

Infinite Campus

Campus Instruction Beta & Gradebook Overview

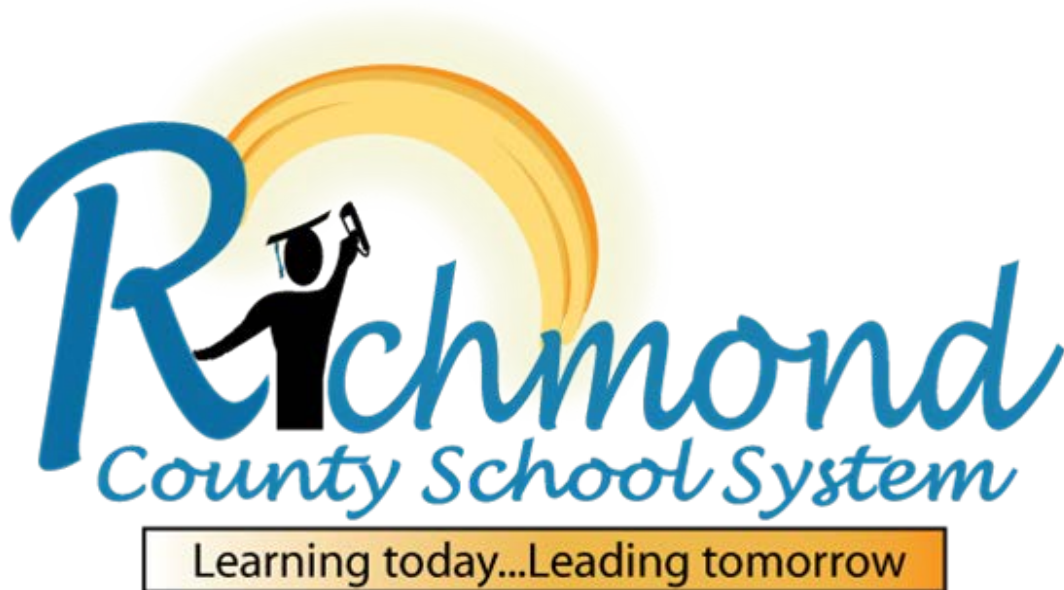


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Logging In

Log on to Infinite Campus at <https://campus.rcss-k12.org> using your email user name and password.

Infinite Campus Transforming K12 Education®

District Edition

Version: E.1426.5
Richmond County

Username

Password

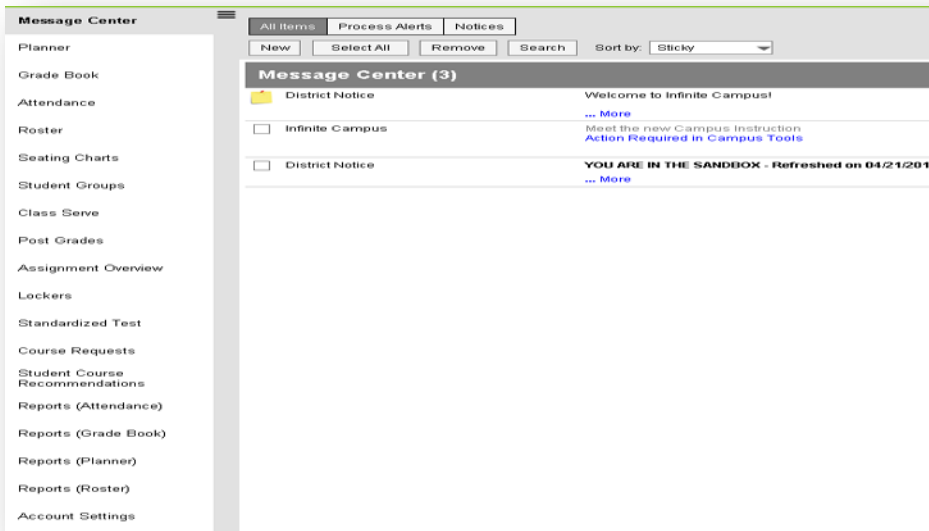
[Sign In >>](#)

Trouble accessing your account? Contact your administrator.
[Forgot your password?](#) | [Forgot your username?](#)

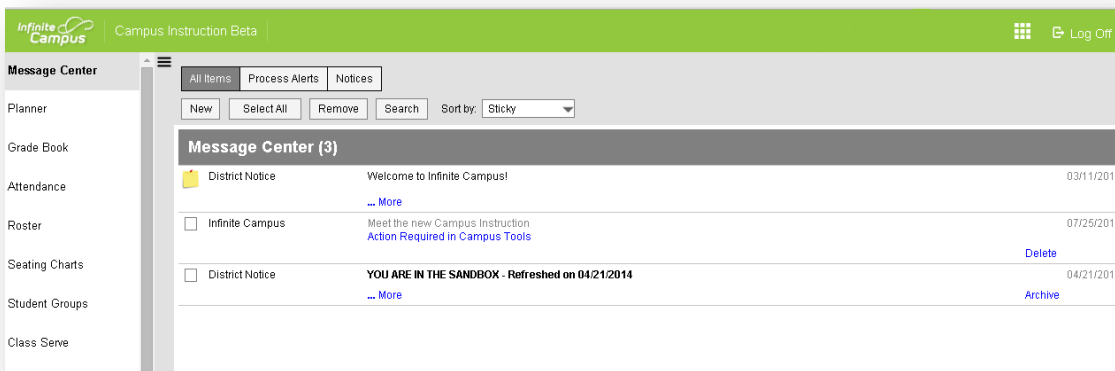
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******If you are having issues logging in, please contact your Student Data Collections Specialist for assistance. Do not use the Forgot your password or Forgot your username options on this page.******

This will take you to Campus Instruction Beta, the new teacher gradebook management tool for Infinite Campus.



The Message Center is where you will be able to check messages from the school and the district.



Planner displays monthly events, your weekly calendar, and daily calendar.

