Eastern Suffolk BOCES

Educational Services That Transform Lives

STUDENT DATA SERVICES

Campus Instruction

Quick How To Guide

August 2016

Campus Instruction – Quick How To Guide
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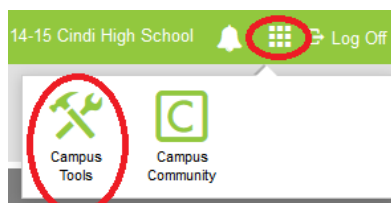
Switching between Campus Tools and Campus Instruction

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

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

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

Anything in Blue Text is a Link

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

Message Center

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

sort and filter options

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

Redirect link navigates to "Action Required" tasks

delete

archive

search

select message(s) for removal

Account Settings

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

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

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 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.
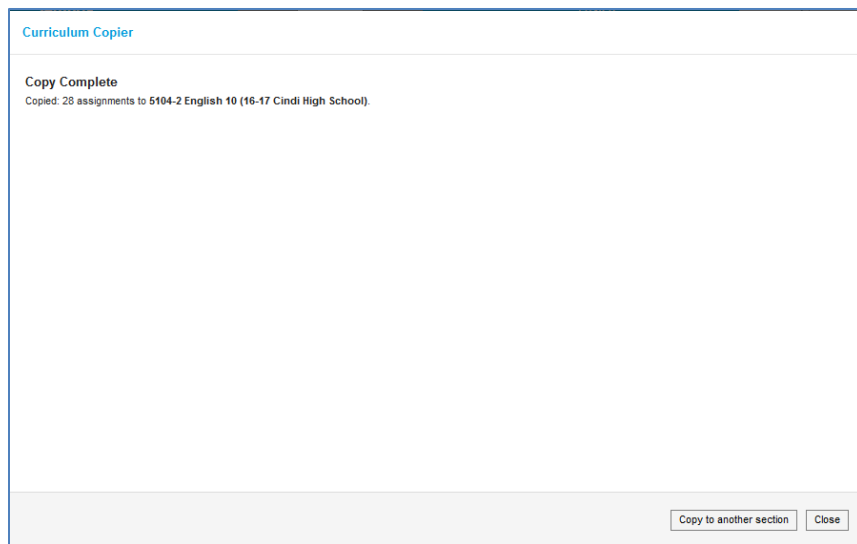**Source:** 5104-1 English 10 (15-16 Cindi High School)
Destination: 5104-1 English 10 (16-17 Cindi High School)

◯ Set assignment grading as a group
◉ Set assignment grading individually

Assignment	Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
Classwork 1 ☑ Align to Grade Book	Quarter > Classwork	Points	100	1
Homework 1 ☑ Align to Grade Book	Quarter > Home Work	Points	100	1
Test 1 ☑ Align to Grade Book	Quarter > Test	Points	100	1
Homework 2 ☑ Align to Grade Book	Quarter > Home Work	Points	100	1
5555 ☑ Align to Grade Book	Quarter > 4545	Points	100	1
Classwork 2 ☑ Align to Grade Book	Quarter > Classwork	Points	100	1

Back   Save   Cancel

Curriculum Copier

Copy Complete
Copied: 28 assignments to **5104-2 English 10 (16-17 Cindi High School)**.

[Copy to another section] [Close]

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 >>>**

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.
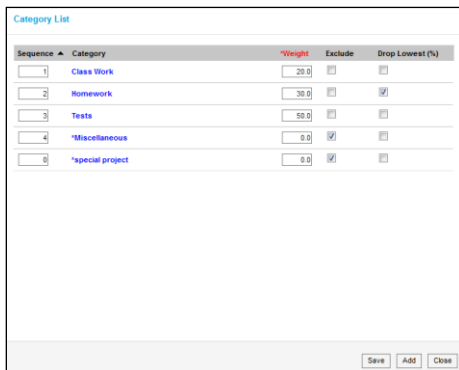

At the bottom, for Final Grade the composite grading (Child/Task Standard) may already be set for you by the district or you may have the ability to enter your own composite grading.

Categories

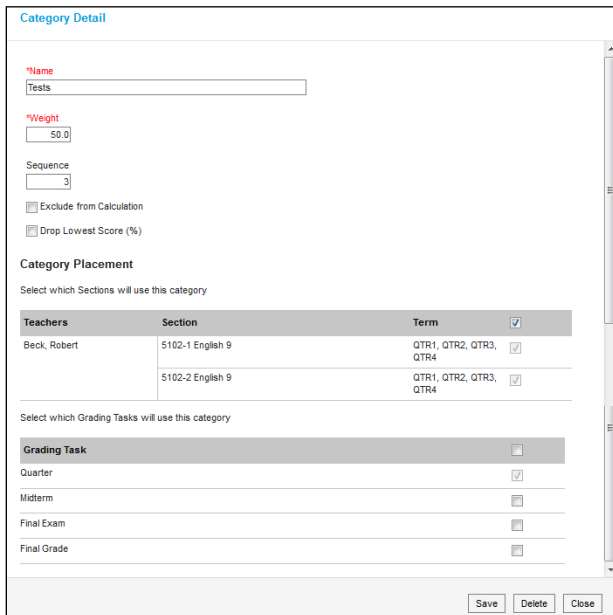In Grade Book Settings, click **Categories.**

