

Campus Instruction  
Quick How To Guide  
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

To Copy a grade book for a course/section from one year to another

To Create a grade book from scratch or edit a grade book

- Grade Calc Options

- Categories

- Assignments

Copying Grade Book Information

- To copy all or multiple assignments

- To copy a specific assignment

- To copy categories

Using Grade Book

Attendance

Seating Charts

Roster

Student Groups

Assignment Overview

Post Grades

Planner

Reports

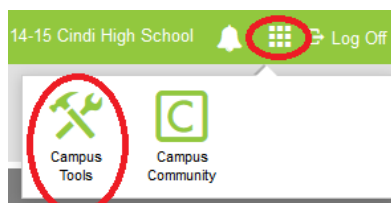
Resources

## **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.

The screenshot shows a web interface for a student's information. On the left is a sidebar with a 'Students' list containing names like PATEL, Arjun, PATEL, Ashwin, PATEL, Dinesh, PATEL, Navi, and PATEL, Suresh. The main area is titled 'PATEL, Arjun' and contains a 'Student Details' section with fields for Gender (M), Birth Date (12/05/2002), Student Number (111052), Nickname, Grade (10), and Enrollment (Rachel Test School). A photo of a young man is shown next to these details. Below this is a 'Contact Information' section with Preferred Language (US English) and Primary Household (PATEL). Further down is a 'Household' section with Household Phone ((631)222-5252), Address(es) (73 Easton Street, Amsterdam, NY 11730), and a list of members including PATEL, Tauseen (Foster Father/Foster Child), PATEL, Varun (Sibling), PATEL, Suresh (Sibling), and PATEL, Suresh (Sibling). At the bottom right are buttons for 'Print', 'Print with Picture', and 'Close'. A red circle highlights the 'To Student Information' link in the 'Student Details' section.

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 the Infinite Campus logo, "Campus Instruction", the user name "Robert Beck", the school "16-17 Cindi High School", and a "Log Off" button. The left sidebar contains a "Message Center" section with a search bar and a list of categories: Planner, Grade Book, Attendance (with a red badge showing 3), Positive Attendance, Roster, Roster Verification, Seating Charts, and Student Groups. The main content area displays a list of messages under the heading "Message Center (5)". The messages are filtered by "All Items" and sorted by "Sticky". The messages include a School Announcement, two District Announcements, and a Message. Annotations with arrows point to various features: "sort and filter options" points to the "All Items" and "Sort by: Sticky" dropdown; "search" points to the search bar in the left sidebar; "select message(s) for removal" points to the checkboxes next to the messages; "...More" and "Less" links to expand/collapse large notices points to the "... More" link in the second message; "Redirect link navigates to 'Action Required' tasks" points to the "Action Required in Campus Tools" link in the second message; "delete" points to the "Delete" link in the third message; and "archive" points to the "Archive" link in the third message.

sort and filter options

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 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. It contains several settings: a dropdown menu to select the application to load on Campus log in (set to 'Campus Instruction'), a section for student display preferences with checkboxes for 'Show Active Students Only' (unchecked), 'Show Student Number' (checked), 'Show Student Picture' (checked), 'Use Seating Chart for Attendance' (checked), and 'Use Canned Comments' (checked). Each checked option has a description of where it affects display.

- 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.

## To copy a grade book for a course/section from one year to another

You can do this from either of the following:

1. From Grade Book, click Settings, click Curriculum Copier.
2. From Planner, make sure you are in the "My Curriculum" view.  
Click on the course/section that you want to copy to or copy from.  
Select 'Copy Curriculum'.  
This brings you to the Curriculum Copier.

- Under Source, select the Year and Section to copy from.
- For the Source Term, select All or a specific term if you only want to copy assignments from that term.
- The assignments for the selected course/section will display. You can select/unselect assignments as needed.
- Under Destination, select the Year and Section to 'copy to' (make sure you are selecting it for the correct year).
- The assignments for the year/course/section to 'copy to' will be displayed (if there are any).
- Click Next.
- All the assignments selected to be copied will be displayed. You can change the start (assigned) date and end (due) date, change the grade book alignment and set assignment grading individually or as a group(for all the assignments at the same time).
- Click **Save**.
- Categories will be created if necessary; they will display with an \*\* next to them in the display. Duplicate categories will not be created.

**Curriculum Copier: Step 1**

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

<b>Source</b>	<b>Destination</b>
Year: 15-16	Year: 16-17
Section: 02) 5104-1 English 10	Section: 02) 5104-1 English 10
Term: QTR1 (08/26/2015 - 11/1/2015)	Term: All

☐ Show copyable content only

<input type="checkbox"/>	Name	*Start	*End
<input checked="" type="checkbox"/>	CW1: Classwork 1	08/26/2015	08/26/2015
<input checked="" type="checkbox"/>	HW1: Homework 1	08/28/2015	08/28/2015
<input checked="" type="checkbox"/>	T1: Test 1	08/28/2015	08/31/2015
<input checked="" type="checkbox"/>	HW2: Homework 2	08/31/2015	08/31/2015
<input checked="" type="checkbox"/>	5555: 5555	08/31/2015	08/31/2015
<input checked="" type="checkbox"/>	CW2: Classwork 2	09/01/2015	09/15/2015
<input checked="" type="checkbox"/>	CW3: Classwork 3	09/01/2015	09/01/2015

Selected: 12 assignments

Name	*Start	*End
No Results		

Curriculum in destination: 0 assignments














Next Cancel

### Curriculum Copier: Step 2

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

Source: 5104-1 English 10 (15-16 Cindi High School)

Destination: 5104-1 English 10 (16-17 Cindi High School)

Name	*Start	*End	Estimated Duration
			
 CW1: Classwork 1	08/15/2016	08/15/2016	1 calendar day
 HW1: Homework 1	08/17/2016	08/17/2016	1 calendar day
 T1: Test 1	08/17/2016	08/20/2016	4 calendar days
 HW2: Homework 2	08/18/2016	08/18/2016	1 calendar day
 5555: 5555	08/18/2016	08/18/2016	1 calendar day
 CW2: Classwork 2	08/19/2016	09/02/2016	15 calendar days
 CW3: Classwork 3	08/19/2016	08/19/2016	1 calendar day
 CW4: Classwork 4	08/19/2016	11/12/2016	86 calendar days
 CW6: Classwork 6	08/19/2016	01/02/2017	137 calendar days
 cw10: class work 10	08/19/2016	04/28/2017	253 calendar days