Month

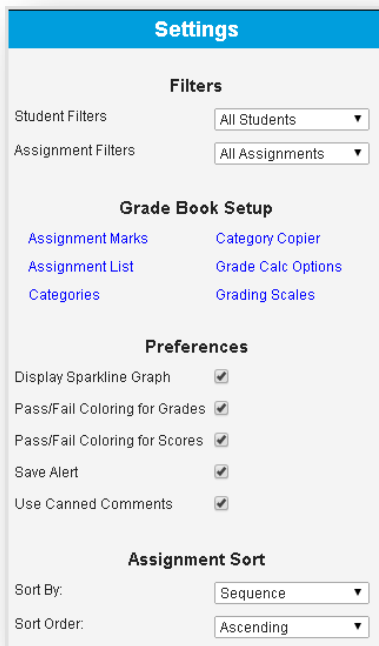
| Planner | | Monthly Planner: October 2013 | | | | | | |
|--|--|---|--------------------------|---------|---------------|---------------|-----------------------|----------|
| Print Settings | | Today < > | | | | | | |
| | | October 2013 | | | | | | |
| | | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Grade Book | | 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| Attendance | | | | | | | | |
| Roster | | | | | | | | |
| Seating Charts | | | | | | | | |
| Student Groups | | | | | | | | |
| Class Serve | | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Post Grades | | | | | | | End of Grading Period | |
| Assignment Overview | | | | | | | | |
| Lockers: | | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Standardized Test | | | | | Early Release | Early Release | In Service Optional | |
| Course Requests | | | | | | | | |
| Student Course Recommendations | | | | | | | | |
| Reports (Attendance) | | | | | | | | |
| Reports (Grade Book) | | | | | | | | |
| Reports (Planner) | | | | | | | | |
| | | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | Report Card Distribution | | | | | |
| | | 27 | 28 | 29 | 30 | 31 | 1 | 2 |

Grade Book

To configure your grade book, click Grade Book; then click Settings.



In Settings, grade book preferences are set up. Grade Book Setup is where you will create assignments, create categories, and calculations setup.



*****Do not use Grading Scales under Grade Book Setup. The Grading Scale is set by the District.*****

Creating Categories

Click Categories, then click Add.

Category List

| Sequence ▲ | Category | *Weight | Exclude | Drop Lowest (%) |
|--------------------------------|-----------------------------|-----------------------------------|--------------------------|-------------------------------------|
| <input type="text" value="1"/> | Benchmark Quizzes | <input type="text" value="10.0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text" value="1"/> | Class Professional Behavior | <input type="text" value="20.0"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="text" value="1"/> | Classwork | <input type="text" value="25.0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text" value="1"/> | Participation | <input type="text" value="1.0"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text" value="1"/> | Project Work | <input type="text" value="25.0"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="text" value="1"/> | Tests | <input type="text" value="20.0"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Name, weight, and sequence the category. Click the section/sections where you want to use the category.

Category Detail

*Name

*Weight

Sequence

Exclude from Calculation

Drop Lowest Score (%)

Category Placement

Select which Sections will use this category

| Teachers | Section | Term | <input type="checkbox"/> |
|----------|-------------------------------------|----------------|--------------------------|
| - | 08.4740080-1 Marketing Principles Y | Q1, Q2, Q3, Q4 | <input type="checkbox"/> |
| - | 08.4740080-2 Marketing Principles Y | Q1, Q2, Q3, Q4 | <input type="checkbox"/> |

Assign the Quarter Grade grading task to the category and click Save.

| Grading Task | <input type="checkbox"/> |
|----------------|-------------------------------------|
| Progress Grade | <input type="checkbox"/> |
| Quarter Grade | <input checked="" type="checkbox"/> |
| Exam/EOCT | <input type="checkbox"/> |
| Semester Grade | <input type="checkbox"/> |
| Final Grade | <input type="checkbox"/> |

Click the class from the Copy from list, then click the class/classes from the Copy To list. Check the category to be added from the Category Name list, click Next.

Category Copier

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

Copy from: 13-14

13-14 Cross Creek High School (Periods)

- 1) 08.4740080-1 Marketing Principles Y
- 3) 08.4780080-1 Intro to Sports&Entertain MkTY
- 4) 08.4740080-2 Marketing Principles Y
- 5) 08.4780080-2 Intro to Sports&Entertain MkTY
- 6) 11.4130080-1 CompModernWorldY
- 6) 11.4150080-1 Intro to Digital Technology Y
- 7) 08.4370080-1 Hospitality & Tourism Mgrmnt Y
- 8) 00.0000010-3 HR-10

Number of Categories: 6

Category Name

Participation

Project Work

Tests

Copy to:

13-14 Cross Creek High School (Periods)

- 1) 08.4740080-1 Marketing Principles Y
- 3) 08.4780080-1 Intro to Sports&Entertain MkTY
- 4) 08.4740080-2 Marketing Principles Y
- 5) 08.4780080-2 Intro to Sports&Entertain MkTY
- 6) 11.4130080-1 CompModernWorldY
- 6) 11.4150080-1 Intro to Digital Technology Y
- 7) 08.4370080-1 Hospitality & Tourism Mgrmnt Y
- 8) 00.0000010-3 HR-10

Number of Categories: 5

Category Name

Benchmark Quizzes

Class Professional Behavior

Classwork

Project Work

Tests

If the category and class are correct, click Copy. If not, click Back and make any corrections on the previous page.

Category Copier

Copy From 08.4740080-1 Marketing Principles Y To 08.4780080-1 Intro to Sports&Entertain MKY:

| Category Name | Standard/Grading Task |
|---|---|
| <input checked="" type="checkbox"/> Participation | <input type="text" value="Quarter Grade"/> <input type="button" value="Add"/> |

Back Copy Cancel

Grade Calculations

Grading calculations must be set up in order for the students' grades to calculate properly. To set up grade calculations, click Grade Calc Options. The Calculation Type must be set to In Progress Grade and Grading Scale must be set to Numeric. The type and scale can be set for all tasks by selecting the options from the Fill Calculation Type and Grading Scale drop down menus. The Grading Scale option will not appear until the type is selected from the menu.

The screenshot shows a 'Grade Calculation' window with a 'Grading Tasks' section. At the top right, there are settings for 'Fill Calculation Type' (set to 'In Progress Grade'), '*Grading Scale:' (set to 'Numeric'), and checkboxes for 'Weight Categories' (checked) and 'Use Score's % Value' (unchecked). Below this is a table with columns: Term, Grading Task, Composite, and Calculation. The table has two rows, both for 'Q1'. The first row is for 'Progress Grade' with a 'Composite' checkbox that is unchecked. The second row is for 'Quarter Grade' with a 'Composite' checkbox that is unchecked. To the right of each row is a 'Calculation' section with 'Type:' (set to 'In Progress Grade'), '*Grading Scale:' (set to 'Numeric'), and checkboxes for 'Weight Categories' (checked) and 'Use Score's % Value' (unchecked). At the bottom right of the window are 'Save' and 'Close' buttons.