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

- o Enter Name – should be unique
- o 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
- o Sequence is optional - this is the order they'll appear in Grade Book
- o Exclude from Calculation – scoring will be ignored in this category, will display with an asterisk (*)
- o 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
- o Select which sections will use this category
- o Select which grading tasks will use this category – normally this is the Quarter/Term Grade
- o Click Save

Curriculum(Assignments)

Click the [+ Add] button or under Grade Book Settings>Curriculum List you can click **New Assignment.**
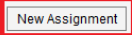
- You must have categories created before you can add assignments.

Name	Score	Active ☑	Portal ☑	*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

Curriculum List: 5104-1 English 10

Term: All   Filter: All (28)

[New Assignment] [Validate] [Save] [Close]

Assignment Detail

*Assignment Name

*Abbreviation

[Delivery View]

Section	Term	Active	Portal	*Assigned	*Due	*GB Seq	Student Group
☐		☑	☑				
☑ 5104-1 English 10	QTR1, QTR2, QTR3, QTR4	☑	☑	08/12/2016	08/12/2016	1.00	No Groups
☐ 5104-2 English 10							

Select a template:

[▼] [Insert Template]

Teacher Notes

<> ¶ B I U ≔ ≔ ≡ ≡ ▣ ⊞ ⊙ ═ — A

Portal Description

<> ¶ B I U ≔ ≔ ≡ ≡ ▣ ⊞ ⊙ ═ — A

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
☑ Quarter	◉ Points	100	1
◯ 4545	◯ Marks		
◉ Classwork			
◯ Home Work			
◯ Test			
◯ special project			
☐ Midterm			
No Categories			
☐ 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
        o 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
        o 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

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.

Using Grade Book

From the menu, select Grade Book
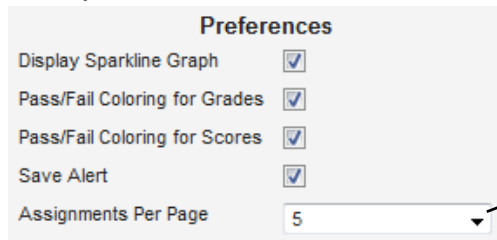
1. Select the Term, Section and Task

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 <u>save alert</u> come up, and set the number of assignments per page.
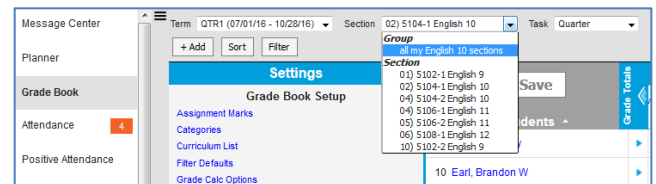
4. Section Groups allow you to group similar sections together in a single grade book view. This makes scoring assignments easier by combining matching assignments into shared columns in the grade book. To setup Section Groups, click Settings>Section Groups. To view a Section Group, select it from the Section dropdown.

5. All **blue** text is a link to another area.

6. Click [+ Add] to add an assignment.

7. Click **Sort** for options on sorting the assignments (category, sequence, due date) or sorting the students by section (used for Section Groups)
8. 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.
9. The individual assignment scores have an expandable/collapsible section to allow you to add flags and comments.
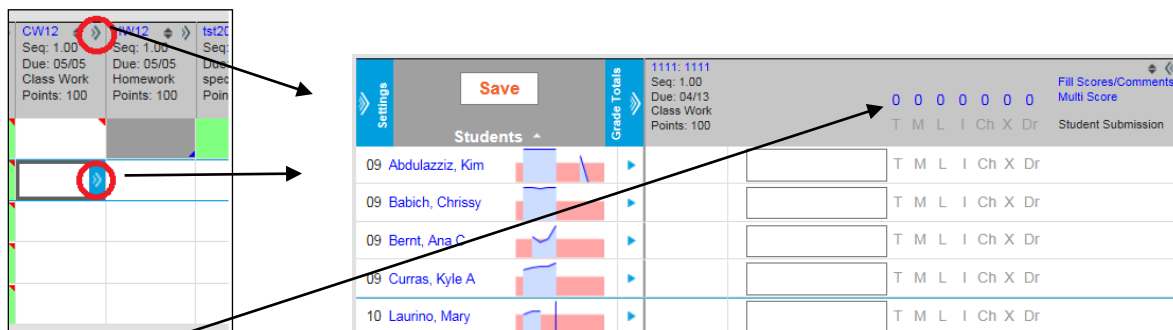
Blue links for flag counts will filter the view to those students who have received the selected flag.

