



*Campus 101*

---

*Learner Guide*

*February 2010*

# CONTENTS

LOGGING IN & NAVIGATION	<b>3</b>
STUDENT INFORMATION	<b>7</b>
<i>Hands-On Activity: Where in the School Is...</i>	8
<i>Hands-On Activity: Attendance Contract</i>	9
<i>Hands-On Activity: What Was My Grade In...</i>	10
<i>Hands-On Activity: I Forgot My Combination...</i>	12

## **Training Site Login Information**

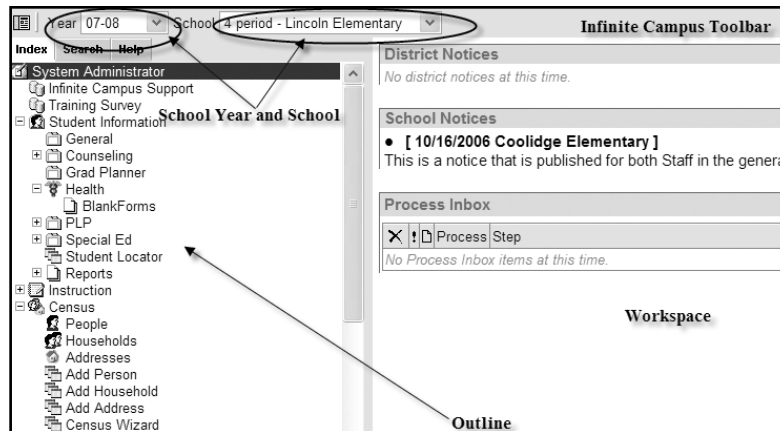
**Training Site- URL is available in Moodle**

.....  
: **User Name: readonly** :  
: **Password: p@ssw0rd** :  
.....

Product Version: 2010.1  
Last modified: 15 February 2010

©2010 Infinite Campus, Inc. All rights reserved.  
INFINITE CAMPUS, the INFINITE CAMPUS logo and Transforming K12 Education are the trademarks of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Ave NE, Blaine MN 55449. (651) 631-0000; email [info@infinitecampus.com](mailto:info@infinitecampus.com)





### Navigation

**Calendar-** a data element in Campus that defines the terms, periods, instructional days and grade levels at a school for a year. State reporting data is extracted and aggregated out of a particular calendar.

**Schedule Structure-** a sub-division of a calendar for the purposes of setting up a group of students on a different scheduling pattern, such as different terms, periods or set of instructional days.

Once you have logged into the Campus application, you will notice your screen is divided into three main areas.

1. The gray header **Infinite Campus Toolbar** contains drop down menus to select which year, school, calendar, schedule structure, and if you are a teacher, which section you are working with. **Your account's rights will determine which schools and what years' data you can access.**
2. The space to the lower left contains three tabs.
  - The first tab, the Index tab, contains all your tools in Campus. The tools you have rights to will vary from user to user. The tools are collected into groups called modules. To open a module, click on either the plus sign or the name of the module. When the tools are completely open, it reveals the user's complete **Outline**.
  - The second tab, the Search tab, allows you to quickly find particular pieces of information, such as student information, course information, and help topics.
  - The third tab is context-sensitive help. As you are working with certain tools in Campus, related help articles can be found by switching to the Help tab. As an example, if a question arises during taking attendance, clicking the Help tab will pull up an article describing how to take attendance in Campus. In addition, related topics will be linked at the bottom of the help article.
3. The space on the right is your main **Workspace**. The tools that you select on the Index tab will load into this space. When you first start Campus, you will see announcements and reminders posted by your district or building. This space may include notices about Campus updates and/or other announcements that have been posted by your school. At the bottom of your workspace is an item called the Process Inbox—your "to do" list in Campus today. Depending on your role and tools, different items will appear in this area to remind you to complete particular tasks in Campus.

## Logging In & Navigation



The screenshot shows the 'Process Inbox' interface. At the top, there is a 'Date Range' field with '10/14/2009' to '10/14/2009', a 'Display' dropdown menu set to 'All Processes', and a 'Find Messages' button. Below this is a 'Delete Selected Messages' button. The main area contains a table with columns for checkboxes, Process, Name, Posted Date, and Due Date. The table lists one process and three messages.