*****Do not make any changes to the Child Task/Standard box at the bottom of this page. The calculations in this box are determined by the state and cannot be altered.*****

| | *Child Task/Standard | *Weight | Effective % |
|-----|----------------------|---------|-------------|
| ✕ | Q1 Quarter Grade | 21.2500 | 21.25 |
| ✕ | Q3 Quarter Grade | 21.2500 | 21.25 |
| ✕ | Q2 Quarter Grade | 21.2500 | 21.25 |
| ✕ | Q4 Quarter Grade | 21.2500 | 21.25 |
| ✕ | Q4 Exam/EOCT | 15.0000 | 15.00 |
| Add | | | |

Assignment Marks

Assignment Marks allows you to set up grade thresholds which will convert scores to percentages for calculation. This set of marks can be applied to individual assignments. To set up, click Assignment Marks, then click Add. Name the marks. Click Add Row. The sequence will automatically populate. Enter the Score, the symbol or letter grade used to score the assignment. Then enter the percent value of the Score. Indicate if the score is passing. Click Save when done.

***Name**
My Marks

Owner:

| Seq | Score | % Earned | Passing |
|-----|-------|----------|-------------------------------------|
| X 1 | A | 100 | <input checked="" type="checkbox"/> |
| X 2 | C | 75 | <input checked="" type="checkbox"/> |
| X 3 | F | 0 | <input type="checkbox"/> |

Add Row

Save Delete Close

Assignment List

Assignment List is where assignments are created, edited, and scored. To create an assignment, click Assignment List. Click Add Assignment.

| *GB Seq | Assignment Name | Score | *Assigned | *Due | Active | Campus Portal |
|---------|---|-------|------------|------------|-------------------------------------|-------------------------------------|
| 1.00 | CPB: Beginning of Year Required Materials | Score | 08/12/2013 | 08/20/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.00 | CW: Notebook Check | Score | 08/12/2013 | 08/20/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.00 | CW: Annual Pretest | Score | 08/23/2013 | 08/23/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.00 | CW: Unit 3 Column C Activities | Score | 08/24/2013 | 08/28/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.00 | CPB: Professional Behavior | Score | 08/12/2013 | 08/30/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.00 | CW: Weekly Learning Log | Score | 08/26/2013 | 08/30/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3.00 | CPB: Learning Log | Score | 09/02/2013 | 09/06/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2.00 | CW: Unit 3 column B | Score | 09/06/2013 | 09/06/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.00 | BMT: Benchmark XC | Score | 09/07/2013 | 09/07/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.00 | PROJ: Wheel of Functions | Score | 09/08/2013 | 09/08/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.00 | BMT: Benchmark Test | Score | 09/06/2013 | 09/09/2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Assignment Detail will open to create the assignment. Name the assignment, give the assignment an abbreviation. Check the section/sections to add the assignment.

Assignment Detail

*Name
Marketing Plan 1

*Abbreviation
MP1

Add Notes

Section Placement

| Section | Term | Active | Campus Portal | *Assigned | *Due | *GB Seq | Student Group |
|---|----------------|-------------------------------------|-------------------------------------|------------|------------|---------|---------------|
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | |
| <input checked="" type="checkbox"/> 08.4740080-1 Marketing Principles Y | Q1, Q2, Q3, Q4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 05/23/2014 | 05/23/2014 | 1.00 | No Groups |

Check Align to Grade Book under Scoring Alignment Detail. Check the Quarter Grade grading task and select the category which the assignment should be

weighted. Indicate if the assignment will be scored using Points or (Assignment)Marks. If using Points, enter the total points and the multiplier. If using Marks, select from the drop down menu.

Points

Scoring Alignment Detail
 Create scoring alignment(s) to Grade Book by selecting from the following choices:

Align to Grade Book

Grading Tasks
 Select which grading tasks get this assignment

| Grading Task | Scoring Type | *Total Points | *Multiplier |
|--|--|---------------|-------------|
| <input type="checkbox"/> Progress Grade | | | |
| <input checked="" type="checkbox"/> Quarter Grade | <input checked="" type="radio"/> Points <input type="radio"/> Marks | 100 | 1 |
| <input type="radio"/> Benchmark Quizzes <input type="radio"/> Class Professional Behavior <input checked="" type="radio"/> Classwork <input type="radio"/> Participation <input type="radio"/> Project Work <input type="radio"/> Tests | | | |

Marks

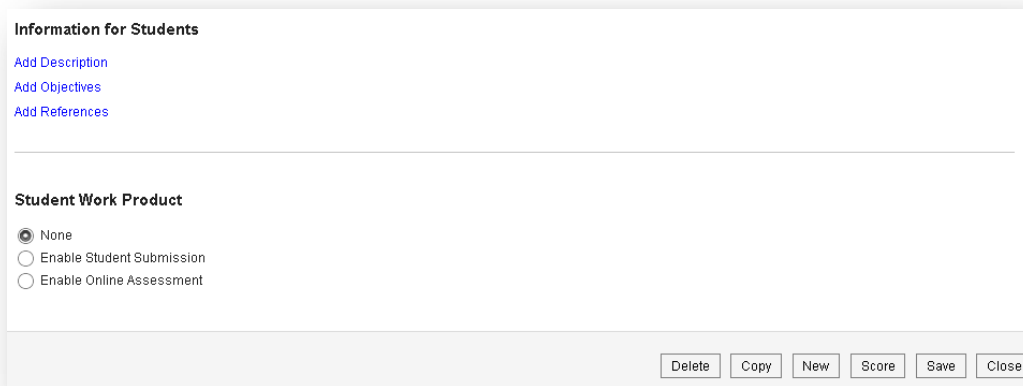
Scoring Alignment Detail
 Create scoring alignment(s) to Grade Book by selecting from the following choices:

Align to Grade Book

Grading Tasks
 Select which grading tasks get this assignment

| Grading Task | Scoring Type | *Total Points | *Multiplier |
|--|--|---------------|-------------|
| <input type="checkbox"/> Progress Grade | | | |
| <input checked="" type="checkbox"/> Quarter Grade | <input type="radio"/> Points <input checked="" type="radio"/> Marks | | 1 |
| <input checked="" type="radio"/> Benchmark Quizzes <input type="radio"/> Class Professional Behavior <input type="radio"/> Classwork <input type="radio"/> Participation <input type="radio"/> Project Work <input type="radio"/> Tests | *Assignment Marks <input type="text" value="Select the marks to use"/> | | |

Information regarding the assignment which students will be able to view on Campus Portal can be added under Information for Students. The assignment can also be enabled to receive online submissions and assessment under Student Work Product.



