

# SIS Admin & End User Training Day 1

Welcome!

We'll be starting at 8:00am.  
Grab a seat and settle in.

## Wifi

**Account:** Staff

**Password:** Adm1nOnly

simple || powerful

# The Agenda

	Day 1	Day 2	Day 3
8:00 - 9:00	Intro / Basic Nav	Courses/Sections	Attendance (End User)
9:00 - 10:00	District and School Information & Calendars	Scheduling	Campus Instruction
10:00 - 11:00	Census	Grading Setup	Behavior Mgmt
11:00 - 12:00	Work Time	Work Time	Messenger
12:00 - 1:00	Lunch	Lunch	Lunch
1:00 - 2:00	Census (Cont)	Grading Setup (Cont)	Ad hoc
2:00 - 3:00	User Security	Posting Grades and Transcripts	Course Wrap Up
3:00 - 4:00	Work Time	Work Time	Work Time

# SIS Admin and End User

## Day 1

### Agenda

- Unit 1: Introductions & Basic Navigation
- Unit 2: District and School Information & Calendars
- Unit 3: Census
- Unit 4: User Security

## Agenda

- Welcome
- Why are we here?
- Campus Community & Resources
- Housekeeping for the week
- Training Site
- Basic Navigation Review

## Welcome!

- Name
- Position
- What is your experience level with Infinite Campus?

## Why are we here?

- Introduction to core concepts of Infinite Campus
- Understand the connections between the data
- Learn how users interact with Infinite Campus every day

# Housekeeping



We'll be working in a Training Site this week to explore Infinite Campus. Follow along!

*Please be cautious about opening a District's live website while also using the training site, as we do not want to risk any changes being made accidentally to your data*



## Let's Jump In!

Please take a moment to login to your training site

**Training Site URL:** <https://training062.infinitecampus.com/campus/Training.jsp>

**Password:** Simple.Powerful20

Please reference communication from instructor for training site URL, login credentials and activities.

simple || powerful

# Training Packet

## Training Packet:

- Contains Training Site URL & Credentials
- Details training topics for the week
- Optional practice activities for work time



The screenshot shows a training packet for "RENO, NV: SYSTEM ADMIN AND END USER TRAINING" dated "Tuesday, April 16 – Thursday April, 18". It features the "Infinite Campus" logo and a red banner stating "More than a Student Information System". The page includes a "TABLE OF CONTENTS" section with links to Course Description, Course Schedule, Training Site Information/Credentials, Course Outline, and Training Site Activities. Below this is a "COURSE DESCRIPTION" section with a brief overview of the course's purpose.

**Infinite Campus**  
More than a Student Information System

**RENO, NV: SYSTEM ADMIN AND END  
USER TRAINING**

Tuesday, April 16 – Thursday April, 18

**TABLE OF CONTENTS:**

- [Course Description](#)
- [Course Schedule](#)
- [Training Site Information/Credentials](#)
- [Course Outline](#)
- [Training Site Activities](#)

**COURSE DESCRIPTION**

Mastering Campus gives learners an introduction into the core tools of the Infinite Campus Student Information System. Learners will get hands-on practice in a training site while learning how schools utilize Campus Tools on a day-to-day basis.

# Campus Community & Resources

## **Campus Community and Resources**

<http://community.infinitecampus.com>

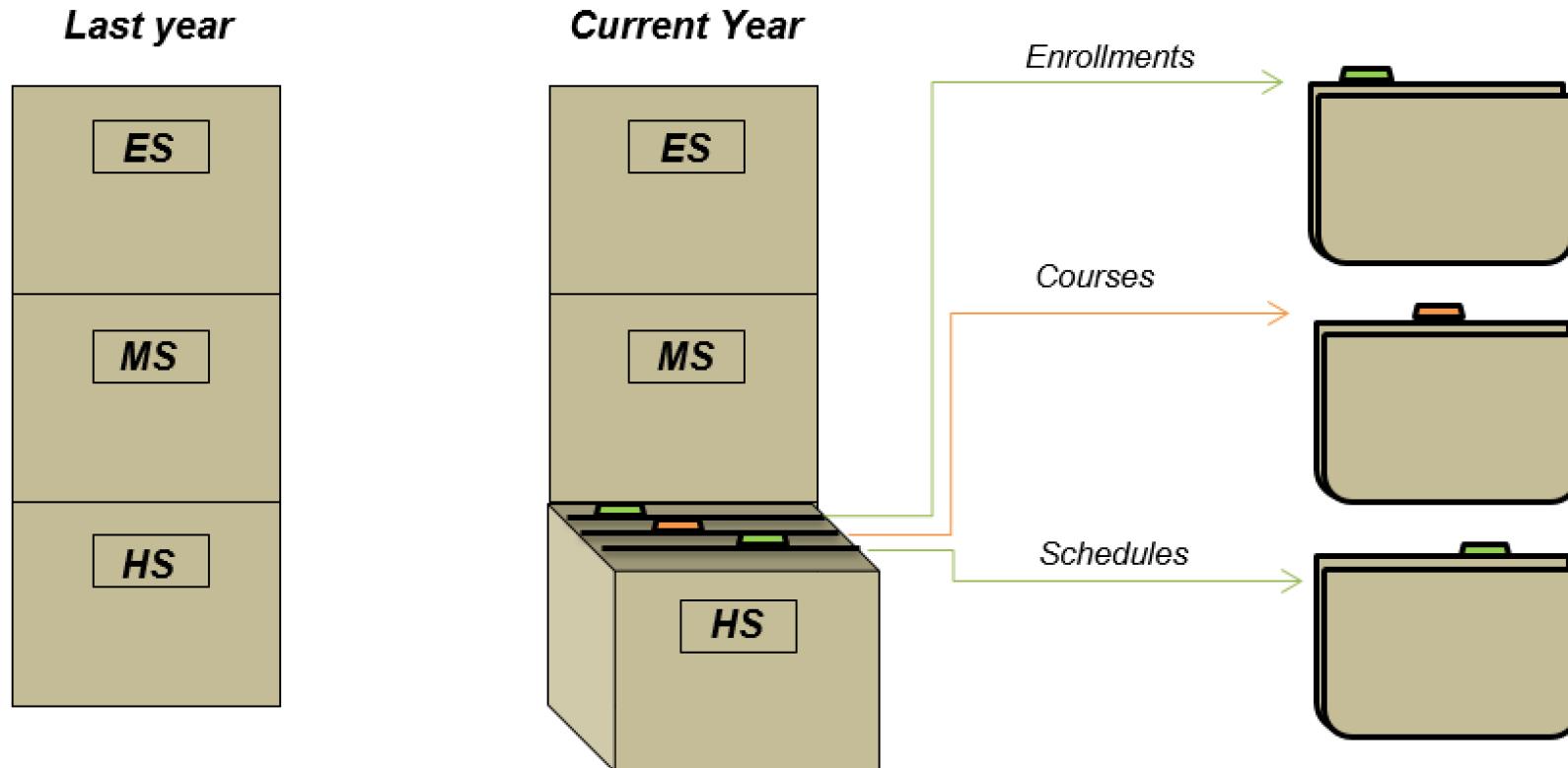
Navigating in Campus Community:

- News
- Knowledge Base
- General Campus Information
- Forums

## **Unit 2: District and School Information & Calendars**

- Overview
- School Years
- District Information
- School Information / Create a New School
- Create Blank Calendar
- Calendar Info, Terms, Periods, Grade Levels and Day Setup
- Room Setup

# Unit 2: District and School Information & Calendars

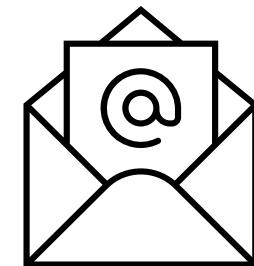
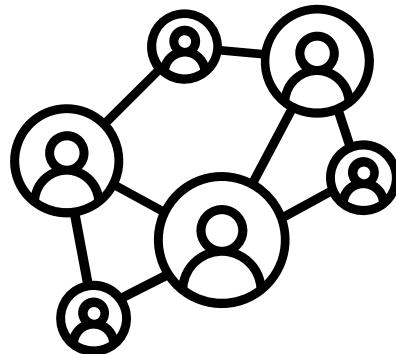
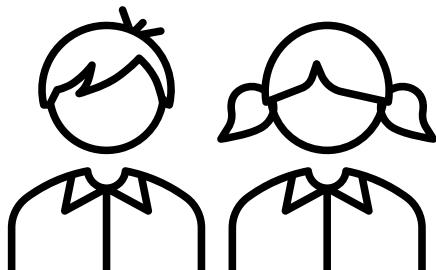
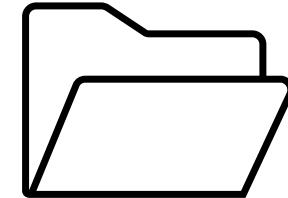
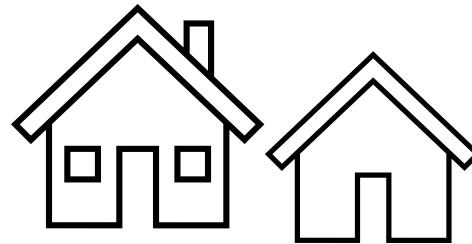
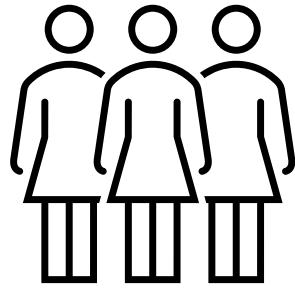




More than a Student Information System

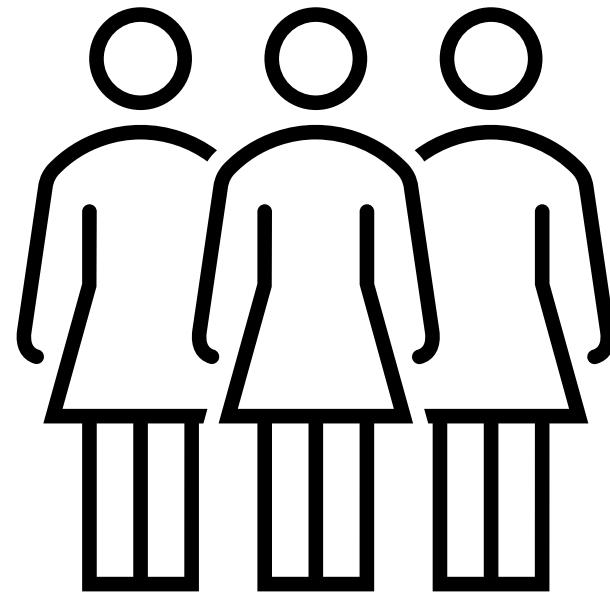
Census

# What is Census?



## Objectives

- Overview
- Add Person
- Demographics
- Add Student
  - Enrollments
- Add Address
- Census Wizard
- Census Modifications
- Add Staff
  - Employment & Assignment
- Identities

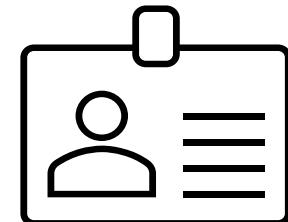
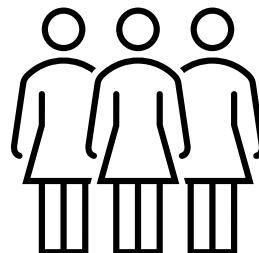
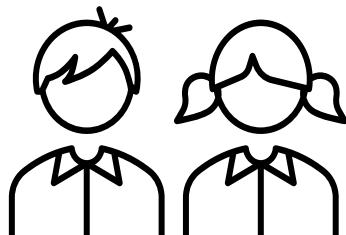


# Add Person

Students → Enrollments

Parents → Relationship w/ Student

Staff → District Assignment



# Adding People to Census

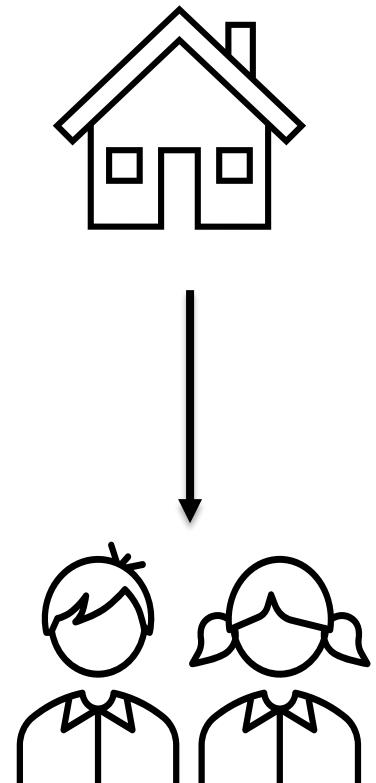
Person records can be added via a number of tools in Campus.  
The three most common are:

- **Add Person** – **after a search**, creates a new person record that can be later identified as a Student or Staff member.
- **Student Locator** – **after a search**, creates a new person and an Enrollment record simultaneously. Additionally, this tool searches the State database for state-linked districts
- **Staff Locator** – **after a search**, creates a new person and a District Employment record simultaneously. Additionally, this tool searches the State database for state-linked districts

# Households

Things that can make up a household:

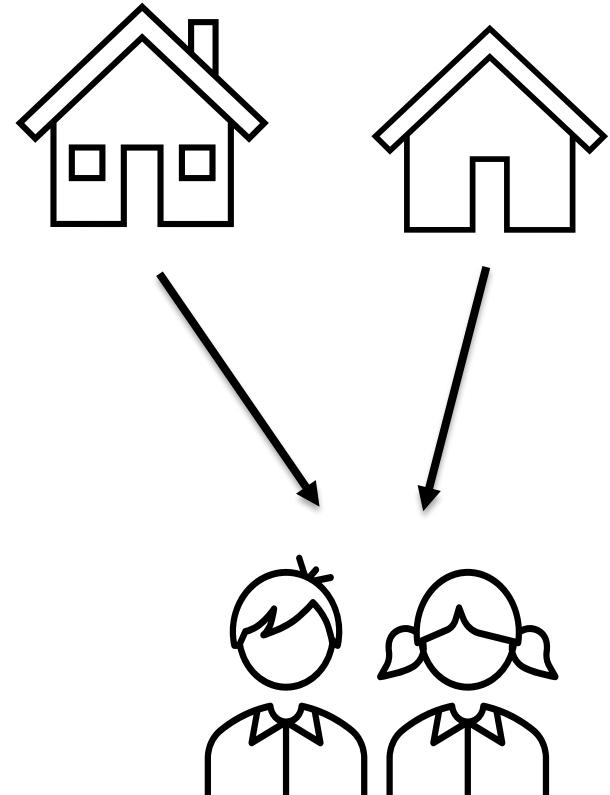
- Students
- Parents/Guardians
- Address(es)



# Households

Students can be a part of multiple households

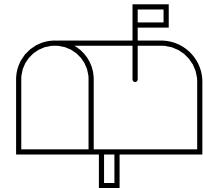
- Primary Household
- Secondary Household
- Still 1 person