Back Next Cancel

### Curriculum Copier: Step 3

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

Source: 5104-1 English 10 (15-16 Cindi High School)

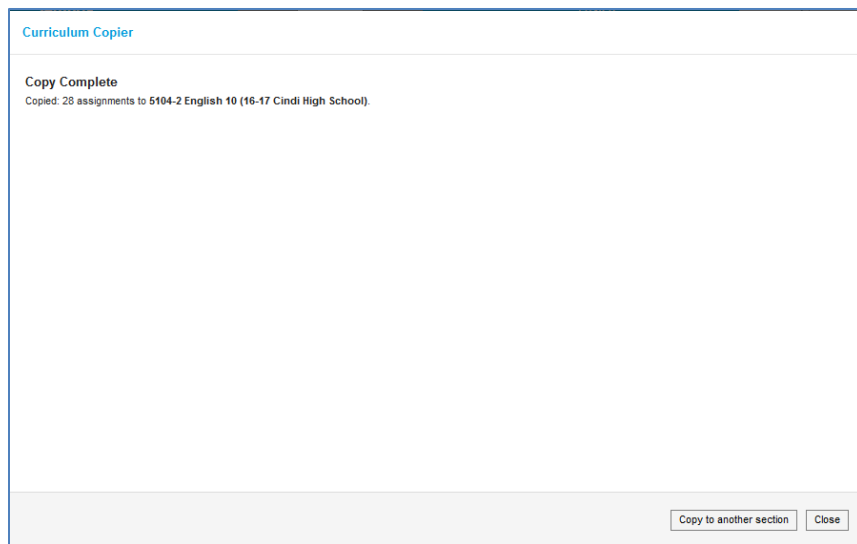
Destination: 5104-1 English 10 (16-17 Cindi High School)

- ☐ Set assignment grading as a group  
☒ Set assignment grading individually

Assignment	Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
Classwork 1 <input checked="" type="checkbox"/> Align to Grade Book	Quarter > Classwork	Points	100	1
Homework 1 <input checked="" type="checkbox"/> Align to Grade Book	Quarter > Home Work	Points	100	1
Test 1 <input checked="" type="checkbox"/> Align to Grade Book	Quarter > Test	Points	100	1
Homework 2 <input checked="" type="checkbox"/> Align to Grade Book	Quarter > Home Work	Points	100	1
5555 <input checked="" type="checkbox"/> Align to Grade Book	Quarter > 4545	Points	100	1
Classwork 2 <input checked="" type="checkbox"/> Align to Grade Book	Quarter > Classwork	Points	100	1

Back Save Cancel





You should review the following in the new grade book you copied to:

1. Grade Calc Options

\*\*\* Grade Calc Options must be done separately FOR EACH SECTION YOU TEACH.

2. Categories

3. Curriculum(Assignments)

See instructions on editing the grade book.

## To create a grade book for a course/section from scratch or edit a grade book

Click **Grade Book**.

Choose the section you would like to set up in the top options bar.

Click **Settings >>>**

The screenshot shows the top of the Grade Book interface. At the top, there are dropdown menus for 'Term' (QTR1 (07/01/16 - 10/28/16)) and 'Section' (01) 5102-1 English 9. Below these are buttons for '+ Add', 'Sort', and 'Filter'. A 'Save' button is also visible. On the left side, there is a vertical menu with 'Settings' highlighted in blue. The main area shows a table with columns for 'Students', 'Grade Totals', 'Percent', and 'Grade'. The 'Students' column lists four students: Pally, Andrew V; Palma, Jonathan D; Pan, Anna L; and Pandey, Cassidy L. The 'Grade Totals' column has a blue arrow icon. The 'Percent' and 'Grade' columns are empty.

The screenshot shows the 'Settings' page for the Grade Book. The left sidebar contains a list of options: Message Center, Planner, Grade Book (selected), Attendance (3), Positive Attendance, Roster, Roster Verification, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, Standardized Test, and Course Requests. The main area is titled 'Settings' and contains three sections: 'Grade Book Setup' with links for Assignment Marks, Categories, Curriculum List, Filter Defaults, Grade Calc Options, Grading Scales, and Section Groups; 'Grade Book Tools' with links for Curriculum Copier, Category Copier, and Multi-Post Grades; and 'Other' with links for Help and Web Site Address. Below these is a 'Preferences' section with checkboxes for 'Display Sparkline Graph' (checked), 'Pass/Fail Coloring for Grades', 'Pass/Fail Coloring for Scores', and 'Save Alert'. There is also a dropdown for 'Assignments Per Page' set to 100. At the bottom, it shows 'Grade Book Last Updated' and 'Preferences Last Modified'.

You should do the following steps in this order:

1. Grade Calc Options

\*\*\* Grade Calc Options must be done separately FOR EACH SECTION YOU TEACH.

2. Add Categories
3. Add Curriculum(Assignments)

## Grade Calc Options

In Grade Book Settings, click **Grade Calc Options**

- For each term/grading task:
  - Select the type of calculation to use:
    - In Progress Grade - Selecting this option will calculate an In Progress grade for this task – normally used for Quarter/Term Grade
    - No Calculation - Selecting this option indicates this task should not be included in calculating students' In Progress grades in the Grade Book – maybe use for Progress Reports and Midterms
  - Enter the Grading Scale - this is used to convert student score percentages into grades
  - Weight Categories - Marking this checkbox indicates the **Weight** values entered for the Categories will be included in the calculation of the In Progress grade- use if you want categories to have different weights (ie. tests may have more weight than classwork)
  - Use Score % Values - Marking this checkbox will calculate scores based on the percentage of points earned for each assignment rather than the raw point value across all assignments.
  - **Click Save**

\*\*\* Grade Calc Options must be done separately FOR EACH SECTION YOU TEACH.