The screenshot displays a configuration window with two main sections. The first section, titled "Information for Students", contains three blue hyperlinks: "Add Description", "Add Objectives", and "Add References". The second section, titled "Student Work Product", features three radio button options: "None" (which is selected), "Enable Student Submission", and "Enable Online Assessment". At the bottom right of the window, there is a row of six buttons: "Delete", "Copy", "New", "Score", "Save", and "Close".

Click Save if the assignment will be scored at another time. If you want to score the assignment immediately, click Score. Assignments can also be deleted, copied, added from this page.

Scoring Assignments

Click the assignment to be scored from the Assignment List, this will open Assignment Detail; then click Score.

Assignment Detail

***Name**
Marketing Plan 1

***Abbreviation**
MP1

[Add Notes](#)

Section Placement

| Section | Term | Active | Campus Portal | *Assigned | *Due | *GB Seq | Student Group |
|--|----------------|-------------------------------------|-------------------------------------|------------|------------|---------|---------------|
| <input type="checkbox"/> 08.4740080-1 Marketing Principles Y | Q1, Q2, Q3, Q4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 05/23/2014 | 05/23/2014 | 1.00 | No Groups |
| <input type="checkbox"/> 08.4740080-2 Marketing Principles Y | | | | | | | |

Scoring Alignment Detail
Create scoring alignment(s) to Grade Book by selecting from the following choices:

Align to Grade Book

Delete Copy New Score Save Close

Enter grades in the GT1 column. If the grade will be dropped, click the Dr box. Any comments regarding the assignment can be entered in the Assignment Comments box. The assignment status can be entered by clicking the box for the appropriate status: T – Turned In, M – Missing, L – Late, I – Incomplete, Ch – Cheated, X - Exempt

| | | | | | |
|---|---|---|---|----|---|
| T | M | L | I | Ch | X |
|---|---|---|---|----|---|

Score

Assignment: MP1: Marketing Plan 1 [Fill Scores/Comments](#)

Due: 05/23/2014

| Students | Att 05/23 | GT1 (100 pts) | Dr | Assignment Comments | T | M | L | I | Ch | X | Student Submissions |
|----------------------|-----------|---------------|----|---------------------|---|---|---|---|----|---|---------------------|
| C. Adams, J. M. C. | | 90 | Dr | | T | M | L | I | Ch | X | |
| C. Belcher, Kevin P. | | 70 | Dr | | T | M | L | I | Ch | X | |
| B. Borch, Michael D. | | 85 | Dr | | T | M | L | I | Ch | X | |
| C. Boyd, David L. | | 100 | Dr | | T | M | L | I | Ch | X | |

Click Save when grading is complete.

Use Fill Scores/Comments if a group of students are receiving the same grades and/or Comments. Check the GT1 box and enter the score below. Check the comment box and enter the comment, if necessary. The group students receiving the grade can be chosen from the drop down menu: All, Empty, or Present & Empty.

The screenshot shows a dialog box titled "Fill Scores/Comments" for "MP1: Marketing Plan 1". It has two sections: "Select items to fill:" and "Select students:". In the "Select items to fill:" section, the "GT1: Quarter Grade" checkbox is checked, with a score of "100" entered in the adjacent field. The "Comment" checkbox is unchecked, and there is an empty text area below it. In the "Select students:" section, a dropdown menu is open, showing options: "All", "All", "Empty", and "Present & Empty". The "All" option is selected. At the bottom right, there are "Fill" and "Cancel" buttons.

Assignment Overview

Assignments can also be viewed, edited, and scored by clicking Assignment Overview. Assignment Overview displays all assignments created for a class. Select the class from the drop down menu to show assignments. The list can also be filtered by the term and task.

The screenshot shows the "Assignment Overview" interface. At the top, there are three dropdown menus: "Section" (1) 08.4740080-1 Marketing Principles Y, "Term" (Display All Terms), and "Task" (Display All Tasks). Below these is a table with the following data:

| Term | Standard/Task | Category | Assignment |
|------|----------------|-------------------|--------------------------------------|
| Q1 | Progress Grade | Benchmark Quizzes | BMT: Benchmark Test |
| | Quarter Grade | Benchmark Quizzes | BMT: BenchmarkXC BMT: Benchmark 2 |

Click the name of the assignment to open Assignment Detail. Click Score to grade the assignment.

Assignment Detail

***Name**

***Abbreviation**

[Add Notes](#)

Section Placement

| Section | Term | Active | Campus Portal | *Assigned | *Due | *GB Seq | Student Group |
|---|----------------|-------------------------------------|-------------------------------------|---|---|-----------------------------------|---------------|
| <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input checked="" type="checkbox"/> 08.4740080-1 Marketing Principles Y | Q1, Q2, Q3, Q4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value="09/06/2013"/> | <input type="text" value="09/09/2013"/> | <input type="text" value="1.00"/> | No Groups |
| <input checked="" type="checkbox"/> 08.4740080-2 Marketing Principles Y | Q1, Q2, Q3, Q4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value="09/06/2013"/> | <input type="text" value="09/09/2013"/> | <input type="text" value="1.00"/> | No Groups |

Scoring Alignment Detail
 Create scoring alignment(s) to Grade Book by selecting from the following choices:
 Align to Grade Book

Categories can be edited or deleted in Assignment Overview. Click the category to be edited or deleted. Category Detail will open. Make any changes to the category and click Save. If the category is to be deleted, click Delete; then Save.