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.

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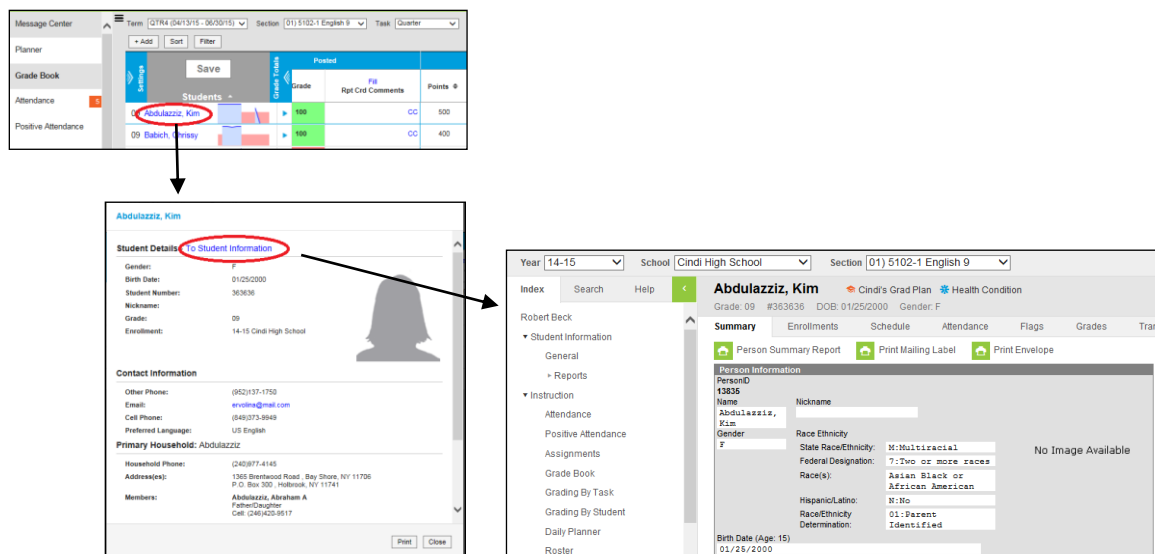
10. At the end of a quarter when the grading window is opened, the posted column will be utilized. '**Post**' will appear in orange in the In Progress Grade column. Report Card Comments can be added if allowed. There is the ability to Post grades for a student group or an individual student selected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

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.

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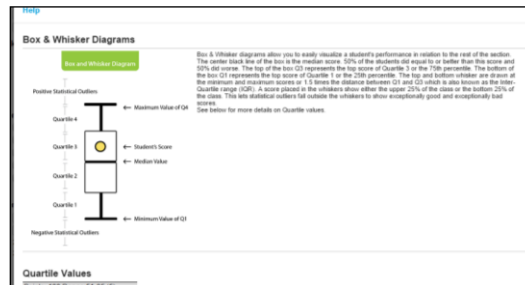
14. Hover over an assignment link and see information about Category, Mean score, Standard deviations, Range of scores, Count (students graded),Median score, Quartile (Q3 is high(75%), Q1 is low (25%)), and IQR (interquartile range-difference between Q3 and Q1).

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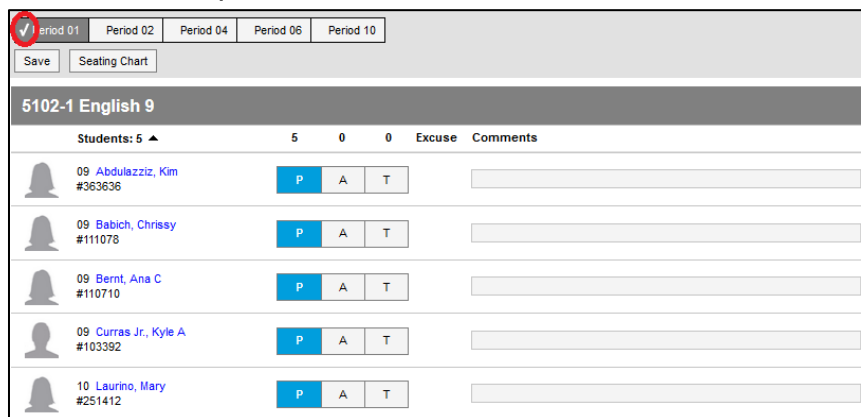
16. Remember to Save

