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Las Vegas, NV: System Admin and End User Training

Tuesday, April 23 – Thursday April, 25

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# Course Description

This course 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.

# Schedule

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day 1: Tuesday, April 23 | Day 2: Wednesday, April 24 | Day 3: Thursday, April 25 |
| 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 | Work Time |
| 12:00 - 1:00 | Lunch | Lunch | Lunch |
| 1:00 - 2:00 | Census (Cont) | Grading Setup (Cont) | Messenger |
| 2:00 - 3:00 | User Security | Posting Grades and Transcripts | Ad Hoc |
| 3:00 - 4:00 | Work Time | Work Time | Course Wrap Up / Work Time |

# Training Site Information and Login Credentials

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

**Password:** Simple.Powerful20

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Username** | **Learner First name** | **Learner Last name** | **Administrator Last Name** | **Administrator First Name** |
| ICadmin1 | Amplus | Various | Administrator | Amplus |
| ICadmin2 | Erika | Sanchez | Administrator | Erika |
| ICadmin3 | Monica | franco | Administrator | Monica |
| ICadmin4 | Jennifer | Lindemon | Administrator | Jennifer |
| ICadmin5 | Natalie | Kennedy | Administrator | Natalie |
| ICadmin6 | Debbie | Albaugh | Administrator | Debbie |
| ICadmin7 | Jenniffer | Figueroa | Administrator | Jenniffer |
| ICadmin8 | Matthew | Silver | Administrator | Matthew |
| ICadmin9 | Becca | Batista | Administrator | Becca |
| ICadmin10 | Susan | Watman | Administrator | Susan |
| ICadmin11 | Tracy | Kerestes | Administrator | Tracy |
| ICadmin12 | Monica | Carlisle | Administrator | Monica1 |
| ICadmin13 | Stacie | Gibson | Administrator | Stacie |
| ICadmin14 | Amir | Mustafa | Administrator | Amir |
| ICadmin15 | Amanda | Rosener | Administrator | Amanda |
| ICadmin16 | Rachael | Peckham | Administrator | Rachael |
| ICadmin17 | Naomi | Wills | Administrator | Naomi |
| ICadmin18 | Enrique | Robles | Administrator | Enrique |
| ICadmin19 | Amber | Nhan | Administrator | Amber |
| ICadmin20 | Nancy | Bleuer | Administrator | Nancy |
| ICadmin21 | Dawn | Marsh | Administrator | Dawn |
| ICadmin22 | Tracey | Willson | Administrator | Tracey |
| ICadmin23 | Mustafa | Gunozu | Administrator | Mustafa |
| ICadmin24 | Mine | Eraslan | Administrator | Mine |
| ICadmin25 | April | Anderson | Administrator | April |
| ICadmin26 | Mark | Boz | Administrator | Mark |
| ICadmin27 | Tracie | Salgado | Administrator | Tracie |
| ICadmin28 | Anisa | Payne | Administrator | Anisa |
| ICadmin29 | Alexis | Lynch | Administrator | Alexis |
| ICadmin30 | O. Faruk | ARIKAN | Administrator | O. Faruk |

# Course Outline:

**Unit 1: Introductions and Basic Navigation**

* Welcome and Introductions
* Knowledgebase and Campus Community
* Basic Navigation Review

**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 3: Census**

* Overview
* Add Person
* Demographics
* Enrollments
* Add Address
* Census wizard
* Add Staff
* Identities

**Unit 4: User Security**

* Overview
* User Accounts
* Calendar Groups
* Tool Rights Groups
* Product Security Roles
* Membership in User Groups

**Unit 5: Courses and Sections Management**

* Overview
* Add Course / Course Information
* Add Sections / Section Placements
* Section Staff History

**Unit 6: Scheduling**

* Overview
* Walk-In Scheduler

**Unit 7: Grading Setup**

* Overview
* Credit Types
* Grading Task Setup
* Score Groups / Rubrics
* Grading Scale Setup
* School Standards Setup
* Course Information > Grading Tasks
* Grade Calc Options
* Push to Sections

**Unit 8: Posting Grades and Transcripts**

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

**Unit 9: Attendance (End User)**

* Overview
* Attendance Codes
* Student Attendance

**Unit 10: Campus Instruction**

* Overview
* Student Attendance
* Roster
* Grade Book
* Categories
* Add/Score Assignment
* Post Grades
* Send Message
* Reports