Category Detail

***Name**

***Weight**

Sequence

Exclude from Calculation
 Drop Lowest Score (%)

Category Placement
 Select which Sections will use this category

| Teachers | Section | Term | |
|----------|-------------------------------------|----------------|-------------------------------------|
| | 08.4740080-1 Marketing Principles Y | Q1, Q2, Q3, Q4 | <input checked="" type="checkbox"/> |
| | 08.4740080-2 Marketing Principles Y | Q1, Q2, Q3, Q4 | <input checked="" type="checkbox"/> |

Select which Grading Tasks will use this category

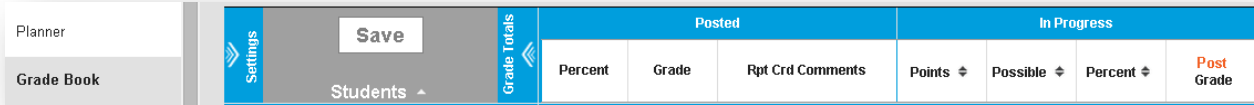
Grading Task

Progress Grade

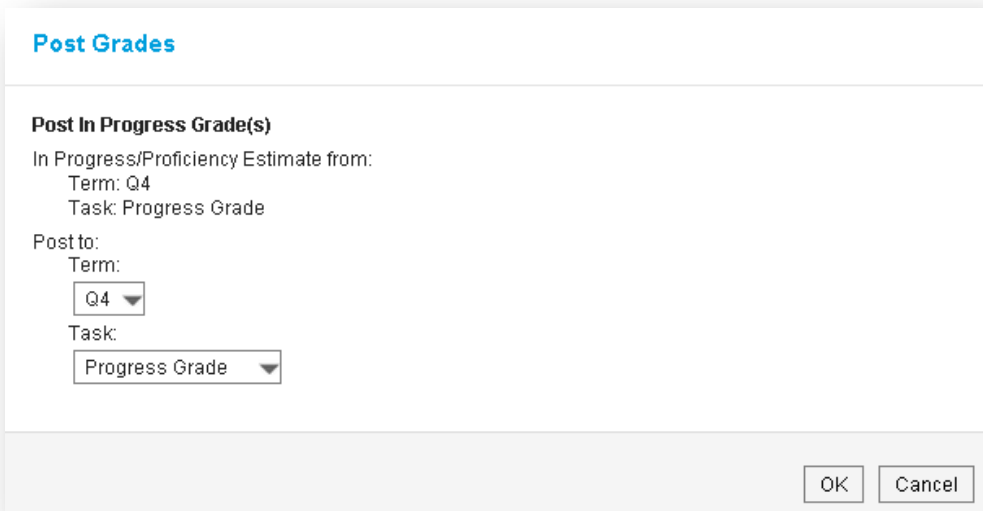
Posting Grades

Using Grade Book

To post grades using the Grade Book, click Grade Book; then click Post.

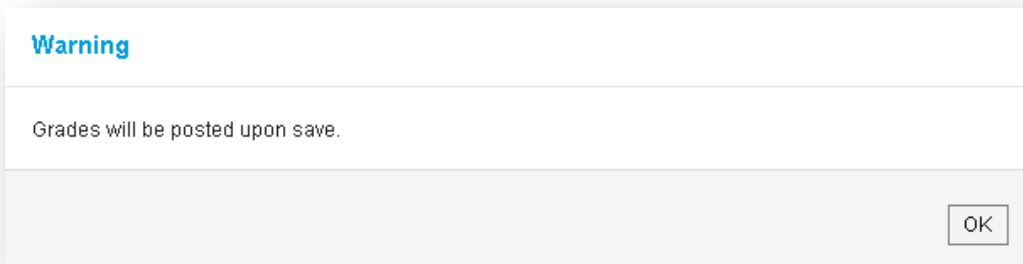


Post Grades will open. Select the Term and the Task to where the grades will be posted. Click OK.



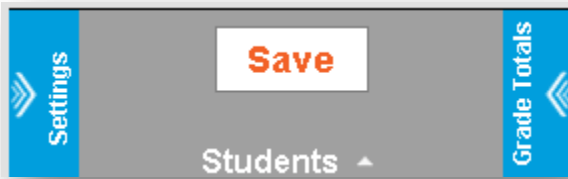
The 'Post Grades' dialog box is shown. It has a title bar with the text 'Post Grades'. Below the title bar, there is a section titled 'Post In Progress Grade(s)'. Under this section, there are two lines of text: 'In Progress/Proficiency Estimate from:' followed by 'Term: Q4' and 'Task: Progress Grade'. Below this, there is a 'Post to:' section with two dropdown menus: 'Term:' with 'Q4' selected and 'Task:' with 'Progress Grade' selected. At the bottom right of the dialog box, there are two buttons: 'OK' and 'Cancel'.

A warning will appear stating the grades will be posted upon save. Click OK to continue.

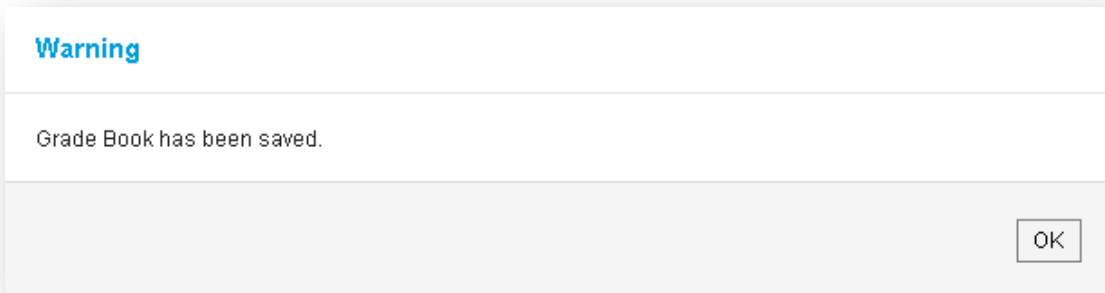


The 'Warning' dialog box is shown. It has a title bar with the text 'Warning'. Below the title bar, there is a single line of text: 'Grades will be posted upon save.' At the bottom right of the dialog box, there is one button: 'OK'.

Click Save (above the student list, in orange).



A warning will appear stating the Grade Book has been saved. Click OK.



Grades will be displayed under the Posted Section.

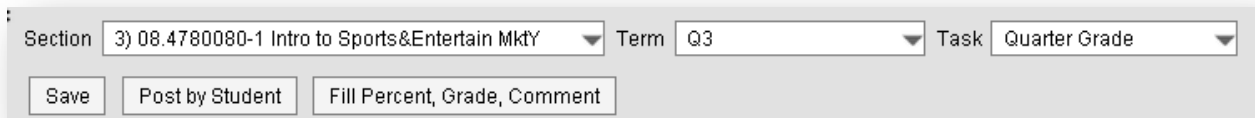
| Posted | | |
|---------|-------|--------------------------|
| Percent | Grade | Fill Rpt Crd Comments |
| 90.26 | 90 | |
| 100.00 | 100 | |
| 100.00 | 100 | |
| 94.90 | 95 | |
| 85.01 | 85 | |
| 86.44 | 86 | |

Using Post Grades

Under Post Grades, the grades can be posted by task or by student.

Posting by Task

To post by task, select the section, term, and task from the drop down menus.



