

# TEACHER COACH (E)

**Description:** This course will prepare learners to assist teachers in navigation, set up and processes of the Attendance and Instruction functions of Campus. Teaching others how to take attendance, create a grade book and seating chart, and generate applicable reports will be the focus of this training session.

**Time:** 4 hours

Campus Overview (15 minutes)	Learn how to <ul style="list-style-type: none"> <li>• Navigate</li> <li>• Use help options</li> <li>• Use search procedures</li> </ul> Discuss the importance of <ul style="list-style-type: none"> <li>• Account settings</li> <li>• Logging off</li> </ul>
Attendance (15 minutes)	Learn how to <ul style="list-style-type: none"> <li>• Take attendance from the home page</li> <li>• Edit attendance during the day</li> </ul>
Admin (20 minutes)	Understand how to set up teacher <ul style="list-style-type: none"> <li>• Preferences</li> <li>• Grading Scales (if applicable)</li> <li>• Seating Chart</li> <li>• Composite Grading (if applicable)</li> </ul>
Grade Book Demonstration (5 minutes)	Demonstration of the Campus Grade Book <ul style="list-style-type: none"> <li>• Navigating the grade book window</li> <li>• Different types of scores (colors/flags)</li> <li>• How to enter scores for assignments</li> </ul>
Assignments tool (45 minutes)	Learn how to <ul style="list-style-type: none"> <li>• Create Assignments and Categories using the Assignments tool</li> <li>• Edit Grade Calculation Options</li> <li>• Copy Assignments</li> <li>• Edit Teacher Preferences</li> </ul>
Grade Book (30 minutes)	Learn all of the features of the grade book <ul style="list-style-type: none"> <li>• Navigation</li> <li>• Expand and collapse capabilities</li> <li>• Right click and hover options</li> <li>• Different types of scores (colors, flags)</li> <li>• Entering scores</li> <li>• Clearing Scores</li> <li>• Fill Empty Scores</li> <li>• Overwrite All Scores</li> <li>• Implications of choices selected in the lesson planner</li> <li>• Comments on a student</li> </ul>
Posting Grades (15 minutes)	Learn how to post grades <ul style="list-style-type: none"> <li>• Within the grade book</li> <li>• By task</li> <li>• By student</li> </ul>
Student Groups (10 minutes)	<ul style="list-style-type: none"> <li>• Learn how to set up student groups</li> <li>• Learn impact of student groups on grade book and student scores</li> </ul>



Daily Planner (15 minutes)	<ul style="list-style-type: none"> <li>• View the Daily Planner</li> <li>• Create activities in the Daily Planner.</li> <li>• Edit assignments in the Daily Planner</li> </ul>
Roster (5 minutes)	Learn about the information available in the Roster
Teacher Messenger (20 minutes)	Learn how to use the following messenger templates <ul style="list-style-type: none"> <li>• Failing Grades</li> <li>• Missing Assignments</li> <li>• Teacher Messages</li> </ul>
Newsletter (10 minutes)	<ul style="list-style-type: none"> <li>• Learn Newsletter functionality</li> </ul>
Portal (5 minutes)	<ul style="list-style-type: none"> <li>• Demonstration of the Campus Portal</li> </ul>
Reports (15 minutes)	Learn information available in Reports <ul style="list-style-type: none"> <li>• Attendance Register</li> <li>• Attendance Summary</li> <li>• Blank Spreadsheet</li> <li>• Missing Assignments</li> <li>• Portal Usage</li> <li>• Roster Label</li> <li>• Section Summary</li> <li>• Student Assessment Summary</li> <li>• Student Summary</li> <li>• Teacher Schedule</li> </ul>
Review	<ul style="list-style-type: none"> <li>• Review key words and questions</li> <li>• Q &amp; A with the trainer</li> <li>• Complete training survey</li> </ul>



## Review Questions

1. What is the implication of selecting dropping the lowest score on a group at the end of a term?
2. What is the purpose for assigning a grading scale on an assignment?
3. What is the difference between selecting percent calculation instead of weighting on groups?
4. Where can you view any flags students have?
5. Name two ways that a teacher can take attendance.
6. Name three ways you can post grades at the end of a term.
7. What marks can be used in the grade book to flag a student's assignment as Missing, Cheated and Exempt?

## Campus Key Words

Grading Task

Weighting

"Use Each Scores Percent Values"

Exempt

Missing

Cheated

Dropped

Late

Incomplete

Post Grades







# LOGGING IN & NAVIGATION

## OVERVIEW

In this lesson, you will be introduced to the Infinite Campus system.



## OBJECTIVES

At the conclusion of this lesson, you should be able to:

- Log into Campus.
- Know and accurately describe the three tabs in your outline.
- Know and accurately describe the three areas of the window.
- Log out of Campus.

A screenshot of the Infinite Campus login interface. It features the Infinite Campus logo at the top. Below the logo, there is a "District Edition" label. To the right, a box displays "Version: 2008.2.5.a.final", "training245 2008", and "Training Database". The login form includes fields for "User Name:" and "Password:". Below these fields is a "Sign In" button with a right-pointing arrow, and a "Logged off" link.

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## Access & Logging In

Each district's data is stored in a different location on the Internet and is accessed through a Web browser such as Internet Explorer, Firefox or Safari. The web address used in training will be different than the address you will use in your everyday use of your school's Campus application.

1. Launch a web browser such as Internet Explorer, Firefox or Safari on your computer.
2. Enter the web address (URL) provided by your trainer in the location bar of your browser.
3. When the page loads, your screen should display the login screen for Infinite Campus.
4. Enter the user name and password provided by your trainer.
5. Click OK.

Training Site:

User Name:

Password:

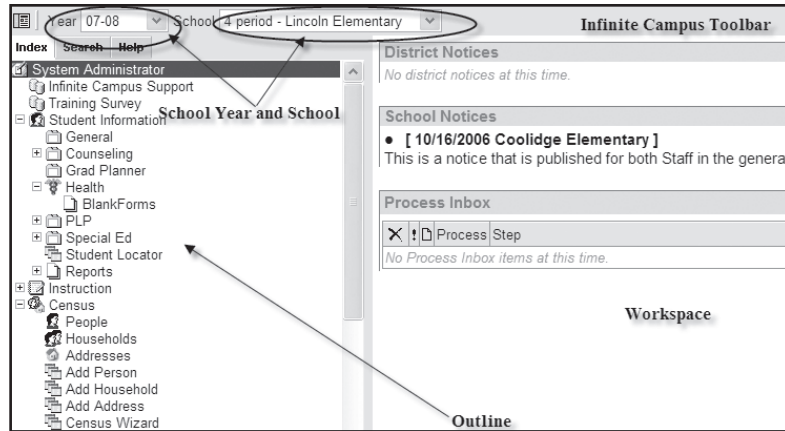


*Since Campus is a web-based product, it is accessible anywhere in the world.*

*Since it is accessible anywhere, the data within the system is protected with passwords and security measures. In many districts Campus passwords are "strong passwords." A strong password is at least eight characters long with a combination of letters, numbers, or special characters. In all districts, if your password is entered incorrectly five times, the account will be disabled. You will then need to contact a designated individual in your school or district office to have your password reset.*



## Logging In & Navigation



### Navigation

**Calendar-** a data element in Campus that defines the terms, periods, instructional days and grade levels at a school for a year. State reporting data is extracted and aggregated out of a particular calendar.

**Schedule Structure-** a subdivision of a calendar for the purposes of setting up a group of students on a different scheduling pattern, such as different terms, periods or set of instructional days.

Once you have logged into the Campus application, you will notice your screen is divided into three main areas.

1. The gray header **Infinite Campus Toolbar** contains dropdown menus to select which year, school, calendar, schedule structure, and if you are a teacher, which section you are working with. **Your account's rights will determine which schools and what years' data you can access.**
2. The space to the lower left contains three tabs.
  - The first tab, the **Index** tab, contains all your tools in Campus. The tools available will vary from user to user depending on rights assigned. The tools are collected into groups called modules. To open a module, click on either the plus sign or the name of the module. When the tools are completely open, it reveals the user's complete **Outline**.
  - The second tab, the **Search** tab, allows you to quickly find particular pieces of information, such as student information, course information, and help topics.
  - The third tab is context-sensitive help. As you are working with certain tools in Campus, related help articles can be found by switching to the **Help** tab. As an example, if a question arises during taking attendance, clicking the **Help** tab will display information describing how to take attendance in Campus. In addition, related topics will be linked at the bottom of the help article.
3. The space on the right is your main **Workspace**. The tools that you select on the **Index** tab will load into this space. When you first start Campus, you will see announcements and reminders posted by your district or building. This space may include notices about Campus updates and/or other announcements that have been posted by your school. At the bottom of your workspace is an item called the **Process Inbox**—your "to do" list in Campus today. Depending on your role and tools, different items will appear in this area to remind you to complete particular tasks in Campus.



## Logging In & Navigation



Process Inbox

Date Range  to  Display

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Attendance	Period 1 Attendance Required	10/14/2009	10/14/2009
<input type="checkbox"/>		Message	<a href="#">Student Referral Notice</a>	10/06/2009	
<input type="checkbox"/>		Message	<a href="#">Student Referral Notice</a>	10/06/2009	
<input type="checkbox"/>		Message	<a href="#">Age 18 warning</a>	10/06/2009	

### Managing the Process Inbox

Infinite Campus allows users to search for messages and processes in the Process Inbox.

#### Searching for items in the Process Inbox

1. Enter a date range that Campus should search within.
2. Campus will look for items that have a posted date which fall within the entered date range.
3. Select the Process(es)/Messages from the Display dropdown list.
4. Click Find Messages. Processes/Messages that match the search criteria will be displayed.

Process Inbox

Date Range 10/01/2009 to 10/14/2009 Display

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Attendance	Period 1 Attendance Required	10/14/2009	10/14/2009
<input type="checkbox"/>		Message	<a href="#">Student Referral Notice</a>	10/06/2009	
<input type="checkbox"/>		Message	<a href="#">Student Referral Notice</a>	10/06/2009	
<input type="checkbox"/>		Message	<a href="#">Age 18 warning</a>	10/06/2009	

#### Deleting Items in the Process Inbox

1. If needed, enter a date range and select the type of processes to search for. Click Find Messages.
2. Click the box to the left of the in Process/Message to be deleted. All messages may be selected by clicking the box in the Process Inbox toolbar.
3. Click Delete Selected Messages. The selected messages will be deleted.

