Eastern Suffolk BOCES

Educational Services That Transform Lives

STUDENT DATA SERVICES

Campus Instruction

Quick How To Guide

Elementary Teachers

(no grade book)

August 2016

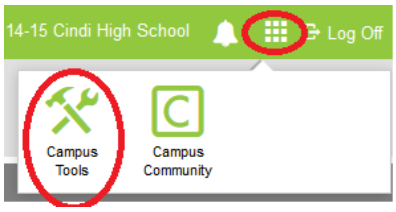
Campus Instruction – Quick How To Guide
Table of Contents

Switching between Campus Tools and Campus Instruction
Anything in Blue Text is a Link
Message Center
Account Settings
Attendance
Seating Charts
Roster
Student Groups
Post Grades
Planner
Reports
Resources

Switching between Campus Tools and Campus Instruction

If you are not in Campus Instruction, click on the App Switcher in the top right corner and select Campus Instruction.

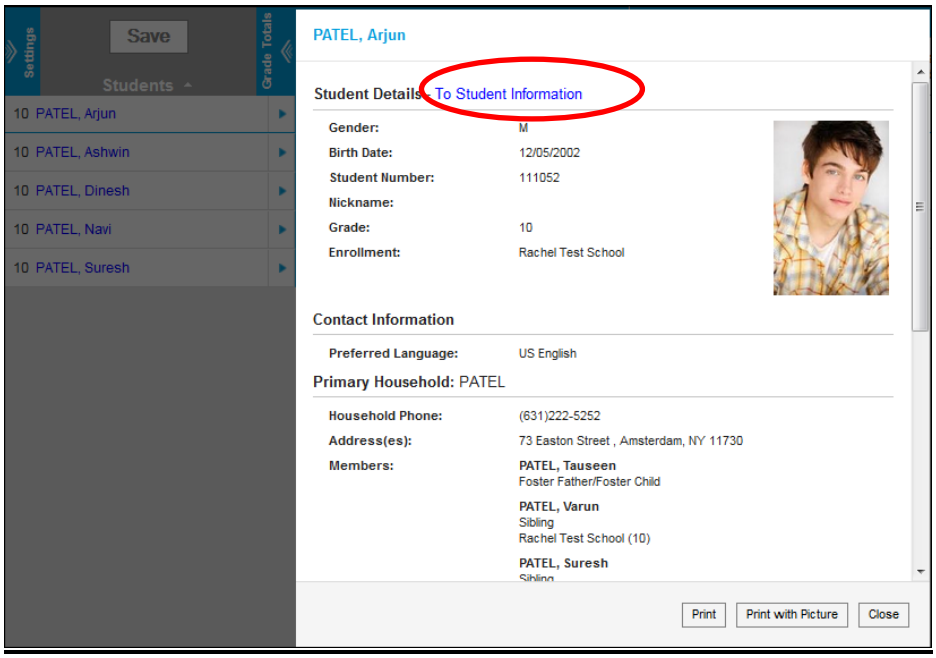
- Clicking on Campus Instruction will bring you to the Campus Instruction home page.
- You can toggle back to Campus Tools as needed by clicking on the App Switcher and selecting Campus Tools.



  - Notifications are not applicable to Campus front-end users yet, but the Bell Icon will display a message whenever Campus product developers have information regarding new features. A number will appear in an orange circle over the bell whenever a new message is unread, similar to the Portal user notification.

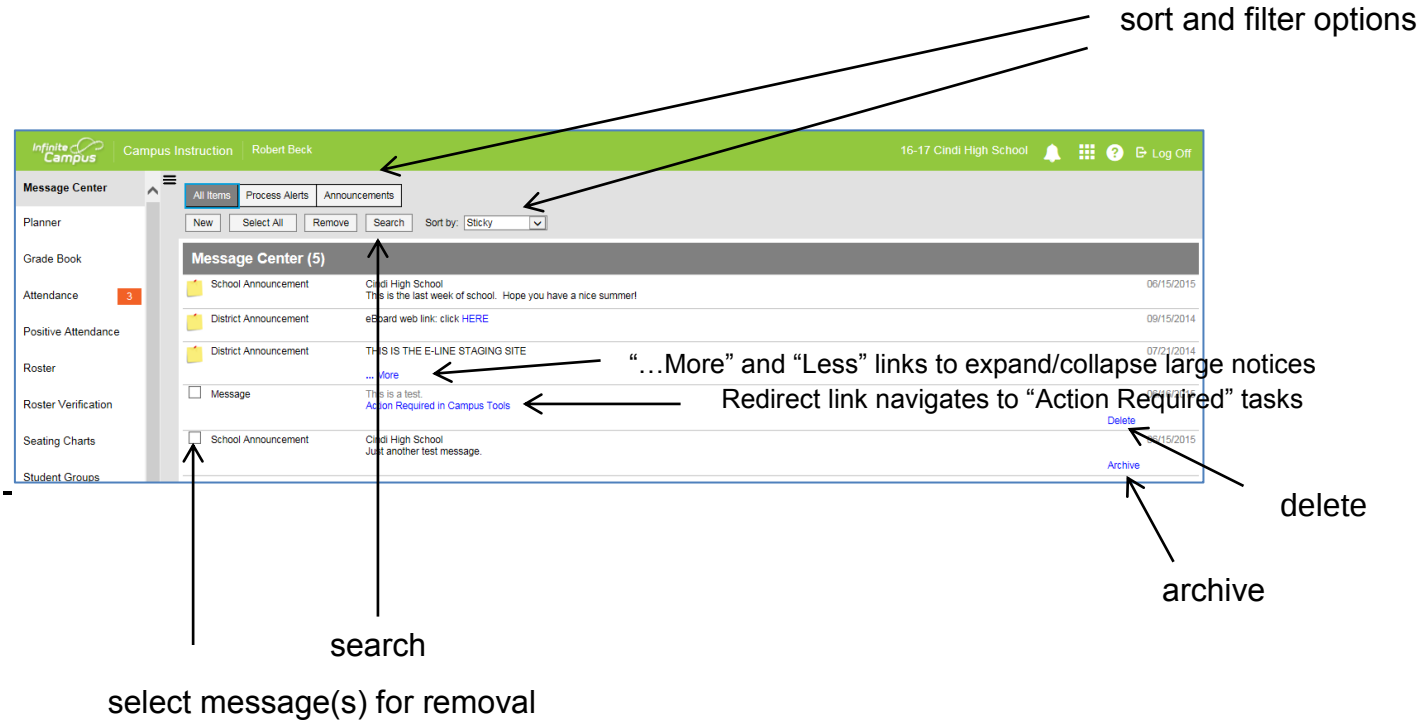
Anything in Blue Text is a Link

- Campus renders any links in royal blue, so if a user clicks on blue text they are re-routed to another area of Campus, or an editor popup appears for that item.
- Campus has implemented that anywhere a Student Name is blue, clicking will open the Student Summary Report.
    - At the top of that report is another blue link “To Student Information” that will redirect the user to the student’s Student Information tabset in Campus Tools.
        - To return from the Student Information tabset, you can click the back arrow in your browser.
        - The tabs seen in Student Information are governed by the user’s tool rights.



