

Campus Instruction  
Quick How To Guide  
Elementary Teachers  
(no grade book)  
August 2016

## **Campus Instruction – Quick How To Guide**

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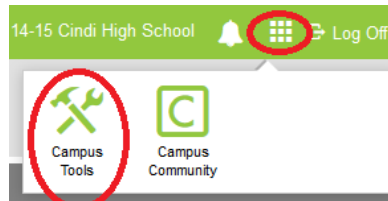
Resources

## **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.

The screenshot shows a web interface for a student's summary report. On the left is a sidebar with a 'Save' button and a list of students: 10 PATEL, Arjun; 10 PATEL, Ashwin; 10 PATEL, Dinesh; 10 PATEL, Navi; 10 PATEL, Suresh. The main content area is titled 'PATEL, Arjun' and contains two sections: 'Student Details' and 'Contact Information'. In the 'Student Details' section, the link 'To Student Information' is circled in red. Below this, there is a photo of a young man. The 'Contact Information' section includes fields for 'Preferred Language' (US English), 'Primary Household' (PATEL), 'Household Phone' ((631)222-5252), 'Address(es)' (73 Easton Street, Amsterdam, NY 11730), and 'Members' (PATEL, Tauseen; PATEL, Varun; PATEL, Suresh). At the bottom right are buttons for 'Print', 'Print with Picture', and 'Close'.

Student Details	
Gender:	M
Birth Date:	12/05/2002
Student Number:	111052
Nickname:	
Grade:	10
Enrollment:	Rachel Test School

Contact Information	
Preferred Language:	US English
Primary Household: PATEL	
Household Phone:	(631)222-5252
Address(es):	73 Easton Street, Amsterdam, NY 11730
Members:	PATEL, Tauseen Foster Father/Foster Child PATEL, Varun Sibling Rachel Test School (10) PATEL, Suresh Sibling

## 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.

The screenshot shows the Infinite Campus Message Center interface. The top navigation bar includes "Infinite Campus", "Campus Instruction", "Robert Beck", and "16-17 Cindi High School". The left sidebar lists various tools: Message Center, Planner, Grade Book, Attendance, Positive Attendance, Roster, Roster Verification, Seating Charts, and Student Groups. The main content area displays a list of messages under the "Message Center (5)" header. The messages are filtered by "All Items" and sorted by "Sticky". Annotations with arrows point to specific features: "sort and filter options" points to the top right of the message list; "search" points to the search bar; "select message(s) for removal" points to the checkboxes; "...More" and "Less" links to expand/collapse large notices points to the "...More" link; "Redirect link navigates to 'Action Required' tasks" points to the "Action Required in Campus Tools" link; "delete" points to the "Delete" link; and "archive" points to the "Archive" link.

sort and filter options

Message Center (5)

Search

select message(s) for removal

"...More" and "Less" links to expand/collapse large notices

Redirect link navigates to "Action Required" tasks

delete

archive

## Account Settings

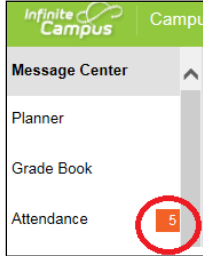
- Account settings apply to all of a teachers' course/sections.


The screenshot shows the Infinite Campus interface for a user named Robert Beck at 15-16 Cindi High School. The left sidebar lists various navigation options: Positive Attendance, Roster, Roster Verification, Seating Charts, 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), Custom Links and Report, and Account Settings (which is circled in red). The main content area is titled 'Account Settings - Preferences' and includes a 'Save' button. Below the title, there are sections for selecting the application to load on Campus log in (set to 'Campus Instruction'), selecting student display preferences (including 'Show Active Students Only', 'Show Student Number', 'Show Student Picture', 'Use Seating Chart for Attendance', and 'Use Canned Comments'), and a list of affected displays for each preference.