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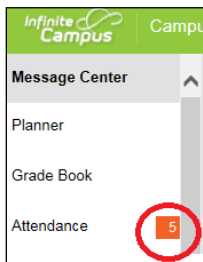
- Click **Attendance** from the main menu.
- Choose your period.
- You can choose to take attendance using the Attendance List or Seating Chart.
  - If the Account Setting "use seating chart for attendance" is checked, it will load the seating chart if one exists or give a message if there is no valid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

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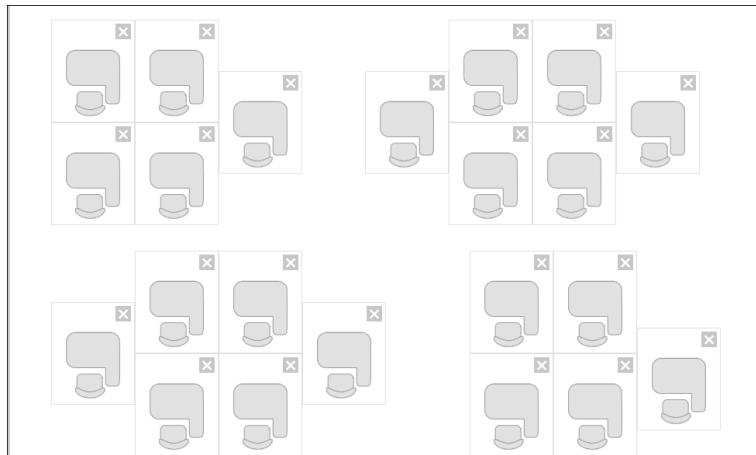
        - Always Save your work.
          Changes must be **saved** before exiting page or electing to open a different chart.

        - 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

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

open a different existing chart

Save   Delete   Copy Layout   Report Options   New   Open
Clear Students   Place Students   Make Default   Expand Workspace   Contract Workspace

New Desk

CS1 : 5102-1 English 9

Seated students: 5   Unseated students: 0   Desks: 24

Abdulazziz, Kim   Babich, Chrissy   Curras, Kyle A   Laurino, Mary

Bernt, Ana C

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Roster

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

Student Groups

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

- To add a new group:
    - Select a term.
    - Select a section.
    - Click New.
    - Add a unique 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.

Post Grades

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

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

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

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

Post by Standard/Grading Task

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

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

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

Post by Student

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

Fill Percent, Grade, Comment

Post by Standard/Grading Task

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 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 [All ▾]   Section [All ▾]   Task [All ▾]

☐ Overwrite Existing Grades

☑ Select All   Collapse All

▾ QTR1

☑	Section ▲	Post from Term [▾]	Post from Standard/Grading Task [▾]	Post to Standard/Grading Task
✓	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
✓	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
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

[Back] [Post] [Close]

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Planner

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

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

personalize course display colors (click to icon change color)

hide index when viewing planner

set color for empty periods when viewing by time

set time view start time

display weekend-days when viewing by week or day

Planner Settings

Course Colors
Jefferson Middle School
Algebra I Acc
Math 8 Regents

Washington High School
Algebra
Geometry

Display Preferences
☐ Auto-expand when selecting Planner
☑ Show EMPTY periods in schedule views
☐ Show Saturday/Sunday (does not affect month view)
Work day start time 7:00 AM ▼

Save Cancel

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

collapse entire panel toggle

School Calendar ▼

◉ 14-15
　◉ All My Schools
　◯ Jefferson Middle School
　◯ Washington High School
◯ 13-14

select schedule(s) to view

expand/collapse toggles

view specific course/sections

Curriculum ▼

☑ All
☑ Algebra
　☑ 5308-9331
☑ Algebra I Acc
　☑ 5308-5331
　☑ 5308-6331
☑ Geometry
　☑ 5305-8331

task list, check box for completed

To Do List ▼

Tasks (1) Completed

☐ new task

toggle to see completed tasks

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

Add Task

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

	My Curriculum	My Schedule	Other Schedules				School Calendar ▼
Print	Settings						

Monthly Planner: July 2014

Today	▦	<	>		**July 2014**			Month	Week	Day

School Calendar ▼
- ⦿ 14-15
  - ⦿ All My Schools
  - ○ Jefferson Middle School
  - ○ Washington High School
- ○ 13-14

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

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.

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My Schedule(in week or day mode):

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

current time marker

Other Schedules:

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

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'.

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

<u>Resources</u>

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.
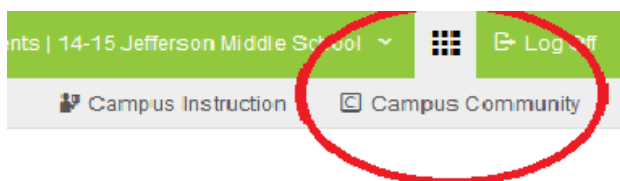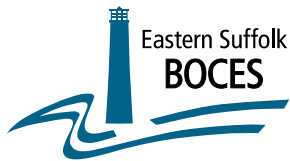
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