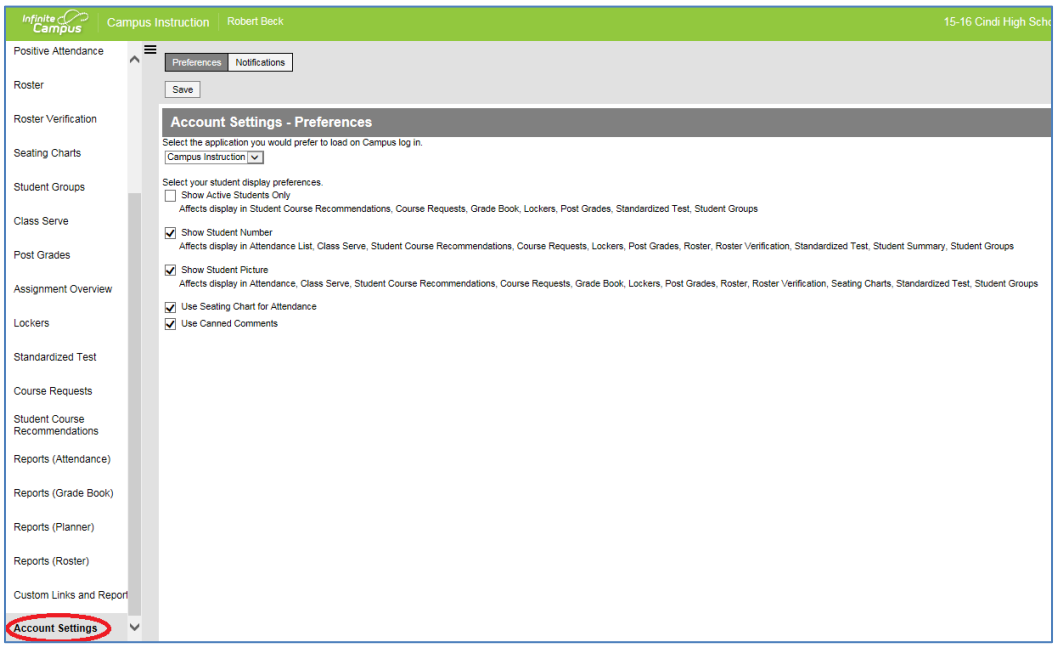
Message Center

- The Message Center contains District Announcements, School Announcements, and Process Alerts in one place, collapsed for easier view, and the list can be filtered, sorted or searched.
- Each message that's not fully displayed can be expanded using the "…More" link. This accommodates space for more messages to display in comparison to the Campus Tools login page.
- Each "Action Required in Campus Tools" link redirects the user to perform the action within the application.
- Notices designated as "Sticky" cannot be removed (archived).
- Archived notices can be searched and restored.
- Process Alerts which can be deleted have a separate "Delete" link. Deleted items are not archived and cannot be retrieved.



Account Settings

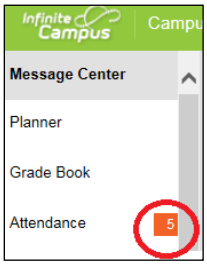
- Account settings apply to all of a teachers' course/sections.



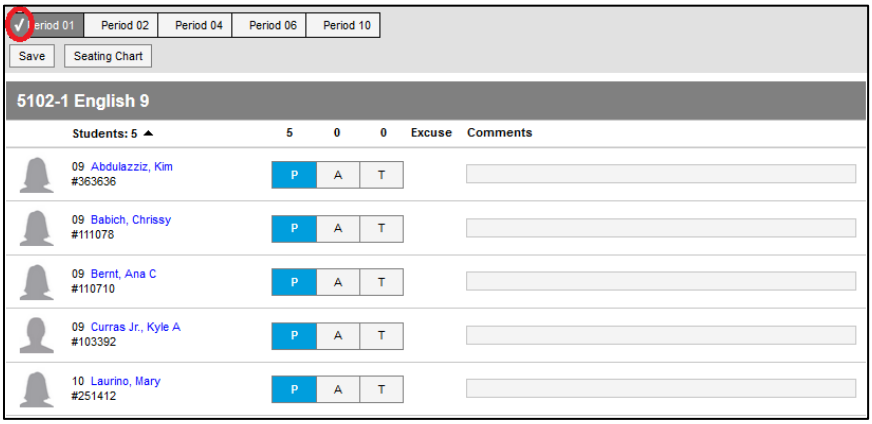
- Preferences:
  - Choose which page is displayed when the user logs in.
    - Campus Tools
    - Campus Instruction
  - Show Active Students Only
  - Show Student Number
  - Show Student Picture
  - Use Seating Chart for Attendance
    - This requires seating chart creation to take effect.
    - The "Attendance List" toggle in Attendance displays a student list only.
      - Checking "Use Seating Chart…" will not require a chart for every section or prevent a user from taking attendance if a chart isn't created.
  - Use Canned Comments – allows user to enter canned comments for the report card.

Attendance

- In the main menu, the number in orange next to Attendance lets you know the number of periods you still need to take attendance for today.



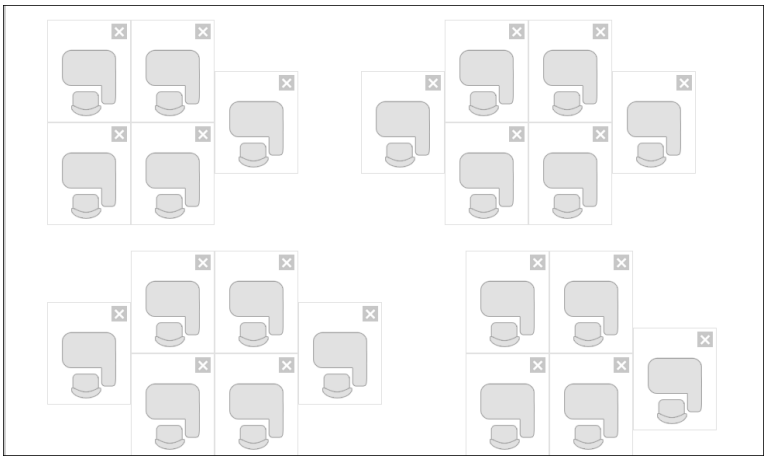
- Click **Attendance** from the main menu.
- Choose your period.
- You can choose to take attendance using the Attendance List or Seating Chart.
    - If the Account Setting "use seating chart for attendance" is checked, it will load the seating chart if one exists or give a message if there is no valid seating chart for this period.
    - If there are multiple seating charts for the period, you will be able to select which one to use.
- Check P/A/T for each student.
- The Comments field becomes interactive only when A or T is selected.
    - If using Seating Chart to take attendance, click the speech bubble icon to enter comments.
- You can click on student's name to see general info and contacts.
- Remember to Save.
- When attendance is saved, the period will have a check mark next to it and be in gray.



Seating Charts

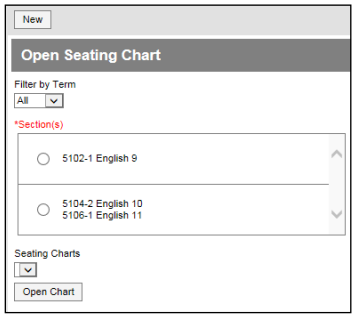
- Click **Seating Charts** from the main menu.
- To create a new chart, click **New**, select the section, enter a seating chart name, enter the number of columns and rows, enter horizontal and vertical space between desks, select how to place the students. Click **Create Chart**.
- To open an existing chart, select the section, select the Seating Chart and click **Open Chart**.