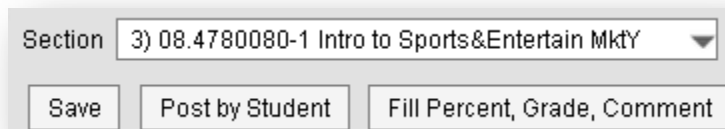
Section 3) 08.4780080-1 Intro to Sports&Entertain MkTY Term Q3 Task Quarter Grade

Save Post by Student Fill Percent, Grade, Comment

Enter the Percent and Grade. Select a comment, if necessary, from Canned Comments by clicking Add.

| Percent | Grade | Report Card Comments | Canned Comment |
|---------|-------|---|----------------|
| 91.02 | 91 | Completes Homework. Participates. Quality of work excellent. | Add |
| 94.44 | 94 | Participates. Quality of work excellent. | Add |
| 90.36 | 90 | Participates. Working above grade level. | Add |
| 94.25 | 94 | Completes Homework. Participates. | Add |

Click Save.

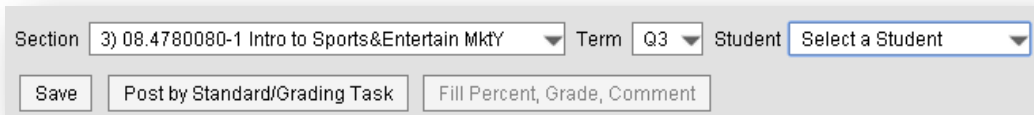


Section 3) 08.4780080-1 Intro to Sports&Entertain MkTY

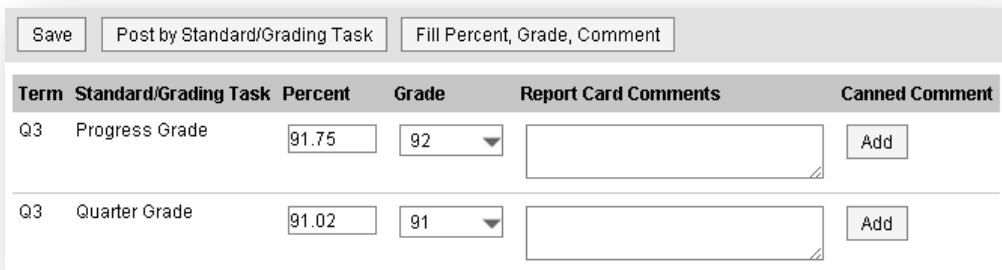
Save Post by Student Fill Percent, Grade, Comment

Posting by Student

To post by student, select section, term, and student's name from the drop down menus.



Enter the Percent and Grade under the appropriate task. Add comments, if necessary, and Save.



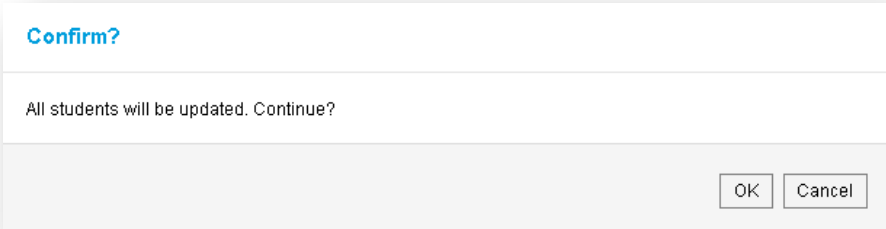
| Term | Standard/Grading Task | Percent | Grade | Report Card Comments | Canned Comment |
|------|-----------------------|---------|-------|----------------------|----------------|
| Q3 | Progress Grade | 91.75 | 92 | | Add |
| Q3 | Quarter Grade | 91.02 | 91 | | Add |

Using Fill Percent, Grade, Comment

Grades can be filled for all students or for student who do not have a grade by using Fill Percent, Grade, Comment. Enter the percent, grade, and comment in the designated fields. Select the group of students to receive the grade from the drop down menu. Click Fill.



A confirmation will appear stating all students will be updated. Click OK to continue.



The percent, grade, and comment for all or empty students will be filled. Click Save.

| Percent | Grade | Report Card Comments | Canned Comment |
|---------|-------|---|----------------|
| 100 | 100 | Completes Homework. Participates. Quality of work excellent. | Add |
| 100 | 100 | Completes Homework. Participates. Quality of work excellent. | Add |
| 100 | 100 | Completes Homework. Participates. Quality of work excellent. | Add |
| 100 | 100 | Completes Homework. Participates. Quality of work excellent. | Add |

Attendance

Daily attendance can be taken by the attendance list or by seating chart.


Attendance List

Click Attendance. The attendance lists will be displayed by period. Click P, A, or T to indicate whether the student is Present, Absent, or Tardy. Comments can also be entered. If attendance has been entered by the attendance clerk, you will not be able to modify the attendance code. Click Save.

| 6 | 2 | 1 | Excuse | Comments |
|---|---|---|--------|------------------------------|
| P | A | T | | |
| | | | AE | Excused for a college visit. |
| P | A | T | | |
| P | A | T | | |
| P | A | T | | |
| P | A | T | | |
| P | A | T | | Late to class, no note. |
| P | A | T | | |
| P | A | T | | |

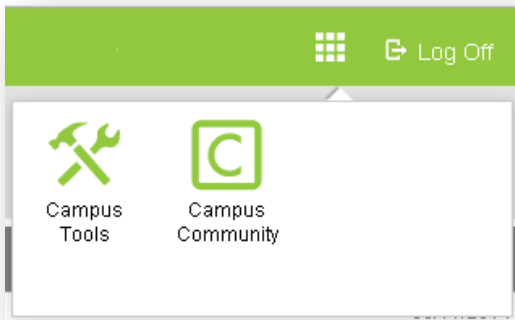
Seating Chart

If you have created a seating chart, you can take attendance by clicking P, A, or T under the students' names in the chart. Click Save.