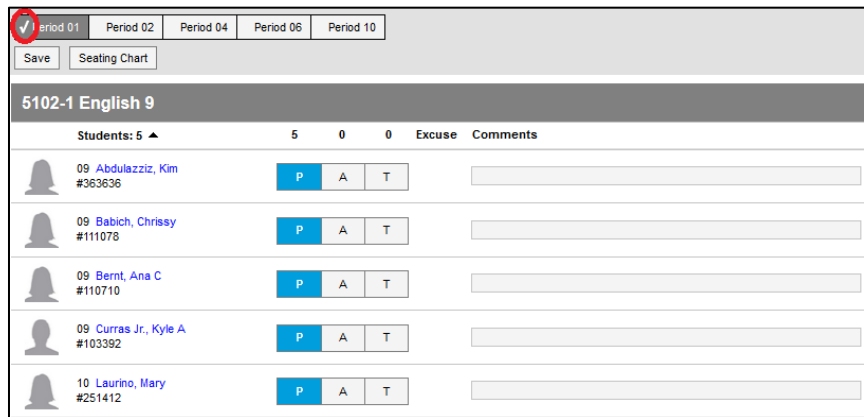
- Preferences:
  - Choose which page is displayed when the user logs in.
    - Campus Tools
    - Campus Instruction
  - Show Active Students Only
  - Show Student Number
  - Show Student Picture
  - Use Seating Chart for Attendance
    - This requires seating chart creation to take effect.
    - The “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.



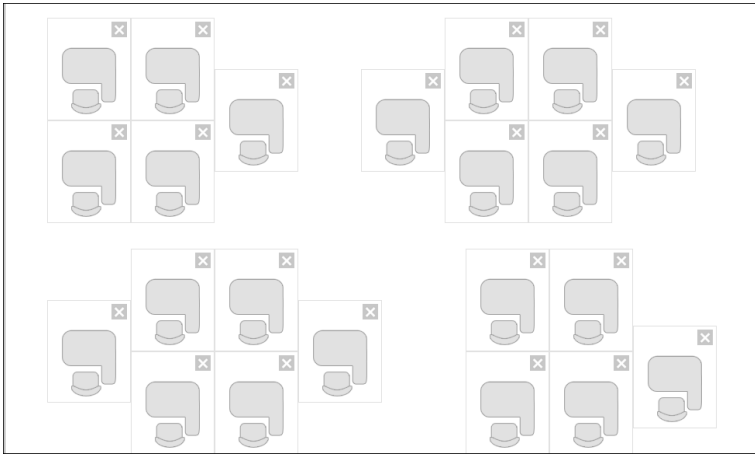
- Click **Attendance** from the main menu.
- Choose your period.
- You can choose to take attendance using the Attendance List or Seating Chart.
  - If the Account Setting “use seating chart for attendance” is checked, it will load the seating chart if one exists or give a message if there is no valid 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.



Students: 5	5	0	0	Excuse	Comments
09 Abdulaziz, Kim #363636	P	A	T		
09 Babich, Chrissy #111078	P	A	T		
09 Bernt, Ana C #110710	P	A	T		
09 Curras Jr., Kyle A #103392	P	A	T		
10 Laurino, Mary #251412	P	A	T		

## 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

open a different existing chart

save setup

delete setup

copy layout to another section

clear all students from the chart

place students (a-z, z-a, random)

delete a desk

make this pattern the default for all other charts

The screenshot shows the main interface of the Seating Chart software. At the top is a toolbar with buttons: Save, Delete, Copy Layout, Report Options, New, Open, Clear Students, Place Students, Make Default, Expand Workspace, and Contract Workspace. Below the toolbar is a header for the current chart: 'CS1 : 5102-1 English 9'. The main area displays a grid of desks. Some desks have student icons and names: Abdulaziz, Kim; Babich, Chrissy; Curran, Kyle A; Laurino, Mary; and Bernt, Ana C. The grid is 5 columns wide and 5 rows high. Annotations with arrows point to various parts of the interface: 'save setup' points to the Save button; 'delete setup' points to the Delete button; 'copy layout to another section' points to the Copy Layout button; 'clear all students from the chart' points to the Clear Students button; 'place students (a-z, z-a, random)' points to the Place Students button; 'delete a desk' points to a desk icon in the grid; 'make this pattern the default for all other charts' points to the Make Default button; 'start a new chart' points to the New button; 'open a different existing chart' points to the Open button; and 'print options (active after chart is saved)' points to the Report Options button.