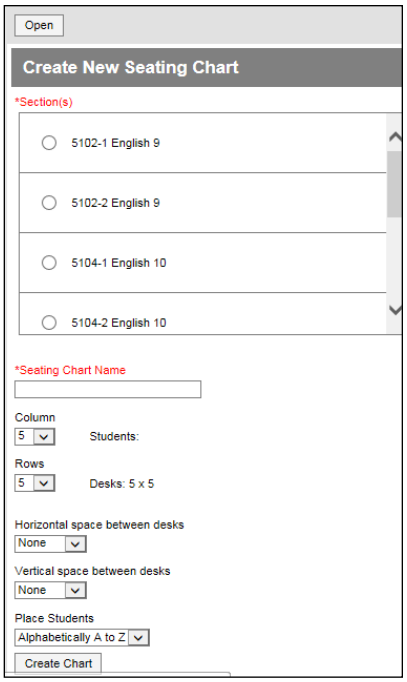
- Once the chart is created, move and place both students and desks using drop-and-drag.
- You can add desks or remove them.
- Bring kids into the chart or take them out.
- Switch students by dragging.
- You can expand and contract the class space.
- Charts are not limited to a "grid" pattern.

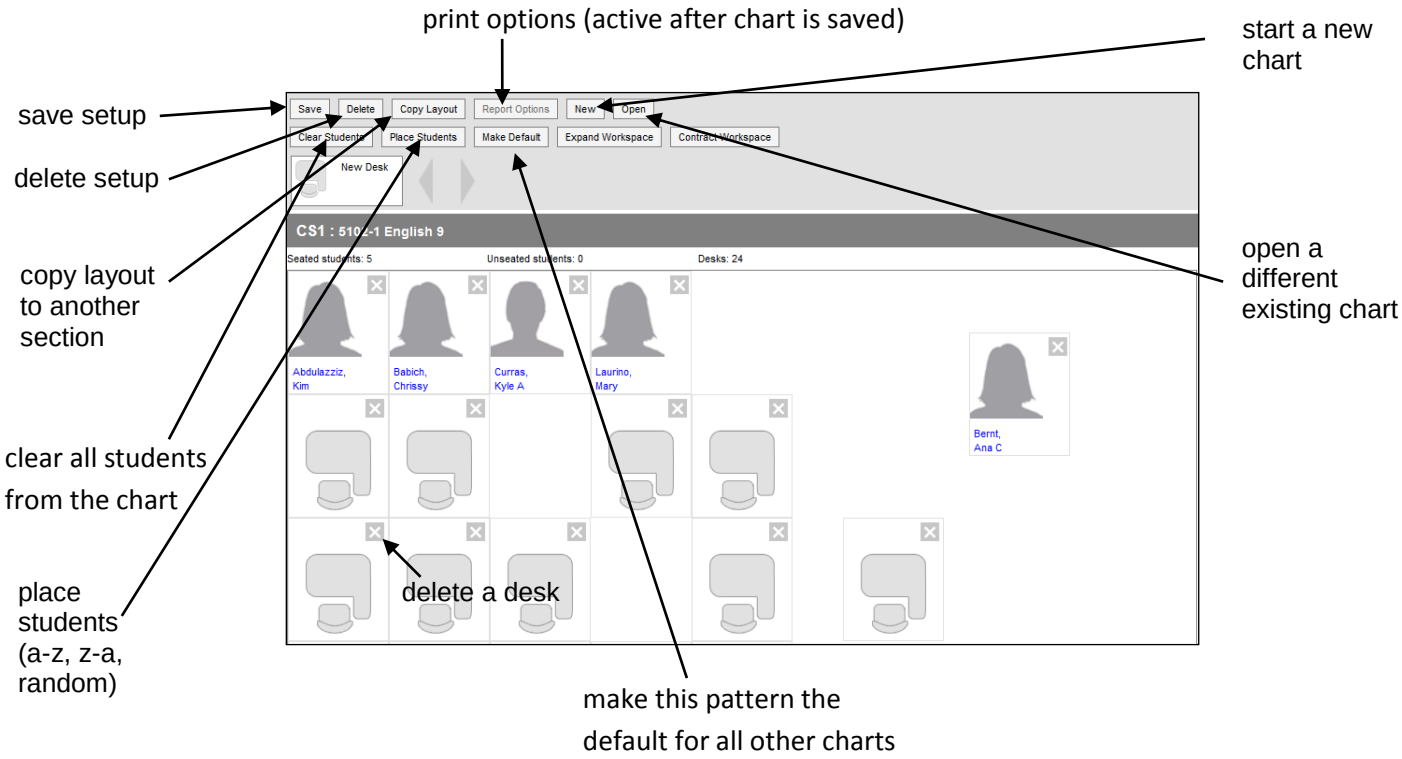


- Always Save your work.
  Changes must be **saved** before exiting page or electing to open a different chart.

- Multiple charts may be created for the same section (i.e. class-time vs. lab workstation time); each must have a different name.
- You can copy layouts for other classes.
- Click **Report Options** to generate a copy of the seating chart with the preferences you want.

