro, Robert	Add
12 Moon, Jordan	Add
12 Moore, Nicole	Add
12 Morales, Kathryn	Add
12 Morgan, Timothy	Add
12 Morse, Jacqueline	Add
12 Muesch Gambino, Robyn	Add
12 Mulham, Erik	Add
12 Murphy, Alidia	Add

Student Group Members (4)	
12 Ming, Christian	Remove
12 Moon, Kwai Hing	Remove
12 Moreau, Randal	Remove
12 Morse, Brian	Remove

# Planner

The image shows a screenshot of a curriculum planner interface with several callout boxes pointing to specific features:

- View your schedule**: Points to the "My Schedule" tab in the top navigation bar.
- Go forward or backward**: Points to the left and right arrow navigation buttons in the date selector.
- View all or some your classes**: Points to the "Senior English" class entry in the right-hand sidebar.
- Detailed view of assignments**: Points to the "Senior English" class entry in the right-hand sidebar, which is expanded to show a list of assignments (0114-1, 0114-7, 0114B-1).
- Ability to add Assignments & Categories**: Points to the "+ Add" button next to the "0114B-1 Senior English" class entry.
- Create a to-do list**: Points to the "To Do List" section at the bottom right, which shows "Tasks (0)" and "Completed".
- The ability to print out schedule information**: Points to the "Print" button in the top left corner.
- Action Button**: Points to the "+ Add" button next to the "0114-7 Senior English" class entry.

The main interface displays a weekly schedule for "Week 43" from June 23-27, 2014. The schedule is organized by days and periods. The classes listed are:

- 0114-1 Senior English (Period 2, Students: 24)
- 0114-7 Senior English (Period 6, Students: 18)
- 0114B-1 Senior English (Period 1, Students: 0)

The right-hand sidebar shows a "School Calendar" and a "To Do List" section with "Tasks (0)" and "Completed".

# Planner

My Curriculum My Schedule Other Schedules

Print Settings

Curriculum Planner: Week 2

Today September 12 - 16, 2016

Mon 9/12 (B) 5/181	Tue 9/13 (S) 6/181	Wed 9/14 (B) 7/181	Thu 9/15 (S) 8/181	Fri 9/16 (B) 9/181
<b>A015-6 English 09</b> <input type="button" value="New"/> <input type="button" value="List"/>				
Period 02, Students: 19	Period 02, Students: 19	Period 02, Students: 19	Period 02, Students: 19	Period 02, Students: 19
<b>A025-4 English 10</b> <input type="button" value="New"/> <input type="button" value="List"/>				
Period 03, Students: 29	Period 03, Students: 29	Period 03, Students: 29	Period 03, Students: 29	Period 03, Students: 29
◀ Inside the Computer				
Motherboard Components		Fan		
TMB: Test on Motherboard				
<b>A025-7 English 10</b> <input type="button" value="New"/> <input type="button" value="List"/>				

School Calendar

- 16-17
- 15-16
- 14-15
- 13-14
- 12-13
- 11-12
- 10-11
- 09-10

Curriculum

- Units
- Lesson Plans

**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

The screenshot shows a web application interface for reports. On the left is a vertical sidebar menu with the following items: Message Center, Planner, Grade Book, Attendance (with a red badge containing the number 3), Roster, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, Standardized Test, Course Requests, Student Course Recommendations, Reports (Attendance) (highlighted in grey), Reports (Grade Book), Reports (Planner), Reports (Roster), and Account Settings. To the right of the sidebar, a 'Generate Report' button is visible above a 'Report Options' dropdown menu. The dropdown menu is open, showing a search bar with the text '-- Select a Report --' and three options: 'Attendance Change Tracking', 'Attendance Register', and 'Attendance Summary'.

- 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 (Grade Book)

Course: 2547-1 Gen Computer Lit  
Teacher: Mr. Hirsch

## Section Summary Report

Key: \*M = Missing \*L = Late \*I = Incomplete  
\*Ch = Cheated \*Dr = Dropped \*X = Exempt

09/12/2014 09:15:55 AM  
Page 1 out of 2

Term Q1 Quarter Grade Assignments							
Category	Abbrev	Name	Description	Due Date	Assigned Date	Multiplier	Pts Poss
Homework	I1	Introduction		08/05/2014	08/05/2014	1.000	5
Homework	ch1	Chapter 1 Assignment - Technology		08/07/2014	08/05/2014	1.000	10
Homework	HW2	HW 821		08/21/2014	08/21/2014	1.000	10
Homework	WQ	Webquest	This assignment will help you learn the topic more completely.	08/21/2014	08/20/2014	1.000	10
Homework	WD	Website Design	Design a sample website using dreamweaver	08/28/2014	08/25/2014	1.000	25
Test	t3	test3		09/09/2014	09/09/2014	1.000	100