### Logging Out of Campus

When finished with your Campus session, or when you will be away from your computer for an extended amount of time, you should end your Campus session by clicking on log off. Your session will close and you will then be back at the login screen. You may then close your browser.





## Logging In & Navigation



# ATTENDANCE, ROSTER, ADMIN (E)



## OVERVIEW

The Instruction module of Campus holds the tools commonly used by a classroom teacher. These tools interface with the student schedule and attendance components of the system allowing for one-time entry of student information. This lesson will cover the administrative tools for taking attendance, generating a roster and creating a seating chart.

## OBJECTIVES

In this lesson you will learn:

- How to take attendance in the Instruction module.
- Setting preferences in Instruction > Admin > Preferences.
- How to create and print multiple seating charts for a section.
- How to use seating charts when taking attendance.
- Create Assignment Marks.
- How to view and print class rosters.

## ATTENDANCE

There are two paths to accessing the attendance tool in Campus, the Process Inbox and the Attendance tool in the instruction module.

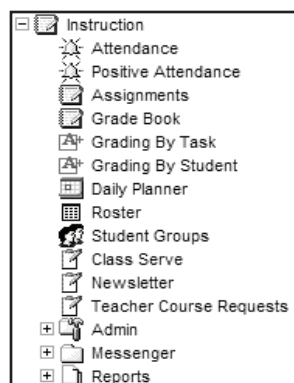
Process	Step	Posted Date	Due Date
Attendance	Period 02 Attendance Required	12/29/2006	12/29/2006

**Process Inbox-** a tool found on the user's home page in Campus listing items that need the user's attention. On school days, the teacher's process inbox will have a reminder to take attendance for each period that attendance should be taken in.

## Accessing Attendance from the Process Inbox

To access attendance from the Process Inbox, click on the link "Period \_\_ Attendance Required."

Once attendance is saved for a particular period, the reminder will disappear from the Process Inbox. If the teacher has taken attendance for all periods, the Process Inbox will be empty at the end of the day.



## Accessing Attendance from the Index Outline

1. To access attendance from the Index Outline, expand the Instruction module and select attendance.
2. Select the tab for the period to take attendance in.

**Positive Attendance-** a model of attendance taking or clock hours used in some alternative learning centers. Students are not expected in a course at a given time, rather they clock in and clock out when they work on a course.



*Teachers are only allowed to enter attendance for the current day until midnight. After that time, attendance must be entered by the Attendance Office. In addition, teachers can only change attendance up to the point that the attendance office processes the events. Since the time frame will vary from school to school, check with your district's policy and procedure for more information.*



## Instruction: Attendance, Roster, Seating Chart

### Taking Attendance



Teachers **CANNOT** excuse an absence or a tardy; teachers may only report the attendance. Excusing is done by the attendance office. Students who have already been marked absent by the attendance office will have their attendance pre-marked and greyed out. If the student is marked absent but is in class, consult with your district's policy and procedures for the way to address this issue.

**Hide Dropped Students** will remove the student from a teacher's view in the Grade book. Normally, a student that has dropped a class will appear in the teacher's Grade book in red. The scores will be preserved behind the scenes.

**Show Student Numbers** will include the Student ID number on the attendance tools.

**Show Student Pictures** will display the students picture for attendance.

**Invert Seating Chart Auto-Placement** applies to both the Standard and the Lab Seating Chart. When creating a seating chart the student names will populate the chart from the bottom up.

**Use Seating Chart for Attendance** changes the default attendance view to the Standard Seating Chart. The teacher can switch the attendance view by selecting the Display Lab Chart or Display Attendance Roster buttons on the top of the tab.

**Use Canned Comments** allows teachers to choose from ready-made comments when posting grades.

Period 1	Period 2	Period 4	Period 5	Period 6	Period 7
Save Display Standard Seating Chart Display Lab Chart					
Student Name	P	A	T	Excuse	Comments
1250-1 Integrated Math II B	Students: 30 Totals: 27 3 0				
10 Flachs, Margo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Flath, Caspian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Florence, Neil	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Folkard, Avikar	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	E	Parent Phone Call - Sick
10 Ford, Pavandeep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Foss, Zak	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
10 Framingham, Roshan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Freiburger, Eve	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
10 Frey, Lella	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Freyburger, Anissa	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Friedrichs, Merlin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Frietsch, Estelle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Frostwick, Edel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

1. To mark a student absent, select the A for absent.
2. To mark a student tardy, select the T for tardy. The comment box for each student can be edited once a child is marked absent or tardy.
3. Comments become part of the students attendance records and are visible in the attendance tools that are used to process attendance by the attendance clerk.
4. When finished taking attendance, click Save.

### Editing Attendance

If attendance needs to be changed after it is submitted, attendance must be accessed from the attendance tool in the Instruction module.

1. Select the period that needs to be edited.
2. Make any changes as needed.
3. When finished, click Save.

## TEACHER PREFERENCES

Preferences are section-specific options to set how the Campus system will work for the teacher. Each section may have different options set.

130-1 Science 1  
Teacher: Bowers, Grace  
☒ Preferences  
☐ Save ☐ Validate  
Teacher Preference  

This changes the preferences for the section. If the section spans multiple terms, it will affect all terms.

☐ Hide Dropped Students  
☐ Show Student Numbers  
☐ Show Student Pictures  
☐ Invert Seating Chart Auto-Placement (Start from the bottom)  
☐ Use Seating Chart for Attendance  
☐ Use Canned Comments  
☐ Remove percentage and calculations when using Standards (Grade Book)  
Default Standard/Grading Task  
Set the Standard or Grading Task you prefer the Grade Book to open with when it is first loaded.  
  
Web Site Address  
Share the web address of this section (appears in the Portal to students and parents).  
  
Grade Book Last Updated  
Teacher Preference Last Modified  
  
Mass Assign to multiple sections



## Instruction: Attendance, Roster, Seating Chart

### Establishing Teacher Preferences

The first step in defining a system of standards-based grading is to define the system of marks that are used to report progress- known as a score group.

1. Expand the Instruction module.
2. Select Admin.
3. Choose Preferences.
4. The Course and Section that will apply to these preferences is listed in the gray header bar above the preference listings.
5. Teachers can mass assign preferences for one section to other sections by clicking on the hyperlink at the bottom of the Teacher Preferences box and selecting the appropriate sections, provided the sections are active for the selected calendar.

**Remove percentage and calculations when using Standards** sets up the section to be graded with Standards the system will NOT calculate the student's scores and will instead rely on teacher's professional judgement.

**Default Standard/Grading Task** sets the grading task or standard that will be selected when the Grade Book loads, based on the selected term.

**Teacher Website URL:** A teacher can enter the URL for a class website for display on the portal.

**Mass Assign to multiple classes:** Selecting this hyperlink will allow teachers to establish preferences for a number of sections at one time if they are active.

### Mass Assigning Section Preferences

Teachers can mass assign preferences sets for one section to other sections. To use this capability:

1. Select the Instruction module in the index.
2. Select the Admin icon.
3. Select Preferences and choose Teacher Preferences.
4. Select the hyperlink below the Teacher Web Site URL.
5. Choose preferences to Mass Assign preferences to multiple classes.
6. Click the Validate button to validate the preferences across all sections.

The most common reason to validate a section is the addition or removal of the teacher(s) scheduled to a section. If a section's scheduled teacher has changed, the assignments must be validated.

For example, if a teacher placed an assignment in two sections and was removed from one section, the Assignment Validation process splits the assignment and a unique assignment remains in each section.



## Instruction: Attendance, Roster, Seating Chart

### Seating Charts

Teachers can set up two Seating Charts per section, a Standard Chart and a Lab Chart. The options set in Admin > Preferences apply to both charts.

### Creating a Seating Chart

1. Enter the dimensions of the classroom by entering the Row and Column numbers and clicking Save Dimension.
2. If a new chart is desired, the Clear button can be used to remove the current arrangement of students from the existing chart.
3. The Exclude Seat checkbox is used to leave empty seats on the chart during the Auto-fill process. It can be used to group desks into table-like arrangements.
4. Seats can be filled one at a time using the dropdown lists on the chart, alphabetically by selecting the Auto Fill-Alpha button, or randomly by selecting the Auto Fill-Random button.
5. When the layout is complete click Save.
6. The Display Lab Chart button allows the setup of a second seating chart for the same group of students. It is saved separately and can have different dimensions than the Standard Chart.

**Seating Chart Setup**

Print Save X Clear Auto Fill-Alpha Auto Fill-Random Display Lab Chart

**Seating Chart Dimensions**

Rows: 6 Columns: 5 Save Dimension

Toggle Help On/Off

**Print Options**

Please save modifications to the seating chart before printing.

Font Size: 9 pt Print students' pictures

**Standard Seating Chart**

Course(s): 1019y AP Lit/Comp B  
Student Count: 14

	Column 1	Column 2
1	Goshawk, Lottie Graulich, Nicola Gresham, Hikaru Grimm, Eshana Grooves, Micalera Hashagen, Pascale Hattinger, Yusuke Haumann, Leslie Hensman, Amancleap Heppner, Daley Holzberger, Dhanuja Hornberger, Elariah Ivens, Josie Jeckell, Chantal	<input type="checkbox"/> Exclude Seat
2		<input type="checkbox"/> Exclude Seat
3		<input type="checkbox"/> Exclude Seat
4		<input type="checkbox"/> Exclude Seat

### Printing a Seating Chart

1. Select the Font Size in the Print Options box and then click the Print button.
2. Select the option to Print Student Pictures, if desired. Choose the size of the pictures in the dropdown menu.
3. Click Print. The chart will be displayed in a new window. Any students missing from the chart will be listed at the top of the Seating Chart.