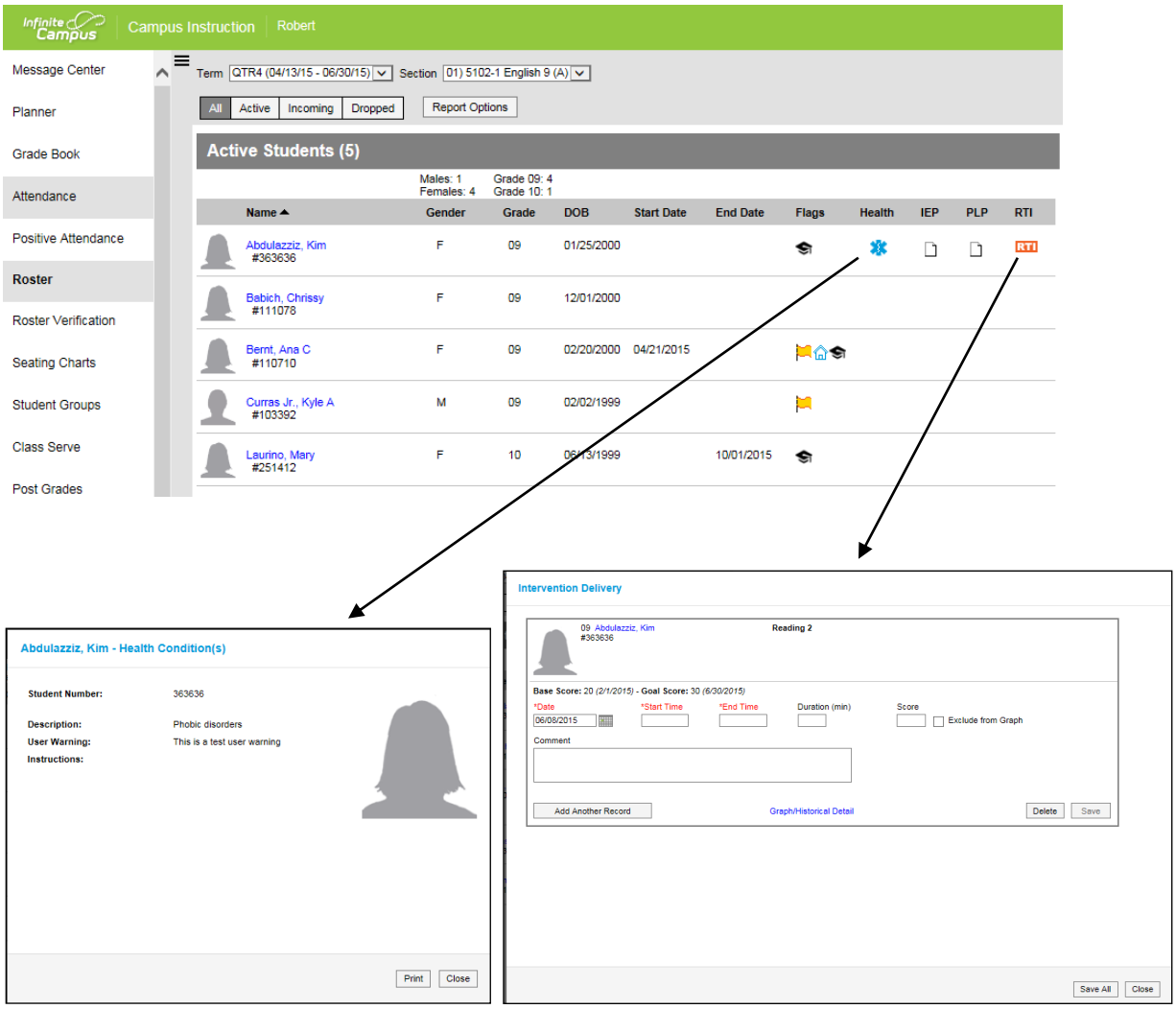

New
Open Seating Chart
Filter by Term
All
*Section(s)
5102-1 English 9
5104-2 English 10
5106-1 English 11
Seating Charts
Open Chart


Open
Create New Seating Chart
*Section(s)
5102-1 English 9
5102-2 English 9
5104-1 English 10
5104-2 English 10
*Seating Chart Name
Column
5
Students:
Rows
5
Desks: 5 x 5
Horizontal space between desks
None
Vertical space between desks
None
Place Students
Alphabetically A to Z
Create Chart


print options (active after chart is saved)
start a new chart
save setup
delete setup
copy layout to another section
clear all students from the chart
place students (a-z, z-a, random)
open a different existing chart
delete a desk
make this pattern the default for all other charts
Save
Delete
Copy Layout
Report Options
New
Open
Clear Students
Place Students
Make Default
Expand Workspace
Contract Workspace
New Desk
CS1 : 5102-1 English 9
Seated students: 5
Unseated students: 0
Desks: 24
Abdulazziz, Kim
Babich, Chrissy
Curras, Kyle A
Laurino, Mary
Bernt, Ana C

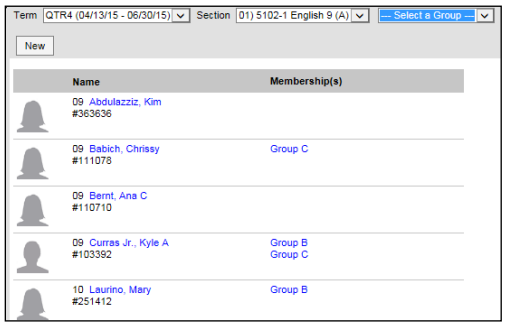
Roster

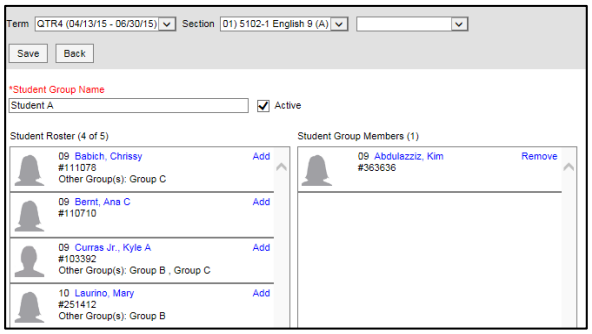
- **Roster** on the main menu will give you the list of students in the section.
- You cannot edit the roster through here.
- Hovering over flags displays user notifications.
- Click on a Health Condition flag to view and print additional instructions entered for the condition.
- Click on IEP or PLP icon to view document if you are an active member of the students' team.
- Filters are:
    - All
    - Active (only)
    - Incoming (only)
    - Dropped (only)
- Report Options allows for a Roster Summary report that can display multiple sections linked to the teacher.
- You can click on a student's name to get general info and contact info.
    - Clicking on a Parent/Guardian email will open your default email program.



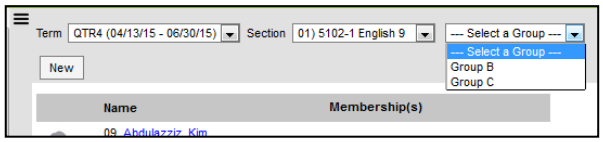
Student Groups

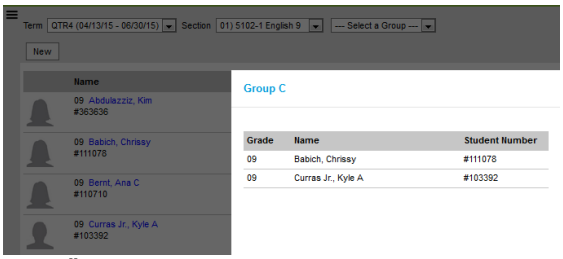
- **Student Groups** (from the main menu) can be used to create groups to assign assignments to select groups only. If created, in your Grade Book you can click a certain group and look at their grades only or assign assignments to that group only.



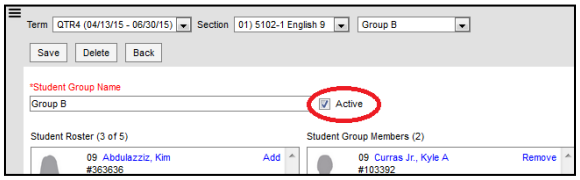


- To add a new group:
  - Select a term.
  - Select a section.
  - Click New.
  - Add a unique name.
  - Click Add to group students.
  - Click **Save**.
- Students can be in multiple groups.
  - Click on names for individual student summary; summary contains email links for parent/guardians.
- See existing memberships and view group lists by selecting a group, or clicking on the blue name link (for popup).





- Open/edit existing groups by clicking “Select a Group”.
  - Click Remove to remove a single member.
  - Uncheck “Active” to decommission an entire group after assignments/activities are linked.



  - You can delete a group.

Post Grades

- **Post Grades** (from the main menu) allows you to post grades by **Standard/Grading Task** (choose task up top) or by **Student** (select your student name up top). You will only be able to enter data when the grading window is open.

- Select a term
- Select a section
- Select a Task or toggle to Post by Student view and select the student.
- The Percent and Grade must both be entered.
- You may be able to enter free-text in the Report Card Comments if your district allows it.
- You will be able to select Canned Comments for the report card if your district allows them and you have selected 'Use Canned Comments' in the Account Settings.
- Clear Comments will clear the report card comment for the student.
- When the Grading Window is open, the "Fill Percent, Grade, Comment" button is active. Instead of entering percents, grades or comments individually, you can "fill" them with the same values.
- You can also use the Multi-Post Grades feature. This allows you to post grades for multiple courses/sections/terms/tasks at the same time. It will only post grades for courses/terms/tasks that have the grading window open. When you click Post within this feature, it is saved to the grade book.
- Click **Save** when complete.