**Grade Calculation**

Grading Tasks

Fill Calculation Type: [In Progress Grade]

Term	Grading Task	Composite	Calculation
QTR1	Quarter	<input type="checkbox"/>	Type: [In Progress Grade] *Grading Scale: [Regents] <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value
QTR2	Quarter	<input type="checkbox"/>	Type: [In Progress Grade] *Grading Scale: [Regents] <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value

**Grade Calculation**

QTR4 Final Exam ☐ Type: [No Calculation]

QTR4 Final Grade ☒ [Reset to Default](#) Type: [In Progress Grade]  
\*Grading Scale: [Regents]

*Child Task/Standard	*Weight	Effective %
[QTR3 Quarter]	[30.0000]	30.00
[QTR2 Quarter]	[10.0000]	10.00
[QTR1 Quarter]	[10.0000]	10.00
[QTR4 Quarter]	[30.0000]	30.00
[QTR2 Midterm]	[20.0000]	20.00

[Add](#)

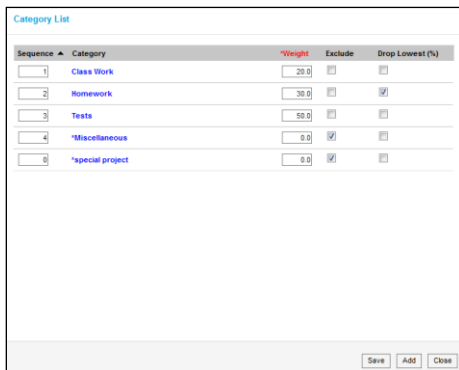
[Save](#) [Close](#)

At the bottom, for Final Grade the composite grading (Child/Task Standard) may already be set for you by the district or you may have the ability to enter your own composite grading.

## Categories

In Grade Book Settings, click **Categories**.

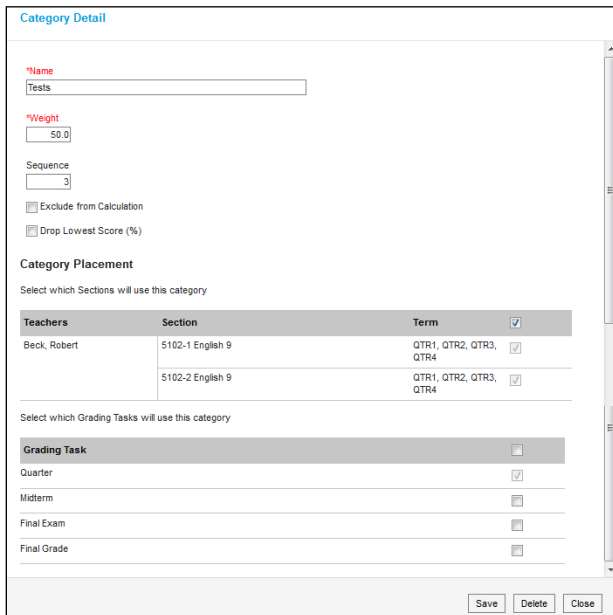
- Click **Add** to make new categories.



Category List

Sequence	Category	Weight	Exclude	Drop Lowest (%)
1	Class Work	20.0	<input type="checkbox"/>	<input type="checkbox"/>
2	Homework	30.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Tests	50.0	<input type="checkbox"/>	<input type="checkbox"/>
4	Miscellaneous	0.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	*special project	0.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Add Close



Category Detail

Name: Tests

Weight: 50.0

Sequence: 3

☐ Exclude from Calculation

☐ Drop Lowest Score (%)

Category Placement

Select which Sections will use this category

Teachers	Section	Term	
Beck, Robert	5102-1 English 9	QTR1, QTR2, QTR3, QTR4	<input checked="" type="checkbox"/>
	5102-2 English 9	QTR1, QTR2, QTR3, QTR4	<input checked="" type="checkbox"/>


Select which Grading Tasks will use this category

Grading Task	
Quarter	<input checked="" type="checkbox"/>
Midterm	<input type="checkbox"/>
Final Exam	<input type="checkbox"/>
Final Grade	<input type="checkbox"/>

Save Delete Close

- Enter Name – should be unique
- Enter Weight – score ratio as compared to other categories
  - For the weights to take effect, you must also check 'Weight Categories' under Settings>Grade Calc Options
  - Categories with zero weight will not calculate when 'Weight Categories' is checked
- Sequence is optional - this is the order they'll appear in Grade Book
- Exclude from Calculation – scoring will be ignored in this category, will display with an asterisk (\*)
- Drop Lowest Score – drops the lowest score in this category from calculation, requires a minimum of two scores to take effect, adds a strike through and a dropped flag to lowest score
- Select which sections will use this category
- Select which grading tasks will use this category – normally this is the Quarter/Term Grade
- Click **Save**












## Curriculum(Assignments)









































Click the  button or under Grade Book Settings>Curriculum List you can click **New Assignment**.

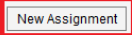



- You must have categories created before you can add assignments.

Curriculum List: 5104-1 English 10

Term:  Filter:

Name	Score	Active <input checked="" type="checkbox"/>	Portal <input checked="" type="checkbox"/>	*Assigned ▲	*Due	*GB Seq
 CW1: Classwork 1	Score	✓	✓	08/08/2016	08/08/2016	1.00
 HW1: Homework 1	Score	✓	✓	08/10/2016	08/10/2016	2.00
 T1: Test 1	Score	✓	✓	08/10/2016	08/13/2016	3.00
 5555: 5555	Score	✓	✓	08/11/2016	08/11/2016	4.00
 HW2: Homework 2	Score	✓	✓	08/11/2016	08/11/2016	5.00
 CW3: Classwork 3	Score	✓	✓	08/12/2016	08/12/2016	9.00
 CW2: Classwork 2	Score	✓	✓	08/12/2016	08/26/2016	8.00
 CW4: Classwork 4	Score	✓	✓	08/12/2016	11/05/2016	10.00
 CW6: Classwork 6	Score	✓	✓	08/12/2016	12/26/2016	11.00
 cw10: class work 10	Score	✓	✓	08/12/2016	04/21/2017	6.00
 cw11: class work 11	Score	✓	✓	08/12/2016	05/13/2017	7.00

\*Assignment Name

\_\_\_\_\_

**\*Abbreviation**

11

Delivery View
















































Section	Term	Active	Portal	*Assigned	*Due	*GB Seq	Student Group
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> 5104-1 English 10	QTR1, QTR2, QTR3, QTR4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="08/12/2016"/>	<input type="text" value="08/12/2016"/>	<input type="text" value="1.00"/>	No Groups
<input type="checkbox"/> 5104-2 English 10							

Select a template:

Insert Template

### Teacher Notes

<>



### Portal Description

### Student Work Product

- ☒ None
- ☐ Enable Student Submission
- ☐ Enable Online Assessment

☒ Align to Grade Book

## Grading Tasks

Select which Grading Tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Quarter <ul style="list-style-type: none"> <li><input type="radio"/> 4545</li> <li><input checked="" type="radio"/> Classwork</li> <li><input type="radio"/> Home Work</li> <li><input type="radio"/> Test</li> <li><input type="radio"/> special project</li> </ul>	<input checked="" type="radio"/> Points <input type="radio"/> Marks	<input type="text" value="100"/>	<input type="text" value="1"/>
<input type="checkbox"/> Midterm No Categories			
<input type="checkbox"/> Final Grade No Categories			

Standards (0)
Grade Levels (0)
Depth of Knowledge (0)
Tags (0)

There are no standards associated with this course.