# Addresses in Census

Address Records can relate to:

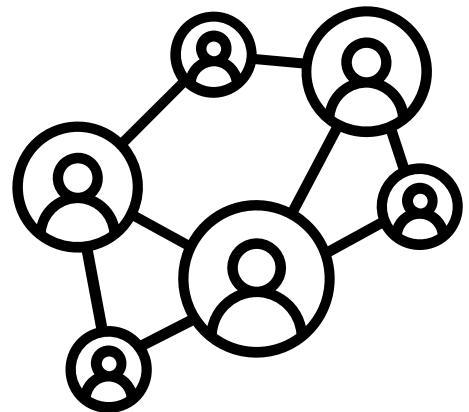
- Physical Addresses
- Mailing Addresses
- Addresses may be imported into Campus or can be entered (after a search) using the **Add Address** tool



# Relationships

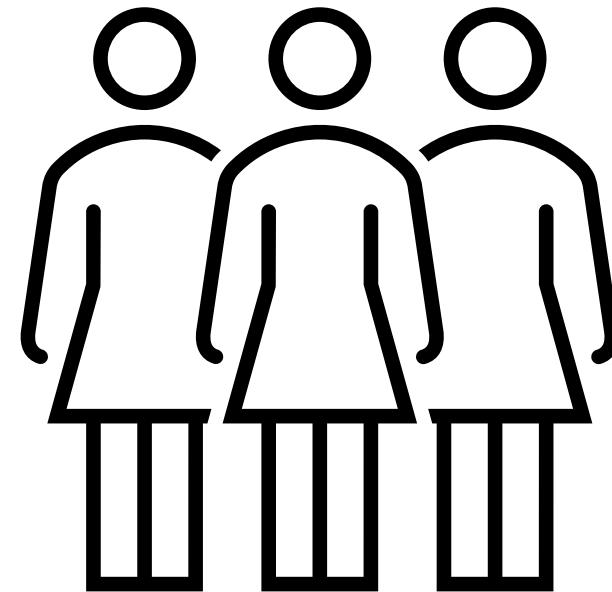
Relationships define who is related to who

- Can be in a Household
- Additional Emergency Contacts
- Determines Communication



## Objectives

- Overview
- Add Person
- Demographics
- Add Student
  - Enrollments
- Add Address
- Census Wizard
- Census Modifications
- Add Staff
  - Employment & Assignment



## Census Wizard: Modifications

### 3-Step Process

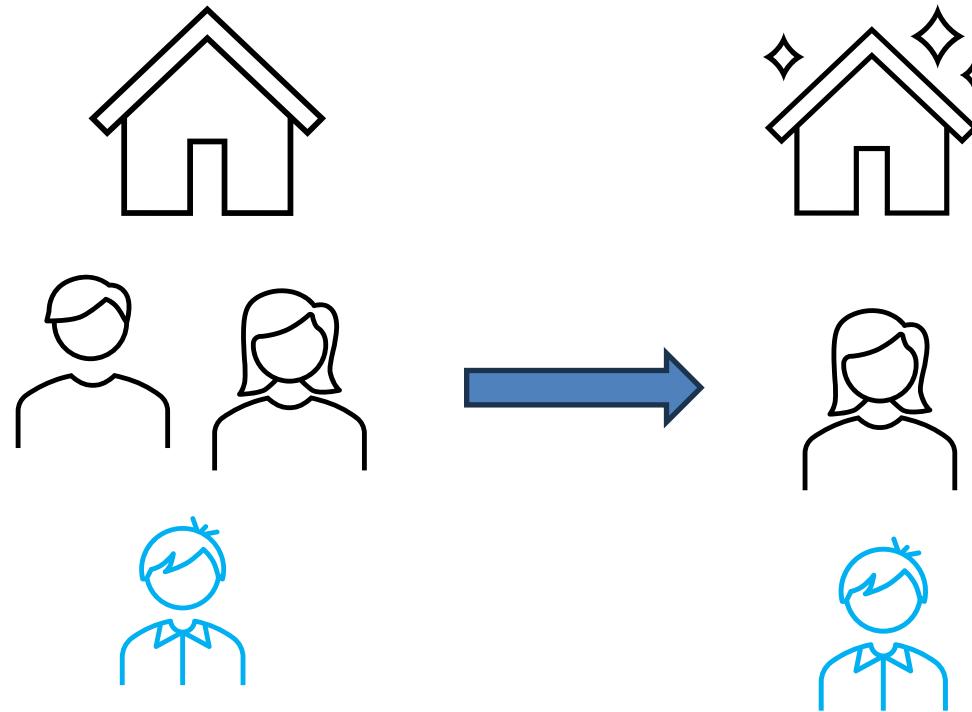
1. Select Household (New or existing members)
2. Editing Household Data
3. Define Relationships (as necessary)

## Census Modification: Example

### Scenario 1: Address Change

- The household has moved to a new address in your district.
- Create a new address for the household and attach the household to the new address.
- End their attachment with the other address.

# Census Modifications

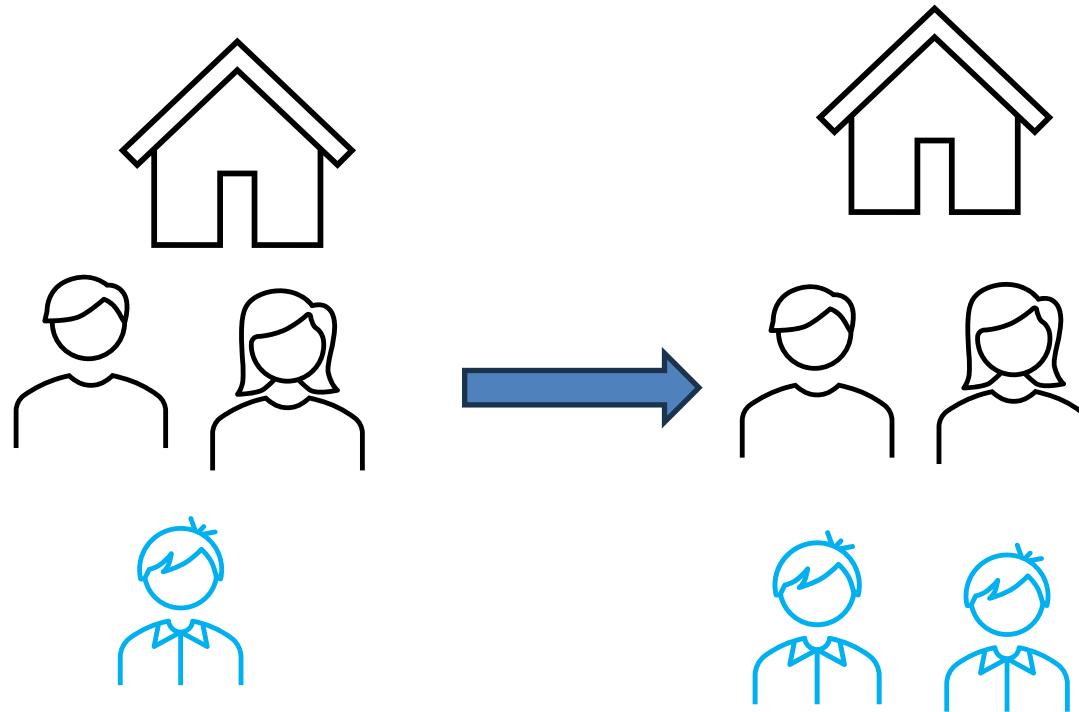


## Census Modification: Example

### Scenario 2: New Student

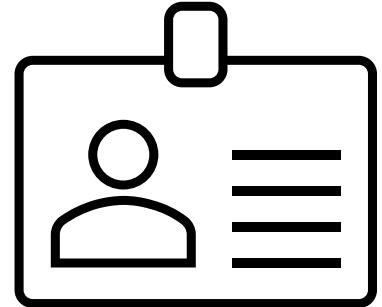
- A new 9<sup>th</sup> grade student is moving in with the existing family
- Create a new student and add them to the existing family household

# Census Modifications



# Staff

Staff exists as a person:



- Need a District Employment
- Need a District Assignment
  - Can be in a Household
  - Can have relationships

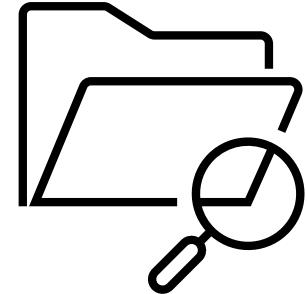
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# Identities

Person with changing demographics:



- Add new identity
- Keep previous records of identity
  - Only delete in error

# Infinite Campus

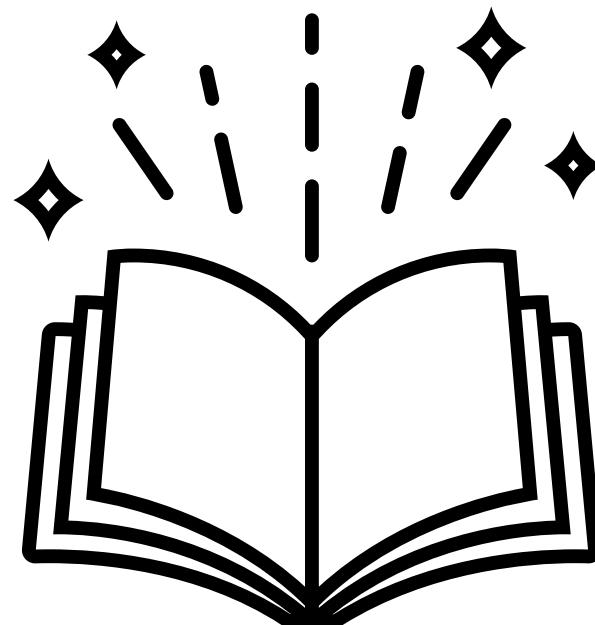


More than a Student Information System

## Resources

### Campus Community:

- [Study Guides](#)
- [Understand Census \(Video\)](#)
- [Add/End a Person's Household Membership \(Simulation\)](#)
- [Correct an Address \(Simulation\)](#)



# Infinite Campus



More than a Student Information System

# Unit 4: User Security

- Overview and Best Practices
- User Accounts
- Calendar Groups
- Tool Rights Groups
- Product Security Roles
- Membership in User Groups

# Overview and Best Practices



Divide your Users into **Groups**  
Assign rights at the Group Level

# User Security – Why Groups?

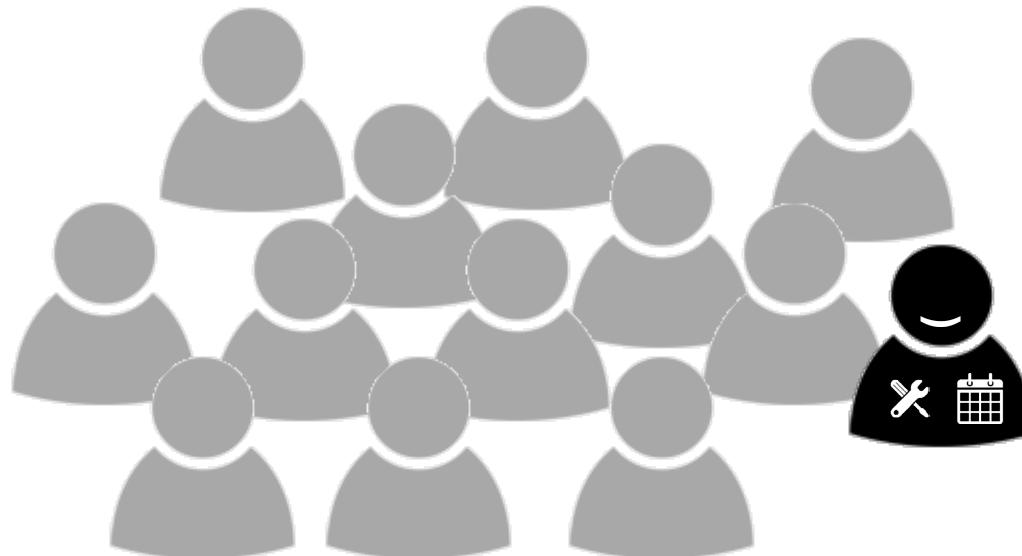
Districts are full of users that need access to the Infinite Campus SIS



# User Security – Why Groups?

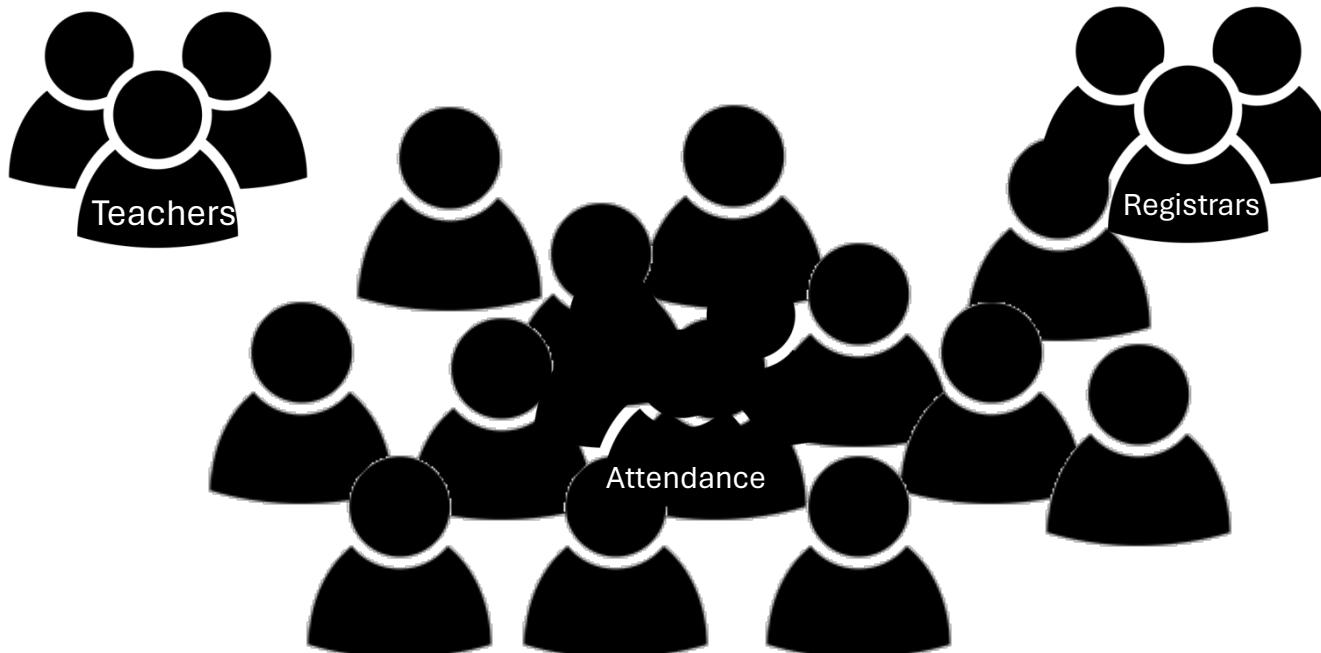
Administrators *could* assign individual users to the specific Tools and Calendars that they need when setting up users.