Term QTR1 (07/01/16 - 10/28/16) Section 01) 5102-1 English 9 Task Quarter

Save | Fill Percent, Grade, Comment | Multi-Post Grades | Post by Standard/Grading Task

Post by Standard/Grading Task

Students	Percent	Grade	Report Card Comments	Canned Comment
09 Pally, Andrew V #107524				Add / Clear Comments
09 Palma, Jonathan D #107525				Add / Clear Comments
09 Pan, Anna L #105227				Add / Clear Comments

Term QTR1 (07/01/16 - 10/28/16) Section 01) 5102-1 English 9 Student Pally, Andrew V

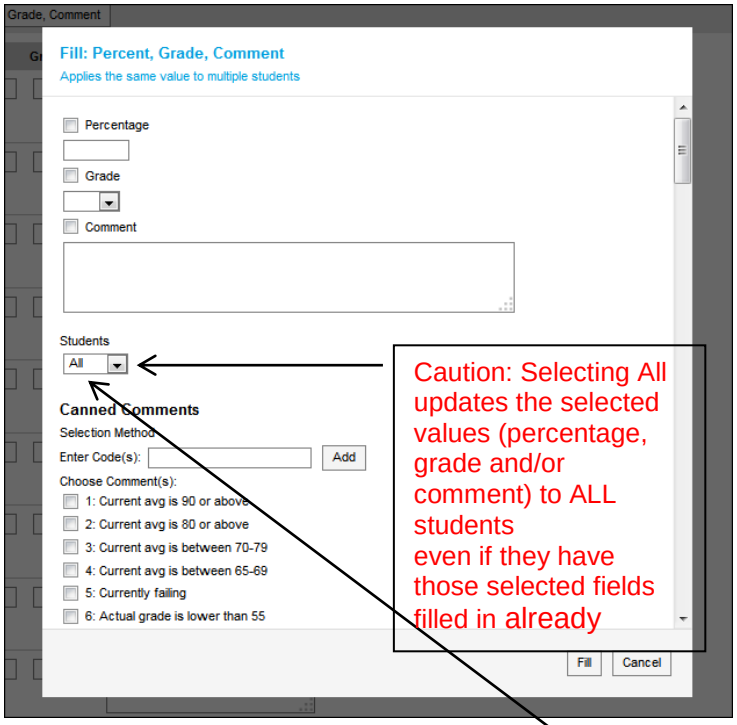
Save | Filter | Fill Percent, Grade, Comment | Multi-Post Grades | Post by Student

Post by Student

Term	Standard/Grading Task	Percent	Grade	Report Card Comments	Canned Comment
QTR1	Quarter				Add / Clear Comments
QTR2	Quarter				Add / Clear Comments
QTR2	Midterm				Add / Clear Comments
QTR3	Quarter				Add / Clear Comments
QTR4	Quarter				Add / Clear Comments
QTR4	Final Exam				Add / Clear Comments
QTR4	Final Grade				Add / Clear Comments

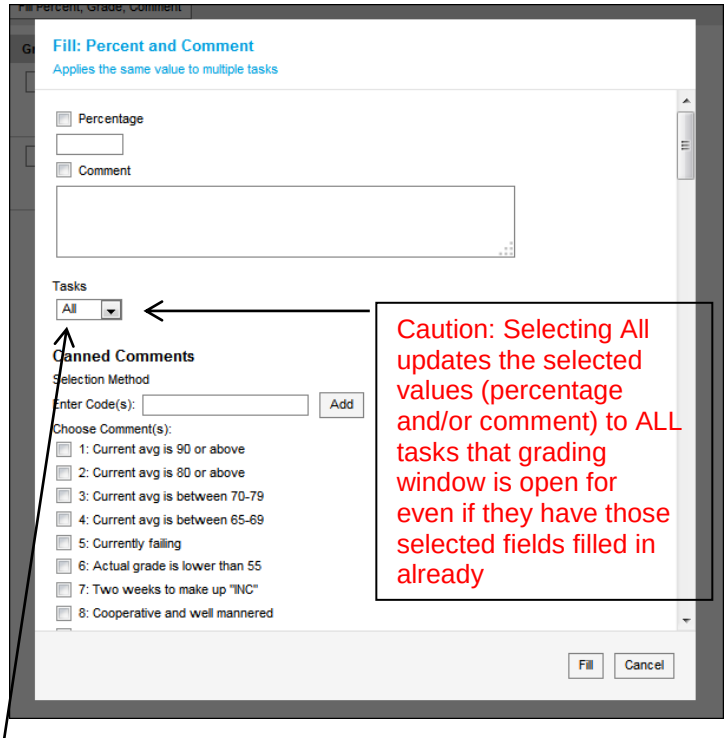
Fill Percent, Grade, Comment

Post by Standard/Grading Task



Caution: Selecting All updates the selected values (percentage, grade and/or comment) to ALL students
even if they have those selected fields filled in already