[Delete](#)
[Print](#)
[Copy](#)
[New Assignment](#)
[Score](#)
[Save](#)
[Close](#)

- You must enter the Assignment Name(seen on the portal) and Abbreviation(seen in grade book). Each assignment should have a unique name and abbreviation.
- At least one section must be chosen, but multiple sections of the same course may be selected. Sections for the same course will be listed if the teachers are the same.
- Checking Active will include the assignment in the calculation of the students' score. Inactive assignments are accessible but do not count in calculating the score.
- Checking Portal will display the assignment on the portal. Assignments that aren't displayed still calculate into the grade summary totals that are seen on the portal if the assignment is set as Active.
- The assigned and due date default to today's date; change as needed.
- The Due Date determines what term the assignment will appear in.
- The GB Seq is the order you want the assignments to appear in the grade book (if you don't want the default alphanumeric sorting).
- If you have set up student groups, you can select the group to give this assignment to; all other students are marked as exempt from the assignment.
- You can select to insert a template into the notes. This provides a structure for your Teacher Notes and Portal Description fields.
- You can enter Teacher Notes. These are internal notes that do not display on the portal.
- You can enter Portal Description. This description appears on the portal.
- If your district allows Student Work Product, you may be able to enable student submissions or online assessments.
- Align to Grade Book – uncheck if the assignment should not appear in the grade book. You could use this option to manage unscored classroom activities. If you plan to score the assignment, leave this checked.
- Select which grading tasks/standards this assignment counts towards. Normally this is Quarter/Term. If you've created an assignment for Midterm, Final Exam or Regents, the grading task would be the corresponding task (ie. Midterm assignment would be assigned to Midterm grading task). Select the category, select if the scoring type is Points or Marks. If Points, enter the total available points for the assignment and the multiplier (if you want a particular assignment to count more times). For example, a 50 point assignment with a multiplier of 2 counts as a 100 point assignment. If Marks, select the assignment marks to use, total points and multiplier.
- **Click Save**

## Copying Grade Book Information

\* A suggestion is to create one class section with categories and assignments and then copy all assignments to a similar section which will also copy any categories that do not exist.

1. **To copy all or multiple assignments**, use the **Curriculum Copier** which can be accessed from either:
  - a. Grade Book>Settings>Curriculum Copier
  - b. Planner>My Curriculum, select a course/section, select 'Copy Curriculum'. This brings you to the Curriculum Copier.

The Curriculum Copier instructions are elsewhere in this document.

2. **To copy a specific assignment:**

This would be useful if you had multiple homework assignments that are the same or similar.

- a. In Grade Book:
  - click on the assignment (or go to Settings>Curriculum List and select the assignment)
  - select Copy
    - A new assignment named "Copy of ..." is displayed with all the same info as the original assignment. Give it a new name and new abbreviation. Change any information that you need to.
  - **Click Save**
- b. In Planner:
  - click My Curriculum
  - select a course/section
  - click Curriculum List
  - select the assignment you want to copy from
  - select Copy
    - A new assignment named "Copy of ..." is displayed with all the same info as the original assignment. Give it a new name and new abbreviation. Change any information that you need to.
  - **Click Save**

Section	Term	Active	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 5104-1 English 10	QTR1, QTR2, QTR3, QTR4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/08/2016	08/08/2016	1.00	No Groups
<input checked="" type="checkbox"/> 5104-2 English 10	QTR1, QTR2, QTR3, QTR4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/08/2016	08/08/2016	1.00	No Groups



### 3. To copy categories:

You may only copy one section at a time.

- From Grade Book, click Settings>**Category Copier**
- Select 'copy from' year and section
- It will display the 'copy from' section categories. You can unselect as needed.
- Select 'copy to' year and section
- It will display any categories that already exist in the 'copy to' section.
- Click Next
- The categories to be added are displayed. You can unselect as needed.
- Click Copy
- It will only copy categories that do not exist in the 'copy to' section.

**Category Copier**

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

Copy from: 14-15

14-15 Cndt High School (A)

- 01) 5102-1 English 9
- 02) 5104-1 English 10
- 04) 5104-2 English 10
- 04) 5106-1 English 11
- 05) 5106-2 English 11
- 06) 5108-1 English 12
- 10) 5102-2 English 9

14-15 Karen Test School (A)

- 01) 5492-1323 Earth Science & Lab Extended

Number of Categories: 4

☒ Category Name

☒ Classwork

☒ Home Work

☒ Test

☐ special project

Copy to:

14-15 Cndt High School (A)

- 01) 5102-1 English 9
- 02) 5104-1 English 10
- 04) 5104-2 English 10
- 04) 5106-1 English 11
- 05) 5106-2 English 11
- 06) 5108-1 English 12
- 10) 5102-2 English 9

14-15 Washington High School (A)

- 01) 5492-1323 Earth Science & Lab Extended

Number of Categories: 2

☒ Category Name

☐ Classwork

☐ special project

Next Cancel

**Category Copier**

Copy From 5102-1 English 9 To 5102-2 English 9:

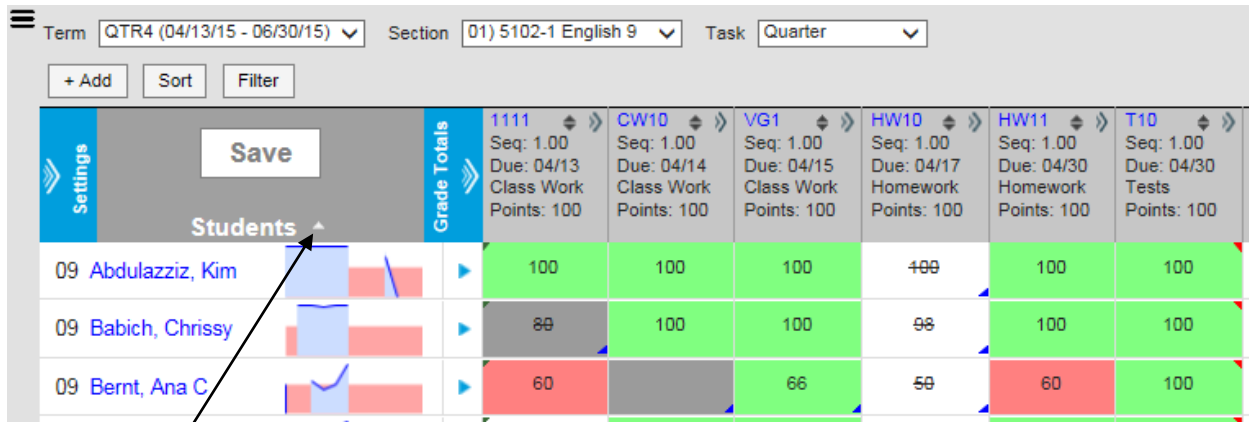
Category Name	Standard/Grading Task
<input checked="" type="checkbox"/> Home Work	<input checked="" type="checkbox"/> Quarter <input type="button" value="Add"/>
<input checked="" type="checkbox"/> Test	<input checked="" type="checkbox"/> Quarter <input type="button" value="Add"/>