## 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.

Term: QTR4 (04/13/15 - 06/30/15) Section: 01) 5102-1 English 9 (A)

Active Students (5)

Name	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP	RTI
Abdulazziz, Kim #363636	F	09	01/25/2000				Health			RTI
Babich, Chrissy #111078	F	09	12/01/2000							
Bernt, Ana C #110710	F	09	02/20/2000	04/21/2015						
Curras Jr., Kyle A #103392	M	09	02/02/1999							
Laurino, Mary #251412	F	10	06/13/1999		10/01/2015					

Abdulazziz, Kim - Health Condition(s)

Student Number: 363636

Description: Phobic disorders

User Warning: This is a test user warning

Instructions:

Print Close

Intervention Delivery

09 Abdulazziz, Kim #363636 Reading 2

Base Score: 20 (2/1/2015) - Goal Score: 30 (6/30/2015)

\*Date: 06/09/2015 \*Start Time: \*End Time: Duration (min): Score: ☐ Exclude from Graph

Comment:

Add Another Record Graph/Historical Detail Delete Save

Save All Close

## 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  Section  Task

Post by

### Post by Standard/Grading Task

Students	Percent	Grade	Report Card Comments	Canned Comment
 09 Pally, Andrew V #107524	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
 09 Palma, Jonathan D #107525	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
 09 Pan, Anna L #105227	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>

Term  Section  Student

Post by

### Post by Student

Term	Standard/Grading Task	Percent	Grade	Report Card Comments	Canned Comment
QTR1	Quarter	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR2	Quarter	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR2	Midterm	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR3	Quarter	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR4	Quarter	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR4	Final Exam	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR4	Final Grade	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>

# Fill Percent, Grade, Comment

## Post by Standard/Grading Task

Grade, Comment

**Fill: Percent, Grade, Comment**  
Applies the same value to multiple students

☐ Percentage

☐ Grade

☐ Comment

Students  
**All** ▼

**Canned Comments**  
Selection Method  
Enter Code(s):

Choose Comment(s):

- ☐ 1: Current avg is 90 or above
- ☐ 2: Current avg is 80 or above
- ☐ 3: Current avg is between 70-79
- ☐ 4: Current avg is between 65-69
- ☐ 5: Currently failing
- ☐ 6: Actual grade is lower than 55

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

Fill: Percent, Grade, Comment

**Fill: Percent and Comment**  
Applies the same value to multiple tasks

☐ Percentage

☐ Comment

Tasks  
**All** ▼

**Canned Comments**  
Selection Method  
Enter Code(s):

Choose Comment(s):

- ☐ 1: Current avg is 90 or above
- ☐ 2: Current avg is 80 or above
- ☐ 3: Current avg is between 70-79
- ☐ 4: Current avg is between 65-69
- ☐ 5: Currently failing
- ☐ 6: Actual grade is lower than 55
- ☐ 7: Two weeks to make up "INC"
- ☐ 8: Cooperative and well mannered

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

**Multi-Post Grades: Step 1**

**16-17 Cindi High School**

Post to Filter: Term  Section  Task

☐ Overwrite Existing Grades

☒ Select All [Collapse All](#)

**QTR1**

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	
✓ 01) 5102-1 English 9	QTR1	Quarter	Quarter
✓ 02) 5104-1 English 10	QTR1	Quarter	Quarter
✓ 04) 5104-2 English 10	QTR1	Quarter	Quarter

**QTR2**

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	
✓ 01) 5102-1 English 9	QTR2	Midterm	Midterm
✓ 01) 5102-1 English 9	QTR2	Quarter	Quarter
✓ 02) 5104-1 English 10	QTR2	Midterm	Midterm
✓ 02) 5104-1 English 10	QTR2	Quarter	Quarter

Next Close

**Multi-Post Grades: Step 2**

**16-17 Cindi High School**

[Collapse All](#)

**QTR1**

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
<a href="#">01) 5102-1 English 9</a>	QTR1	Quarter	Quarter	0	4
<a href="#">02) 5104-1 English 10</a>	QTR1	Quarter	Quarter	2	0
<a href="#">04) 5104-2 English 10</a>	QTR1	Quarter	Quarter	3	0