06-07		Seating Chart Report For Administrator System	
4T4P Block - Harrison High 585 Peachtree Parkway, Metro City, MN 55436 Generated on 12/29/2006 02:07:28 PM Page 1 of 1		1019y-3 AP Lit/Comp B Seating Chart: 4*4 Period: - Time: - Font Size: 9pt Students/in Seating Chart: 14/14	
	1	2	3
1	Hornberger, Elariah Grade:12	Grooves, Micalera Grade:12	Holzberger, Dhanuja Grade:12
2	Ivens, Josie Grade:12	Heppner, Daley Grade:12	Hensman, Amancleap Grade:12
3	Grimm, Eshana Grade:12	Goshawk, Lottie Grade:12	Hashagen, Pascale Grade:12
4	Jeckell, Chantal Grade:12	Gresham, Hikaru Grade:12	



## Instruction: Attendance, Roster, Seating Chart



### ASSIGNMENT MARKS

The Assignment Marks tool allows teachers to create personal symbol sets for grading. Assignment Marks determine how student grades are calculated and displayed. Assignment marks also convert a score entered for an assignment into a percent.

*Path: Instruction>Admin>Assignment Marks*

The screenshot shows the "Assignment Marks" application window. At the top, there are buttons for "Save", "New", and "Delete". Below this is the "Assignment Marks Editor" section, which includes a table with columns "Name", "Personal", and "Owner". The "Name" column contains "Daily Work", "District Alpha", and "District Elementary". The "Personal" column has an "X" next to "Daily Work". Below the editor is the "Assignment Mark Detail" section, which has a text field for "Name" containing "Daily Work". At the bottom is the "Marks Detail" section, which is a table with columns "Score", "Percent Earned", "Sequence", and "Passing". The table contains five rows of data: A (90, 1, checked), B (80, 2, checked), C (70, 3, checked), D (60, 4, checked), and F (50, 5, unchecked). There is an "Add New Mark" button at the bottom left of the table.

Score	Percent Earned	Sequence	Passing
A	90	1	<input checked="" type="checkbox"/>
B	80	2	<input checked="" type="checkbox"/>
C	70	3	<input checked="" type="checkbox"/>
D	60	4	<input checked="" type="checkbox"/>
F	50	5	<input type="checkbox"/>

### Creating Assignment Mark Sets

1. Click New.
2. Enter a name for the Assignment Marks set.
3. Enter the Score.
4. Enter the percent earned for that score.
5. Enter a Sequence.
6. If the score is passing, check the Passing check box.
7. Click Add New Mark to add more Assignment Marks.
8. Click Save.













## Instruction: Attendance, Roster, Seating Chart

### ROSTERS

The roster lists the students who are scheduled into the section selected in the section dropdown in the Campus toolbar. In addition to the name and contact information for the student, teachers are able to view student numbers, genders, birth dates and flags.

Student names are hyper-linked for access to Student Information > General based upon assigned tool rights. This allows teachers to view contact information, student attendance, lockers, etc.

At the top of the roster there is a summary of the course section. This summary notes the total number of active and inactive students, student totals by gender and grade level.

Active Students									
Active Students: 10		Males: 6 Females: 4		Grade 09: 4 Grade 10: 2 Grade 11: 2 Grade 12: 2		Incoming Student(s): 1 Dropped Student(s): 1			
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP
09 Student, Ashley #123456 	F	10/02/1994			(555)988-3547 Teresa Parent C:(555)088-4718 Golden Valley, MN 55422-4002				
09 Student, Christopher #55555 	M	02/20/1994			(555)479-2120 Judy Parent C:(555)360-5548 VW:(555)236-4161 Steven C:(555)383-5562 VW:(555)236-4164				
12 Student, Christopher I #111111 	M	05/22/1992			(555)440-5550 Michael Parent C:(555)470-7899 VW:(555)320-5924				
10 Student, Elias #12345 	M	06/14/1994			(555)347-4873 Gregg Parent C:(555)361-6068 VW:(555)244-4551 (555)246-1144 Dana Parent C:(555)361-6068 VW:(555)244-4551				
11 Student, Kayla L #558888 	F	11/18/1992			(555)430-5155 Kelly Parent VW:(555)316-5307 Hate Parent VW:(555)345-5307				
Incoming Students									
Incoming Students: 1		Males: 0 Females: 1		Grade 12: 1					
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP
12 Addio, Alexmal B #719819 	F	01/27/1992	04/29/2010		(555)238-9486 Alexander Parent C:(555)476-7938 Woleanyene Parent C:(555)476-7939 VW:(555)324-5954				
Dropped Students									
Dropped Students: 1		Males: 1 Females: 0		Grade 10: 1					
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP
10 Student, Trevor D #123456 	M	01/06/1994		04/13/2010	(555)234-1716 Barbara Parent C:(555)981-3056 VW:(555)635-2292				

- **Name** includes the student's grade level, name, student number and, if preferences are set, an icon for the grade book will also display. If the student is new to the roster, the student's name will appear in green for the number of days entered in System Preferences.
- **Gender** is the indication of the student being either male or female.
- **DOB** is the student's date of birth.
- **Start Date** is the start date of the student's enrollment in the course section.
- **End Date** is the student's last date of enrollment in the course section. If this date exists, the student will be listed in the Inactive Students section of the roster.
- **Home Phone and Address and Guardians** lists the household phone number as entered on the Census Household editor and the household address as entered on the Household Address editor. Guardians and guardian contact information also appears based on the Guardian checkbox associated with the student's relationship to



## Instruction: Attendance, Roster, Seating Chart

that guardian.

- **Flags** displays all flags associated with the student such as emergency contact information, grades, programs, etc. Information regarding the flag can be viewed by hovering over the desired flag.
- **Health** indicates that the student has a health condition.
- **IEP** indicates that the student has an Individualized Education Plan. This is enabled by assigned tool rights.
- **PLP indicates that the student has an Personalized Learning Plan.** This is enabled by assigned tool rights.

Inactive students displays all students that were enrolled in the course section and have dropped it. This includes anyone who has attended the course section for at least one day, who was enrolled in the school and scheduled into the section for at least one day and any student who is considered a no show. This also includes students who have ended enrollment in the school and/or district and students who simply have dropped the course section. Students appear in this section as soon as an end date has been entered on the student's schedule or enrollment.

### Printing the Roster

A paper copy of the roster can be printed by clicking Print Options at the top of the tab.

**Roster Print Options**

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

Roster Effective Date: 04/14/2010

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

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

Add Extras:  
☐ Show Birth Date  
☐ Show Guardians  
☐ Show Flags  
☐ Show IEP  
☐ Show PLP  
☐ Show Health Conditions  
☐ Show Dropped Students

Sort Sections By:  
☒ Course Name  
☐ Course Number  
☐ Term / Period  
☐ Period

Sections:  
100CVK-1 Ceres inactive course  
1102-1 JJJ Test  
2222-1 JJJ Test  
4801-1 AP Calc.  
4801-2 AP Calc. I  
4802-1 AP Calc. I  
888-1 Viking History  
888-2 Viking History  
888-3 Viking History

CTRL-click or SHIFT-click to select multiple

1. Enter an Effective Date, if different than today's date. All students who are enrolled in the course section as of the date entered will be included on the roster.
2. Select the desired Page Printing Options.
3. Select the Defaults to remove from the roster, if applicable.
4. Select any Extras that should be included on the roster.
5. Select the Section(s) to print rosters for.
6. Select the appropriate Section Sort options. The options are to sort by Course Name, Course Number, Term/Period or Period.
7. Click Generate Report when finished. A PDF will then be generated of the roster.





## Instruction: Attendance, Roster, Seating Chart



# ASSIGNMENTS (E)



## OVERVIEW

The Assignments tool is used for creating, managing and scoring assignments in Campus.

## OBJECTIVES

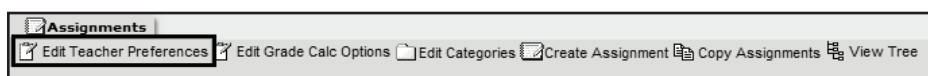
By the end of this lesson, learners will be able to

- Establish teacher preferences
- Edit grade calculation options
- Create categories
- Create and score assignments
- View, sort, and copy assignments

*Path: Instruction > Assignments*

## Establishing Teacher Preferences

Preferences are section-specific options to set how the Campus system will work for the teacher. Each section may have different options set.



1. Select Edit Teacher Preferences from the Assignments tool. The Course and Section that these preferences will apply to is listed in the gray header bar above the preference listings.

### Hide Dropped Students

removes the student from a teacher's view in the Grade Book. Normally, a student that has dropped a class appears in the teacher's Grade Book in red.

### Show Student Numbers

includes the Student ID number when taking attendance and when scoring assignments.

**Show Student Pictures** displays the students picture when taking attendance and when scoring assignments with the Assignments tool.

**Invert Seating Chart Auto-Placement** applies to both the Standard and the Lab Seating Chart. When creating a seating chart the student names will populate the chart from the bottom up.

**Use Seating Chart for Attendance** controls the teacher attendance screen to either display as a list or a seating chart. Display lab chart is used when there are two parts to a class, for example, a lab and a lecture.

**Use Canned Comments** allows pre-made comments when posting grades. The comments will appear on report cards.

**Remove percentage and calculations when using Standards** sets up the section to be graded with Standards. The system will NOT calculate the student's scores and will instead rely on teacher's professional judgement.

**Default Standard/Grading Task** sets the grading task or standard that will be selected when the Grade Book loads, based on the selected term.


**Teacher Website URL** field is where a teacher can enter the URL for a class website for display on the portal.



## Assignments

Once preferences have been set up, teachers can assign the selected preferences to other sections.

1. Click the hyperlink below the Teacher Web Site URL.
2. Select all sections the preferences apply to.

 The most common reason to validate a section is the addition or removal of teacher(s) to a section. If a section's teacher has changed, the assignments must be validated.

For example, if a teacher placed an assignment in two sections and was removed from one section, the Assignment Validation process splits the assignment and a unique assignment remains in each section.

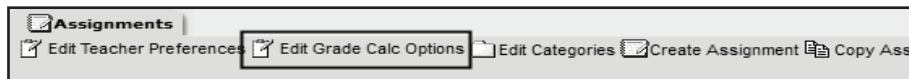
3. Click the Validate button to validate the preferences across all sections. This tool verifies the status of assignments that have multiple section placements and/or multiple standard or grading task alignments. If alignments under an assignment are no longer valid, they are split into separate assignments. If separate assignments within a section contain alignments which can be consolidated within one assignment, they will be combined into one assignment. Assignments Validation also validates categories and activities.