<input type="checkbox"/>	Process	Name	Posted Date	Due Date
<input type="checkbox"/>	Attendance	Period 1 Attendance Required	10/14/2009	10/14/2009
<input type="checkbox"/>	Message	Student Referral Notice	10/06/2009	
<input type="checkbox"/>	Message	Student Referral Notice	10/06/2009	
<input type="checkbox"/>	Message	Age 18 warning	10/06/2009	

### Managing the Process Inbox

Infinite Campus allows users to search for messages and processes in the Process Inbox.

#### Searching for items in the Process Inbox

1. Enter a date range that Campus should search within.
2. Campus will look for items that have a posted date which fall within the entered date range.
3. Select the Process(es)/Messages from the Display dropdown list.
4. Click Find Messages. Processes/Messages that match the search criteria will be displayed.



This screenshot shows the 'Process Inbox' interface with the 'Display' dropdown menu open. The dropdown menu lists 'All Processes', 'Attendance Message', and 'Message'. The table below shows the same data as the previous screenshot.

<input type="checkbox"/>	Process	Name	Posted Date	Due Date
<input type="checkbox"/>	Attendance	Period 1 Attendance Required	10/14/2009	10/14/2009
<input type="checkbox"/>	Message	Student Referral Notice	10/06/2009	
<input type="checkbox"/>	Message	Student Referral Notice	10/06/2009	
<input type="checkbox"/>	Message	Age 18 warning	10/06/2009	

#### Deleting Items in the Process Inbox

1. If needed, enter a date range and select the type of processes to search for. Click Find Messages.
2. Click the box in front of the Process/Message to delete. All messages may be selected by clicking the box in the Process Inbox toolbar.
3. Click Delete Selected Messages. The selected messages will be deleted.

### Logging Out of Campus

When finished with your Campus session, or when you will be away from your computer for an extended amount of time, you should end your Campus session by clicking on log off. Your session will close and you will then be back at the login screen. You may then close your browser.



## Logging In & Navigation

# STUDENT INFORMATION

## OVERVIEW

Data in Student Information>General is based on being enrolled in a specific school for a year. Much of the data, such as schedules, attendance, and grades are for the year selected in the grey menu bar at the top of the screen. To access information from prior years, select the relevant year and school combination in the dropdown menus at the top.

## OBJECTIVES

- Navigate to the tabs for specific student information
- View particular information

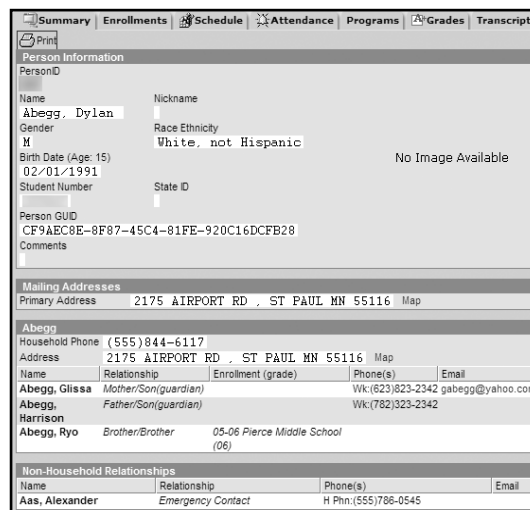
<b>Abegg Jr., Dylan</b>	HS Graduation	Legal
Grade:10	DOB:02/01/1991	Gender:M Counselor:Counselor HS, Susan

## Navigating to a Student's file

1. In the Index outline on the left side of the window, expand Student Information.
2. Select General.
3. Search for a student.
4. Select a student.
  - The Student Information > General file is subdivided into separate tabs for commonly used information.
  - The name of the student you are working with will show above the tabs. Next to the student name you may notice an icon. This icon is known as a program in Campus and is designed to call your attention to an issue or concern about this child. Hovering over the icon with your cursor will open a pop-up with more information about the child.
  - The team and counselor for the student may also appear next to in the header if that information is being tracked in Campus.