Back Copy Cancel

## Using Grade Book

From the menu, select Grade Book

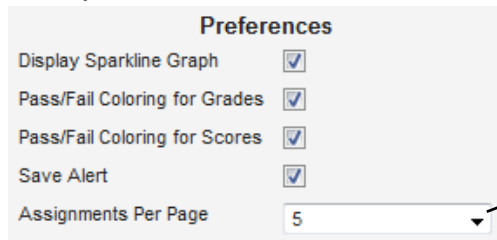
1. Select the Term, Section and Task



The screenshot shows the Grade Book interface with the following settings: Term: QTR4 (04/13/15 - 06/30/15), Section: 01) 5102-1 English 9, Task: Quarter. The table displays scores for three students across various assignments.

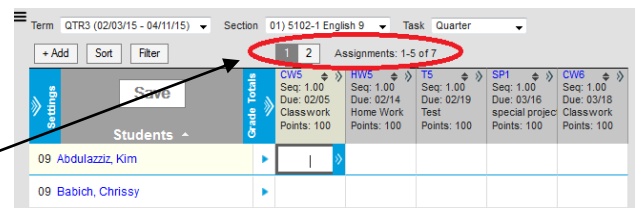
Settings	Save	Students	Grade Totals	1111	CW10	VG1	HW10	HW11	T10
				Seq: 1.00 Due: 04/13 Class Work Points: 100	Seq: 1.00 Due: 04/14 Class Work Points: 100	Seq: 1.00 Due: 04/15 Class Work Points: 100	Seq: 1.00 Due: 04/17 Homework Points: 100	Seq: 1.00 Due: 04/30 Homework Points: 100	Seq: 1.00 Due: 04/30 Tests Points: 100
09 Abdulazziz, Kim				100	100	100	400	100	100
09 Babich, Chrissy				80	100	100	98	100	100
09 Bernt, Ana C				60		66	50	60	100

2. You can sort students in ascending or descending order alphabetically.
3. Select **Settings** and look at **Preferences**. You can choose to display a Sparkline graph, pass/fail coloring for grades, pass/fail coloring for scores (based on % grade), have a save alert come up, and set the number of assignments per page.



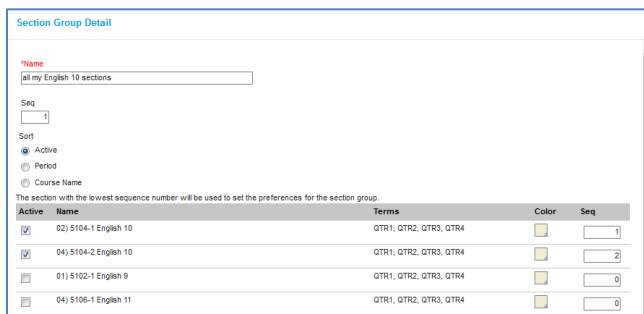
The Preferences dialog box shows the following settings:

- Display Sparkline Graph: ☒
- Pass/Fail Coloring for Grades: ☒
- Pass/Fail Coloring for Scores: ☒
- Save Alert: ☒
- Assignments Per Page: 5



The screenshot shows the Grade Book interface with a red circle around the '2' in the 'Assignments: 1-5 of 7' dropdown menu.

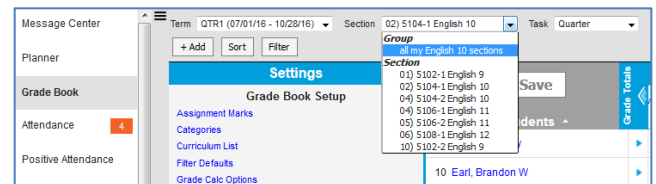
4. Section Groups allow you to group similar sections together in a single grade book view. This makes scoring assignments easier by combining matching assignments into shared columns in the grade book. To setup Section Groups, click Settings>Section Groups. To view a Section Group, select it from the Section dropdown.




The Section Group Detail dialog box shows the following settings:

- Name: all my English 10 sections
- Seq: 1
- Sort: Active
- The section with the lowest sequence number will be used to set the preferences for the section group.

Active	Name	Terms	Color	Seq
<input checked="" type="checkbox"/>	02) 5104-1 English 10	QTR1, QTR2, QTR3, QTR4		1
<input checked="" type="checkbox"/>	04) 5104-2 English 10	QTR1, QTR2, QTR3, QTR4		2
<input type="checkbox"/>	01) 5102-1 English 9	QTR1, QTR2, QTR3, QTR4		0
<input type="checkbox"/>	04) 5106-1 English 11	QTR1, QTR2, QTR3, QTR4		0



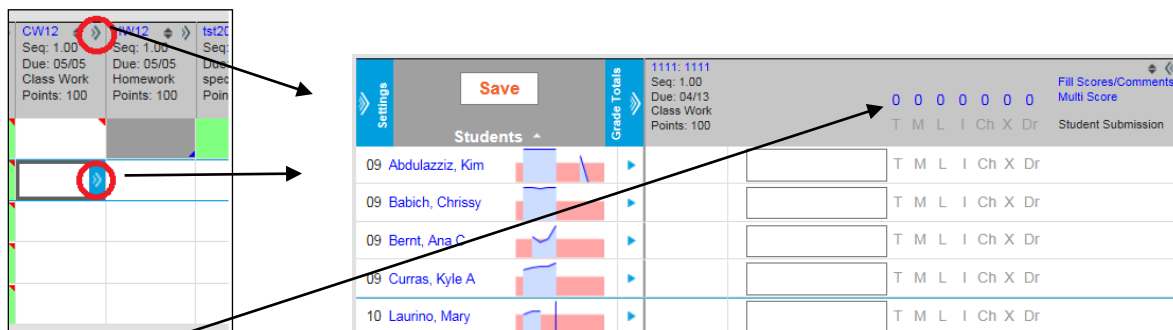
The screenshot shows the Grade Book interface with the Section dropdown menu open, displaying a list of section groups. The group '01) 5102-1 English 9' is selected.