**QTR2**

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
<a href="#">01) 5102-1 English 9</a>	QTR2	Midterm	Midterm	0	4
<a href="#">01) 5102-1 English 9</a>	QTR2	Quarter	Quarter	0	4
<a href="#">02) 5104-1 English 10</a>	QTR2	Midterm	Midterm	0	2
<a href="#">02) 5104-1 English 10</a>	QTR2	Quarter	Quarter	0	2
<a href="#">04) 5104-2 English 10</a>	QTR2	Midterm	Midterm	0	3
<a href="#">04) 5104-2 English 10</a>	QTR2	Quarter	Quarter	0	3

**QTR3**

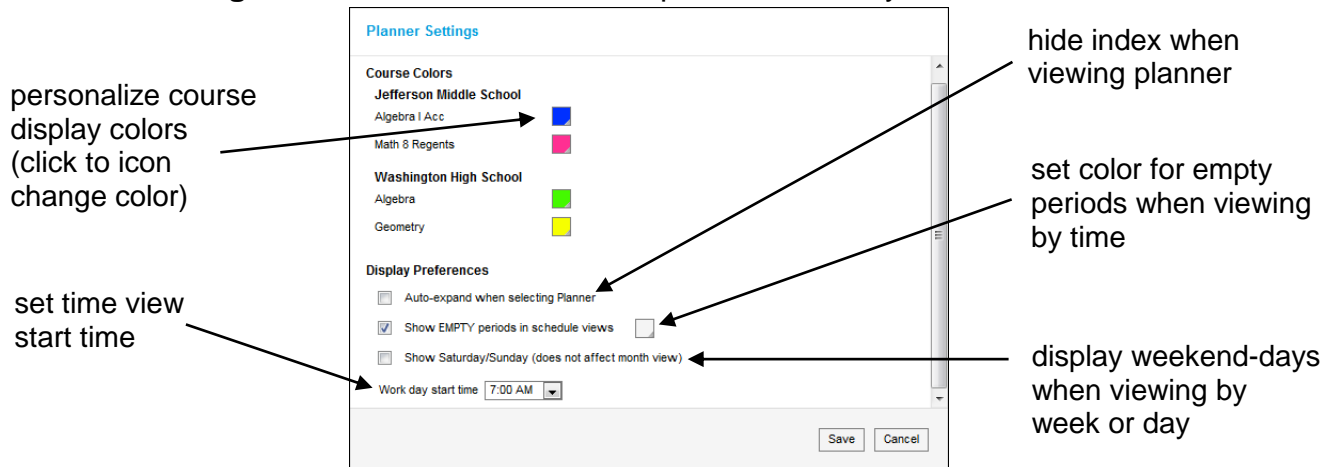
Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
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Back Post Close