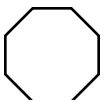
## Summary Tab

- The Summary tab is a read-only view of the data that was created for the student in the Census module.
- The top section will be personal identification information for that student.
- The mailing addresses for the student will show below the student's information.
- The households that a student is a member of will display below the mailing addresses. All members of the household and their relationship to the selected student will display in this area.
- Relationships that are made to people outside of the household, such as emergency contacts will display in the "non-household relationships" area below the household.



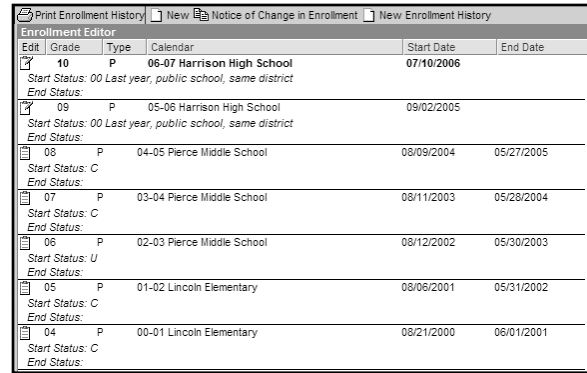
The screenshot shows the 'Summary' tab for a student named Dylan Abegg Jr. The interface includes a navigation bar with tabs for Summary, Enrollments, Schedule, Attendance, Programs, Grades, and Transcript. The main content area is divided into several sections: 'Person Information' (Name: Abegg, Dylan; Gender: M; Birth Date: 02/01/1991; Student Number; State ID; Person GUID; Comments), 'Mailing Addresses' (Primary Address: 2175 AIRPORT RD, ST PAUL MN 55116), 'Abegg' household members (Household Phone: (555)844-6117; Address: 2175 AIRPORT RD, ST PAUL MN 55116; Members: Abegg, Glissa (Mother/Son/guardian), Abegg, Harrison (Father/Son/guardian), Abegg, Ryo (Brother/Brother)), and 'Non-Household Relationships' (Member: Aas, Alexander (Emergency Contact)).

There are two print options on the Student Summary tab: *Print and Print with Picture*. *Print With Picture* is a separate distinct user right. Depending on your rights, you may not have the right to print the summary with picture in your district's live site.



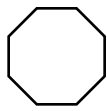
### Enrollment Tab

The Enrollment tab will list all enrollments for the child that have been created in Campus. Many pieces of data used for state reporting are stored here and are tied to an enrollment. To view this data, click on the enrollment in the Enrollment Editor.



Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	10	P	06-07 Harrison High School	07/10/2006	
Start Status: 00 Last year, public school, same district End Status:					
<input checked="" type="checkbox"/>	09	P	05-06 Harrison High School	09/02/2005	
Start Status: 00 Last year, public school, same district End Status:					
<input checked="" type="checkbox"/>	08	P	04-05 Pierce Middle School	08/09/2004	05/27/2005
Start Status: C End Status:					
<input checked="" type="checkbox"/>	07	P	03-04 Pierce Middle School	08/11/2003	05/28/2004
Start Status: C End Status:					
<input checked="" type="checkbox"/>	06	P	02-03 Pierce Middle School	08/12/2002	05/30/2003
Start Status: U End Status:					
<input checked="" type="checkbox"/>	05	P	01-02 Lincoln Elementary	08/06/2001	05/31/2002
Start Status: C End Status:					
<input checked="" type="checkbox"/>	04	P	00-01 Lincoln Elementary	08/21/2000	06/01/2001
Start Status: C End Status:					

- The General Enrollment Information determines what school and grade the child is in and also records their enrollment dates and status for state reporting.