## Assignments

### Editing Grade Calculation Options

Calculation Options must be set up for Standards and Grading Tasks in order for in-progress grades to calculate in the Grade Book.



A **Grading Task** is a grade or mark that is to be turned into the school reporting a student's progress or achievement.

Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		Fill All	Grading Scale: <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value Fill All
Standards			
Grading Tasks			
Term Q1	Midterm Progress Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: District Alpha <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term Q1	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: District Alpha <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term Q2	Midterm Progress Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: District Alpha <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term Q2	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: District Alpha <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value

A **Standard** is a performance-based expectation of what a student will be able to do, assessed with a rubric.

1. Click Edit Grade Calc Options at the top of the Assignments tab.
2. For each Grading Task or Standard, choose whether or not to calculate grades by selecting Calculate In Progress Grade or No Calculation.
3. Choose a Grading Scale from the dropdown in the Calculate In Progress Grade section.
4. If the user would like to have weighting on categories, check the Weight Categories checkbox.
5. To use a score's percent value for calculating grades, check the Use score's % Value checkbox. This option converts the score entered to a percentage and uses the percentage in the calculation. Percentages are then averaged to determine the student's grade.
6. If the user wishes to apply these calculation options to all Standards and Grading Tasks for the section, click Fill All.
7. If none of the Standards or Grading Tasks will have any grading calculations, click Fill All in the No Calculation column.
8. Any Grading Task or Standard can be set up for Grading Calculation Options individually.

A student receives 20/20 on one assignment and a 50/100 on another.

The normal Campus grade calculation will be a 58.3% (70/120).

If "Use each score's percent value" is checked, the same student for the same scores will be 75% ((50%+100%)/2).



Concepts to keep in mind when using the Assignments tool:

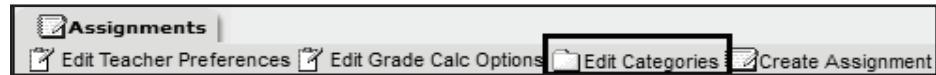
**Placement:** The course/section that is associated with the assignment.

**Alignment:** The Grading Task and/or Standard that is scored with the assignment.

**Set:** The combination of Placement and Alignment for an assignment. Changes made to a Set affect all parts of the Set.

### Creating Categories

Once preferences for a task are set, a Category or multiple Categories can be created and attached to the task. There are three common setups that will require a different setup for groups. Categories must exist before an assignment can be created.



1. Click Edit Categories at the top of the Assignments tab.
2. Click Create Category to view the Category Detail Editor.
3. Enter a Name for the Category.

### 1900-1 Geometry

Teacher: Administrator, Stephen

**Assignments**

[Back to Categories](#)
[Save Category](#)
[Save & Add Assignment](#)
[Delete Category](#)

#### Category Detail

GroupID

\*Name:

\*Weight:

Sequence:

☐ Hide from Portal/Grade Book Preview  
☐ Exclude this category from calculation  
☐ Drop lowest score

Last Modified

#### Sections


Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section
<input checked="" type="checkbox"/> 1900-1 Geometry
<input checked="" type="checkbox"/> 1900-2 Geometry
<input checked="" type="checkbox"/> 1900-3 Geometry

#### Grading Tasks

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

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

4. Enter a number in the Weight field for the category. This determines how this group of assignments will be weighted towards the term grade for the section.
5. Enter a Sequence number for the Category. This will determine where this category will be placed in the list of categories. If this field is left blank, the Category will be placed in the list of categories alphabetically.
6. Check Hide from Portal/Grade Book Preview to hide this Category from the portal and all areas where assignments can be viewed with the Grade Book Preview icon .
7. Check Exclude this Category from Calculation to remove this Category from grade calculations.
8. Check the Drop Lowest Score box to drop the assignment with the lowest score by percent in this Category for each student.



## Assignments

9. Select the Sections that will use this Category.
10. Select the Standards or Grading Tasks that will be measured with this Category.
11. Click Save to save the category.

Grade Book Organization Scheme	Example	Process
<b>Weighted Categories</b>	Tests 40%, Quizzes 25%, Daily work 35%	<ol style="list-style-type: none"> <li>1. Select "Use Weighting on Groups" on task preference.</li> <li>2. Create multiple groups.</li> </ol>
<b>Unweighted Categories</b>	Unit 1 Assignments are grouped together, Unit 2 assignments grouped together.	<ol style="list-style-type: none"> <li>1. Leave "Use Weighting on Groups" unchecked.</li> <li>2. Create multiple groups</li> </ol>
<b>All Points, 1 category</b>	All Points	<ol style="list-style-type: none"> <li>1. Create one group, all assignments are grouped within it.</li> </ol>



### Creating Assignments

Once Categories have been created, assignments can be created.

Selections made  
on the main Assign-  
ments screen will  
automatically save.

#### 210-1 2nd Grade Language Arts

Teacher: Hallman, Stephen

**Assignments**

Return to Assignment List Save Save & Score Delete Assignment

##### Assignment Detail

ActivityID

\*Name

\*Abbreviation

Test Strand

Last Modified

Show Description, Objectives, and References Fields

##### Sections

Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 210-1 2nd Grade Language Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/23/2011	02/23/2011	1	
<input checked="" type="checkbox"/> 210-2 2nd Grade Language Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/23/2011	02/23/2011	1	
<input checked="" type="checkbox"/> 210-3 2nd Grade Language Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/23/2011	02/23/2011	1	
<input checked="" type="checkbox"/> 210-4 2nd Grade Language Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/23/2011	02/23/2011	1	

- To create a new assignment, click Create Assignment at the top of the assignments tab. The Assignment Detail editor will open. Fields in red with an asterisk are required fields.
- Enter the Name of the assignment. This field is 50 characters and is seen on reports and the Portal.
- Create an Abbreviation for the assignment. This 5-character field is seen by the teacher in the grade book.
- Choose a Test Strand, if applicable.
- Click Show Description, Objectives, and References Fields to display text fields. These fields are provided to give more information to parents on reports and the Portal. The WYSIWYG editor may be used to format the text for these fields. Infinite Campus does not recommend cutting and pasting from third party products such as Microsoft Word. Once entered, these are available for printing in the Daily Planner.
- Select all Sections that will use this assignment.
- Assignments are marked active by default, but this box can be unchecked to make an assignment inactive. The user can also select Hide to hide the assignment in the Campus Portal if desired.
- The Assigned date is the date the assignment was given. This will default to today's date and can be changed if needed.
- Enter the Due date. This is the date the assignment is due and will default to today's date.
- Choose a Student Group if applicable. Student Groups must first be created in the Student Groups tool if the user wishes to use this option.
- Check the Standards and/or Grading Tasks that are measured with this assignment. For each task, choose the Category for the assignment.



## Assignments

Standards			
Select which standards get this assignment.			
Standard	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> Clearly expresses own ideas in writing			
<input checked="" type="checkbox"/> Writes for a variety of audiences/purposes <input checked="" type="radio"/> FORMATIVE ASSESSMENT (PRACTICE WORK) <input type="radio"/> SUMMATIVE ASSESSMENT	<input type="radio"/> Points <input type="radio"/> Marks <input checked="" type="radio"/> Rubrics		
<input checked="" type="checkbox"/> Writes in complete sentences independently <input checked="" type="radio"/> FORMATIVE ASSESSMENT (PRACTICE WORK) <input type="radio"/> SUMMATIVE ASSESSMENT	<input type="radio"/> Points <input type="radio"/> Marks <input checked="" type="radio"/> Rubrics		
<input type="checkbox"/> Spells priority words correctly			
<input checked="" type="checkbox"/> Uses correct capitalization and grammar <input checked="" type="radio"/> FORMATIVE ASSESSMENT (PRACTICE WORK) <input type="radio"/> SUMMATIVE ASSESSMENT	<input type="radio"/> Points <input type="radio"/> Marks <input checked="" type="radio"/> Rubrics		
<input type="checkbox"/> Uses legible printing			

Grading Tasks			
Select which grading tasks get this assignment.			
Grading Task	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/> Quarter	<input checked="" type="radio"/> Points	100	1
<input checked="" type="radio"/> Tests	<input type="radio"/> Marks		
<input checked="" type="checkbox"/> Semester	<input checked="" type="radio"/> Points	100	1
<input checked="" type="radio"/> Semester work	<input type="radio"/> Marks		

12. Choose a Scoring Type. If Points is chosen, enter the Total Points for the assignment, and a multiplier, if applicable. If Marks is chosen, a dropdown will appear with Assignment Marks to select. Standards will default to rubrics for scoring.
13. Click Save to save the assignment, or Save & Score to save the assignment and then immediately enter scores.







# Assignments

## Viewing Assignments in the Assignments Tool

Once categories and assignments have been created, there are several options on the main assignments screen for viewing assignments or making changes.