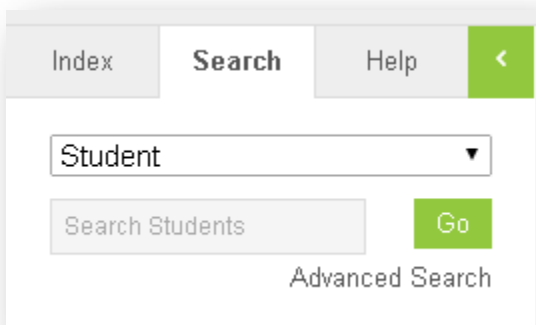
| | | | |
|---------|---------|--|---|
| Sarah H | Lydia J | | Devin L |
| P A T | P A T | | P A T |
| | | | Late to cla...  |

Modifying Attendance

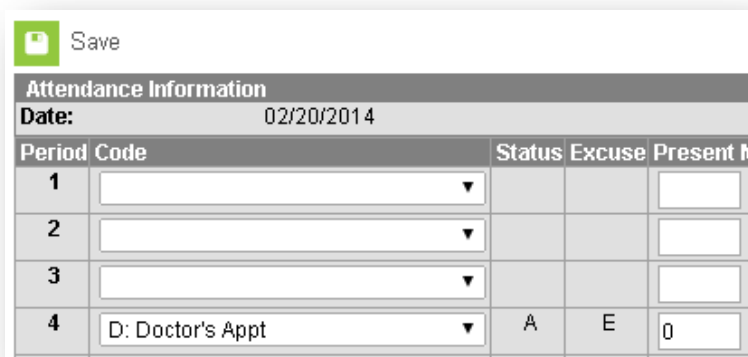
Click the App Switcher; then click Campus Tools.



In Campus Tools, click Search and enter the student's name.



On the Attendance tab, click the date you want to edit. Enter the appropriate attendance code and Save.

A screenshot of the 'Attendance Information' form. At the top left, there is a green 'Save' button. The form has a header 'Attendance Information' and a 'Date:' field with the value '02/20/2014'. Below this is a table with columns for 'Period', 'Code', 'Status', 'Excuse', and 'Present M'.

| Period | Code | Status | Excuse | Present M |
|--------|----------------------|--------|--------|----------------------|
| 1 | <input type="text"/> | | | <input type="text"/> |
| 2 | <input type="text"/> | | | <input type="text"/> |
| 3 | <input type="text"/> | | | <input type="text"/> |
| 4 | D: Doctor's Appt | A | E | 0 |

Roster

Rosters are displayed by choosing the class from the drop down menu. At the top, rosters can be filtered to show students by their status: All, Active, Incoming, or Dropped. Information on the composition of the class is also displayed.

1) 08.4740080-1 Marketing Principles Y

All Active Incoming Dropped Report Options

Active Students (29)

Males: 16 Grade 09: 22
 Females: 13 Grade 10: 3
 Grade 11: 1
 Grade 12: 3

The roster displays the name, gender, grade level, and date of birth for each student scheduled in the class. Also displayed are start dates, end dates, and flags.

| Gender | Grade | DOB | Start Date | End Date | Flags | Health | IEP | PLP |
|--------|-------|------------|------------|----------|-------|--------|-----|-----|
| M | 09 | 02/15/1999 | | | | | | |
| M | 09 | 12/01/1998 | | | | | | |
| F | 09 | 07/23/1999 | | | | | | |
| F | 09 | 08/22/1999 | 08/13/2013 | | | | | |
| M | 09 | 01/02/1997 | | | | | | |
| F | 09 | 02/07/1999 | | | | | | |
| M | 09 | 09/12/1997 | 08/12/2013 | | | | | |

Rosters can be printed by clicking Report Options. Enter the Effective Date for the roster. Select the class from the Section list. Select options from Page Printing Options, Remove Defaults, and Add Extras. Choose sort options from Sort Sections By. Click Generate Report.

Report Options: Roster

This report displays student rosters for each section selected. The Effective Date is used to determine which students to include on each roster. The sections can be sorted by Course Name or Course Number.

***Effective Date**
08/10/2014

***Section**
00.0000010-3 HR-10
08.4370080-1 Hospitality & Tourism Mgmt Y
08.4740080-1 Marketing Principles Y
08.4740080-2 Marketing Principles Y
CTRL-click or SHIFT-click to select multiple

Page Printing Options
 Shade Alternate Rows
 Add page break after each section

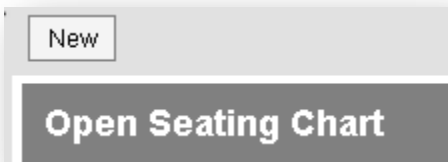
Remove Defaults
 Hide Phone and Address
 Hide Staff Number
 Hide Incoming Students

Add Extras
 Show Birth Date
 Show Guardians

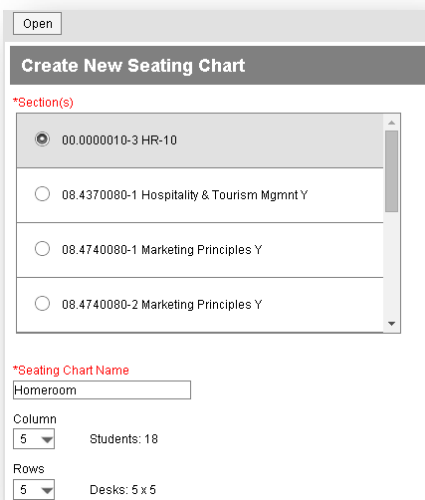
Generate Report Cancel

Seating Chart

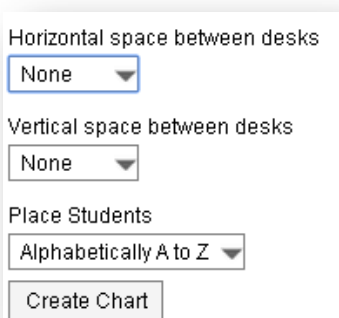
To create a seating chart, click Seating Chart; then click New.



Choose the section from the Section(s) menu. Name the seating chart. Choose the number of Columns and Rows which best matches your room.



Spacing between the desks can be chosen. Students can also be filled in by choosing the fill options from the drop down menu. Click Create Chart.



After the chart is created, you will have the option to save the chart or edit it.

Save Delete Copy Layout Report Options New Open

Clear Students Place Students Make Default Expand Workspace Contract Workspace

New Desk

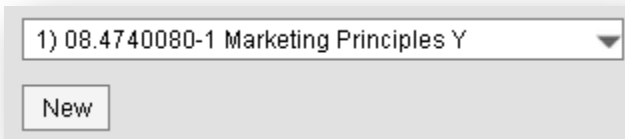
Homeroom : 00.0000010-3 HR-10

Seated students: 18 Unseated students: 0 Desks: 25

| | | | | |
|------------|-----------|--------------|--------------|------------|
| 10 Acosta, | 10 Byron, | 10 Carswell, | 10 Christie, | 10 Cioffi, |
|------------|-----------|--------------|--------------|------------|

Student Groups

To create student groups, click Student Groups; then choose the class from the drop down menu. Click New.