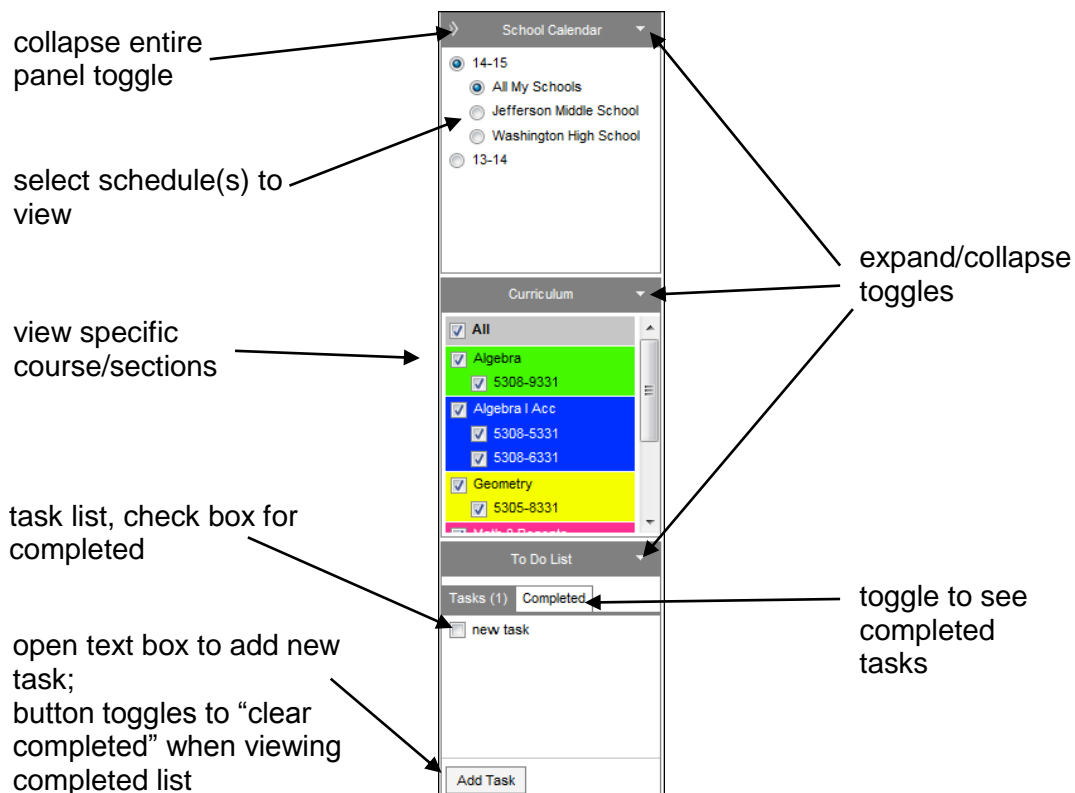
## Planner

**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.



- 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.





## My Curriculum or My Schedule (in month mode):

Displays any items set as a 'day event' in the calendar Days tab.

The screenshot shows a web-based calendar interface. At the top, there are tabs for 'My Curriculum', 'My Schedule', and 'Other Schedules'. Below these are 'Print' and 'Settings' buttons. The main header reads 'Monthly Planner: July 2014'. To the left of the calendar grid are 'Today', a calendar icon, and navigation arrows. The calendar grid itself is for July 2014, with days of the week as columns and dates as rows. A black rectangular box highlights the date Wednesday, July 2nd. To the right of the calendar is a 'School Calendar' sidebar. It includes a dropdown menu, a list of school years (14-15, 13-14), and radio buttons for 'All My Schools', 'Jefferson Middle School', and 'Washington High School'. Below this is a 'To Do List' section with a dropdown and a table showing 'Tasks (0)' and 'Completed'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4 Holiday - Other	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

## My Curriculum (in week or day mode):

My Curriculum My Schedule Other Schedules

Print Settings

Curriculum Planner: Week 3

Today: August 21 - 27, 2016

School Calendar: 15-17, 15-18, 14-15

Curriculum: All Courses/Sections

- English 10
  - 5104-1
  - 5104-2
- English 11
  - 5105-1
  - 5105-2
- English 12
  - 5105-1
  - 5105-2
- English 9
  - 5105-1
  - 5105-2

To Do List: Tasks (1) Completed

talk to herry

Add Task

	Sun 8/21	Mon 8/22 (A) 11:25	Tue 8/23 (B) 12:25	Wed 8/24 (A) 13:25	Thu 8/25 (B) 14:25	Fri 8/26 (A) 15:25	Sat 8/27
5104-1 English 10	Does not meet	Period 02, Students: 2	Period 02, Students: 2	Period 02, Students: 2	Period 02, Students: 2	Period 02, Students: 2	Does not meet
5104-2 English 10	Does not meet	Period 04, Students: 3	Period 04, Students: 3	Period 04, Students: 3	Period 04, Students: 3	Period 04, Students: 3	Does not meet
5105-1 English 11	Does not meet	Period 04, Students: 2	Period 04, Students: 2	Period 04, Students: 2	Period 04, Students: 2	Period 04, Students: 2	Does not meet
5105-2 English 11	Does not meet	Period 05, Students: 0	Period 05, Students: 0	Period 05, Students: 0	Period 05, Students: 0	Period 05, Students: 0	Does not meet
5105-1 English 12	Does not meet	Period 05, Students: 5	Period 05, Students: 5	Period 05, Students: 5	Period 05, Students: 5	Period 05, Students: 5	Does not meet
5105-2 English 12	Does not meet	Period 05, Students: 5	Period 05, Students: 5	Period 05, Students: 5	Period 05, Students: 5	Period 05, Students: 5	Does not meet
5105-1 English 9	Does not meet	Period 01, Students: 4	Period 01, Students: 4	Period 01, Students: 4	Period 01, Students: 4	Period 01, Students: 4	Does not meet
5105-2 English 9	Does not meet	Period 10, Students: 0	Period 10, Students: 0	Period 10, Students: 0	Period 10, Students: 0	Period 10, Students: 0	Does not meet

- 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:

5104-1 English 10

Curriculum

Curriculum List

Categories

New Assignment

Copy Curriculum

Reporting

Report Options

Response to Intervention

Students with RTI Plan

- 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.