1900-1 Geometry  
Teacher: Administrator, Stephen

☒ Assignments ☐ Edit Teacher Preferences ☒ Edit Grade Calc Options ☐ Edit Categories ☐ Create Assignment ☒ Copy Assignments ☐ View Tree

Filter: Term: Standard/Task: Category: Student Group:

All Terms All Standards/Tasks All Categories All Student Groups

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/03/2011	01/03/2011	Identifying and Classifying Triangles	Quarter Grade > QUIZZES / TESTS > Q3 (20/20)	18	2	1	0	0	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/04/2011	01/05/2011	Angle Relationships	Quarter Grade > HOMEWORK / DAILY WORK > Q3 (20/20)	20	0	0	0	0	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/04/2011	01/06/2011	Two-Dimensional Figures	Quarter Grade > HOMEWORK / DAILY WORK > Q3 (10/12)	12	0	0	0	1	8
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/06/2011	01/07/2011	Three-Dimensional Figures	Quarter Grade > HOMEWORK / DAILY WORK > Q3 (20/20)	18	2	0	0	1	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/10/2011	01/11/2011	Distance and Midpoints	Quarter Grade > HOMEWORK / DAILY WORK > Q3 (20/20)	20	0	0	1	0	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/12/2011	01/12/2011	Chapter 1 Test (Congruence)	Quarter Grade > QUIZZES / TESTS > Q3 (20/20)	20	0	0	0	0	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/13/2011	01/14/2011	Slopes and Lines	Quarter Grade > HOMEWORK / DAILY WORK > Q3 (20/20)	20	0	4	1	0	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/14/2011	01/17/2011	Proving Lines Parallel	Quarter Grade > HOMEWORK / DAILY WORK > Q3 (6/6)	6	0	0	0	0	14
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/17/2011	01/18/2011	Trapezoids and Kites	Quarter Grade > HOMEWORK / DAILY WORK > Q3 (7/7)	7	2	0	0	0	13
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/19/2011	01/20/2011	Exploring Congruent Triangles	Quarter Grade > HOMEWORK / DAILY WORK > Q3 (17/17)	17	0	0	0	0	3
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/24/2011	01/24/2011	Chapter 2 Test (Shapes)	Quarter Grade > QUIZZES / TESTS > Q3 (20/20)	20	0	0	0	0	0

At the top of the grid there are dropdowns to filter the assignments list by term, standard/grading task, category and student group. These options can be used in combination with each other.

Filter: Term: Standard/Task: Category: Student Group:

All Terms All Standards/Tasks All Categories All Student Groups

**Term:** Show only assignments with a due date in the chosen term.

**Standard/Task:** Show only assignments aligned with a chosen Standard or Grading task.

**Category:** Show only assignments placed within the chosen Category.

**Student Group:** Show only assignments assigned to a specific Student Group.

Below the Filter options, the assignments grid is broken into seven parts. The grid can be sorted by column.

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
--------	------	---------------	----------	-----------------	-----------	---	---	---	---	----	---

**Active:** When checked, this box indicates that the assignment is active for the section. Uncheck the box to make the assignment inactive. Active assignments calculate towards an in-progress grade, inactive assignments do not.

**Hide:** Check this box to hide the assignment from view in the Campus Portal.


Changes made to assignments in the Active, Hide, Assigned Date, and Due Date columns automatically save.



## Assignments

**Assigned Date:** The date that the assignment was assigned to students in the section. This will show if it was entered on the assignment, and can be edited in the Assignments list if desired.

**Due Date:** The due date of the assignment. This can be edited here if desired.

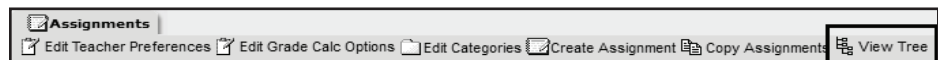
**Assignment Name:** The name of the assignment. Click the name to view the Assignment Detail screen and edit the assignment. Click the Grade Book icon  to score the assignment.

**Alignment:** This column shows the Grading Task/Standard, category, and term based on the assignment due date. It also shows the number of scores entered vs. the number of scores expected.
















**Scoring flags:** The T, M, L, I, Ch, and X checkboxes are used to flag student assignment scores. The total for each flag show in sortable columns, and clicking on the total will show students who have that flag for the assignment. See the sidebar in the scoring section for details.

### Viewing the Assignments Tree

Once Assignments and Categories have been created, they can be viewed as a tree structure. From the Assignments Tree, teachers can edit categories, edit assignments, and score assignments.



1. Click the View Tree button on the Assignments screen.
2. The Tree View will appear. From here, teacher's can edit categories, edit assignments, and score assignments.

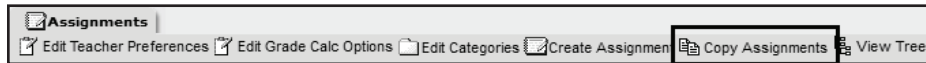
<b>Q3</b>
Clearly expresses own ideas in writing
 FORMATIVE ASSESSMENT (PRACTICE WORK)
 My Kind of Friend (Score)
 Narrative Writing Prompt #1 (Score)
 Narrative Writing Prompt #2 (Score)
 Spelling Battleship (Score)
 Test (Score)
 The history of the olympics (Score)
 Week 1 Spelling (Score)
 Week 2 Spelling (Score)
 Week 3 Spelling (Score)
 Week 4 Spelling (Score)
 SUMMATIVE ASSESSMENT
 Book Report (Score)
 Martin Luther King, Jr. timeline book (Score)
 Personal Essay (Score)



## Assignments

### Copying Assignments

Once Assignments have been created, they can be copied to other sections taught by the user.



1. Select Copy Assignments at the top of the Assignments tab.
2. Choose the section to copy assignments from in the Select Source Section list.
3. Choose the section to copy assignments to in the Select Destination Section list.
4. Select each assignment to be copied.
5. Click Next.

A screenshot of the 'Assignment Copier' interface. At the top, there are navigation links 'Return to Assignment List' and 'Next'. The title 'Assignment Copier' is followed by the instruction 'Select assignments to copy from the source section to the destination section. Click "Next" to continue.' Below this, there are two dropdown menus: 'Select Source Section' and 'Select Destination Section'. The source section dropdown is open, showing a list of sections including 'District (2011-12)', 'District (2010-11)', and 'School District of Westchester (2010-11)'. The destination section dropdown is also open, showing a list of sections including 'District (2011-12)', 'District (2010-11)', and 'School District of Westchester (2010-11)'. Below the source section dropdown, it says 'Number of Assignments: 17'. Below the destination section dropdown, it says 'Number of Assignments: 0'. In the center, there is a table with columns 'Assignment Name' and 'Due Date'. The table contains 10 rows of assignments, each with a checkbox in the first column. All checkboxes are checked.

<input checked="" type="checkbox"/>	Assignment Name	Due Date
<input checked="" type="checkbox"/>	My Kind of Friend	01/13/2011
<input checked="" type="checkbox"/>	Week 2 Spelling	01/14/2011
<input checked="" type="checkbox"/>	Week 3 Spelling	01/21/2011
<input checked="" type="checkbox"/>	Week 4 Spelling	01/28/2011
<input checked="" type="checkbox"/>	Narrative Writing Prompt #1	01/14/2011
<input checked="" type="checkbox"/>	Narrative Writing Prompt #2	01/18/2011
<input checked="" type="checkbox"/>	Book Report	01/28/2011
<input checked="" type="checkbox"/>	Spelling Battleship	01/28/2011
<input checked="" type="checkbox"/>	Martin Luther King, Jr. timeline book	01/19/2011
<input checked="" type="checkbox"/>	Week 1 Spelling	01/07/2011



## Assignments

6. Choose the Categories for each Assignment from the category dropdowns.
7. Click Copy Assignments to finish. The copied assignments will appear in the chosen destination.

Copy Assignment Name  
210-3 2nd Grade Language Arts (sectionID: 183270)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Poetry unit	<input checked="" type="checkbox"/> Clearly expresses own ideas in writing > SUMMATIVE ASSESSMENT**
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Narrative Writing Prompt #1	<input checked="" type="checkbox"/> Clearly expresses own ideas in writing > FORMATIVE ASSESSMENT (PRACTICE WORK)** <input checked="" type="checkbox"/> Writes in complete sentences independently > FORMATIVE ASSESSMENT (PRACTICE WORK)** <input checked="" type="checkbox"/> Uses correct capitalization and grammar > FORMATIVE ASSESSMENT (PRACTICE WORK)** <input checked="" type="checkbox"/> Uses legible printing > FORMATIVE ASSESSMENT (PRACTICE WORK)**
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Narrative Writing Prompt #2	<input checked="" type="checkbox"/> Clearly expresses own ideas in writing > FORMATIVE ASSESSMENT (PRACTICE WORK)** <input checked="" type="checkbox"/> Writes in complete sentences independently > FORMATIVE ASSESSMENT (PRACTICE WORK)** <input checked="" type="checkbox"/> Uses correct capitalization and grammar > FORMATIVE ASSESSMENT (PRACTICE WORK)** <input checked="" type="checkbox"/> Uses legible printing > FORMATIVE ASSESSMENT (PRACTICE WORK)**
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Personal Essay	<input checked="" type="checkbox"/> Clearly expresses own ideas in writing > SUMMATIVE ASSESSMENT**



# GRADE BOOK (TRADITIONAL)



## OVERVIEW

The web-based Campus Grade Book allows teachers to enter assignments and student scores from almost anywhere.

## OBJECTIVES

At the end of this lesson, learners will be able to:

- Navigate the Grade Book.
- Enter scores, comments and codes in the Grade Book.
- Save and post grades.

## Navigating to the Grade Book

1. Select the section in the Section dropdown on the Campus toolbar.
2. Select Grade Book in the Instruction module.
3. The computer will then download the Grade Book Java application. Since Java is a programming language, there may be a security warning when opening the Grade Book.
4. Clicking "Always" in the security warning will keep that warning from appearing again on that computer.

## Grade Book Overview

Save Options		Tournament												Test		Quiz			
Haven Open [800]																			
Hide Grade Totals																			
Select a task:																			
Semester 1 - Semester																			
		In Progress						Posted											
Student		Pts	Poss	%	Grd	%	Grd												
12 /		1814.00	1936.00	96.08	A			92.50		710		770		100.00	100	99.15	200	10	11
11		851.00	1136.00	77.18	C			92.50				740		100.00	100	4.66	200	0	5
12		1848.00	1836.00	91.00	A			88.75	710			710	58			98.61	200	10	7
12		1848.00	1836.00	115.21	A			88.75	710			710				181.36	400	10	7
11		8.00	236.00	2.54	F											2.54	300	0	1
10		1397.00	1636.00	67.61	D			86.88				680	710			19.44	200	0	4
12		2191.00	2436.00	88.89	B			90.00		680	680	800				86.11	200	10	11
11		214.00	236.00	90.68	A											90.68	200	0	5
12		2414.00	2536.00	96.39	A			95.00		710		770	800			94.44		10	11
12		1724.00	1836.00	93.32	A			94.38				770	740			90.88	200	0	6
10		205.00	215.00	95.35	A											95.35	200		5
11		1924.00	1836.00	117.63	A			94.38				770	740			175.42	400	0	6
12		1791.00	1836.00	112.89	A			85.00		680	680					182.83	400	10	11
11		14.00	36.00	38.89	F											38.89		0	5
10		1397.00	2426.00	49.06	F			57.92		0		680	710			26.92			4
11		1051.00	1136.00	94.13	A			92.50				740		100.00	100	89.41	200	0	5



When teachers access the Campus Grade Book, it will open to the first term with the default grading task checkbox selected, given that the current date is in its date range. Otherwise, it will open in the first grading task term containing or open in the first one in the list.