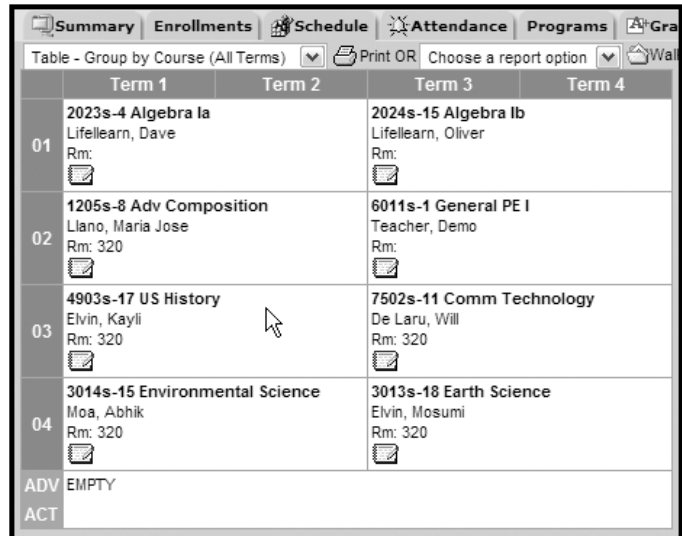


State Reporting and Special Education fields are used in preparing extracts for the state and will vary in each state. Your

training site will have a state-neutral set of data elements rather than the state reporting fields for your state.

### Schedule Tab

- The Schedule tab will show the courses that the student is taking. The terms (divisions of the year) will be across the top and the periods (divisions of the day) will be down the left side.



	Term 1	Term 2	Term 3	Term 4
01	2023s-4 Algebra Ia Lifellearn, Dave Rm:		2024s-15 Algebra Ib Lifellearn, Oliver Rm:	
02	1205s-8 Adv Composition Llano, Maria Jose Rm: 320		6011s-1 General PE I Teacher, Demo Rm:	
03	4903s-17 US History Elvin, Kayli Rm: 320		7502s-11 Comm Technology De Laru, Will Rm: 320	
04	3014s-15 Environmental Science Moa, Abhik Rm: 320		3013s-18 Earth Science Elvin, Mosumi Rm: 320	
ADV	EMPTY			
ACT				

- To switch to a different view of the schedule, choose a different option in the left dropdown menu.
- To print the student's schedule in the on-screen layout, click the print icon. Your district may also have created a template that will be available in the "Choose a report option" dropdown. Campus will then create an Adobe PDF version of the schedule that can be printed, saved to a local drive, or emailed as needed.
- Depending on user rights, you may see a red grade book icon on each entry in the schedule. If the teacher is using Campus grade book, clicking on this icon will take you to a read-only summary of the student's assignments and progress in that course.



**Hands-On Activity: Where in the School Is...**  
Use Harrison High School for the exercises in this lesson.

Assume that it is first period in the third term. You need to find Dylan Abegg immediately. What class and teacher does he have?

## Student Information (Read Only)

### Attendance Tab

- The Attendance tab will show the student's attendance history in the selected year.
- The left side of the attendance tab will show a summarized view of the student attendance, showing attendance history by term at the top and a history by course at the bottom.
- On the right side will be a line-by-line record of the student's attendance for a year. The events are color-coded according to the key at the top of the tab. The codes are school defined elements,
- To find out more information about a particular attendance event, hover over the cell with the code. A pop-up will display the type of attendance event, the status (excused, unexcused, unknown, or exempt), any comments that were made when the event was created, and the user who entered the attendance event.

The screenshot shows the Attendance Tab interface. On the left, there are three summary tables for different terms:

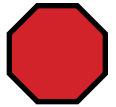
Term	Instructional Days	Present Days
Term 11 09/04/2007 - 11/29/2007	57	63.36
Term 12 11/05/2007 - 02/26/2008	55	55
Term 13 03/05/2008 - 06/05/2008	61	61

Below these are summary tables for Absent, Early Release, and Tardy counts by course:

Course Number & Name	Absent	Tardy
0003 Homeroom 11	0	1
0126 Grammar	4	1
0206 Int. Math 8A	4	1
0306 Coll Prep Chem 1	4	0
0412 World History A	4	3
0756 Advanced Foods	4	0
0883 Strength Train Ath. 2	4	0

On the right, there is a detailed attendance grid for Term 11 (09/04/2007 - 11/29/2007) with columns for dates and attendance codes (AE, TE, Y, etc.).

When hovering over an attendance code, the name of the teacher who entered the attendance will display.



Color-Coded Key  
Yellow – unknown

Teacher attendance records that have not been verified.

White – excused

Attendance records that have a code applied that is mapped to a status of excused.

Red – unexcused

Attendance records that have a code applied that is mapped to a status of unexcused.

Green – exempt

Attendance records that have a code applied that is mapped to a status of exempt.