This would be *incredibly* labor-intensive for districts with more than a handful of users.



# User Security – Why Groups?

By grouping Users based on their needs, we can *drastically* simplify both the configuration of User Accounts and the yearly maintenance of User Accounts.



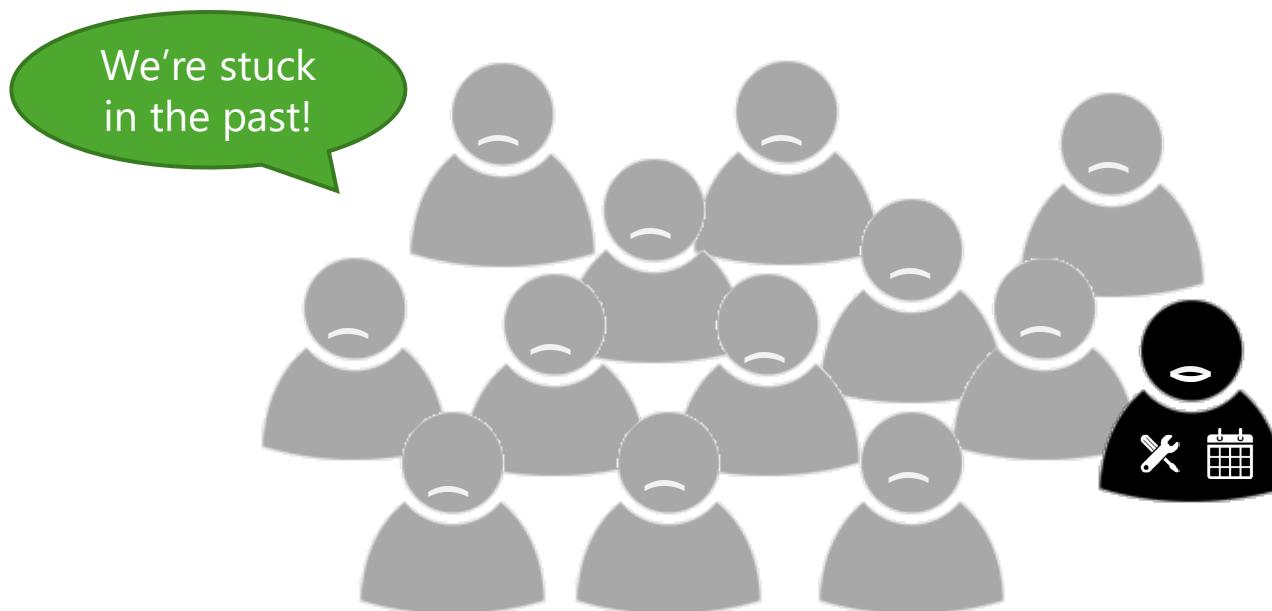
# User Security – Best Practices



Assign **Tool** and **Calendar** rights via  
separate groups

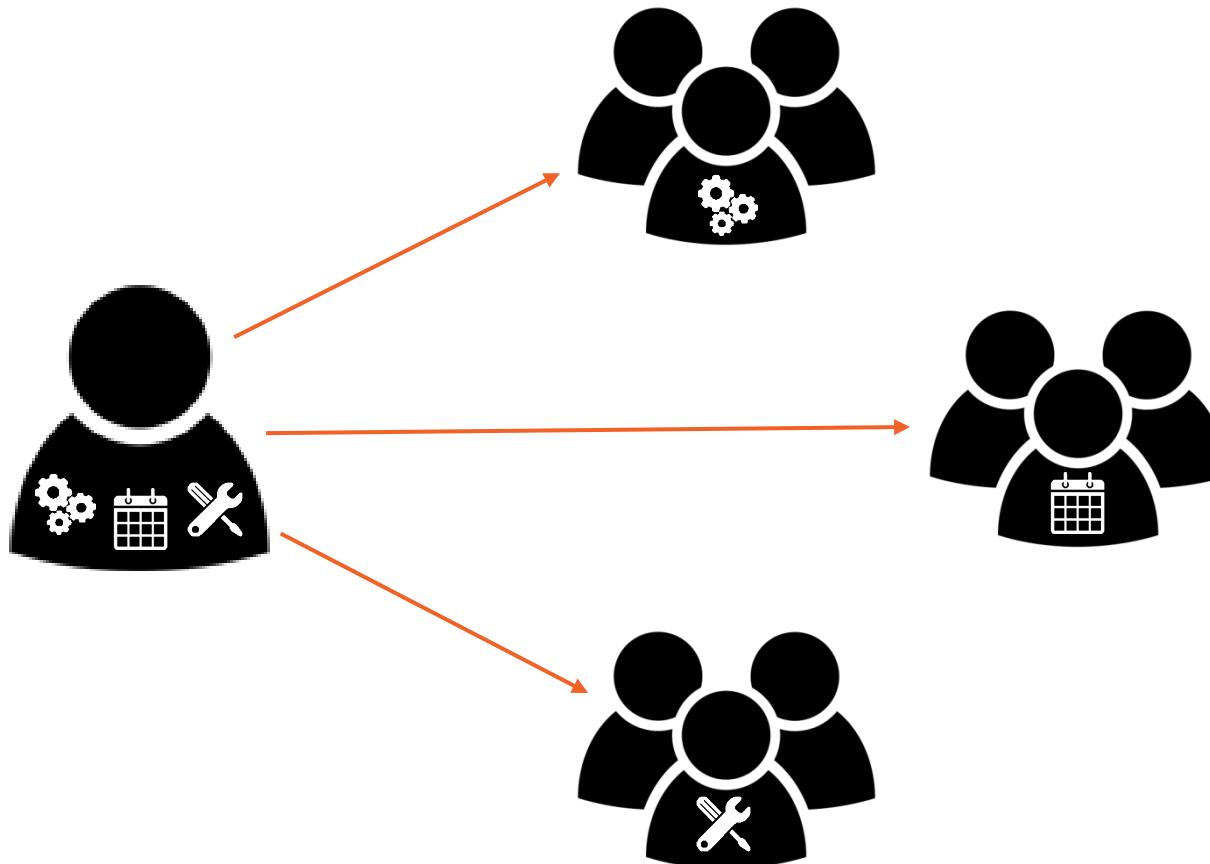
# User Security – Why Groups?

When the school year ends, the Calendar that is assigned to the individual user will need to be updated to the next School Year. If not, the user loses access to the data that they need. **This would need to be done manually for each and every user..**



# User Security – Why Groups?

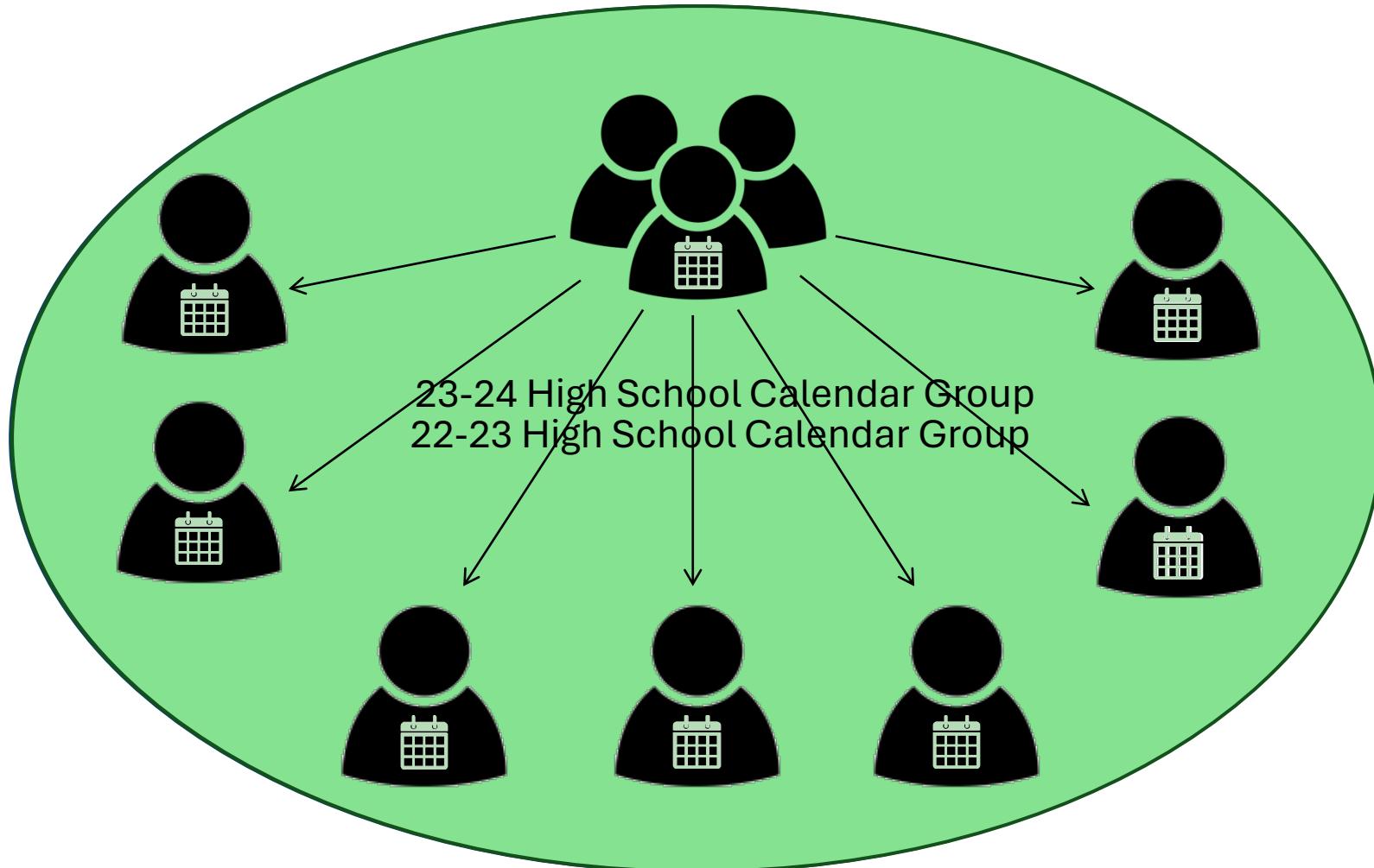
Users can belong to multiple groups. Each new group membership grants the User access to the Calendars or Tools associated to that Group.



# Calendar-Specific Groups

Having dedicated Calendar Groups allows Administrators to update all users in the entire School to the Next Year's Calendar in one step

## **“Current Year Calendar”:**

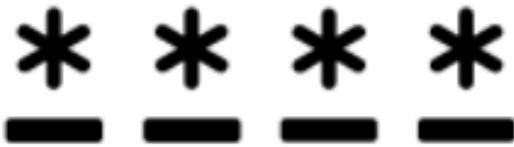


# User Security – Best Practices



Limit **Product Security** rights to as few  
Users as possible

# User Security – Best Practices



Avoid **predictable** passwords except for  
Initial account creation

# User Accounts

User Login Name

Date the Account will Automatically Disable

Forces the User to Enter A New Password the Next Time they Log In

Immediately Disables the Account

Defines What Application the User Log Into

Resets Account Password

Product Security Roles – For Administrators Only

The image shows two screenshots of a user account management system. The top screenshot is titled 'User Account Editor' and contains fields for 'Username' (officeadmin), 'Expires Date' (with a calendar icon), and checkboxes for 'Force Password Change' and 'Disabled'. It also includes a dropdown for 'Homepage' set to 'Campus Application' and a note '- Modified by: Unknown 01/01/1901 00:00'. The bottom screenshot is titled 'Product Security Role Assignments' and lists three checked roles: 'Student Information System' (described as the System Administrator role), 'Student Information System - Group Assignment' (described as allowing non-security users to assign User Groups), and 'Student Information System - Login As User' (described as indicating whether the user may log in as another user).

**User Account Editor**

- \*Username: officeadmin
- Expires Date: [Input Field]
- Force Password Change
- Disabled
- Homepage: Campus Application
- Modified by: Unknown 01/01/1901 00:00

**Product Security Role Assignments**

- Student Information System**  
This is the System Administrator role. It has full tool rights for all of the SIS including System Administration > User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.
- Student Information System - Group Assignment**  
This role provides non-security users the ability to assign User Groups to other users without being given the security and system access granted with other product security roles.
- Student Information System - Login As User**  
This role indicates whether or not the user may log in as another user from the User Account tab.

# Tool Rights

Tool Rights are defined by Module – sometimes down to specific fields within the Module.

## R – Read

User can View data but cannot make changes

## W – Write

User can view and update data

## A – Add

User can enter new records that do not currently exist

## D – Delete

User can delete records

The screenshot shows a software application window titled "Campus Tools". On the left, there is a grid of checkboxes for permissions (Read, Write, Add, Delete) corresponding to different tools and sub-tools. On the right, a tree view displays the structure of the tools:

- officeadmin account
  - Kahoot!
  - District Resources
  - Student Information
    - Allow unfiltered search
    - General
      - Summary
    - Enrollments
      - General Enrollment Information
      - FutureEnrollment
      - State Reporting
        - Homeless
        - Meal Status
        - Migrant
        - Ward of State
      - Special Ed
        - Service Hours
        - Service Hrs Percent Reported
      - Enrollment History

# Calendar Rights

Name of the School that the User or Group has Access to

Year of Data that the User or Group has Access to

Specific Calendar in the Selected Year and School that the User or Group has Access to

Defines whether the User or Group can make changes to data in this Calendar

School Year Rights

School	Harrison High
Year	17-18
Calendar	17-18 Harrison High
Modify Rights	<input checked="" type="checkbox"/>
Close School Months	<input type="checkbox"/>

Determines whether the User or Group can make changes to Attendance data in “closed” School Months

# User Security

Administrator Users can also be granted a high-level access to the Campus SIS through the assignment of Product Security Roles

These Roles are set on the Individual User and include:

- Full Access to All Tools in the SIS
- The Ability to Assign Users to Groups
- The Ability to Log In as Another User without knowing their password



# User Security



Let's try it!  
Create User Accounts and Groups



# SIS Admin & End User Training Day 2

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3:00 - 4:00	Work Time	Work Time	Work Time

# Recap Activity

User Security Best Practices	Limit product security roles	Assign users to groups	Keep Calendar and Tool Rights Groups separate
Calendar Setup Tools	Grade level setup	Day Setup	Period Setup
Calendar Wizard Modes	Copy data from existing calendars	Create new blank calendars	Roll forward calendar data
Connections in Census	Relationships	Enrollments	District Assignment

# SIS Admin and End User

## Day 2

### Agenda

- Unit 5: Courses and Sections
- Unit 6: Hand Scheduling
- Unit 7: Grading Setup
- Unit 8: Posting Grades and Transcripts

## Unit 5: Courses and Sections

### Topics

- Overview
- Add Course / Course Information
- Add Sections / Section Placements
- Section Staff History
- Requests & Rosters

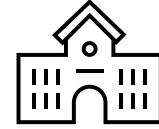
# Course Masters vs. Courses

## Course Masters



- Defines course elements at a district level
- Can lock elements so all schools in the district use the same course numbering, naming, and grading setup
- Changes can be pushed to all courses and sections, which eliminates individual course maintenance.