- Assignments will appear across the top of the Grade Book in the group they are associated with.
- The abbreviation and points possible will display across the top.
- The student name and the selected assignment will be highlighted in yellow.
- To change parameters of the assignment, right-click (Mac Control-Click) on the assignment. Select Edit.
- To see additional details, such as the name of the assignment, points possible, average mean score and due date, hover over the abbreviation.



## Grade Book (Traditional)

### Additional Commands on an Assignment

- **Clear all scores** will erase all scores for that assignment.
- **Fill empty scores** will give students who do not have a score a user-selected value.
- **Overwrite all scores** will mass change all students' scores to a user-selected value.



The Campus Grade Book allows input of the following characters only: 0-9,

a-z (upper and lower case), period (.), asterisk (\*), dash/minus (-).

### Rubrics vs. Conventional Scoring Indicators.

When grading assignments based on standards, the conventional scoring indicators will not appear. Instead, the rubric assigned to the assignment and/or standard toggle can be selected. The teacher may choose to have the rubric associated with the standard prominently displayed for ease in grading.

Grade Book functionality highlights the student row and assignment column when user selects or moves into the appropriate assignment box.

### Entering Individual Scores

Entering scores in the grade book is like entering values in a spreadsheet. Select the cell and enter the value.

1. Use the Enter key or Down arrow to move the cursor to the next student, while the Tab key will move right.
2. As scores are entered, the student's running total grade (in the yellow area) will automatically recalculate to show the current grade.

### Flags

In addition to scores, a series of codes may also be entered in the grade book for a student by right-clicking (Macintosh users control-click) on the cell for a student's score.

- **Turned In** - an assignment flagged as Turned In will appear with a green flag indicating that it has been received by the teacher but no score has been assigned to it.
- **Late** - assignments flagged as Late will appear with a red score. There is no formula for late work, the Late flag is simply an indication the assignment was late. Any deductions or "docking" should be done on the score and entered as such.
- **Exempt** - an exempt assignment will be grayed out and will not count for that student.
- **Missing** - missing assignments count as zero points earned. A Missing Assignments report can be used to find missing assignments.
- **Incomplete** - assignments do not harm (nor help) the student's grade.



## Grade Book (Traditional)

- **Cheated** - an assignment flagged as cheated will count as a zero. "Cheated" will appear on the portal.
- **Dropped** - the dropped flag is automatically marked if "Drop Lowest Score" was set on the category in the Assignments tool. As scores are entered, Campus will analyze each student's scores and flag the score with the lowest overall percentage, thus removing it from the grade calculation.

### Comments

Two types of comments can be made in the grade book that may be included on reports and on the portal- student level comments and score comments. Both types of comment are visible on the Portal. These comments are different than report card comments, which are entered elsewhere.

To create a score-level comment, right-click (Mac users control-click) on the score and select Edit Comment. Enter comments as needed. To create a student-level comment, right-click (Mac users control-click) on the student's name and select Edit Comment. Enter comments as needed.

### Display of Student Groups

The grade book may be sorted by student group. This option allows teachers to choose to view all of the students on the course section roster or just those students assigned to a particular group.

To use this option, select Student Groups next to the save icon. The dropdown will display all of the groups that have been created for the course section. Select the appropriate group to be displayed. Only those students will be displayed. Any assignments that are not assigned to the group will be grayed out when all students are displayed.

Save Student Groups Options												
Hide Grade Totals							Assignments			Tests		Quizzes
Select a task							%	Pts [50]	Pts [50]	Pts [25]	%	Ch 3 [100]
2 - Term Grade							%				%	Q1 [10]
Student	Pts	Poss	%	Grd	%	Grd						
09 Albright, Katrich	174.00	185.00	90.67	A	90.67	A	93.33	45	25	96.00	96	80.00
09 Baxter, Tra	146.00	185.00	75.42	C	75.42	C	81.33	37	24	79.00	79	60.00

### Display of Grades

Teachers have Options for display in the Grade Book as a way of tracking student progress. Under the Option tool next to Students Groups, select "Show Cut Score Color Coding" to display scores related to standards in different colors based on defined proficiency requirements. **A proficient score is indicated by green and a score defined as not proficient is indicated by red.**



## Grade Book (Traditional)

### Saving the Grade Book

To save the Grade Book, click Save. Users working on laptop computers or on wireless connections should save frequently and often. The Campus servers in your district are backed up nightly and backup files are saved for 30 days. There is no need to save a backup copy locally.



While scores may be exported for analysis or other uses, the scores cannot be re-imported.

### Exporting Scores

An option exists in Instruction > Reports to export the Grade Book to a different file type such as a CSV file for analysis.

	A	B	C	D	E	F	G	H	I	J	K
1			Invertebrates Test								
2		100	100	Amphibian and Fish							
3	Bo	88	92	90	Frog Dissection						
4	Bo	88	92	92	25	77	12	25	92	46	1
5	Bo	88	92	93	25	65	11	87.5	92	50	1
6	Bo	88	92	88	25	88	0	95	65	45	1
7	Bo	88	92	77	25	70	14	93	93	40	1
8	Bo	88	92	88	25	88	45	84	100	40	1
9	Bo	88	92	88	25	88	10	87	88	47	1

1. In the Instruction module, expand Reports.
2. Select Grade Book Export.
3. Select the export File Format.
4. Click Generate Report.

### Posting Grades from Grade Book

The green area allows for a fast submission of grades (such as term grades or midterm progress marks) from the Grade Book. When the Grading Window is open, a teacher may post grades with a three click process.

1. Right-click in the green grade totals area. (This area is the posted grade for the task selected in the Select a Task dropdown)

% Grd	% Grd	T1	Test	Test	% Grd
120.83	A	91.00	84	88	92
92.03	A			88	92
75.03	C-			88	92
83.83	B-			88	92
70.77	D			88	92
86.88	B	84.25	88	88	92

2. Select Post Grades if it is time to submit that mark OR select Post Grades to Other Task if submitting a progress mark such as midterm or Weekly Eligibility.
3. Click Save.

### Changing Posted Grades

1. Repost using the process described in "Submitting Scores".
2. Click on the student's posted grade. A dropdown will open showing allowable scores. Select the correct mark.
3. If using composite grading, the percentage will need to change as well.
4. Click Save.

Pts	Poss	%	Grd	%	Grd
665.00	705.00	120.83	A	120.83	A
646.00	705.00	92.03	A	92.03	A
601.00	705.00	75.03	C-	75.03	C-
627.00	705.00	83.83	B-	83.83	B-
548.00	705.00	70.77	D	70.77	D-
632.00	705.00	86.88	B	86.88	P
629.00	705.00	86.63	B	86.63	F
564.00	705.00	82.71	B-	82.71	P-
618.50	705.00	85.15	B	85.15	S+
517.00	705.00	77.61	C	77.61	S
514.00	605.00	84.44	B	84.44	S-



# GRADE BOOK (STANDARDS)

## OVERVIEW

In addition to using the Campus Grade Book for compiling scores traditional grading tasks, a grade book can be created for a specific standard. If administrators have established the course as standards-based in the Course Editor, teachers can only use standards in their grade books. Once those standards have been created, standards groups can be created within the grade book and assignments assigned to them. Teachers can also choose whether they want the grades they enter to be calculated by the system, or whether standards and groups will be judged subjectively through the professional judgment of the classroom instructor.

Course number and section

Assignments tied to standards

Standards set up for course

Manually entered rubric score

Assignment	Score	Intro	SW
Q4 - Writing	3	3	2
Q4 - Reading Comprehension	1	2	1
Q4 - Vocabulary	3	3	3
Q4 - 2006-07 LA Classroom Qtr 4	3		
Q4 - English, Madeline J	3	3	3
Q4 - English, Lauren	2	2	3
Q4 - English, Sarah	3	3	3
Q4 - English, Nathan H	2	3	1
Q4 - English, Nicholas H	2	3	2
Q4 - Math, William H	2	3	1
Q4 - English, Chase	2	3	3
Q4 - English, Nathan	3	3	3
Q4 - English, Nathan H	1	1	1

## OVERVIEW OF GRADE BOOK (STANDARDS-BASED)

- Assignments will appear across the top of the Grade Book nested beneath the group they are associated with.
- The abbreviation and points possible will display across the top.
- The student name and the selected assignment will be highlighted in yellow.
- To change parameters of the assignment, right-click (Mac Control-Click) on the assignment. Select Edit.
- To see additional details, such as the name of the assignment, points possible, average mean score and due date, hover over the abbreviation.

Teachers can have scores not calculate a percentage when grading standards. This is a preference that must be set (see Assignments document) and requires the standards to be set up without a minimum percent or GPA value. (Note: Preferences can be changed at any time throughout the term. Preferences marked for one course section can be mass assigned to multiple course sections.)



## Grade Book (Standards Based)

### Standards-based Grade Book with Percentage and Calculations

☐ Remove percentage and calculations when using Standards

Teacher Web Site URL

Mass Assign to multiple classes

If “Remove percentage and calculations when using Standards” is NOT checked in Admin Preferences, Grade Book WILL provide student percentages based upon the average point totals of any assignments attached to a Standards Group.

For example, if a teacher assumed that a student needed at least an 85% to prove mastery in a standard, the percentage and calculations preference could be set. In this case the student’s average score would be available for the teacher, who could then manually assign a rubric mark based upon that percentage.