5102-1 English 9 (4/9)

Monday, April 27, 2016 Period: 01

Absent (0)	
00	Abdulrazek, Kim #503636
Present (4)	
00	Blanch, Christy * #110710
00	Brent, Alex C. #110710
00	Cumby Jr, Kyle A. #110710
10	Lukins, Mary #251412

\* Tardy

Print Close

## 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

Weekly Planner: Week 41				
June 8 - 12, 2015				
Today	Mon 8/6 (A) 6/8/215	Tue 8/7 (A) 6/8/215	Wed 8/10 (A) 6/12/215	Thu 8/11 (A) 6/12/215
All Day				
7AM	English 9 Period 01 Student: 1	English 9 Period 01 Student: 1	English 9 Period 01 Student: 1	English 9 Period 01 Student: 1
8AM	English 10 Period 02 Student: 1	English 10 Period 02 Student: 1	English 10 Period 02 Student: 1	English 10 Period 02 Student: 1
9AM	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03
10:00	English 10 Period 04 Student: 1	English 11 Period 04 Student: 1	English 10 Period 04 Student: 1	English 10 Period 04 Student: 1
11AM	English 11 Period 05 Student: 2	English 11 Period 05 Student: 2	English 11 Period 05 Student: 2	English 11 Period 05 Student: 2
12PM	English 12 Period 06 Student: 2	English 12 Period 06 Student: 2	English 12 Period 06 Student: 2	English 12 Period 06 Student: 2
1PM	EMPTY Period 07	EMPTY Period 07	EMPTY Period 07	EMPTY Period 07
2PM	EMPTY Period 08	EMPTY Period 08	EMPTY Period 08	EMPTY Period 08
3PM	EMPTY Period 09	EMPTY Period 09	EMPTY Period 09	EMPTY Period 09

## Other Schedules:

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

The screenshot shows a search interface titled "Search: Other Teachers' Schedules". It includes search filters for School, Course, and Teacher Name. A "Search" button and a "Clear" button are present. Below the filters, a table lists search results. A "Selected Teachers" section at the bottom allows adding or removing teachers from the list. "Save" and "Cancel" buttons are at the bottom right.

Annotations with arrows pointing to the interface:

- search by school (points to the School dropdown)
- search by name (points to the Teacher Name input field)
- clear search fields (points to the Clear button)
- select teacher to add to list (points to the Select button in the results table)
- remove teacher from list (points to the X icon in the Selected Teachers table)
- search by course searches by the teacher's selected calendar if an alternate school name isn't selected (points to the Course dropdown)
- save selection(s) (points to the Save button)
- cancel list (points to the Cancel button)

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'.

The screenshot shows a "Daily Planner" for Tuesday, July 1, 2014. It displays a side-by-side comparison of two schedules. On the left is "My Schedule" for Lamson, Jessica. On the right is the schedule for "TEACHER, Elem". A list of "Other Teachers" is on the far right, with collapse/expand toggles and a search button.

Annotations with arrows pointing to the interface:

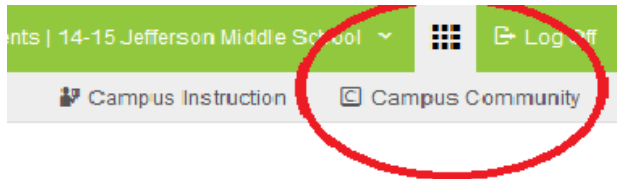
- radio button indicates currently selected teacher (points to the radio button next to Lamson, Jessica)
- collapse/expand toggles (points to the arrow icons next to the teacher names in the list)
- list saves "other teachers" until deleted ("x") (points to the X icon next to the teacher names in the list)
- teacher name contains email icon link (points to the email icon next to the teacher names in the list)
- search other teachers without re-initiating the display (points to the Search button at the bottom right)

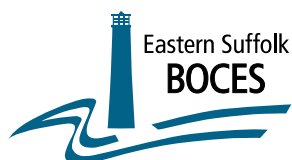
## **Reports**

- **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

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