## Courses

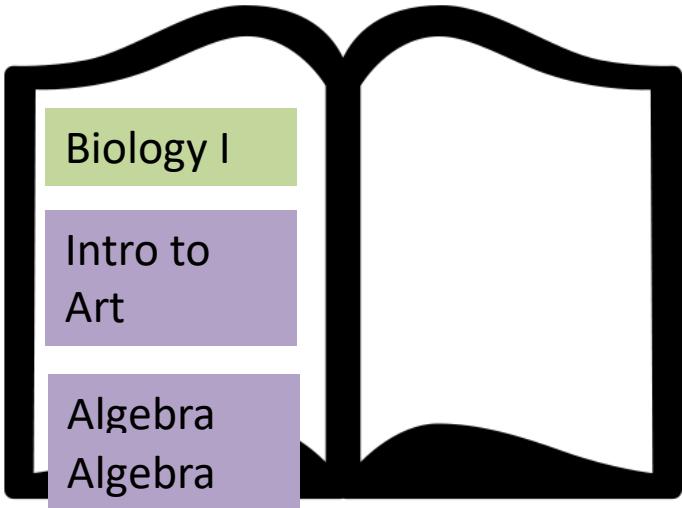


- Subject offerings at the school level
  - Course Masters- select from catalog
  - Courses only- create your own
- Attached to specific calendars
- Elements are customized to each school's preferences

# Course Masters Overview

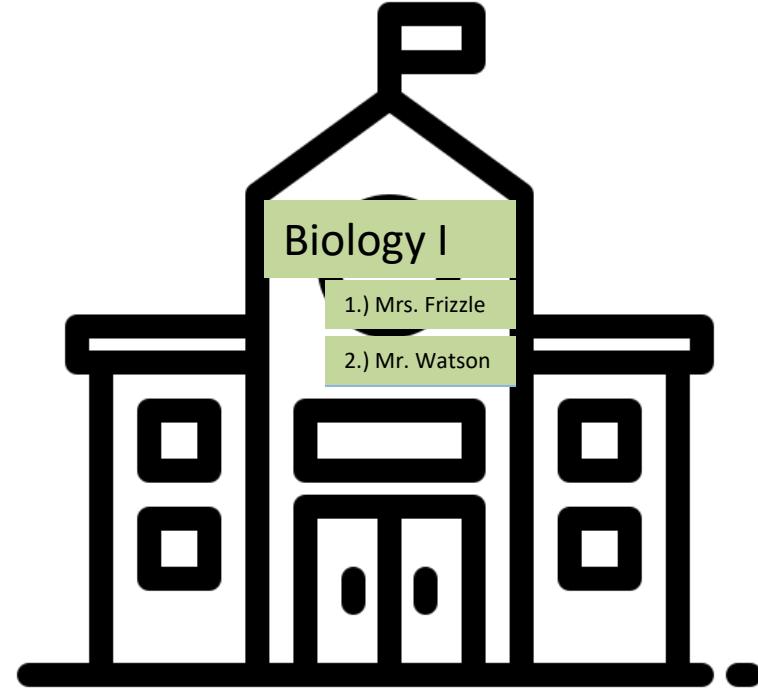


Changes made to Course master can be pushed to courses and sections



Course Catalog (District)

Course Masters



School Courses

Sections (with staff & rosters)

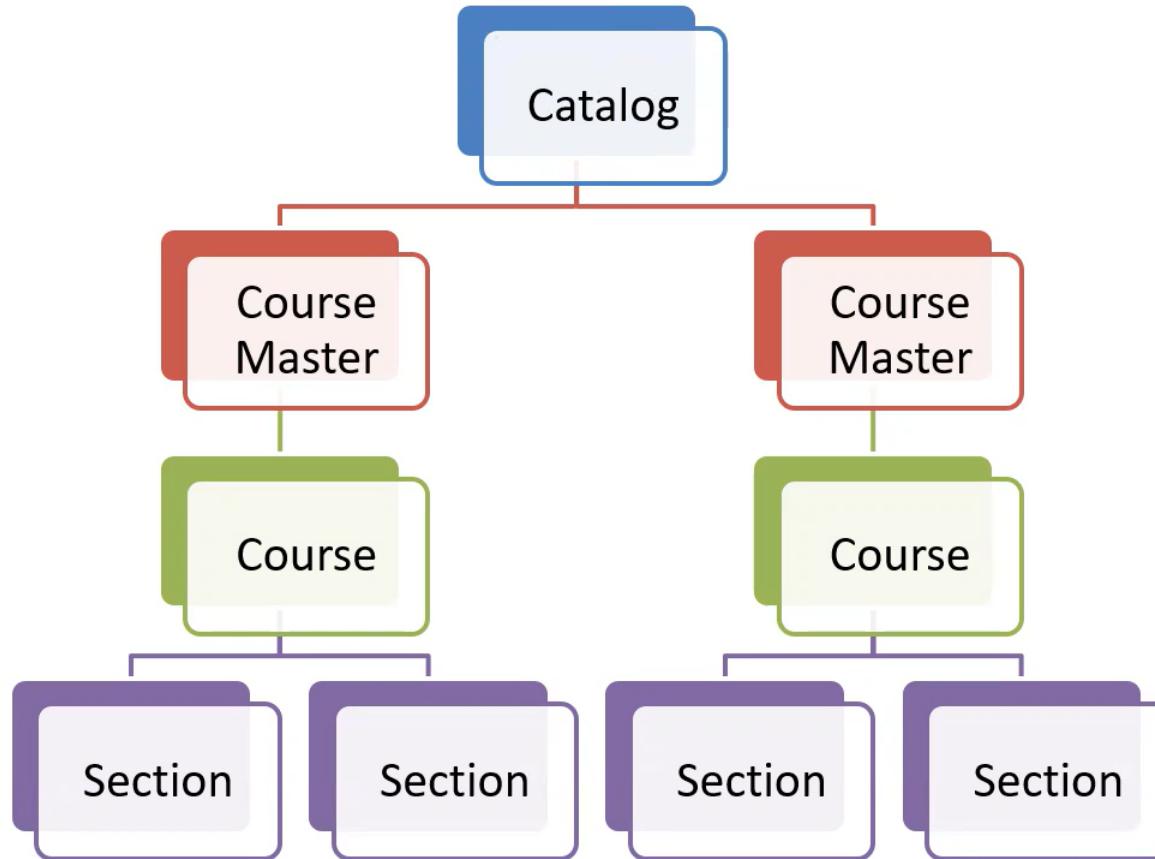
# Course Masters

District

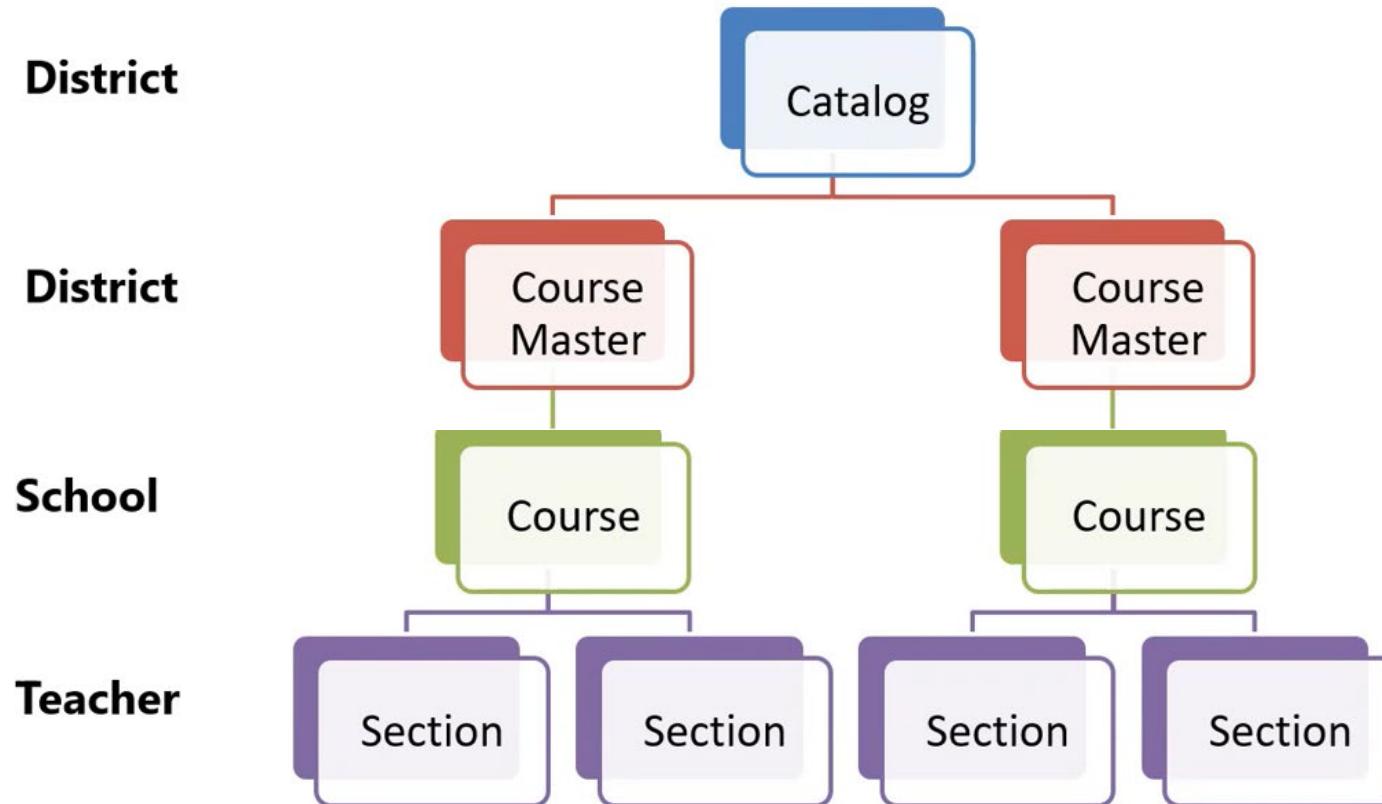
District

School

Teacher



# Courses Only



# Sections

**Sections** are instances of a **Course** delivered to a group of students at a specific place and time by a Teacher

*Often also thought of as a specific class or offering*

The screenshot shows a course management system interface. At the top, there's a navigation bar with 'Index' and 'Search' buttons. Below that is a search bar with 'Course/Section' dropdown and a 'Go' button. A search input field contains 'an' and a 'Advanced Search' link. On the left, a sidebar lists courses: '1633 Standards Language Arts F II', '2706 American Government' (which is expanded), and '3001 Anatomy & Physiology'. The main content area is titled '2706 American Government'. It has tabs for 'Course', 'Sections' (which is selected), 'Grading Tasks', 'Standards', 'Categories', and 'Grade Calc Options'. The 'Sections' tab displays a table with the following data:

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access
Edit	1	Staff, Linda C	396	Q1-Q2	1	01	(30/35)		Grade Book
Edit	2	Staff, Linda C	396	Q1-Q2	1	02	(24/35)		Grade Book
Edit	3	Staff, Penny D	294	Q1-Q2	1	02	(24/35)		Grade Book
Edit	4	Staff, Linda C	396	Q3-Q4	1	01	(27/35)		Grade Book
Edit	5	Staff, Penny D	393	Q3-Q4	1	02	(31/35)		Grade Book
Edit	6	Staff, Linda C	396	Q3-Q4	1	04	(34/35)		Grade Book
Edit	7	Staff, Penny D	396	Q3-Q4	1	05	(32/35)		Grade Book

At the bottom of the table, there's a link 'Add a Section'.

Example: Course 2706 American Government  
has 7 different Sections

# Sections

When **Sections** occur are defined by the **Section Schedule Placement** grid, which is used to mark in which term and period the course section meets

Example: Section 1 is scheduled to take place all 4 terms during 1<sup>st</sup> period

The screenshot shows a software interface for managing course sections. At the top, there's a navigation bar with tabs: Section, Staff History, Roster, Attendance, Grading, Save, and Delete. Below the navigation is a 'Section Editor' panel. It displays the Section ID (269425), Section Number (1), Teacher Display Name (Administrator, System), Max Students (12), Room (292A), and various overrides for Online Learning, Primary Teacher, Period Minutes, Period Count, Primary Teaching Mode, Non-Primary Teaching Mode, and Instruction Method. At the bottom is a 'Section Schedule Placement' grid. This grid has 'Terms' (Q1, Q2, Q3, Q4) as columns and 'Periods' (00 through 11) as rows. A red border highlights the first row (Period 00) for Section 1, showing that it is scheduled for all four terms. The other rows (Periods 01-11) are empty.

	Q1	Q2	Q3	Q4
00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				

# Staff History

Tracks the association of **Teachers** and other staff to a section

A **Primary Teacher** is the main teacher assigned to the section, and performs the main duties of a teacher in the classroom.

Users should *ensure* each course section has an active **Primary Teacher!**

2400-1 US Government

Teacher: Perrett, Lolita

Section Staff History Roster Attendance Grading By

Save Delete New Primary Teacher New Teacher

**Staff History**

Name	Assignment Start	Assignment End	Access S
Primary Teacher			
Perrett, Lolita			

Assignment Start and End date fields should remain blank unless staff members start working in the scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, click the End Date button.

**Staff History Detail**

Primary Teacher

Name Perrett, Lolita	District Assignment	Role
Assignment		
Start Date	End Date	

Access to Section Dates

Unrestricted  Date Range

Start Date	End Date
------------	----------

Comments

- Modified by: Administrator, Demo 02/28/2019 14:41  
- Created by: Administrator, Demo 02/28/2019 14:41

# Courses & Sections



Let's try it!  
Create Courses & Sections

# Course Information Fields

Course Information ★

04 Advanced Tail Catching

**Course Information**

CourseID 27033

\*Number: 04 \*Name: Advanced Tail Catching

Standards-based Active  Exclude External LMS   
Course-Only Curriculum

Subject Type

State Code: Department Athletics

Schedule Load Priority: Max Students 25

GPA Weight: 0

Terms: 4 Schedules: 1 Periods: 1

Sections to Build: 0 Preferred Room Type:

Section Template Group: Transcript Required

Course Category: Subject Area for Credits Earned

Responsive Activity

Homeroom  Allow student requests  Allow teacher requests/recommendations  Hide Standards On Portal  Repeatable  Attendance Positive Attendance

CTE Articulated Credit CIP Code: Course Level

CTE Course Catalog Name: Non-traditional Course

Grade Level: Online Learning CTE State Program Area

Comments:

- Modified by: Administrator, Demo 04/23/2024 13:34

**NCES Data**

NCES Code: none SCED Subject Area: SCED Course Identifier

SCED Course Level: SCED Sequence: (part n of m parts) 1 of 1

Instructional Delivery Mode: Description

Description

B I U

## Unit 5: Courses and Sections

### Topics

- Overview ✓
- Add Course / Course Information ✓
- Add Sections / Section Placements ✓
- Section Staff History ✓

# Unit 6: Scheduling

## Topics

- Overview
- Walk-In Scheduler
- Roster Setup

# Walk-In Scheduler

The Walk-In Scheduler allows **modification** of a student's schedule.