### Programs Tab

- The Programs tab is where more information can be found out about the “warning flag” that is seen next to the student's name above the tabs. Many users will not have access to this tab, but you may have access depending on district policy and procedure.
- To find out more information about a particular warning program, select the program in the editor list. The details will open on screen and provide more information about the concern.

The screenshot shows the Program Participation Editor and Detail screens. The editor screen has a table with columns: Program, Start Date, End Date, and User Warning.

Program	Start Date	End Date	User Warning
Hall Monitor	08/29/2006		Hall Monitor
Medical	09/01/2006		Severe bee sting allergy. Epipen in backpack
Legal	09/26/2006		Restricted release! See office!

The detail screen for the 'Legal' program shows the following information:

- Program: Legal (This program is flagged.)
- \*Start Date: 09/26/2006
- End Date: [ ]
- Eligibility Start Date: [ ]
- Eligibility End Date: [ ]
- User Warning: Restricted release! See office!
- Description: Received court order that student cannot be released to Mom's custody. School must contact Dad if Mom appears at school. Received 9/26/06.



### Hands-On Activity:

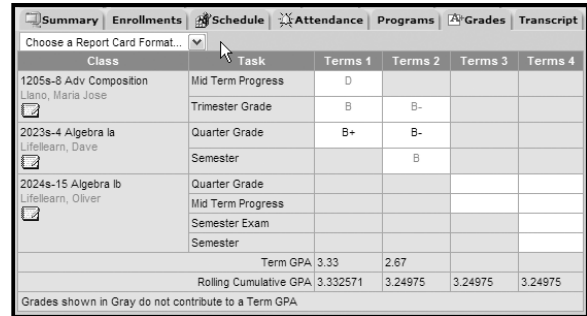
#### Attendance Contract

Orlando Rock had a deal with the principal. If he had no more than 10 period absences from first term, he would be able to leave early during third term? Did he live up to his end of the bargain?

Hands-On Activity Answer:  
Yes. Orlando had 2 absences in first term.

### Grades Tab

- The Grades tab will display all grades that have been submitted for a student for the year. This will include report card grades and/or standards and may also include mid-term progress marks and weekly eligibility grades.
- The report card format dropdown allows the user to select a defined template and generate a report card for one student if needed.
- Down the left side will be the courses a student is in and the grading tasks the teacher was expected to turn in. Across the top will be the terms. A white cell in the table indicates that this particular grade was expected to be submitted at that point in time. The grade in the white cell is the grade submitted by the teacher.
- To view a student's overall progress in a course, click the red grade book icon below the course name. If the teacher is using the Campus grade book, the student's individual scores on assignments in that class can be seen.
- At the bottom of the grades tab will be the student's term GPA for that term. Term GPA is the value used in many Campus schools for their term honor roll.



Class	Task	Terms 1	Terms 2	Terms 3	Terms 4
1205s-8 Adv Composition Liano, Maria Jose	Mid Term Progress	D			
	Trimester Grade	B	B-		
2023s-4 Algebra Ia Lifilearn, Dave	Quarter Grade	B+	B-		
	Semester		B		
2024s-15 Algebra Ib Lifilearn, Oliver	Quarter Grade				
	Mid Term Progress				
	Semester Exam				
	Semester				
Term GPA		3.33	2.67		
Rolling Cumulative GPA		3.332571	3.24975	3.24975	3.24975