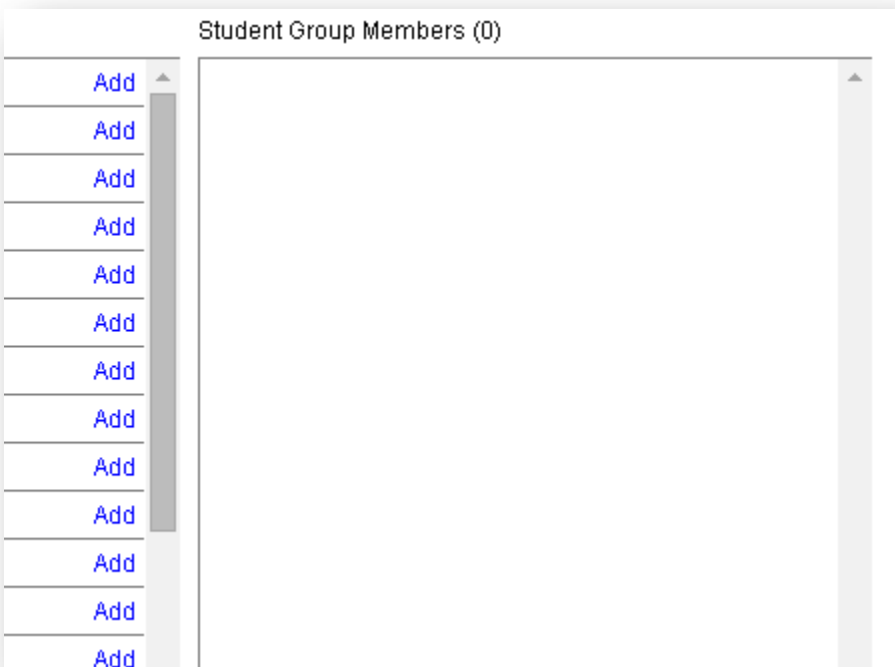
A screenshot of a web interface showing a dropdown menu with the text "1) 08.4740080-1 Marketing Principles Y" and a small downward arrow. Below the dropdown is a button labeled "New".

Name the group and indicate if the group will be active.



A screenshot of a form with a red label "*Student Group Name" above a text input field. To the right of the input field is a checked checkbox followed by the text "Active".

Click the Add to move students to the Student Groups Members list.

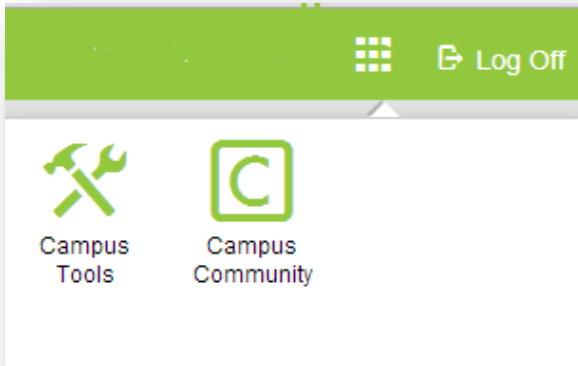


A screenshot of a web interface titled "Student Group Members (0)". On the left side, there is a vertical list of 15 blue "Add" buttons. To the right of this list is a large, empty rectangular area with a vertical scrollbar on its right side, intended for displaying the members of the group.

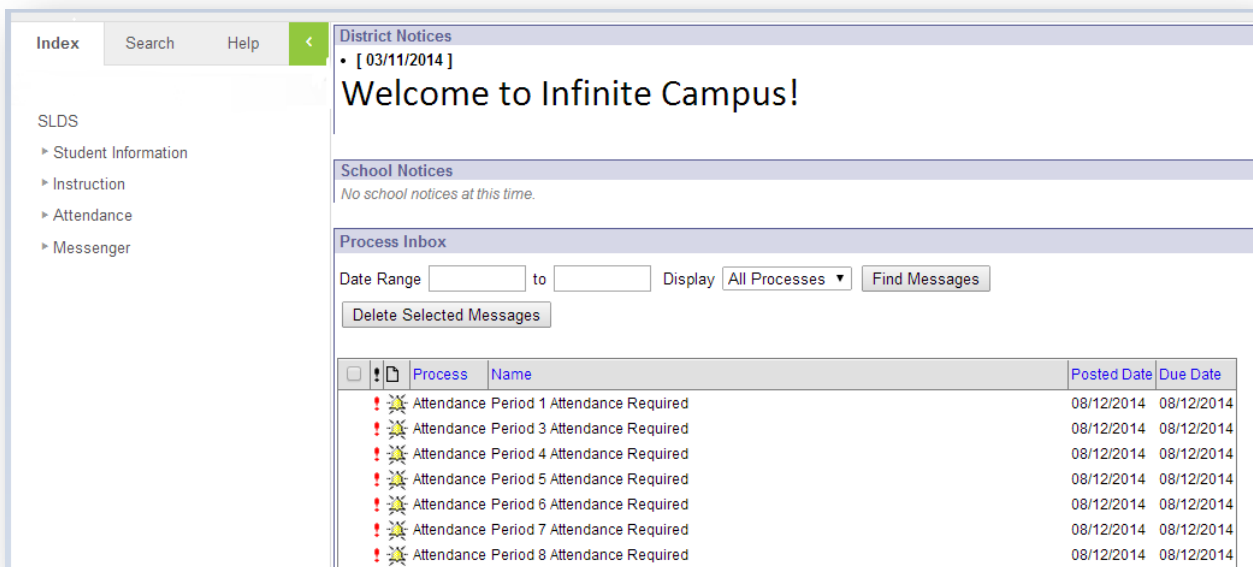
Click Save when the students are selected.

Campus Tools

Campus Tools give you the ability to view student information, access SLDS, and search for students using Campus Tools. To access Campus Tools, click the App Switcher.



Campus Tools



Index – Displays modules in Campus Tools

Search – Use to search for students. Search will only display students who are assigned to you.

Help – Displays help Infinite Campus modules

Student Information – Displays information for students, such as, demographics, addresses, and phone numbers.

Instruction – Displays class rosters

Attendance – Classroom Monitor: Access will be granted temporarily to enter student attendance from the first 10 days of school. After that point, attendance will be taken in the Campus Instruction Beta Attendance module.