(i.e. a student needs to drop/add a course, or a new student enrolls in the school).

The screenshot shows the Walk-In Scheduler interface for a student named Gardner, Davina. The top navigation bar includes links for Behavior, Transportation, Fees, Lockers, Graduation, Standards, Athletics, Ad Hoc Letters, Waiver, and Records Transfer. Below this is a secondary navigation bar with tabs for Early Education, Report Comments, Person Documents, Activities, Custom Forms, OLR T, OLR TR, Summary, Profile, Enrollments, Schedule (which is selected), Attendance, Flags, Grades, Transcript, Credit Summary, and Assessment. A search bar at the top right contains fields for Effective Date (5/1/2020), Period (2), Schedule (Daily), and Term (2). A large central table displays the student's schedule across four periods (1 through 4) for the dates 7/1/2019 - 10/4/2019, 10/7/2019 - 12/27/2019, 12/30/2019 - 3/27/2020, and 3/30/2020 - 6/26/2020. The table lists various courses such as Chemistry A, Anthropology, Chemistry B, Asian History, Non-Western Cultures, English 11, World History A, and Consumer Math A. To the right of the table is a sidebar titled "Search" with sections for "Requests" and "Search". The "Search" section includes fields for Effective Date, Period, Schedule, and Term, along with a "Search" button and a "Add Option" link. Below the search section is a list titled "ADD COURSE AND SECTIONS" which includes categories for Integrated Math II, H Integrated Math II, and Integrated Math III, each listing specific course details like 1200, 1275, and 1300 respectively.

Changes made to the student's schedule in this tool occur in **real time**.

# Unit 7: Grading Setup

# Grading Setup:

- Students get scheduled into courses
- Teachers score assignments and gives grades
- Grading Setup determines:
  - How often teachers give grades
  - How the grade calculates in a teacher's gradebook
  - What appears on Report Cards & Transcripts



Student is scheduled  
into a **section** of a  
**course**

Teacher creates  
**Assignments** which are  
each aligned to a  
**Grading Task**

Students receive scores  
for the assignments

In-progress grade is  
calculated using a  
**Grading Scale** and  
course **Grade Calc  
Options**

Admins open a **Grading  
Window** for teachers to  
**Post** the in-progress  
grades as a final grade

Posted grades are  
validated by a **Score  
Group** and are available  
printing on **Reports** and  
**Transcripts**

# Agenda: Grading Setup – Building Blocks



- Credit Types
- Grading Task Setup
- Score Groups / Rubrics
- Grading Scale Setup

# Agenda: Grading Setup – Course Setup



- Course Grading Setup
- Aligning Grading Tasks
- Grade Calculation Options
- Push to Sections

# Agenda: Posting Grades and Transcripts



- Overview
- Grading Window
- Section Grading by Task or Student
- Post Transcript Tool
- Report Cards

## Initial Building Blocks

Grading Scale  
Score Groups  
Credit Types  
Grading Tasks

## Course Grading Setup

- Categories
- Grade Calc Options

## Posting Grades

- Grading Window
- Campus Instruction
- Section Grading (task/student)

## Report Cards & Transcripts

- Report Setup
- Report Card Batch
- Transcript Post

District/School  
Setup

Grading Scale

Score Group

Credit Type

Grading Task

Report Setup

Course Setup

Categories

Grade Calc  
Options

Align Grading  
Task

In Progress Grade

Teacher Tasks

Admin Tasks

Create & Score  
Assignments

Post Grades

Open Grading  
Window

Report Card  
Batch

&  
Transcript Post

# Part One

## Initial Building Blocks

# Initial Building Blocks: District Level

- What Grading Scales will be used for in-progress grades?
- What additional scores will be accepted?
  - How will each score impact GPA?
- What Credit Types are used?
- How often do we need to generate report cards/credit?
  - What types of grades need to be reported?

# District/School Setup

## Grading Scale

- Turns percentage into a score (letter grade)
- Used for **In Progress grade** visible in gradebook

90% = A

## Score Group

- Verifies posted grade
- Translates letter grade into GPA
- Provides additional scoring options
- Used for **Final grade** posted to report cards or transcripts

90% = A ✓

A = 4.0

Final Grade = Pass

## Credit Type

- Determines what type of credit will be tracked by the district

High School Credit:  

- Math Credit
- Science Credit
- English Credit

## Grading Task

- The types of grades that need to be posted to a transcript or report card throughout the year

Course	Task	1	2	3	4
English	Term 9 Grade	A	B	C	A
	Semester		A-		B-

# Grading Scale



Grading Scale Items Detail				
Name	Score	Min Percent	Sequence	Passing
X A+	A+	97	1	<input checked="" type="checkbox"/>
X A	A	94	2	<input checked="" type="checkbox"/>
X A-	A-	90	3	<input checked="" type="checkbox"/>
X B+	B+	87	4	<input checked="" type="checkbox"/>
X B	B	84	5	<input checked="" type="checkbox"/>
X B-	B-	80	6	<input checked="" type="checkbox"/>
X C+	C+	77	7	<input checked="" type="checkbox"/>
X C	C	74	8	<input checked="" type="checkbox"/>
X C-	C-	70	9	<input checked="" type="checkbox"/>
X D+	D+	67	10	<input checked="" type="checkbox"/>
X D	D	64	11	<input checked="" type="checkbox"/>
X D-	D-	60	12	<input checked="" type="checkbox"/>
X F	F	0	13	<input type="checkbox"/>

Add Grading Scale Item

Turns a student's in-progress percent into a letter grade

In-Progress				Categories
Points	Possible	Percent	Grade	Course work
100	100	100.00 %	A+	100.00 %
80	100	80.00 %	B-	80.00 %



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English	Term 9 Grade	A	B	C	A
	Semester		A-		B-

# Score Group - Unweighted



Score Group List Items Detail				Passing Score	Credit Coeff.	Minimum GPA Value	GPA Unweighted Value	GPA Bonus Points		
	Sequence Name	Score	State Score							
X	1	A+	A+	A+: A+	✓	1	97	4	4	0
X	2	A	A	A: A	✓	1	94	4	4	0
X	3	A-	A-	A-: A-	✓	1	90	3.67	3.67	0
X	4	B+	B+	B+: B+	✓	1	87	3.33	3.33	0
X	5	B	B	B: B	✓	1	84	3	3	0
X	6	B-	B-	B-: B-	✓	1	80	2.67	2.67	0
X	7	C+	C+		✓	1	77	2.33	2.33	0
X	8	C	C		✓	1	74	2	2	0
X	9	C-	C-		✓	1	70	1.67	1.67	0
X	10	D+	D+		✓	1	67	1.33	1.33	0
X	11	D	D		✓	1	64	1	1	0
X	12	D-	D-		✓	1	60	0.67	0.67	0
X	13	F	F			0	0	0	0	0
X	14	Incomplete	I			0	0	0	0	0
X	15	No Credit	NC			0	0			0

# Score Group - Weighted Scale



**Score Group Detail**

\*Name  
A-F (Weighted)

**Score Group List Items Detail**

	Sequence Name	Score	State Score	Passing Score	Credit Coeff.	Minimum Value	GPA Value	GPA Unweighted Value	GPA Bonus Points
X	1	A	A	✓	1	90	5	4	0
X	2	B	B	✓	1	80	4	3	0
X	3	C	C	✓	1	70	3	2	0
X	4	D	D	✓	1	60	2	1	0
X	5	F	F	□	0	0	0	0	0

Add

# District/School Setup

## Grading Scale

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- Used for **In Progress grade** visible in gradebook

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## Score Group

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- Math Credit
- Science Credit
- English Credit

## Grading Task

- The types of grades that need to be posted to a transcript or report card throughout the year

Course	Task	1	2	3	4
English	Term				
9	Grade	A	B	C	A
	Semester	A-			B-

# Credit Groups & Types – Credit Summary



**Credit Summary**  
Abegg, Dyl V

\* Medical Condition(s)    Peer Tutor    NHS

Documents

Credit Summary

Transcript Credit Summary

Cumulative GPA: 3.72	Class Rank: 6 of 189			
Cum GPA + AP Bonus: 3.72	Rank w/AP Bonus: 6 of 189			
CREDIT GROUP	09	10	11	Total
<b>High School Credit</b>				
Social Studies	1.0	1.5	1.5	4.5
PE/Health	1.0	1.0		2.0
Mathematics	1.0	1.0	2.5	4.5
World Language	1.0	1.0		2.0
English/Language Arts	1.0	1.5	0.5	3.0
Technology	1.5	2.0	0.5	4.0
Science	1.0	1.0	0.5	2.5
<b>Total</b>	7.5	9.0	5.5	22.5

# Credit Groups & Types - Transcript



Transcripts

Abegg, Dyl V Grade: 11 #171900001 DOB: 09/15/05 Counselor: Joy Counselor

\* Medical Condition(s) Peer Tutor NHS

[Student Information](#) > [Gene](#)

↓ Group X

	Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted	Credit Type
▼ Group: 22-23 - Harrison High - Grade 11										
1300	Integrated Math III		No	B+	3.33	3.33	1	2	2	Mathematics
1600	Statistics A		No	A	4	4	1	0.5	0.5	Mathematics
2200	World History A		No	A-	3.67	3.67	1	0.5	0.5	Social Studies
2200	World History A		No	A-	3.67	3.67	1	0.5	0.5	Social Studies
2660	Contemporary World Issues		No	A-	3.67	3.67	1	0.5	0.5	Social Studies
3300	English 11		No	B+	3.33	3.33	1	0.5	0.5	English/Language Arts
4300	Chemistry A		No	A-	3.67	3.67	1	0.5	0.5	Science
8760	Robotics		No	B+	3.33	3.33	1	0.5	0.5	Technology

# School Standard Setup

## School Standard Setup

Harrison High

### Credit Groups

#### Search Credit Groups

Minimum 3 characters required.

	Name
<input type="checkbox"/>	Elementary
<input checked="" type="checkbox"/>	High School Credit
<input checked="" type="checkbox"/>	Middle School
<input type="checkbox"/>	Retired Credit Groups

## Credit Groups &gt; Credit Types: Types of credit tracked by district

**Credit Group Tree**

- Elementary
- Elem Core
- High School Credit**
- Business/Career
- Elective
- English/Language Arts
- Fine Arts
- Mathematics**
- PE/Health
- Science
- Social Studies
- Technology
- Vocational
- World Language

- Middle School
- General

- Retired Credit Groups
- Personal Fitness
- School Credit

**Credit Group Detail**

\*Name: Mathematics

PESC Name:

Subject Area: 02: Mathematics

Parent Group: **High School Credit**

Credit Overflow Rollup:

Comments:

# District/School Setup

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English	Term Grade	A	B	C	A
	Semester		A-		B-

# Grading Tasks



Grading Task Setup ☆

New    New One-time Task

Grading Tasks

- Effort
- OLL
- Mid-Term (Progress)
- Mid-Term
- Term
- Semester
- Semester Exam
- Final Grade
- State Reported
- State-Approved Assessment
- State Grade - State Reported (CRGP)

Types of grades that need to be posted to a report card or transcript throughout the year

Grading Task Detail

*Name	Abbreviation		
Term Grade			
Number	Seq	Code	Posts to Transcript
	4	MCCC	<input type="checkbox"/>
State Reported	Online Learning	External LMS	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Final	Include in Report Card	Exclude	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Parent Grading Task	Include in Portal	Archived	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Comments			

## Part Two

### Course Grading Setup

Work Time: 11:00 – 12:00  
Lunch Time: 12:00 – 1:00

# Course Set Up

## Grade Calc Options

- Turn on In Progress Grade
- Weight Categories
- Grade Book Options

Type  
In Progress Grade

\*Grading Scale  
A-F (w/rounding)

Weight Categories

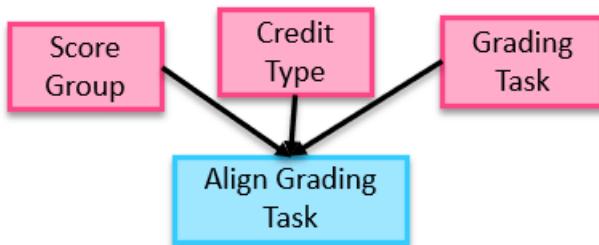
Use Score's % Value

Limit Assignments to Last

Cumulative Grading Starting in

## Align Grading Task

- Determines Grading Tasks for course
- Ties in Score Group, Credit Type, & Grading Task set up



Scheduling & Courses > Courses

## Categories

- Types of assignments
- Ex: Homework, Quizzes, Tests
- Can be weighted or unweighted
- Can be created by teacher (tool rights)