5. All **blue** text is a link to another area.
6. Click  to add an assignment.

- Click **Sort** for options on sorting the assignments (category, sequence, due date) or sorting the students by section (used for Section Groups)
- Click **Filter** to select certain student specific filters (individual student, pass/fail, student group, score flag), assignment specific filters (individual assignment, category, student group, score flag, due date) or section filters (multiple sections will be listed if you are viewing by a Section Group).

All sort and filter options are reset when you reload the Grade Book. However, Due Date filters can be set as the default behavior every time the Grade Book is loaded. This is set in Grade Book>Settings>Filter Defaults.

- The individual assignment scores have an expandable/collapsible section to allow you to add flags and comments.



Blue links for flag counts will filter the view to those students who have received the selected flag.

Turned in (not graded yet, removed from TO DO list on portal), Missing (gives student a zero), Late (doesn't change score), Incomplete (doesn't change score), Cheated (gives student a zero, displays Cheated on portal), Exempt (takes score out of calculation), or Dropped (takes score out of calculation).

**Fill Scores/Comments** allow you to mass fill scores and comments.

**Multi Score** allows you to score and comment anything you want for all students at the same time. These comments will show on portal.

\*\*\* Don't forget to **Save**

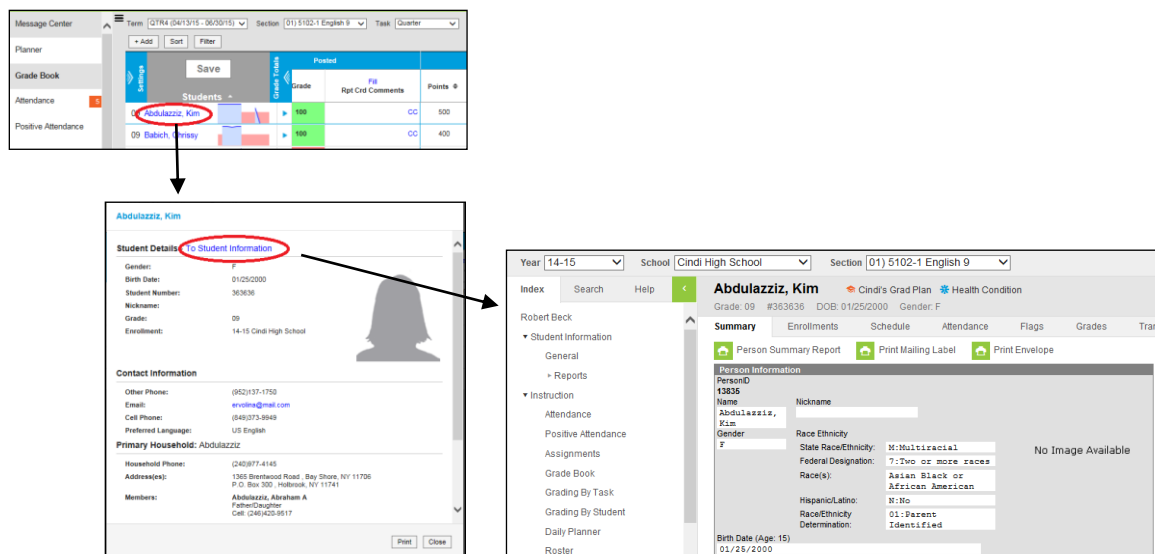
10. At the end of a quarter when the grading window is opened, the posted column will be utilized. **'Post'** will appear in orange in the In Progress Grade column. Report Card Comments can be added if allowed. There is the ability to Post grades for a student group or an individual student selected in the Filter.

If you are viewing your grade book by a Section Group, it will have **'Multi-Post'**.

\*\*\* Don't forget to **Save**

11. You can open  or collapse  the **Grade Totals**.

12. Click on a **student's name** to see contact information. This can be printed. You can click **To Student Information** to be brought to Student Information>General in Campus Tools.



The first screenshot shows a 'Students' table with columns for Name, Grade, Points, and Comments. The student 'Abdulaziz, Kim' is highlighted. An arrow points from this student's name to the second screenshot.

The second screenshot shows the 'Student Details' page for 'Abdulaziz, Kim'. It includes fields for Gender, Birth Date, Student Number, Nickname, Grade, and Enrollment. A red circle highlights the 'To Student Information' link. An arrow points from this link to the third screenshot.

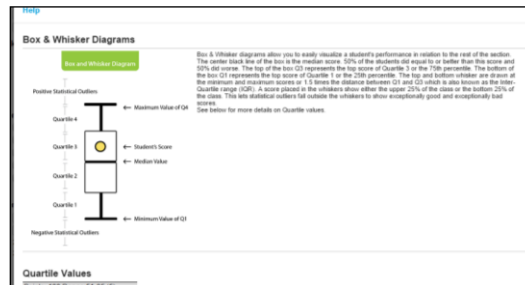
The third screenshot shows the 'Student Information' page for 'Abdulaziz, Kim'. It includes a 'Person Information' section with fields for Name, Nickname, Race Ethnicity, State Race/Ethnicity, Federal Designation, Race(s), Hispanic/Latino, and Race/Ethnicity Determination. It also includes a 'Birth Date' field.

13. Click on the **blue arrow** next to a student name to show ID, DOB, Groups, and the last student and parent log in to parent portal. Click **Grades Summary** for a summary of all tasks. You can place comments here which would show up on the portal in the grades/grade book view and schedule/grade book view; it will remain with student until it is removed/edited.

The screenshot displays the software interface for viewing student grades. The top section shows a list of students with a blue arrow next to '09 Abdulazziz, Kim'. The bottom section shows a detailed view for this student, including a 'Grades Summary' table with columns for various tasks (1111, CW10, VG1, HW10, HW11, T10, CW12) and their scores. A 'Hide Others' button is visible below the student's profile information.

In this section you can **Hide Others** students to show only one student (good for parent conferences). Then click **Show All** to resume.