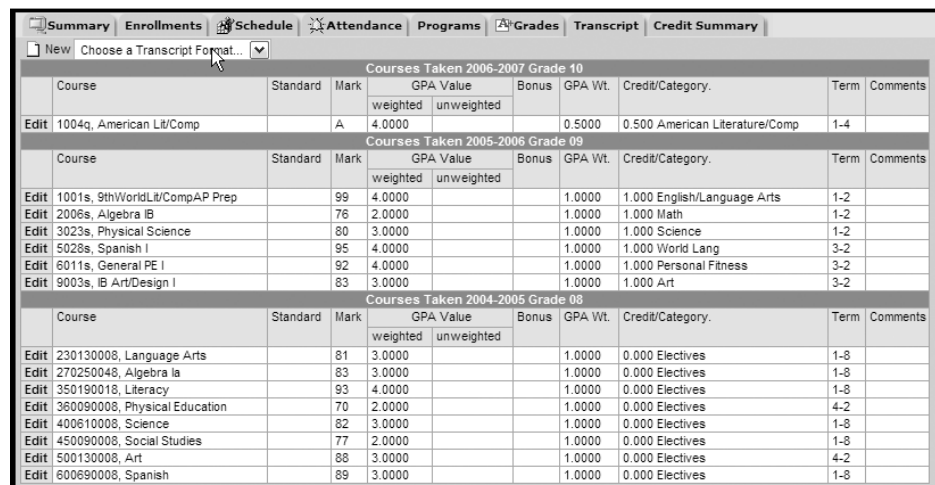


### Hands-On Activity: What Was My Grade In...

*Nathaniel Gabel stopped by your office this morning. He is planning to apply to a summer immersion language camp in Spanish and needs to know his Spanish I grade from 2006-2007 to put on the registration form.*

### Transcript Tab

The Transcript tab holds the permanent academic record for the student. The grading system in Campus is set up by the district to indicate which grading tasks are posted to the transcript. A user with proper rights can also manually add or adjust grades to the student transcript if needed. A printed version of the transcript may be generated by choosing a format type in the dropdown. A PDF version of the transcript will then display in a new window and can be printed or saved as needed.



Course	Standard	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category	Term	Comments
			weighted	unweighted					
Courses Taken 2006-2007 Grade 10									
Edit 1004q, American Lit/Comp		A	4.0000			0.5000	0.500 American Literature/Comp	1-4	
Courses Taken 2005-2006 Grade 09									
Edit 1001s, 9thWorldLit/CompAP Prep		99	4.0000			1.0000	1.000 English/Language Arts	1-2	
Edit 2006s, Algebra IB		76	2.0000			1.0000	1.000 Math	1-2	
Edit 3023s, Physical Science		80	3.0000			1.0000	1.000 Science	1-2	
Edit 5028s, Spanish I		95	4.0000			1.0000	1.000 World Lang	3-2	
Edit 6011s, General PE I		92	4.0000			1.0000	1.000 Personal Fitness	3-2	
Edit 9003s, IB Art/Design I		83	3.0000			1.0000	1.000 Art	3-2	
Courses Taken 2004-2005 Grade 08									
Edit 230130008, Language Arts		81	3.0000			1.0000	0.000 Electives	1-8	
Edit 270250048, Algebra Ia		83	3.0000			1.0000	0.000 Electives	1-8	
Edit 350190018, Literacy		93	4.0000			1.0000	0.000 Electives	1-8	
Edit 360090008, Physical Education		70	2.0000			1.0000	0.000 Electives	4-2	
Edit 400610008, Science		82	3.0000			1.0000	0.000 Electives	1-8	
Edit 450090008, Social Studies		77	2.0000			1.0000	0.000 Electives	1-8	
Edit 500130008, Art		88	3.0000			1.0000	0.000 Electives	4-2	
Edit 600690008, Spanish		89	3.0000			1.0000	0.000 Electives	1-8	

Hands-On Activity Answer:  
nathaniel had a 95 in 5028s Spanish I.

## Student Information (Read Only)

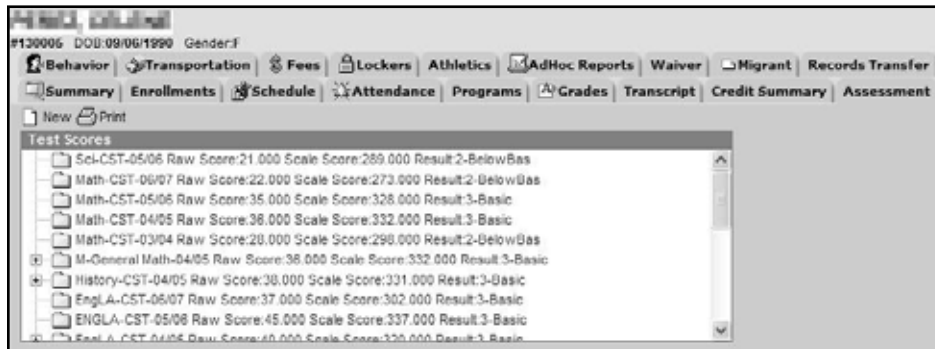
Transcript Credit Summary				
Cum GPA: 3.385	Rank: 10 of 487			
	06	09	10	Total
Default				
Electives	0.0			0.0
American Literature/Comp			0.5	0.5
Total	0.0	0.0	0.5	0.5
High School				
Art		1.0		1.0
Math		1.0		1.0
Science		1.0		1.0
World Lang		1.0		1.0
English/Language Arts		1.0		1.0
Personal Fitness		1.0		1.0
Total	0.0	6.0	0.0	6.0