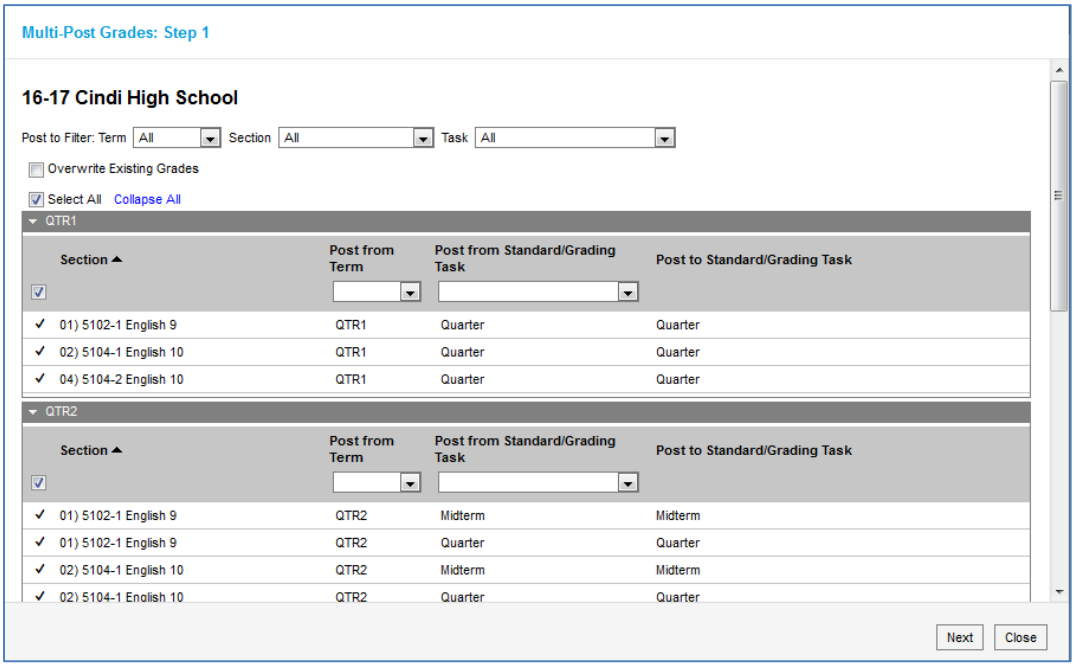
Post by Student

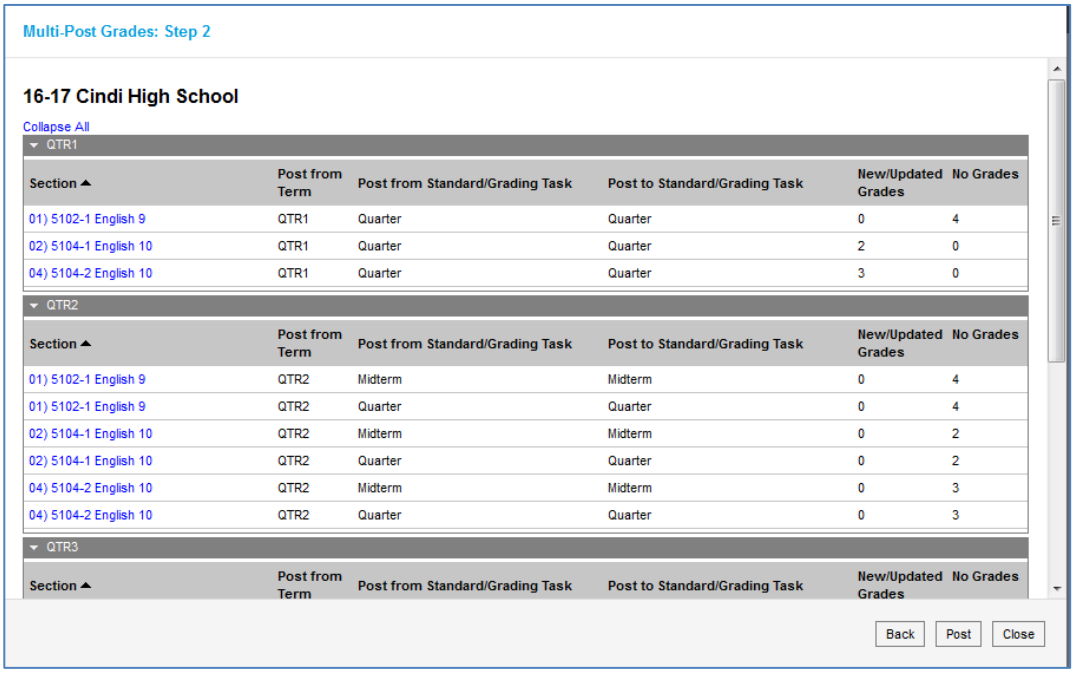


Caution: Selecting All updates the selected values (percentage and/or comment) to ALL tasks that grading window is open for even if they have those selected fields filled in already

select “All” or “Empty”

Multi-Post Grades

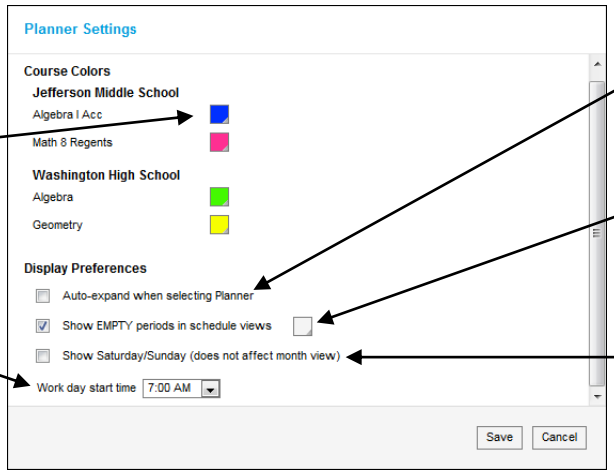




Planner

Planner on the main menu can show My Curriculum (specific to courses in month, week, or day view), My Schedule (view schedule of classes by time), or Other Schedules (view other teacher schedules for coordinating meetings/appointments).

- Click **Settings** to choose colors and other preferences for your Planner.



personalize course display colors (click to icon change color)

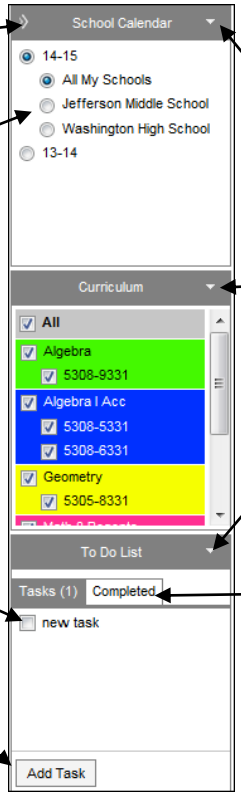
hide index when viewing planner

set color for empty periods when viewing by time

set time view start time

display weekend-days when viewing by week or day

- Click **Print** to print your schedule.
- Filters are available to view pieces of the planner individually, ie. school calendar, curriculum.
- A **To Do List** is available to keep notes not related to assignments.