Click in the Box and Whisker Diagrams area to get a general explanation of this(not student specific). Students' score is yellow circle. Solid score line is passing score cutoff.



14. Hover over an assignment link and see information about Category, Mean score, Standard deviations, Range of scores, Count (students graded), Median score, Quartile (Q3 is high(75%), Q1 is low (25%)), and IQR (interquartile range-difference between Q3 and Q1).

HW11 Seq: 1.00 Due: 04/30 Homework Points: 100	T10 Seq: 1.00 Due: 04/30 Tests Points: 100	CW12 Seq: 1.00 Due: 05/05 Class Work Points: 100	HW12 Seq: 1.00 Due: 05/05 Homework Points: 100
100	<b>Homework 11</b> Category: Homework QTR4) Quarter Mean: 87.5 Std Dev: 16.39 Range: 60-100 Count: 4 Median: 95 Q3: 100 Q1: 75 IQR: 25		

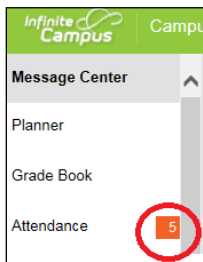
15. Hover over a category to display how the percent is calculated.


Categories		
special project	Class Work	Homework
80.00 %	100.00 %	100.00 %

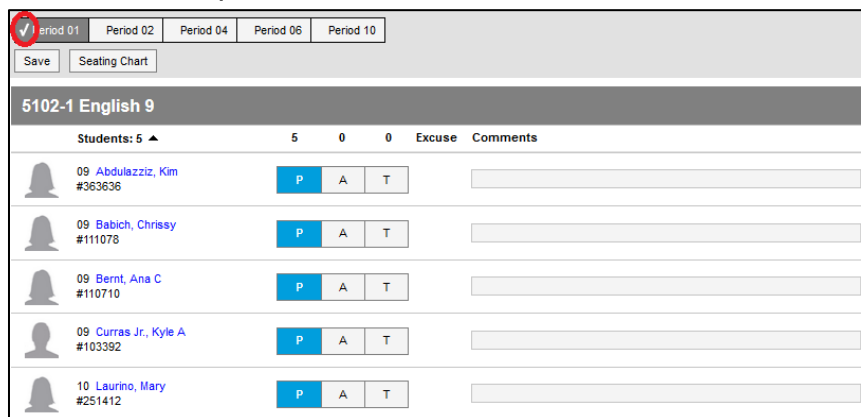
16. Remember to **Save**

## 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.

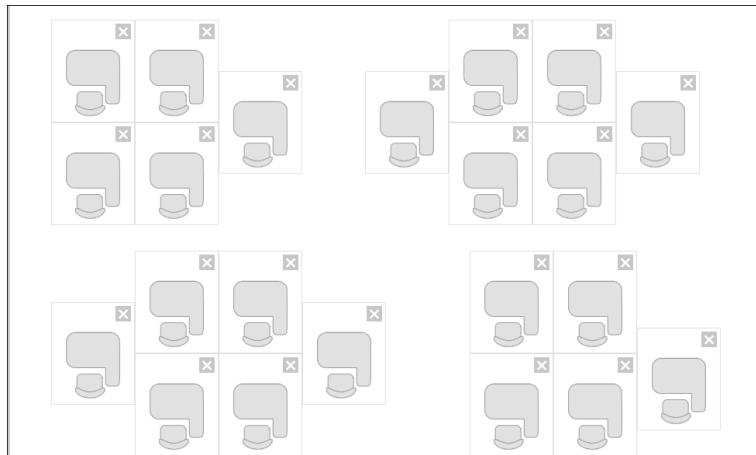


Students: 5	5	0	0	Excuse	Comments
09 Abdulaziz, Kim #363636	P	A	T		
09 Babich, Chrissy #111078	P	A	T		
09 Bernt, Ana C #110710	P	A	T		
09 Curras Jr., Kyle A #103392	P	A	T		
10 Laurino, Mary #251412	P	A	T		



## 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**.
- Everything is drag and drop.
- 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 application. At the top, there is a toolbar with buttons for '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'. Underneath the header, a status bar displays 'Seated students: 5', 'Unseated students: 0', and 'Desks: 24'. The main area is a grid of desks, each with a student avatar and name. The students are arranged in a 5x5 grid. The names of the students are: Abdulazziz, Kim; Babich, Chrissy; Curras, Kyle A; Laurino, Mary; and Bernt, Ana C. Arrows from the text labels point to the following elements: '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.

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						
Cumras 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: 06/08/2015 \*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 Student Group Name.
  - Click Add next to students' name to add them to the group.
  - 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 student from the group.
  - Uncheck "Active" to decommission an entire group after assignments/activities are linked.

- You can delete a group.

## Assignment Overview

- **Assignment Overview** (from the main menu) shows your assignment tree.
  - You can filter on terms, grading tasks and standards.
  - You can select a category or assignment from here to view/edit.

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

Filter

Term	Standard/Task	Category	Assignment		
QTR1	Quarter	Classwork	CW1: Classwork 1		
			CW2: Classwork 2		
		Home Work	HW1: Homework 1		
			HW2: Homework 2		
		Test	T1: Test 1		
			T2: Test 2		
		*special project			
		QTR2	Quarter	Classwork	CW3: Classwork 3
					CW4: Classwork 4
Home Work	HW3: Homework 3				
	HW4: Homework 4				
Test	T4: Test 4				
	T3: Test 3				
*special project					




## **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):  Add

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

Fill Cancel

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):  Add

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

Fill Cancel

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" value="QTR1"/>	<input type="text" value="Quarter"/>	
✓ 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" value="QTR2"/>	<input type="text" value="Midterm"/>	
✓ 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

## 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
01) 5102-1 English 9	QTR1	Quarter	Quarter	0	4
02) 5104-1 English 10	QTR1	Quarter	Quarter	2	0
04) 5104-2 English 10	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
01) 5102-1 English 9	QTR2	Midterm	Midterm	0	4
01) 5102-1 English 9	QTR2	Quarter	Quarter	0	4
02) 5104-1 English 10	QTR2	Midterm	Midterm	0	2
02) 5104-1 English 10	QTR2	Quarter	Quarter	0	2
04) 5104-2 English 10	QTR2	Midterm	Midterm	0	3
04) 5104-2 English 10	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
-----------	----------------	---------------------------------	-------------------------------	--------------------	-----------