### Category List

Sections	All
Name ▲	Coursework
	Homework
	Quizzes
	Tests

## Part Three

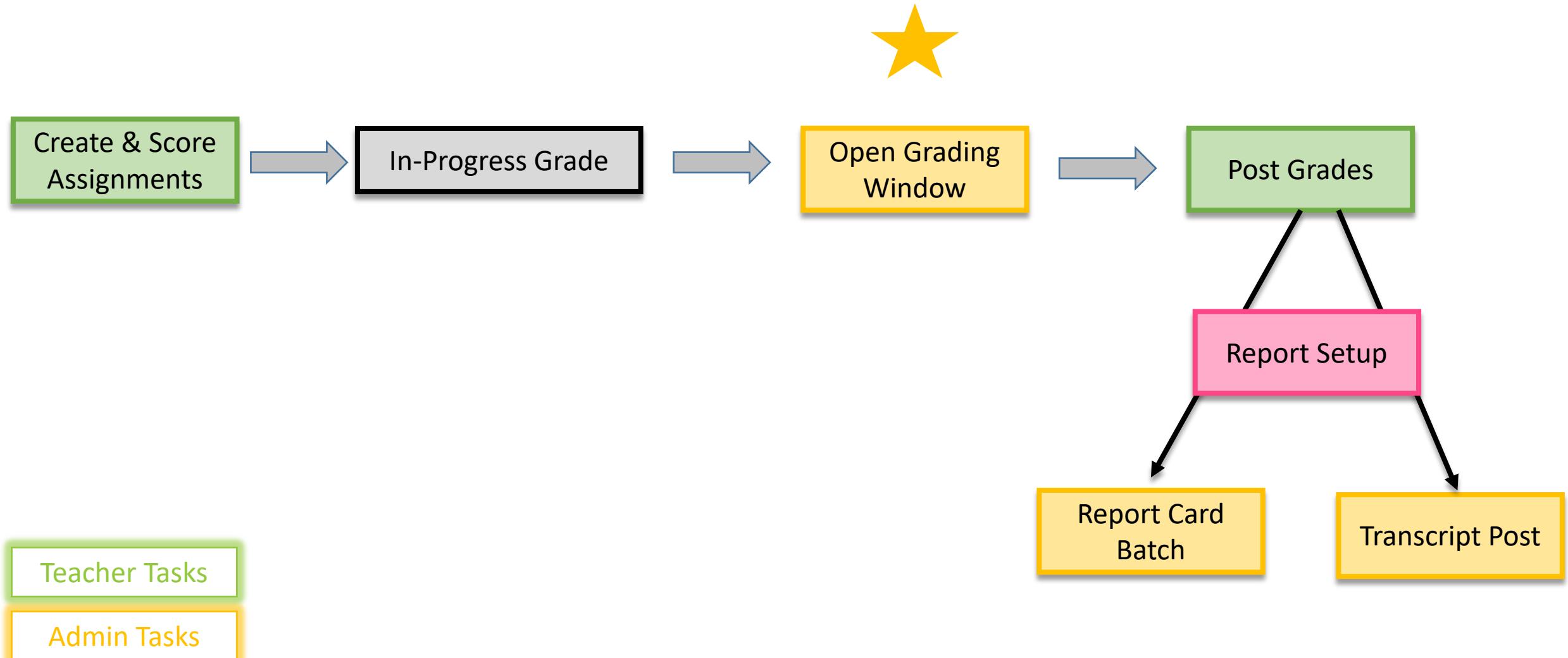
### Posting Grades & Transcripts

# Agenda: Posting Grades & Transcripts



- Grading Window
- Section Grading by Student
- Grading by Task or Student
- Report Setup
- Post Transcript Tool

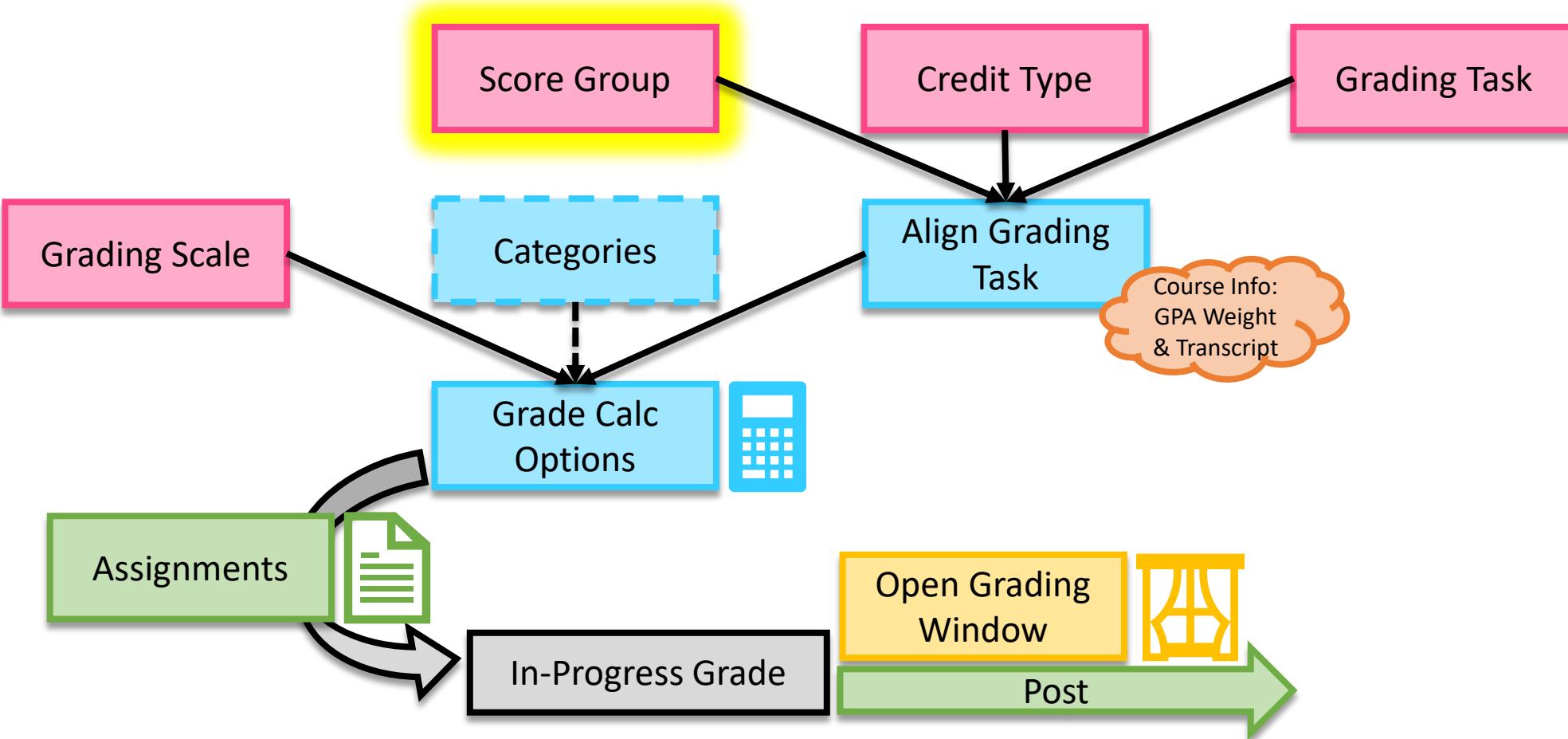
# In Progress Grade > Reports



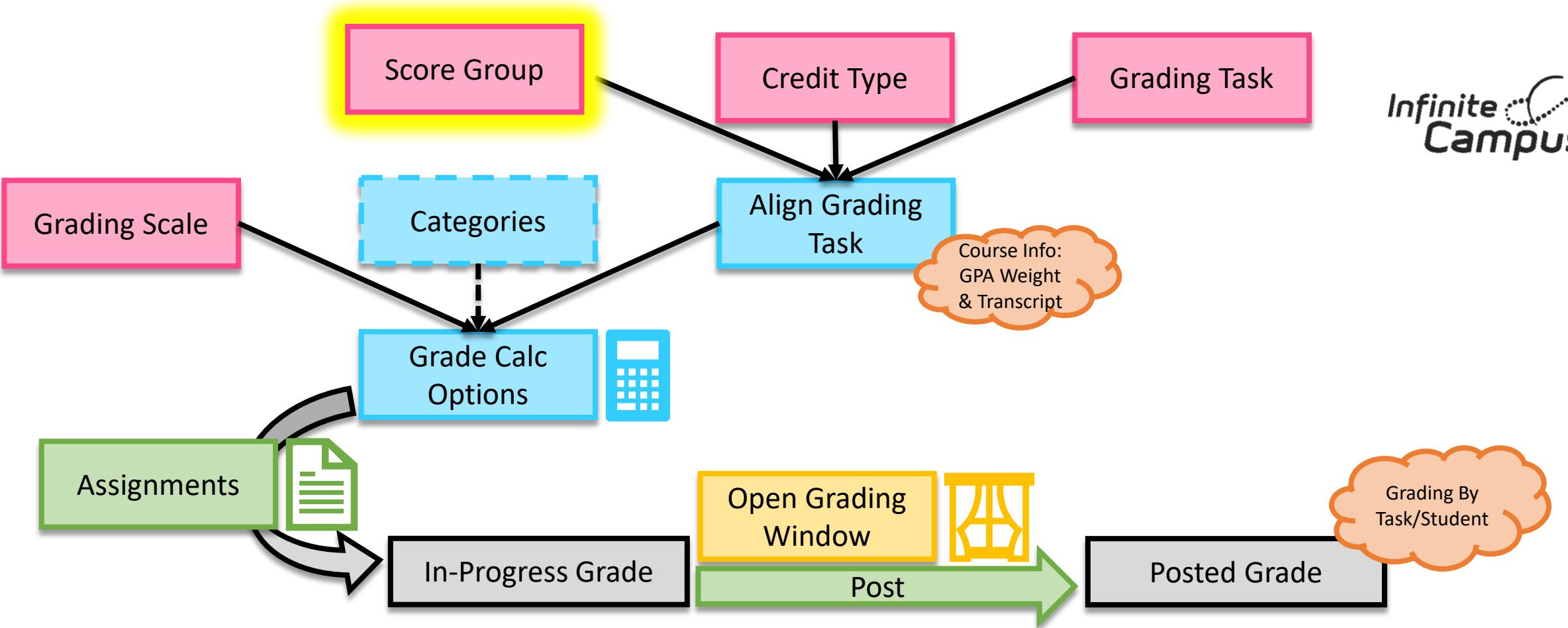
# Grading Window



- When will Teachers post grades to a grading task
  - Mid-Term
  - Semester
- Allows to post Final Grade
  - In-Progress or Post Only
- Used for Report Cards and/or Transcripts