collapse entire panel toggle

select schedule(s) to view

expand/collapse toggles

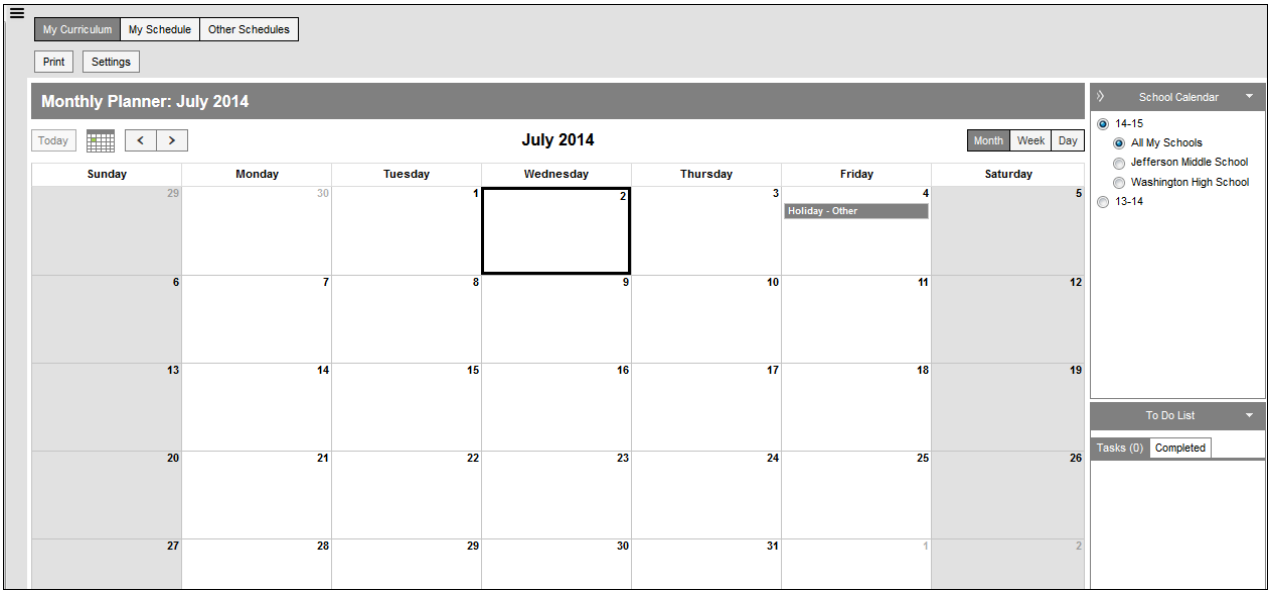
view specific course/sections

task list, check box for completed

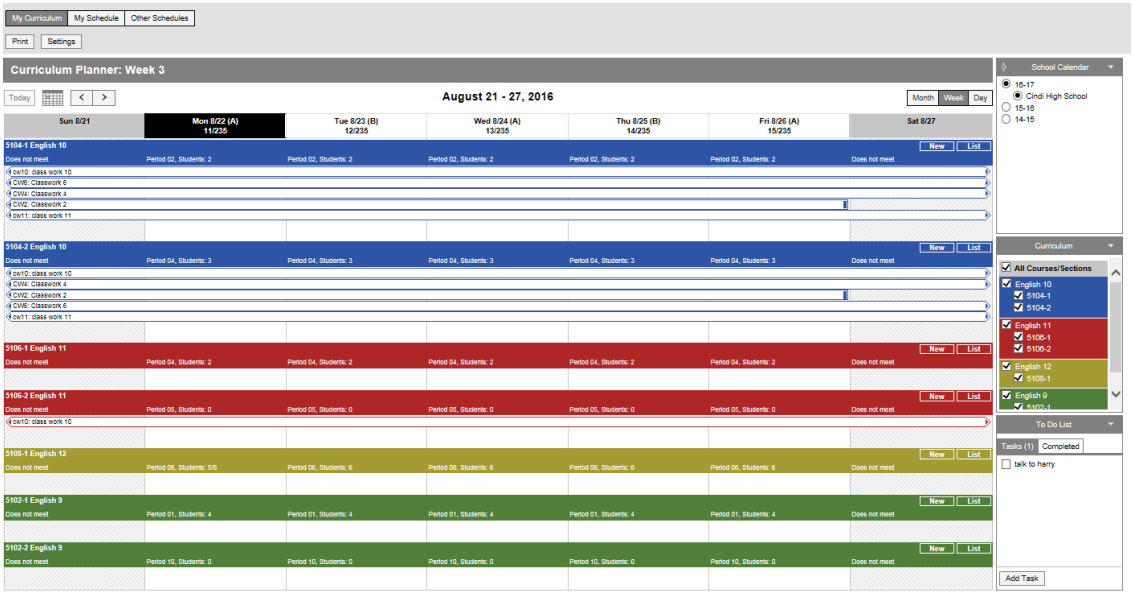
toggle to see completed tasks

open text box to add new task;
button toggles to “clear completed” when viewing completed list

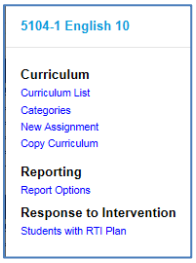
My Curriculum or My Schedule (in month mode):
Displays any items set as a ‘day event’ in the calendar Days tab.



My Curriculum (in week or day mode):

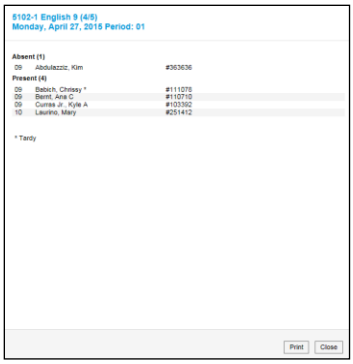


- Click on an assignment to edit, delete, copy, add new or score.
- Click the New button to add an assignment for the course/section.
- Click the List button to view all assignments for the course/section.
- Click the RTI button to enter Intervention Delivery.
- Click on course/section to bring up options:



- Hover over "Periods 00, Students: *n*" for the students present/expected values for the day, based on Absence code.

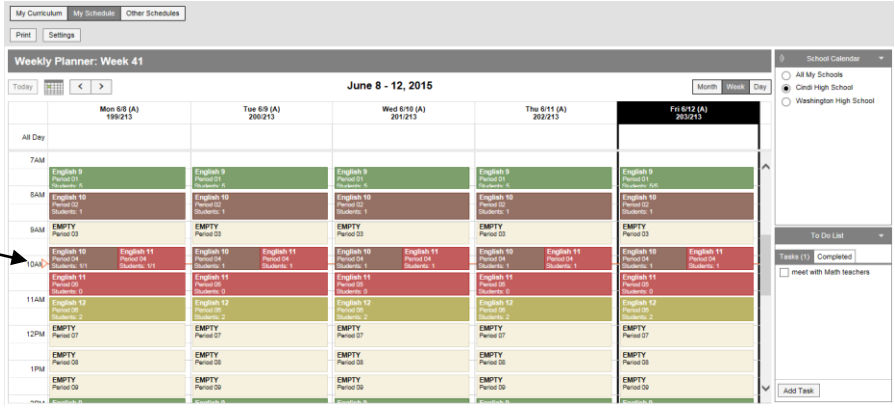
- Click on "Periods 00, Students: *n*" for absent/present list with tardy denoted as an asterisk*. You can print the roster/attendance.



My Schedule(in week or day mode):

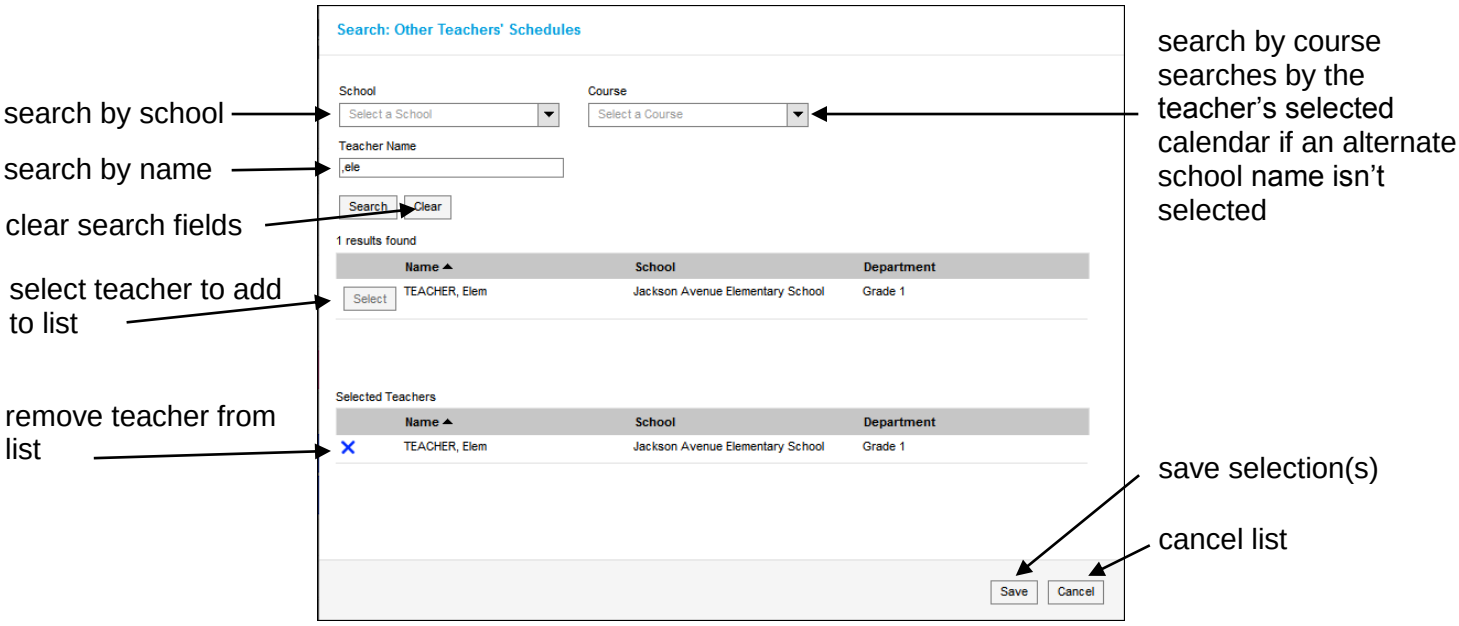
- Displays in period start time sequence.
- Hover over for course/section – shows period start/end time, room number.
- Course/section grade book links are deactivated.
- Period name link displays same attendance detail as My Curriculum view.
- Arrow and line denotes current time.