Save Options									
Hide Grade Totals									
Select a task: Semester 1 - R2.1.1 Compre...									
Student	In Progress				Posted		%	STD [100]	
	Pts	Poss	%	Grd	%	Grd			
12	4.00	100.00	4.00	1			4.00	4	
11	2.00	100.00	2.00	1			2.00	2	
12	3.00	100.00	3.00	1			3.00	3	
12	4.00	100.00	4.00	1			4.00	4	
11	2.00	100.00	2.00	1			2.00	2	
10	1.00	100.00	1.00	1		4	1.00	1	
12	3.00	100.00	3.00	1		3	3.00	3	
11	4.00	100.00	4.00	1		2	4.00	4	
12	3.00	100.00	3.00	1		1	3.00	3	

### Standards-based Grade Book without calculations

If teachers would prefer to not have their scores automatically calculated in a percentage by the Campus system, they can choose to select the preference in the Admin folder. In this case, the scores will be displayed but not calculated. The scores for the Standards Group will be determined through the professional judgement of the instructor.

Save Rubric Display Options						
Hide Grade Totals						
Select a task: Q4 - Uses correct spelling in ...						
Student	Score	Short Story Unit		Spelling Te...		
03 Anderson, Seymour	9	Pts	Tms	WS#1	WS#2	
03 Baelf, Lesa	9	8	8	8	7	
03 Barnes, Vernon	9	8	8	8	7	
03 Bennett, Gregg	9	8	8	8	7	
03 Bolemer, Eryn	9	8	8	8	7	
03 Bowchiew, Lindsey	9	8	8	8	7	
03 Burnett, Eldridge	9	8	8	8	7	
03 Carter, Kirby	9	8	8	8	7	



## Grade Book (Standards Based)

### Display of Student Groups

The grade book may be sorted by student group. This option allows teachers to choose to view all of the students on the course section roster or just those students assigned to a particular group.

To use this option, select the Student Groups option next to the save icon. The dropdown will display all of the groups that are available for the course section. Select the appropriate group to be displayed. Only those students will be displayed. Any assignments that are not assigned to the group will be grayed out when all students are displayed.

Student	Score	NFM	POETR	FICTI	FANTA	HISTO
03 Coughenour, Jan	S	5			5	3
03 Cribbs, Erie	E		5	4		5

### Posting Scores

Teachers can post scores for either Standards or Assignments that are attached to a Standards Group in Grade Book. The Grade Book will provide a running % and an overall grade for a student, if the preference is selected to have the system calculate the grades.

- From the Grade Book, select either a Standard or a Standard Group from the dropdown list.

Student	Score	Pits	Tins	WS#1	WS#2
03 Anderson, Seymour	9	8	8	8	7
03 Baelf, Lesa	9	8	8	8	7
03 Barnes, Vernon	9	8	8	8	7
03 Bennett, Gregg	9	8	8	8	7
03 Bolemer, Eryn	9	8	8	8	7
03 Bowchiew, Lindsey	9	8	8	8	7
03 Burnett, Eldridge	9	8	8	8	7
03 Carter, Kirby	9	8	8	8	7
03 Congdon, Gino	9	8	8	8	7

- Select a student from the roster to the left. Once selected, the student will be highlighted in yellow.
- A teacher can click on the box associated with the student's Standard (green) and a dropdown will appear. The dropdown will be the rubric attached to the standard.

- Teachers can manually enter students' assignment scores by clicking in the boxes and adding scores.
- By moving into a student's score field and right-clicking, teachers can attach additional information for that student's score. Teachers can add comments about a particular assignment, or assign the work as Turned In, Late, Exempt, Missing, Incomplete, or indicate the

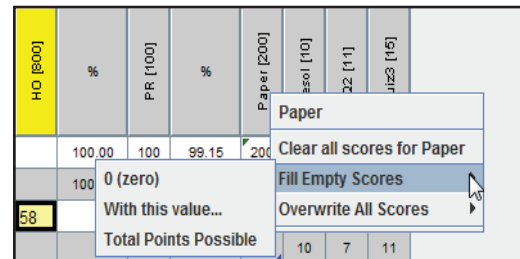
*Note: The student's score will not change directly as a result of that due date. In other words, this affects the to-do list on the portal and the sequence the assignment will appear within the group, but nothing else. Until the teacher grades the assignment the student's score box will remain blank.*



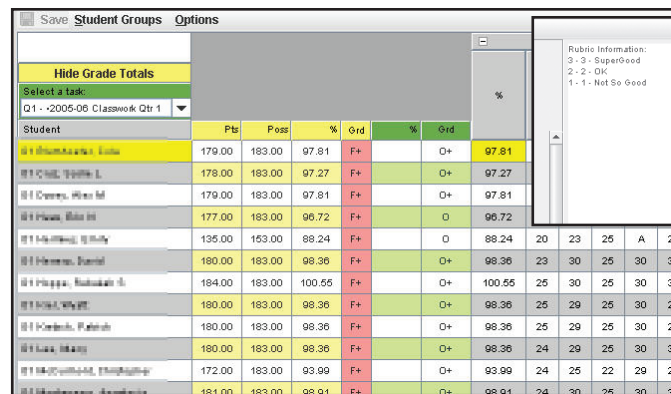
## Grade Book (Standards Based)

student Cheated on the work, or that the student dropped the class, thereby nullifying the assignment.

- By right-clicking on the assignment, teachers have options to mass fill scores for everyone in the section. Choosing “Fill all with this value...” will initiate a pop-up screen where you can assign a single score to all students; “Fill empty with this value...” allows you to assign a score to everyone whose scores are empty.

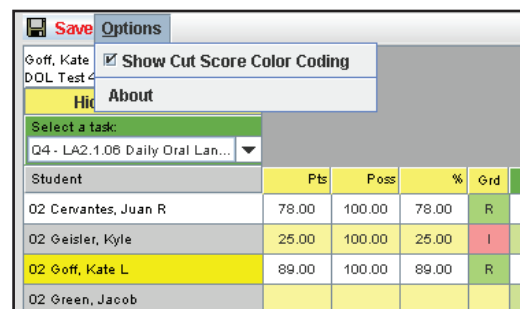


- Along the top of the Grade Book display, teachers have the Rubric Display option for the score's rubric visible on the right, below the scores, or hidden from view.



*If the preference is to have the system calculate percentages for the student, a column will appear between the Score/Grade and the individual assignments. The column will contain the student's percentage for the assignments that relate to this standard.*

- Another option along the top of the Grade Book allows user to “Show Color Cut Score” in the grade book, that is to have the passing scores displayed differently than failing ones. (See below)
- Click Save when finished. There will be a warning sign that will appear when you attempt to navigate away from the Grade Book.





# GRADE SUBMISSION

## OVERVIEW

The Grading by Task/Student options give teachers an opportunity to add comments or modify percentages and letter grades. Grades can be posted from the Grade book view as well.

Grades can only be posted to open (or active) grading tasks/standards. If a task is selected that has no visible dropdown selections, the task is not active for grading at this time. The district's Campus administrator will need to open the Grading Window before grades can be posted. Teachers can assign grades to grading tasks for the entire class roster (Grading by Task) or for one student at a time (Grading by Student).

## OBJECTIVES

At the end of this lesson the learner will be able to:

- Enter grades and scores using Grading by Task and/or Grading by Student.
- Enter canned comments.
- Enter freehand comments.

## Navigating to the Grading Options

1. Select the School and Section for which to submit grades by choosing from the dropdown list
2. From the Index, expand the Instruction folder by clicking the plus (+) sign or by clicking on the name of the folder.
3. Select the Grading by Task or Grading by Student folder.

## Using the Grading by Task Option

1. After selecting the Grading by Task from the Index, select the task to be graded from the dropdown list. A list of students will appear. This list will be all students in the chosen section.
2. If the user is mass-filling grades, they can choose the score from the pull-down menu and choose Fill All. If the user has incorrectly filled a number of scores, they can erase the scores with Fill Empty.
3. If the Task is a Standard or based upon a Rubric, choose the correct score from the dropdown list.
4. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.
5. Select the score to assign to the student by clicking in the dropdown list.
6. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.
7. Click the Save icon when finished entering comments or modifying grades.

4002-1 Pre-Algebra I  
Teacher: Staff  
[X] Grading By Task  
Save  
TASK: Q1 - CAG1 Knows SQL select, update statements  
Score: [3] [Fill All] [Fill Empty]

Name	Score	Comments
09 Armstrong, Angela M #712239	3	
09 Basinger, Eileen K #734100	4	
10 Cross, Bobbie S #733616	4	
09 Drumm, Grant J #007282		
12 Fryer, Quinn J #717469		

Fill Scores  
Task: Q2 - Mid Quarter  
Score: [3] [Fill All] [Fill Empty]



Grades submitted by the teacher will be available for viewing on the administrative side of Campus on the students' grades tab and in the Portal as soon as they are saved. If changes are needed, Teachers can change the score as often as needed, as long as the task is still available for grading (is active) in the dropdown list.

**Grading by Student and Grading by Task.** When a district uses standards-based grading, the Grading by Task and Grading by Student editors will automatically display standards in a hierarchical manner. The rubric associated with the standard may be displayed within the Grading by Task and Grading by Student. Fill-down functionality is also provided. The preference-controlled display of a student's photo is available to be displayed.



## Instruction: Grade Submission

### Using the Grading by Student Option

1. After selecting the Grading by Student option from the Index, select the student to be graded from the dropdown list. Available tasks for grading will appear.
2. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.
3. Select the score to assign to the student by clicking in the dropdown box.
4. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.
5. Click the Save icon when finished entering comments or modifying grades.

### Using the Canned Comments Feature

Canned comments are available for both the Grading by Task and Grading by Student tools if the preference to use canned comments was set in System Administration preferences. Comments are created by district or school administration.

1. When assigning grades, select the paper icon to the right of the comments field. A Comment selection window will appear.
2. Canned comments may be selected by entering the code (if codes have been entered for the grading comments, they are listed before the text of the comment) or by selecting the checkbox to the left of the comment.
3. Click the Update Comment button to add the comment to the student's comment field.
4. To add multiple comments at one time, either select the appropriate checkboxes next to the comment OR enter the codes for the comments by typing without spaces the code number, a comma and the second code number (Example: 123,456). The related comments will display in the Comments fields.
5. Any checkboxes selected will be ignored if a code is entered into the code field.



# STUDENT GROUPS (E)

## OVERVIEW

The Student Groups option in the Instruction module of allows teachers to differentiate learning for students by grouping them in different subsets for purposes of assigning particular students to particular assignments.