District/School Setup  
Course Setup  
Teacher Tasks  
Admin Tasks  
Pro Tips

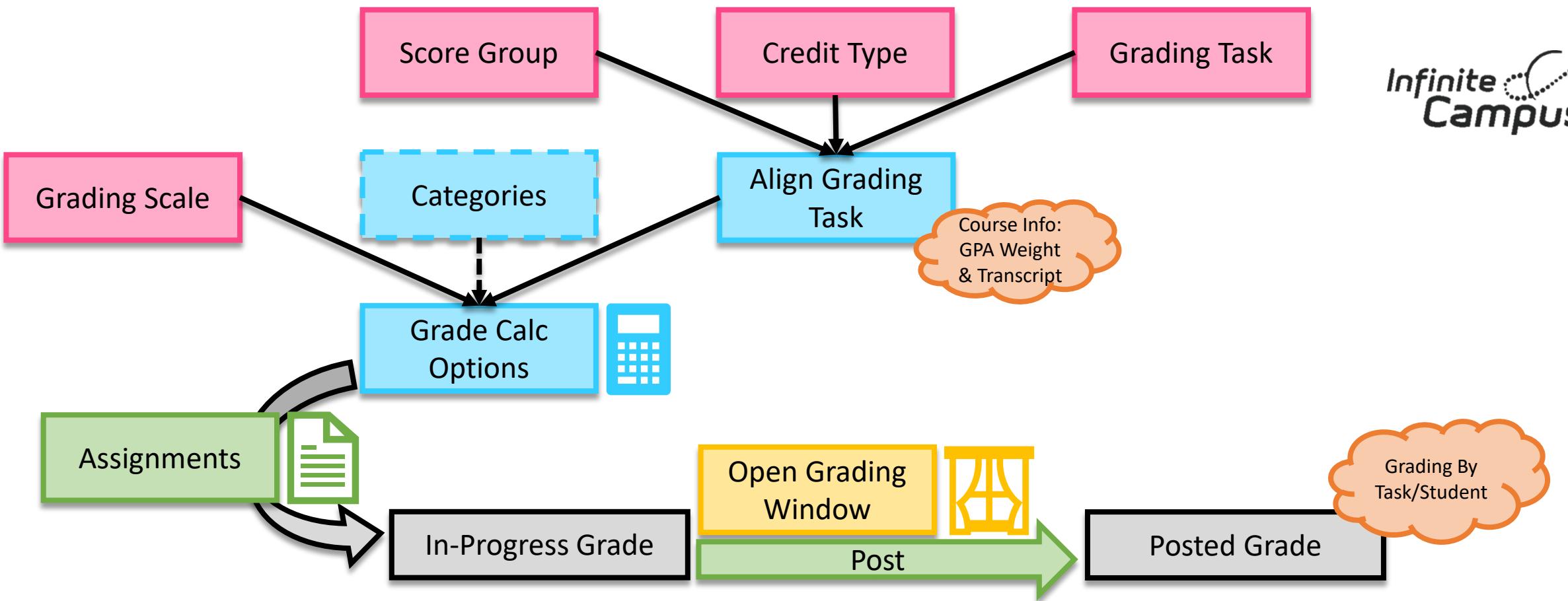


District/School Setup  
Course Setup  
Teacher Tasks  
Admin Tasks  
Pro Tips

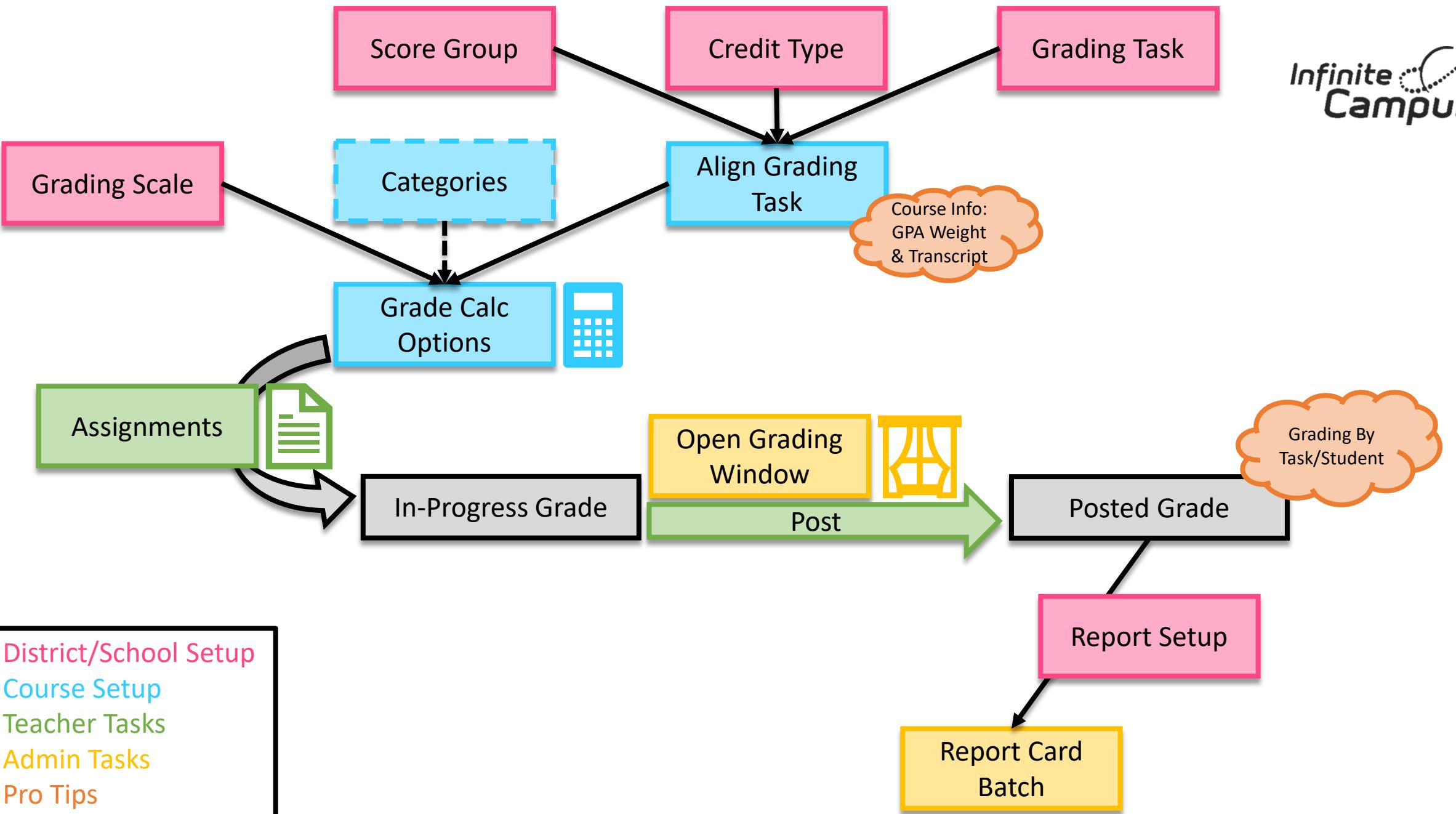
# Posting Grades

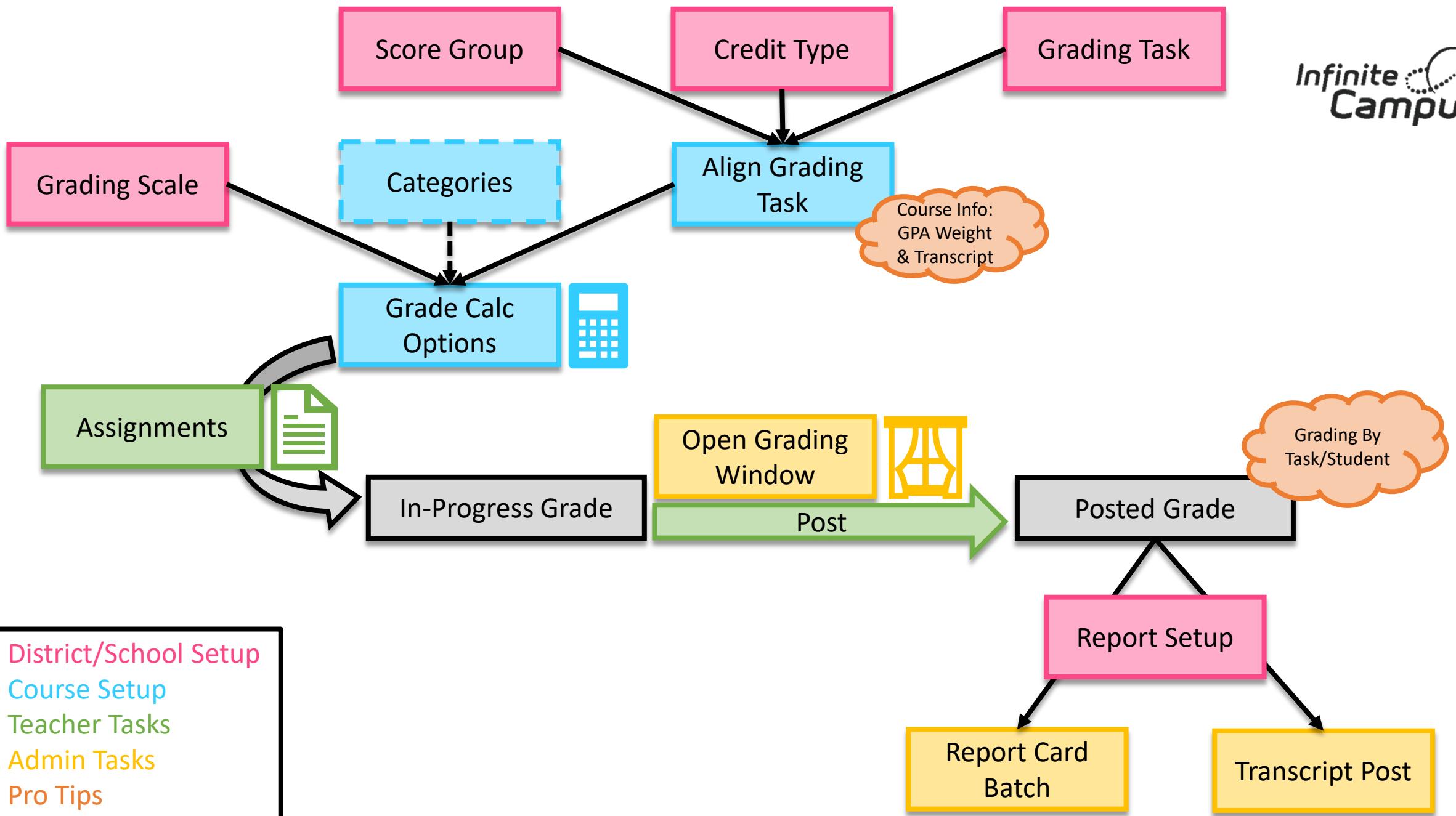


- Teachers post grades
- Admin can also post grades for teachers
- Posted Grade looks at the **Score Group** aligned on the Grading Task



District/School Setup  
Course Setup  
Teacher Tasks  
Admin Tasks  
Pro Tips





# Transcript Post



- Separate than the Report Card
  - Usually only posted once or twice
- Looks at Grading Task Setup and Credit on Grading Task
- Posted to Student Information > Transcript
- 1 time posting tool to post final grade
  - Running this tool more than once will not update an already grade.
  - Teachers grades need to be final before posting this

# Grading Overview



## District Level Setup

- Grading Scale
- Score Group
- Credit Type
- Grading Tasks

## Courses

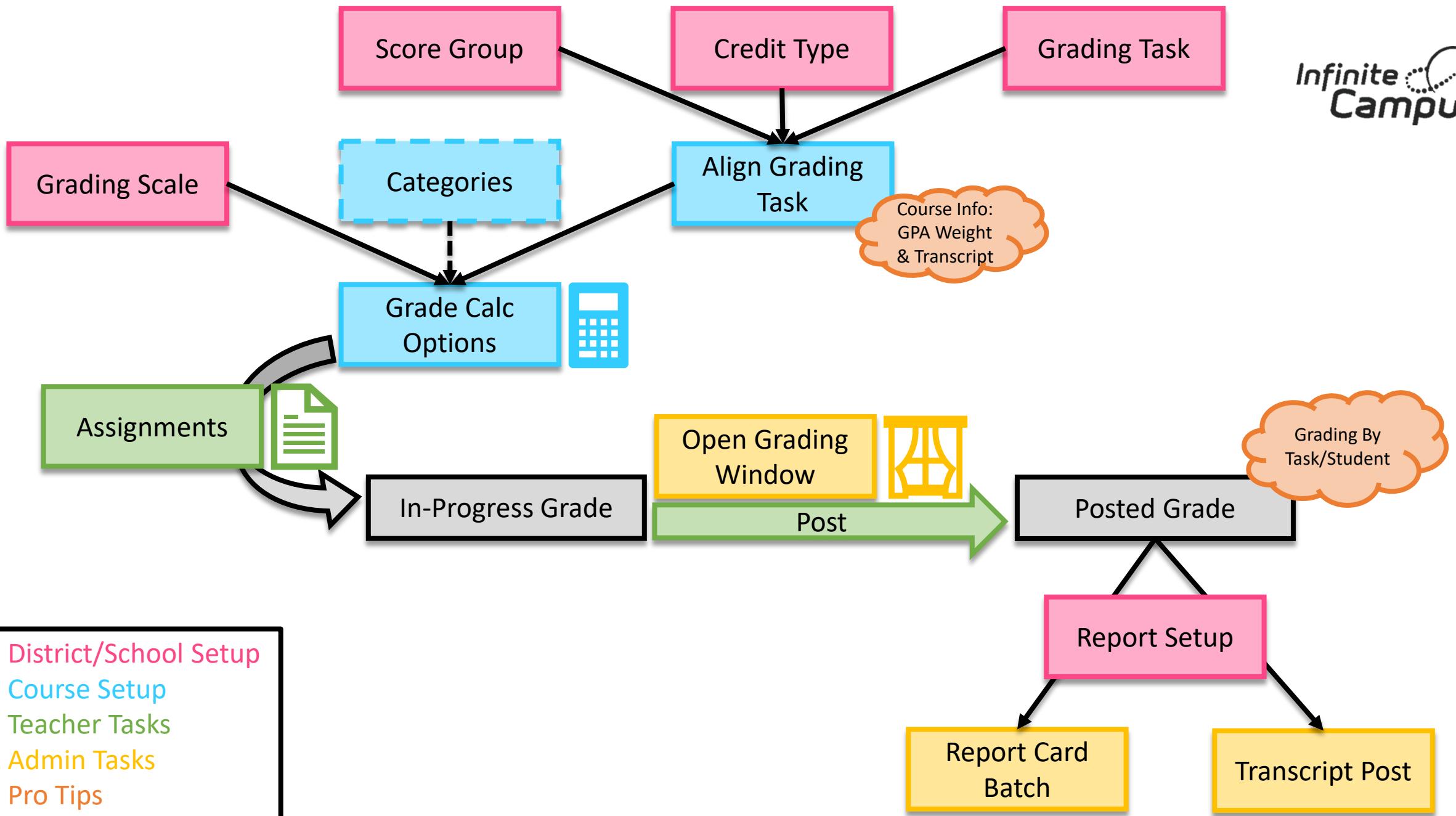
- Grading Tasks
- Grade Calc Options

## Sections

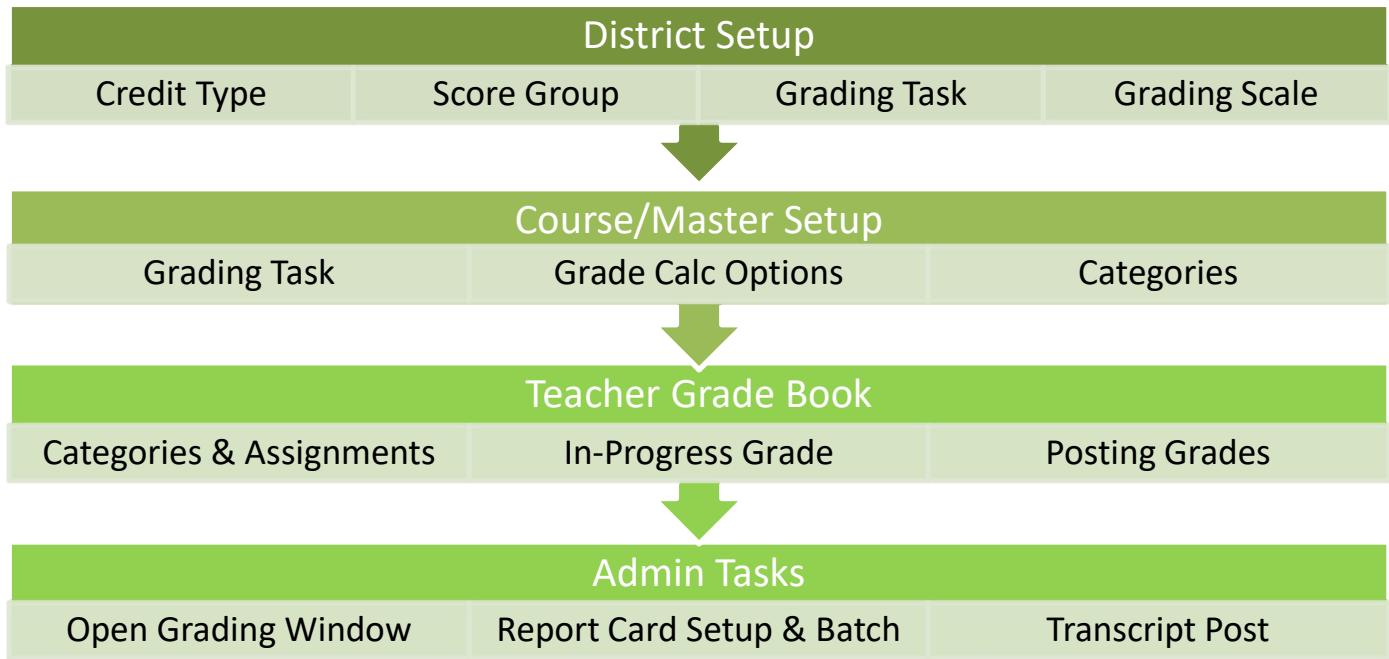
- Teacher Assignments with In-Progress Grades

## Final Grades

- Grading Window
- Posting Grades
- Reports Cards
- Transcripts



## Grading Setup: Traditional Grading



### Important Grading Concepts:

**Score Group**

- Verifies Posted Grades
  - Provides Additional Score Options (No Credit, Incomplete etc)
  - Translates Letter Grade into GPA
- VS**

**Grading Scale**

- Turns In-Progress Grade in the Gradebook into a letter grade
- Used to score assignments in the grade book

**Posting Final Grades**

- Teachers post grades once grading window is open.
- Grade becomes “posted” to be used for report cards and viewing grade information.

**VS**

**Posting Transcripts**

- After grades are posted, you can post the grade to the transcript.
- You must run the Transcript Post Wizard for grades to appear on transcripts.