current time marker



Other Schedules:

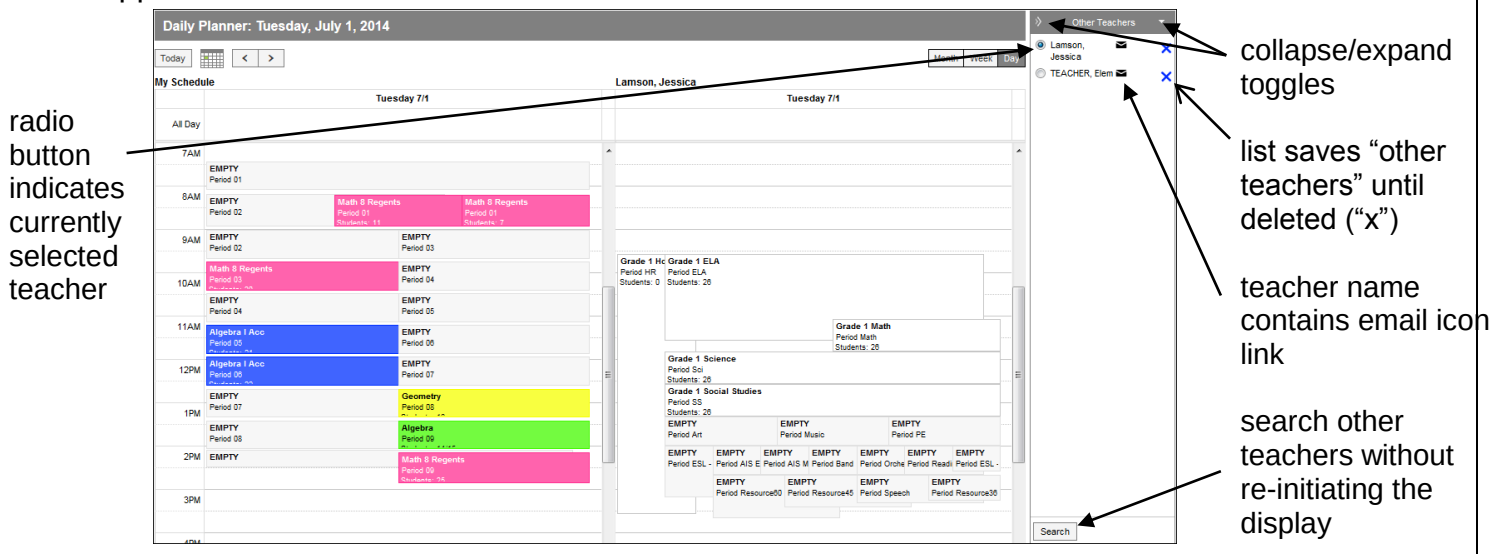
Search other teachers' info for quick access to their schedule and email for frequently searched colleagues.



Searches for other teachers and enforces that the teacher must have a course/section assigned in the district.

Once a teacher is saved, view schedules side-by-side.

- The Email link opens a message using your device's default email browser.
- Can only compare schedules one teacher at a time, even though more than one teacher can appear under 'Other Teachers'.

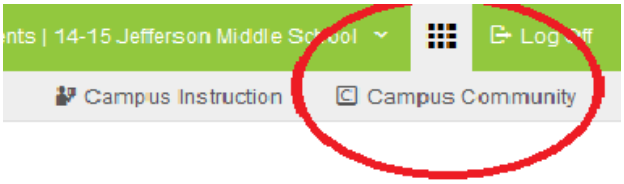


Reports

- **Reports (Attendance)** in the main menu:
  - Attendance Change Tracking: Shows any changes to attendance and who made them.
  - Attendance Register: Shows data by student and by day, by term, in a grid.
  - Attendance Summary: Shows a section's attendance summary by student and day, in a grid, by term.
- **Reports (Grade Book)** on the main menu:
  - Flagged Assignments: like missing assignments but for whatever flags you want.
  - Grade Book Export: can export to XML, HTML, etc.
  - Missing Assignments: for any assignments marked "missing", one student per page if you want.
  - Student Assessment Summary: lists the students' best test result for each selected test.
  - Section Summary: you select what you want to see for the class as a pdf.
  - Student Summary: shows scores for selected students or assignments within a section as a group or one page per student.
  - Grades Report: reports grades that have been posted in the Grade Book
- **Reports (Planner)** on the main menu:
  - Assignment Standards: lists standards associated with assignments for a section
  - Blank Spreadsheet: create blank spreadsheet of selected students
  - Section Standards: lists standards aligned to a section's course
- **Reports (Roster)** on the main menu:
  - Blank Spreadsheets - create blank spreadsheet of selected students
  - Roster Labels – create Roster labels for mailing or classroom use
  - Portal Usage – report on students and parents with Portal accounts and login activity

Resources

Campus Community is a resource for Infinite Campus information, including documentation, videos, simulations, and hands-on virtual labs. Any Campus user has access to this once they create a campusID.



Eastern Suffolk BOCES
Board and Administration

President
Lisa Israel

Vice President
Sandra Townsend

Member and Clerk
Fred Langstaff

Members

Pamela Betheil
Walter Wm. Denzler, Jr.
Stephen Dewey, Ph.D.
Chris Garvey
William Hsiang
Susan Lipman
Joseph LoSchiavo
Anne Mackesey
William K. Miller
Catherine M. Romano
Jeffrey Smith
John Wyche

District Superintendent
Dean T. Lucera

Chief Operating Officer
Julie Davis Lutz, Ph.D.

Associate Superintendent
Barbara M. Salatto – Management Services

Associate Superintendent
Peggie Staib, Ed.D. – Educational Services

Assistant Superintendent
R. Terri McSweeney, Ed.D. – Human Resources

Directors/Managers
Keith Anderson – Building Services
Leah Arnold – Career, Technical and Adult Education
Kate Davern – Education and Information Support Services
Maureen Kaelin – Business Services
Colleen Lipponer – Administrative Services
Grant Nelsen – Technology Integration
Gina Reilly – Special Education
Jeanne K. Weber – Regional Information Center
Candace White-Ciraco, Ed.D. – Planning and Program Improvement

www.esboces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. Eastern Suffolk BOCES also provides equal access to the Boy Scouts and other designated youth groups. Eastern Suffolk BOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers: the Assistant Superintendent for Human Resources, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3029, ComplianceOfficers@esboces.org; or the Associate Superintendent for Educational Services, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3056, ComplianceOfficers@esboces.org. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.