Term Q1 Quarter Grade Scores								
Student	1 I1	2 ch1	3 HW2	4 WQ	5 WD	6 t3	Percent	In-Progress Grade
<b>Points Possible</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>25</b>	<b>100</b>		
12 Miller, Bruce	5*L	8		*X	*X		100.00	100
12 Ming, Christian	5	8		10	*X		100.00	100
12 Minutello, Rachelle	5	8		*X	17		100.00	100
12 Montanaro, Robert	5	8	7	*X	*X		80.00	80
12 Moon, Jordan	5*M*L	8	10	*X	*X		66.67	67
12 Moon, Kwai Hing	5	8	9	8	*X		88.00	88
12 Moore, Nicole	5	8		*X	20		100.00	100
12 Morales, Kathryn	5	8		*X	*X		100.00	100
12 Moreau, Randal	5	8	10	4	*X		76.00	76
12 Morgan, Timothy	5	8		*X	*X		100.00	100
12 Morse, Brian	5	8	10	6	*X		84.00	84
12 Morse, Jacqueline	5	8	2	*X	19		46.67	55
12 Muesch Gambino, Robyn	5	8	7	*X	*X		80.00	80
12 Mulham, Erik	5	8	5	*X	*X		66.67	67
12 Murphy, Alidia	5	8	5	*X	25		66.67	67
<b>Assignment Averages</b>	<b>5</b>	<b>8</b>	<b>7.2</b>	<b>7</b>	<b>20.2</b>		<b>83.64</b>	

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)

Course: 580511-1000 AP Calculus (A) Teacher: Katie Smith Period 01		#678912345 Grade: 11 Student Summary Report	02/21/2014 01:59:59 PM Page 1 out of 1				
Teacher Comments Please return this report signed by your Parent/Guardian by March 15.		Attendance Summary <i>Attendance data current as of time report generated.</i>					
		Term	Tardies	Absences Unexcused Excused Total			
		1	0	0 0 0			
		2	0	0 0 0			
		3	0	0 2 2			
		4	0	0 0 0			
Grade Summary							
<i>Key: ** Group excluded from grade calculation</i>							
<b>Term2 - Semester Grade</b>		<b>Total Points</b>	<b>In-Progress Grade</b>	<b>Final Grade</b>			
Homework		45/50	90.00% A	93.00% A			
Quizzes		45/50	90.00%				
Tests							
<b>Term2 - Understands Trigonometric Functions</b>							
Homework							
Tests							
Assignment Detail							
<i>Key: *M = Missing *L = Late *I = Incomplete *Ch = Cheated *Dr = Dropped *X = Exempt ** Assignment excluded from grade calculation</i>							
<b>Term2 - Semester Grade</b>							
<b>Assignment</b>	<b>Category</b>	<b>Due Date</b>	<b>Date Assigned</b>	<b>Multiplier</b>	<b>Pts</b>	<b>Score</b>	<b>%</b>
Trigonometric Functions Worksheet	Homework	11/26/2013	11/26/2013	1	50	45	90
<i>Description: After our introduction to Trigonometry, please do your best on this worksheet. We'll discuss more in class on Friday.</i>							
**Green Team Assignment	Homework	12/19/2013	12/19/2013	1	50	45	90
**Quiz 1	Quizzes	12/18/2013	12/17/2013	1	100	89	89
**Test 1	Tests	12/19/2013	12/18/2013	1	100	100	100

Student Summary Report– Returns a list 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.

Student	Parent Account	Student Account	Last Login	Portal Login Counts					Total
				Week 1 08/10-08/16	Week 2 08/17-08/23	Week 3 08/24-08/30	Week 4 08/31-09/06	Week 5 09/07-09/13	
-	-	-	-	-	-	-	-	-	-
-	-	-	Never	0	0	0	0	0	0
-	-	-	09/02/2014	0	0	2	1	0	3
-	-	-	-	-	-	-	-	-	-
-	-	-	09/02/2014	0	0	0	2	0	2
-	-	-	-	-	-	-	-	-	-
-	-	-	08/28/2014	1	3	4	0	0	8
-	-	-	-	-	-	-	-	-	-
-	-	-	09/04/2014	0	0	2	1	0	3
-	-	-	-	-	-	-	-	-	-
-	-	-	09/24/2012	0	0	0	0	0	0
-	-	-	09/08/2014	5	8	23	8	2	46

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

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