**Grade Calc Options:**
**Post Only**

- Teachers use this to only post the final grade. Not to enter assignments
  - Common Post Only Tasks: Progress Report, Semester
- VS**

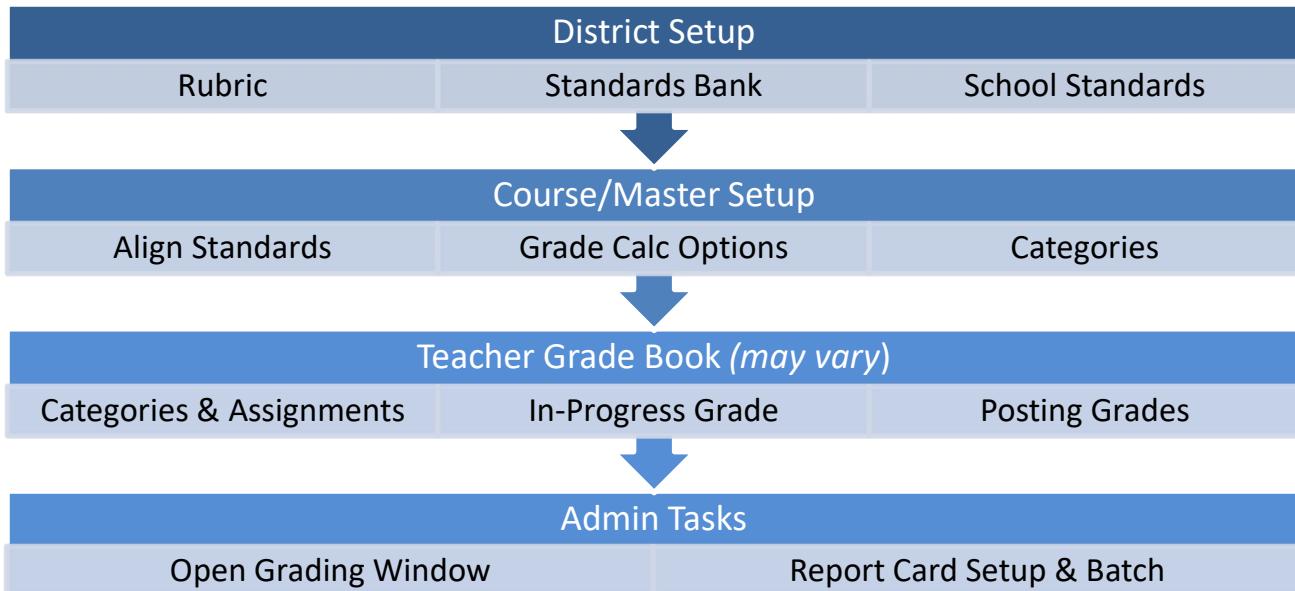
**In-Progress**

- Calculates on-going assignment when grades are entered
- Recommended to only have 1 In-Progress Grade book per Section (and per term)

**Study Guides**

- [Grading Setup Overview](#)
- [Grade Submission Process](#)
- [Report Setup-Report Cards/Transcript/Preferences](#)
- [GPA Calculations in Campus](#)
- [Custom GPA](#)

## Grading Setup: Standards Based Grading



### Grade Calc Options

#### **Post Only**

- Teachers post final score without tracking assignments

#### **In Progress Grade = Points-Based Scoring**

- Uses a Grading Scale in Grade Book

#### **Proficiency Estimate = Rubric-Based Scoring**

- Uses calculation method such as Mode, Last Score, Mean

### Study Guides

- [Grading Setup Overview](#)
- [Report Setup](#)
- [Using Rollup Grade Calculations](#)
- [In Progress Proficiency Estimates for Standards](#)

## Standards Bank

▼ Language Arts 1 → Root Level Standard Group = Heading

▼ Writing → Child Standard Group(s) = Subheading

Wrt.1: Process → Standards = Line Item being assessed

## Report Card Organization

<b>LANGUAGE ARTS 1</b>				
		Term		
		T1	T2	T3
<b>WRITING</b>				
Process				

# SIS Admin & End User Training Day 3

Welcome!

We'll be starting at 8:00am.  
Grab a seat and settle in.

simple || powerful

# The Agenda

	Day 1	Day 2	Day 3
8:00 - 9:00	Intro / Basic Nav	Courses/Sections	Attendance (End User)
9:00 - 10:00	District and School Information & Calendars	Scheduling	Campus Instruction
10:00 - 11:00	Census	Grading Setup	Behavior Mgmt
11:00 - 12:00	Work Time	Work Time	Messenger
12:00 - 1:00	Lunch	Lunch	Lunch
1:00 - 2:00	Census (Cont)	Grading Setup (Cont)	Ad hoc
2:00 - 3:00	User Security	Posting Grades and Transcripts	Course Wrap Up
3:00 - 4:00	Work Time	Work Time	Work Time

# SIS Admin & End User Training

## Day 2 Review

### Agenda

- Unit 5: Courses and Sections
- Unit 6: Hand Scheduling
- Unit 7: Grading Setup
- Unit 8: Posting Grades and Transcripts

# Recap Activity

Required for a Section	Section Number	Section Placement	Section Staff History
Found on Course Information Page	Max Students	Active	Allow Student Requests
District Grading Setup	Credit Group Setup	Grading Scale Setup	Score Groups & Rubric Setup
Course Grading Setup	Categories	Grade Calc Options	Align Grading Tasks

# Day 3

## Agenda

- Unit 9: Attendance
- Unit 10: Campus Instruction
- Unit 11: Behavior Management
- Unit 12: Ad Hoc Basics

## Unit 9: Attendance

### Topics

- Overview
- Attendance Codes
- Student Attendance
- Classroom Monitor
- Daily Attendance Processing
- Attendance Entry Wizard

# Attendance - Concept

Status	Reports to State as Absent	Examples of when you would use this status
Absent	X	Student is not onsite – not claiming membership (out sick, vacation, etc.)
Tardy		Student is on site (claiming membership), but late to class (loitering in halls, etc.)
Early Release		Student is on site (claiming membership), but released early from class
Present		Student is on site (claiming membership), but need an internal code to mark a code (i.e. helping in office, test taking, etc.)

# Attendance - Excuse

## Excused

- Student is marked for an acceptable reason

## Unexcused

- Student is marked for an unacceptable reason

## Unknown

- Student marking requires more scrutiny

## Exempt

- Student is absent from Class but not counted absent by the State (ie. Field Trips)

# Student Attendance



Let's try it!

# **Unit 10: Campus Instruction**

## Agenda:

- Classroom Navigation
- Student Attendance
- Roster
- Grade Book
  - Categories
- Add/Score Assignment
- Post Grades
- Seating Charts
- Send a Message



More than a Student Information System

Behavior

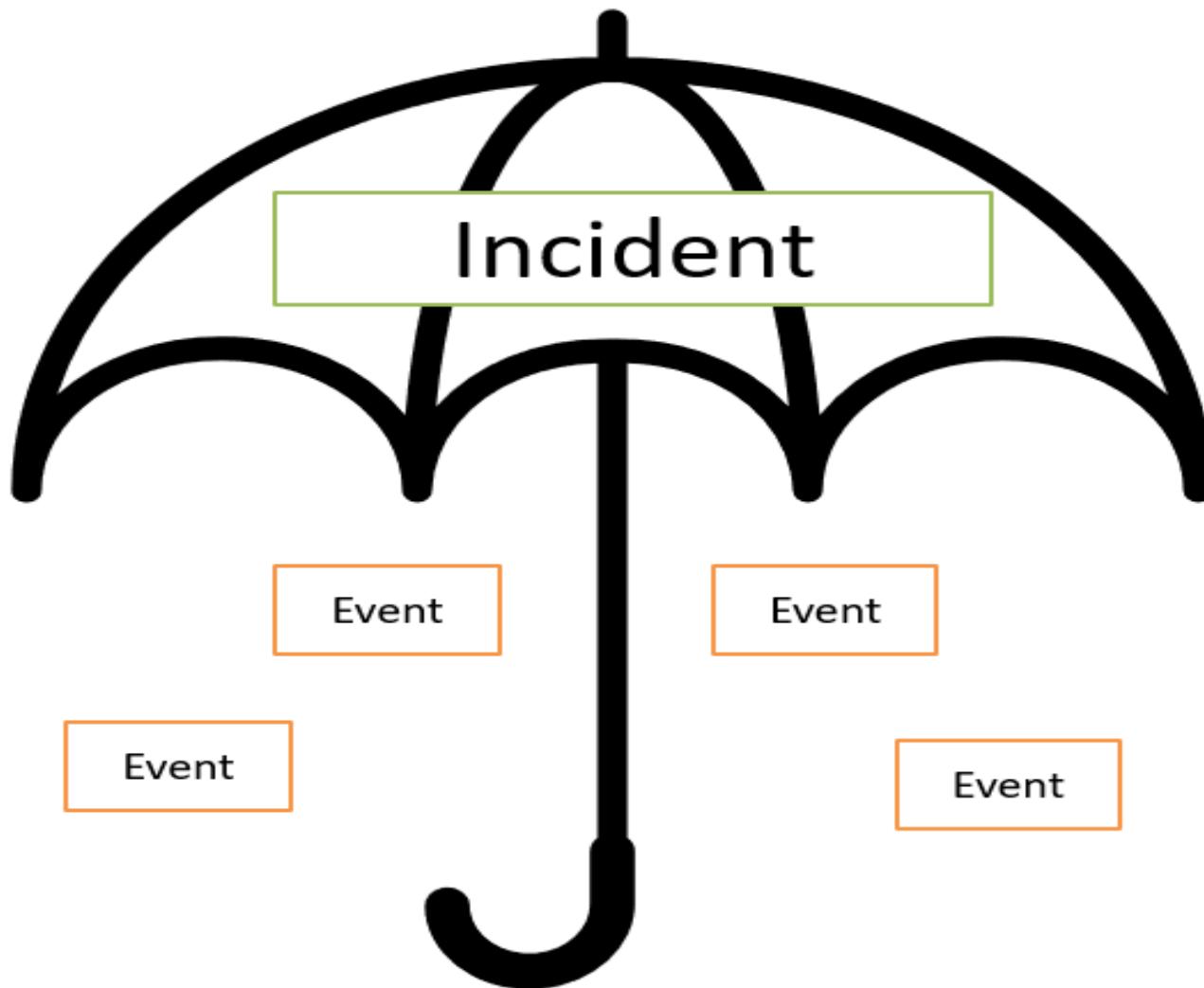
# Agenda: Behavior

- Overview
- Add Behavior Incident
  - Behavior Referral
- Add Events, Participants and Resolutions
  - Behavior Management
- Mark Incident as complete

## Understanding Behavior

- **Incident** – The top level of a Behavior record is the Incident. This summarizes what happened and where it happened
- **Event** – Each Incident is made up of one or many Events. Events link the Incident to **Participants** and define what Role each person played in the Event
- **Resolution** – The actions that were taken as a result of the Behavior Events tied to the Incident

# Behavior Incident



# Behavior Workflow

1. Set up **Behavior Admin**
2. Set up **Behavior Preferences**
3. Report a Behavior Incident using a **Behavior Referral**
4. Modify (or create) a Behavior Incident using **Behavior Management**
5. Assign **Resolutions** to Participants of an Incident using Behavior Management
6. Manage **Detention** in the Detention Tracker or Student's Behavior tab
7. Per district policy, mark the Incident as **Complete** in Behavior Management
8. Review individual **Student Behavior**

# Behavior Resolution and Attendance

Resolution Type Setup ☆

Behavior Office > Settings > Resolution Type Setup

Code	Name	Alignment	Start Date	End Date
ISS	In School Suspension	Discipline	06/26/2023	
OSS	*Out of School Suspension	Discipline	12/28/2019	
CON	Administrative Conference with Guardian	Discipline	07/11/2023	
23456	All Schools	Discipline	07/03/2018	
ALTT	Attendance Letter	Discipline	08/26/2019	
ASTU	Award: Assisting Other Students	Award	08/29/2011	
PEER	Award: Peer to Peer Tutoring	Award	08/29/2011	
ATTP	Award: Perfect Term Attendance	Award	08/29/2011	
LSTU	Award: Student Of The Month Letter	Award	08/29/2011	
BEHI	Behavior Intervention/Contract	Discipline	01/11/2023	
BUS	Bus Suspension	Discipline	12/26/2022	
CS	Community Service	Discipline	03/26/2018	

**Behavior Resolution Type Detail**

School: Harrison High      Calculate End Date/Duration:

**Code:** OSS      **Name:** \*Out of School Suspension      **Start Date:** 12/28/2019      **End Date:**

**Alignment:**       **Category:**       **Sub-Type:**

**Duration:**  CCC 000 days      **State Resolution Code (Mapping):**       **Allow attendance modification:**

Selecting a Sub-Type of Suspension allows users to track how many days a student was assigned a suspension resolution during the year. The student's resolution will have a required Duration in School Day field and the sum of all Duration in School Days will be reported on the student's Behavior tab.

If you want to tie attendance codes to behavior resolutions, this is done in the Resolution Type Setup by checking "Allow Attendance Modification."

# Infinite Campus



More than a Student Information System

# Agenda: Messenger

- Relationships & Demographics
- Messenger 2.0
- Sent Message Log
- Recipient Log

# Messenger

## Relationships

Infinite Campus

Search for a tool or student

### Relationships ☆

Census > People > Relationships

Save    New Non-Household Relationship    Documents

#### Relationships within the \*\*Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Student , Lucy	F	Guard: Father	06/10/2015			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student , Ginger	F	Guard: Step-father				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Relative , Sarah	F	NonGuard: Emergency Contact	10/15/2020			<input type="checkbox"/>				

# Messenger

## Demographics

Personal Contact Information		Private	Messenger Preferences Contact Reasons							
Contact Information	Delivery Device		Emergency	Behavior	Attendance	Messenger	Food Staff	General Service	Priority Teacher	
Email: primary@ISD123.edu	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Secondary										
Email: secondary@ISD123.edu	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
*Anderson (Emily) Household Household:		Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
(612)555-9887		Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone:		Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
( 612 ) 555 - 2214 x <input type="checkbox"/>	<input type="checkbox"/>	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Phone:		Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
( ) - x <input type="checkbox"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Phone:		Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
( ) - x <input type="checkbox"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pager:										
( ) - x <input type="checkbox"/>	<input type="checkbox"/>									
<i>* Household phone preferences apply to all active members of this household.</i>										
Preferred Language										
en_US: US English <input type="button" value="▼"/>										

# Infinite Campus



More than a Student Information System

# Unit 9: Ad Hoc

## Topics

- Overview
- Data Type
- Filter Type
- Query Wizard
- Selection Editor
- Sharing to User Groups

# Overview

## “ad hoc” defined...

For the *specific* purpose, case, or situation at hand and for no other

ad hoc

/ ad 'häk/ 

adjective & adverb

formed, arranged, or done for a particular purpose only.  
"an ad hoc committee"

# What is Ad Hoc?

## Definition

- ✓ ***adj*** - created or done for a particular purpose as necessary.

## Examples of Ad Hoc Reports

- 9th Graders with Health Conditions
- Chemistry Club
- Students with IEPs

## In Infinite Campus

- ✓ Unique reports that are built for specific needs
- ✓ Can be used in other tools throughout campus

# Selection Editor vs. Query Wizard

## Selection Editor

- ✓ Static Report
- ✓ Needs manual updating
- ✓ Used when students have nothing else in common (no data points to pull them together)

## Query Wizard

- ✓ Dynamic Report
- ✓ Automatically updates as data changes
- ✓ Can filter multiple criteria at once

# Ad Hoc



Let's try it!

# Course Wrap Up

# SIS Admin & End User Training

## Review

### Day 1

- ✓ Introductions & Basic Navigation
- ✓ District and School Information & Calendars
- ✓ Census
- ✓ User Security

### Day 2

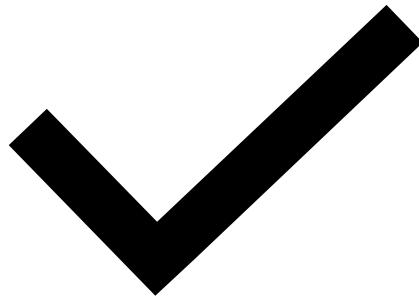
- ✓ Courses & Sections
- ✓ Student Scheduling
- ✓ Grading/Reports

### Day 3

- ✓ Attendance
- ✓ Campus Instruction
- ✓ Behavior
- ✓ Messenger
- ✓ Ad Hoc

# SIS Admin & End User Training

## Knowledge Check



# Thank you!

We appreciate your feedback! Please take a moment to complete the survey in our final Course Wrap Up email ☺