## OBJECTIVES

At the conclusion of this lesson, learners will be able to:

- Create student groups.
- Employ student groups for purposes of differentiated learning.
- Make modifications to specific student groups.

## Navigating to Student Groups

1. Select the Instruction module from the Index Outline.
2. Select Student Groups.

## Setting Up Student Groups

1. Select New.
2. In the Student Group Detail, provide a unique identifying name for the group.
3. The Active check-box will be marked by default. Uncheck the box to make the group inactive. Making a group inactive will not allow assignments to be assigned to it.
4. Students may be added to the group by dragging them from the Roster list to the Student Group Members list. Students may be removed from the Student Group Members list by dragging them back to the Roster list.
  - If the student is already a member of another group, the group name will be listed in the Other Groups list under the student's name.
5. Click Save at the top of the tab. The group will now appear in the Student Groups Editor with the number of Active Members. The roster will be listed below with the group(s) students' are active members of.

Name	Active	Members
Group A	X	8
Group B	X	14

Selecting the group name listed under Other Groups will take the User to that group members list.

Selecting a student in the Student list will redirect the user to the student's Student Information > General tabs.

Students may be a member of more than one group.

If a student is removed from a group the same way that they were added, the start date is removed.

1100-1 Integrated Math I A	
Teacher: Administrator, System	
Student Groups	
New	
Student Groups Editor	
Name	Active Members
Group A	X 5
Group B	X 13
Student	
Active Membership(s)	
00 Adams, Debecca #7	Group A
00 Alington, Marise #51	Group A
00 Baker, Chicky #151	Group A
00 Barkley, Krice #171	Group A



## Student Groups

### **Creating Student Groups for Assignments**

This option enables instructors to create classroom assignments that are directed to specific portions of their roster. For example, if a teacher wanted to reinforce a skill set with a portion of their section, they can assign a particular assignment to that Student Group. Students not in that group will automatically be exempt from the assignment.

1. From the Instruction module, select Assignments.
2. From the Assignments option tool bar, select Create Assignment.
3. In the Sections portion of the Assignment Detail, select the appropriate Student Group from the dropdown list.
4. Select Save.



**Infinite Campus**  
University

The Daily Planner tool in the Instruction module gives teachers a real time view of what is going on in their classroom. Absences, tardies, and assignments are shown in a daily, weekly, or monthly calendar view for the teacher's convenience. Assignments can even be added from the Daily Planner.

- How to view the Daily Planner.
- How to create activities in the Daily Planner.
- How to edit activities in the Daily Planner.


1. Expand the Instruction Module
2. Click Daily Planner
3. To hide attendance marks, click Hide Attendance.
4. To hide assignments, click Hide Assignments.
5. To change the view, click the Month, Week or Day buttons.
6. To print the Daily Planner, click Print.

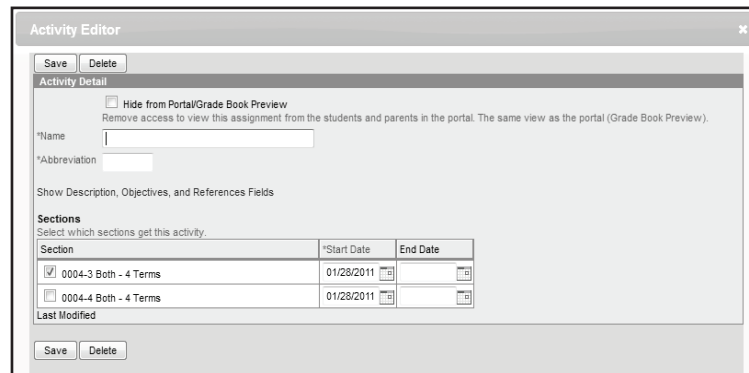
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## Daily Planner

### Creating Activities in the Daily Planner

1. Click New Activity to create a new activity.
2. Enter a Name for the assignment.
3. Enter an Abbreviation for the name of the activity.
4. Click the Show Description, Objectives, and References Fields to display the fields for activity descriptions, objectives and references.
5. The Description field is where a description of the activity can be entered.
6. The Objectives field is where objectives for the activity can be entered.
7. The References field is where references for the activity can be entered.
8. Choose the Sections that will have this activity assigned to students.
9. Check the Hide from Portal/Grade Book Preview to hide the activity in the portal and in areas where the Grade Book Preview icon is available. 
10. Enter a Start Date. This is the date that the activity was given and will default to the current date.
11. Enter an End Date. This is the date that the activity is complete.
12. Click the Save button to save the activity.



**Activity Editor**

Save Delete

**Activity Detail**

☐ Hide from Portal/Grade Book Preview  
Remove access to view this assignment from the students and parents in the portal. The same view as the portal (Grade Book Preview).

\*Name

\*Abbreviation

Show Description, Objectives, and References Fields

**Sections**  
Select which sections get this activity.

Section	*Start Date	End Date
<input checked="" type="checkbox"/> 0004-3 Both - 4 Terms	01/28/2011	
<input type="checkbox"/> 0004-4 Both - 4 Terms	01/28/2011	

Last Modified

Save Delete



## Daily Planner

### Editing Assignments in the Daily Planner

Previously created assignments can be edited in the Daily Planner. To edit an assignment:

1. Click the assignment name in the Daily Planner.
2. Make any needed changes.
3. Click Save to save the changes.
4. Assignments can also be deleted with the Delete Assignment button.

Assignment Editor

SaveSave & ScoreDelete Assignment

Assignment Detail

ActivityID 631861

\*Name

Term Paper 1

\*Abbreviation

TP1

Test Strand

Last Modified 04/11/2011 13:30:00 -0500

Show Description, Objectives, and References Fields

Sections

Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 12345678-1 Justin Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/30/2011	04/14/2011	1	No Groups

Standards

Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> R4/5.1.1 Comprehends a variety of texts			

Grading Tasks

Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/> Quarter	<input checked="" type="radio"/> Points	100	1
<input checked="" type="radio"/> Tests	<input type="radio"/> Marks		
<input type="checkbox"/> Semester			
No Categories			

SaveSave & ScoreDelete



## Daily Planner

### Printing the Daily Planner

5. Select Print on the Daily Planner screen.
6. Enter the Start and End Date to print.
7. Select the sections to print
8. In the Preferences section, choose what to print for activities and assignments. For each, the options are Descriptions, Objectives and References.
9. Select Print. A separate window will open with the chosen information in a printable format.

The screenshot shows a window titled "Print Detail Editor" with a close button (X) in the top right corner. The window contains the following sections:

- Date Range:**
  - \*Start Date: [text box] [calendar icon]
  - \*End Date: [text box] [calendar icon]
- Course/Sections:**
  - ☒ HR-100-1 1st Grade Homeroom
- Preferences:**

Assignments	<input checked="" type="checkbox"/> Descriptions	<input checked="" type="checkbox"/> Objectives	<input checked="" type="checkbox"/> References
Activities	<input checked="" type="checkbox"/> Descriptions	<input checked="" type="checkbox"/> Objectives	<input checked="" type="checkbox"/> References
- Print** button at the bottom left.



# TEACHER NEWSLETTER

The Teacher Newsletter allows instructors to communicate with students and parents through the Campus Portal. The Newsletter reduces the need for teachers to print announcements and eliminates the risk of the student losing the physical notice.



SC.01.08.04 - Publish newsletters for a section to the Portal and/or print

ie Cooper High School Section 04) 4801-1 AP Calc. I

Newsletter

Save X Delete New Print

Name	Publish	Start Date	Expiration Date
Parents and students: Our first test will be next w	X	09/24/2007	10/01/2007

Newsletter Detail

\*Start Date: 09/24/2007 \*End Date: 10/01/2007 Publish: ☒

Text

Parents and students: Our first test will be next week, covering Chapters 1-3 from the textbook. The test will be 20 questions and students NEED to show all their work for complete credit. Remember that tests and quizzes are worth 40% of your total grade in the class. If you have any questions please see me next week.

Also: There will be an after-school study session Tuesday, starting at 3:10 p.m. in room 202. Please feel free to stop by.

## Creating a Newsletter for the Campus Portal

Teachers can provide assignment information, class directives and other pertinent information regarding the course and section selected. These messages can be updated as needed by the instructor.

To create a course/section Newsletter

1. Choose the Instruction module from the Index.
2. Select Newsletter.
3. Choose New.
4. Enter (or choose from the calendar) the Start Date that you wish the newsletter to published on.
5. Enter an End Date on which the newsletter will be removed.
6. Click the Publish checkbox.
7. Use WYSIWYG formatting options to text, making hyperlinks and using tables.
8. Click Save.

## Viewing Newsletters in The Portal

The link for the Newsletter is available as a date hyperlink within the student's schedule and appears as a PDF.

Dimitri Alievski's Schedule for 08-09 Harrison High School				
<input checked="" type="checkbox"/> Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> Click on Teacher Name for Email <input checked="" type="checkbox"/> Click on Date for Current Newsletter				
Term 1	Term 2	Term 3	Term 4	
5310-1 Latin I A (Day A, B) Administrator, System 01/26/2008 (more) Rm: V		1300-7 Integrated Math III A (Day A, B) Becker, David Rm:	1350-7 Integrated Math III B (Day A, B) Becker, David Rm:	
		5310-1 Latin I A (Day A, B) Administrator, System 01/26/2009 (more) Rm:	5310-1 Latin I A (Day A, B) Administrator, System 01/26/2009 (more) Rm:	
6560-1 Varsity Orchestra A (Day A) Rm:		6570-1 Varsity Orchestra B (Day A) Rm:		
6620-1 Varsity Choir A (Day B) Rm:		6630-1 Varsity Choir B (Day B) Rm:		
	2350-4 US History B (Day A, B) Blackmore, David Rm:		1350-9 English 11 B (Day A, B) Albre, David Rm:	
2300-4 US History A (Day A, B) Blackmore, David Rm:		3300-8 English 11 A (Day A, B) Beckman, Dave Rm:		
ACT Empty				



Newsletters are an option that needs to be enabled by the system administrator in the Portal options setup in System Administration.





## Instruction: Teacher Newsletter