## 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.

The screenshot shows the 'Planner Settings' dialog box. It has two main sections: 'Course Colors' and 'Display Preferences'. The 'Course Colors' section lists 'Jefferson Middle School' with 'Algebra I Acc' (blue icon) and 'Math 8 Regents' (pink icon), and 'Washington High School' with 'Algebra' (green icon) and 'Geometry' (yellow icon). The 'Display Preferences' section has three checkboxes: 'Auto-expand when selecting Planner' (unchecked), 'Show EMPTY periods in schedule views' (checked), and 'Show Saturday/Sunday (does not affect month view)' (unchecked). At the bottom, there is a 'Work day start time' dropdown set to '7:00 AM' and 'Save' and 'Cancel' buttons. Annotations with arrows point to various elements: 'personalize course display colors (click to icon change color)' points to the course color icons; 'set time view start time' points to the 'Work day start time' dropdown; 'hide index when viewing planner' points to the 'Auto-expand when selecting Planner' checkbox; 'set color for empty periods when viewing by time' points to the 'Show EMPTY periods in schedule views' checkbox; and 'display weekend-days when viewing by week or day' points to the 'Show Saturday/Sunday' checkbox.

- 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.

The screenshot shows the Planner interface with three main panels: 'School Calendar', 'Curriculum', and 'To Do List'. The 'School Calendar' panel has a dropdown menu with options: '14-15', 'All My Schools', 'Jefferson Middle School', 'Washington High School', and '13-14'. The 'Curriculum' panel has a list of courses with checkboxes: 'All' (checked), 'Algebra' (checked), '5308-9331' (checked), 'Algebra I Acc' (checked), '5308-5331' (checked), '5308-6331' (checked), 'Geometry' (checked), and '5305-8331' (checked). The 'To Do List' panel has a 'Tasks (1)' section with a 'Completed' toggle and a 'new task' input field. At the bottom, there is an 'Add Task' button. Annotations with arrows point to various elements: 'collapse entire panel toggle' points to the right arrow icon in the 'School Calendar' header; 'select schedule(s) to view' points to the 'School Calendar' dropdown menu; 'view specific course/sections' points to the 'Curriculum' list; 'task list, check box for completed' points to the 'Completed' toggle in the 'To Do List' panel; 'open text box to add new task; button toggles to "clear completed" when viewing completed list' points to the 'new task' input field and the 'Add Task' button; 'expand/collapse toggles' points to the right arrow icon in the 'Curriculum' header; and 'toggle to see completed tasks' points to the 'Completed' toggle in the 'To Do List' panel.

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

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

My CurriculumMy ScheduleOther Schedules

PrintSettings

Monthly Planner: July 2014

Today<>

July 2014

MonthWeekDay

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

School Calendar

14-15

All My Schools

Jefferson Middle School

Washington High School

13-14

To Do List

Tasks (0)Completed

## 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

Weekly Planner: Week 41					
June 8 - 12, 2015					
Today	Mon 6/8 (A) 199/213	Tue 6/9 (A) 200/213	Wed 6/10 (A) 201/213	Thu 6/11 (A) 202/213	Fri 6/12 (A) 203/213
All Day					
7AM	English 9 Period 03 Student: 1	English 9 Period 03 Student: 1	English 9 Period 03 Student: 1	English 9 Period 03 Student: 1	English 9 Period 03 Student: 1
8AM	English 10 Period 03 Student: 1	English 10 Period 03 Student: 1	English 10 Period 03 Student: 1	English 10 Period 03 Student: 1	English 10 Period 03 Student: 1
9AM	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03
10AM	English 10 Period 03 Student: 1	English 11 Period 03 Student: 1	English 10 Period 03 Student: 1	English 10 Period 03 Student: 1	English 10 Period 03 Student: 1
11AM	English 11 Period 03 Student: 1	English 11 Period 03 Student: 1	English 11 Period 03 Student: 1	English 11 Period 03 Student: 1	English 11 Period 03 Student: 1
11:45AM	English 12 Period 03 Student: 1	English 12 Period 03 Student: 1	English 12 Period 03 Student: 1	English 12 Period 03 Student: 1	English 12 Period 03 Student: 1
12PM	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03
1PM	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03
2PM	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03	EMPTY Period 03

## Other Schedules:

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

The screenshot shows a search interface for other teachers' schedules. It includes search filters for School, Course, and Teacher Name. A search button and a clear button are present. Below the search filters, a table lists search results. A 'Select' button is next to the first result. Below the search results, a 'Selected Teachers' section shows the chosen teacher with a blue 'X' icon for removal. At the bottom, there are 'Save' and 'Cancel' buttons.

Annotations:

- search by school →
- search by name →
- clear search fields →
- select teacher to add to list →
- remove teacher from list →
- search by course searches by the teacher's selected calendar if an alternate school name isn't selected →
- save selection(s) →
- cancel list →

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 grid of periods with various subjects like Math, Algebra, and Geometry. On the right, there is a list of 'Other Teachers' with radio buttons and email icons. A search button is at the bottom right.

Annotations:

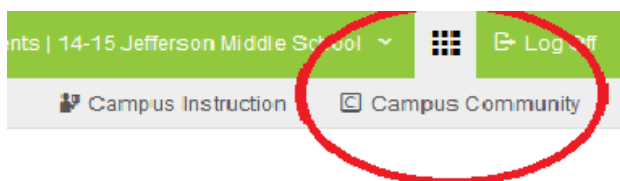
- radio button indicates currently selected teacher →
- collapse/expand toggles →
- list saves "other teachers" until deleted ("x") →
- teacher name contains email icon link →
- search other teachers without re-initiating the display →

## **Reports**

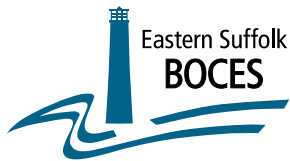
- **Reports (Attendance)** in the main menu:
  - Attendance Change Tracking: Shows any changes to attendance and who made them.
  - Attendance Register: Shows data by student and by day, by term, in a grid.
  - Attendance Summary: Shows a section's attendance summary by student and day, in a grid, by 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

<b>Members</b>		
Pamela Bethell	William Hsiang	William K. Miller
Walter Wm. Denzler, Jr.	Susan Lipman	Catherine M. Romano
Stephen Dewey, Ph.D.	Joseph LoSchiavo	Jeffrey Smith
Chris Garvey	Anne Mackesey	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](http://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](mailto:ComplianceOfficers@esboces.org), or the Associate Superintendent for Educational Services, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3056, [ComplianceOfficers@esboces.org](mailto:ComplianceOfficers@esboces.org). Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).