### Credit Summary Tab

The Credit Summary tab will show the total amount of credits that are listed on the student's transcripts based upon the credit groups that are associated with the school. Clicking the student total for a credit group will show the courses that a student has taken in that area, while clicking on the credit group name will show where credit could be earned in the selected school and calendar.

### Assessment Tab

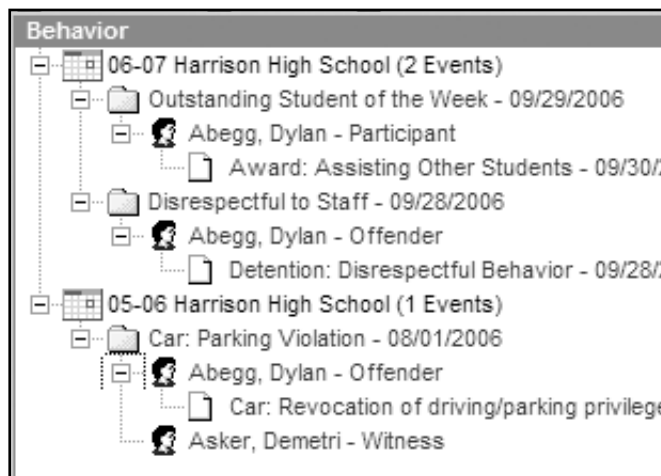
The student Assessment tab will show the scores a student has earned on district, state, or national standardized tests. A test may have subtests that are organized beneath the top level test. To see scores on these subtests, click on the plus sign to the left of the assessment name.



Test Name	Raw Score	Scale Score	Result
Sci-CST-05/06	21.000	289.000	2-BelowBas
Math-CST-06/07	22.000	273.000	2-BelowBas
Math-CST-05/06	35.000	326.000	3-Basic
Math-CST-04/05	36.000	332.000	3-Basic
Math-CST-03/04	20.000	290.000	2-BelowBas
M-General Math-04/05	36.000	332.000	3-Basic
History-CST-04/05	30.000	331.000	3-Basic
ENGLA-CST-06/07	37.000	302.000	3-Basic
ENGLA-CST-05/06	45.000	337.000	3-Basic

### Behavior Tab

The Behavior tab can be used to track student behavioral events, the student's role in the event, and the resolution that occurred as a result of the event. Behaviors may be positive or negative events. Events will be organized by the school and year they occurred in—depending on user rights, you may be able to see previous years' events.



School/Year	Event Name	Role
06-07 Harrison High School (2 Events)	Outstanding Student of the Week - 09/29/2006	Participant
	Award: Assisting Other Students - 09/30/2006	Participant
	Disrespectful to Staff - 09/28/2006	Offender
	Detention: Disrespectful Behavior - 09/28/2006	Offender
05-06 Harrison High School (1 Events)	Car: Parking Violation - 08/01/2006	Offender
	Car: Revocation of driving/parking privileges	Offender
	Asker, Demetri - Witness	Witness

The Event Name, Event Date and Event Time are mandatory fields. The Demerits field is 4-digit alpha-numeric.

## Student Information (Read Only)

### Transportation Tab

The Transportation tab can be used to store and organize both bus information and parking information, including parking permit and vehicle information.

Transportation Detail	
In Bus	Out Bus
27	24
In Time	Out Time
07:10 AM	03:25 AM
In Bus Stop	Out Bus Stop
1st and Elm	Grandma's house
Late Bus	Miles Transported
30	35
Parking Detail	
Make	Model
Color	Plate Number
Parking Permit	

### Fees Tab

The Fees tab will show all fees that have been assessed to a student, the payments that have been made and their current balance. The Print icon will generate a billing statement for the student.

Fee Assignment List					
Due Date	Description	Type	Debit	Credit	Balance Due
09/26/2006	Book (Exempt MAX)		\$65.25	\$0.00	\$65.25
09/10/2006	Science Lab	Course	\$10.00	\$0.00	\$10.00
09/10/2006	Science Lab	Course	\$10.00	\$0.00	\$10.00
<b>Net Payment: \$0.00</b>			<b>\$85.25</b>	<b>\$0.00</b>	<b>\$85.25</b>



**Hands-On Activity: I Forgot My Combination...**  
*What is Teagan Earl's locker combination?*

### Lockers Tab

The Lockers tab will show all lockers that the student has been assigned to. Campus

Locker Assignment List						
Locker #	Type	Location	Combo	Start Date	End Date	Shared
2	General Ed	Freshman		11/10/2006		No

supports multiple types of lockers, such as academic and gym, and multiple locations for those lockers, such as the senior hallway.

### Athletics

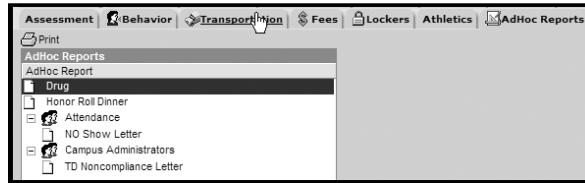
The Athletics tab holds basic information about the student's athletic eligibility. Your school may add additional fields or areas to the athletics tab to track specific sports or participation as needed.

Athlete Eligibility	
Physical Date	Physical End Date
Transportation Permission	Emergency Card
Parent Consent	Student Contract
Insurance Waiver	
Comments	
Hit CTR-SHIFT-L to spell check th	

## Student Information (Read Only)

### AdHoc Reports Tab

An AdHoc Report is a form letter generated in Campus using a tool available in the AdHoc Reporting module. The AdHoc Reports tab allows one of these created form letters to be generated for one particular student.

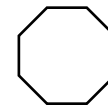
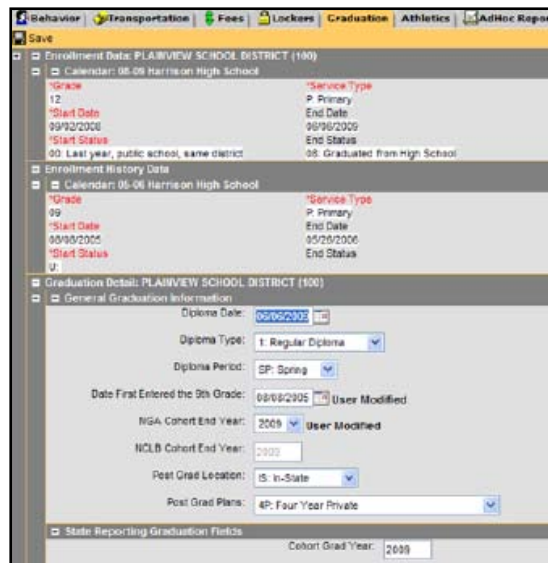


### Graduation Tab

Student graduation data is used for both state and federal reporting. This tab includes read only historical data and editors to enter relevant graduation information.

The editors available on the graduation tab include:

- Enrollment Data - displays ninth grade enrollment data if the student has not graduated and twelfth grade data if the student has a graduated end status selected on the enrollment tab.
- Enrollment History Data - displays ninth grade enrollment data if the student has a graduated end status selected on the enrollment tab.
- General Graduation Information - displays and allows a user to edit graduation data, with proper rights, including the student's Diploma Date, Diploma Type, Diploma Period, Date First Entered the 9th Grade, NGA Cohort End Year, NCLB Cohort End Year, Post Grad Location, and Post Grad Plans, and/or Transition Status.
- State Reporting Graduation Fields - displays and allows a user to edit, with proper rights, graduation data required by an individual state for reporting.



The enrollment end batch tool will allow a user, with proper rights, to populate the general graduation information. State Reporting graduation fields will need to be manually entered on this tab for each student.



## Student Information (Read Only)