**Unit 11: Behavior Management**

* Overview
* Add Behavior Incident
* Events, Participants and Resolutions
* Mark as Complete

**Unit 12: Messenger End User**

* Overview
* Relationships & Demographics
* Messenger 2.0
* Other Messenger Tools
* Sent Message Log
* Recipient Log

**Unit 13: Ad Hoc Basics**

* Overview
* Data Type
* Filter Type
* Query Wizard
* Selection Editor
* Sharing Ad Hocs to User Groups

# Mastering Campus Training Site Activities

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

1. Create your own school. Name it your First Name Last Name High School
2. Create 7 Rooms.
3. Create a blank calendar for your High School with a start date of 07/01/2023 and end date of 06/30/2024.
4. Create grade levels 9-12 with appropriate grade level sequencing.
5. Create a quarter term schedule with the following dates:
   1. Q1: 07/01/2023 – 09/29/2023
   2. Q2: 10/2/2023 – 12/22/2023
   3. Q3: 01/02/2024 – 03/22/2024
   4. Q4: 03/25/2024 – 06/30/2024
6. Create a period schedule that includes 7 instructional periods.
   1. Your school day starts at 7:10 am, and ends at 2:30 pm
   2. Periods are 50 minutes.
   3. Students get 10 minutes passing time between periods.
   4. Students get 30 minutes for lunch during Period 5.
   5. Add a non-instructional Intervention hour before the school day starts.
   6. Add a non-instructional Activity hour after the school day ends.
7. Perform a Day Reset in the Days Setup tool.
   1. School year starts on 07/01/2023 and ends on 06/30/2024.
   2. Winter Break happens from 12/20/2023 – 01/03/2024
   3. Spring Break happens 03/25/2024 – 03/29/2024
   4. No school on MLK Day (01/15/2024)

### Unit 3: Census

1. Create a family with the following scenario:
   1. Create a 9th grade student and a 10th grade student.
   2. Enroll them in your high school.
   3. Create 2 parents.
   4. The students live with two parents in one household. Mark this household start date as of 01/01/2024
   5. Person relationships should be defined between the students as well as to each of their parents (see permissions below for parent to child relationships) – Same date as above
   6. The household has a physical address, but they wish for their mail to go to a PO Box. Create the physical address and mailing address and attach them to the household.
   7. Each parent should have a work phone number and email address
   8. Each parent should receive all types of email messages, EXCEPT Behavior
   9. Set up the relationship permissions according to the following circumstances:
      1. The mother is a parent to the 9th grader and stepparent (no guardianship) to the 10th grader
      2. The father is a parent to the 9th grader and parent to the 10th grader
      3. The mother has full rights to the 9th grader
      4. The mother has nothing but portal access to the 10th grader
      5. The father has full rights to the 9th and 10th grader
2. Create a person with an employment record at the district:
   1. Give your staff person a district employment record and a district assignment at your high school with the following roles: Teacher, Special Ed, Advisor, Behavior, Supervisor, Health.
3. Edit Household Membership using the family created above in step 1 of Census, with the following example:
   1. The mother is moving out of the household as of 02/14/2024
   2. The mother has a new household address.
   3. The 9th grade student will live with the mother part time and should be their secondary household. All relationships with the mother and father should remain
   4. The 10th grade student will no longer live, or have a relationship with the mother as of 02/14/2024. The mother should no longer receive portal access.

### Unit 4: User Security

1. Create User Accounts for the staff member created in Census
2. Create a User Group for the 23-24 Calendar Group at your school so they can modify information
3. The Teachers High User Group should be able to Read Assessments for students in their Student Information
4. Assign User Account to the following User Groups
   1. The Calendar Group you created
   2. Teachers Group
   3. Behavior Group

### Unit 5: Course and Section Management

1. Create Courses for your school: Include Math, Science, History, English, Spanish, PE, Choir
2. Create a section for each course
   1. Assign your staff as the teacher
   2. Assign a room to each section
   3. Make sure the section placements do not overlap

### Unit 6: Scheduling

1. Hand schedule all students into the courses/sections created using the Walk In Scheduler.
   1. Start date should be the first day of school

### Unit 7: Grading Setup

1. Confirm your site has a Grading Task for Terms and Semesters
   1. Both should be available on the portal and report card
   2. The semester task should post to the transcript
2. Create a Score Group for Grades A-F. Name it with your initials/A-F and use the following percentages:
   1. A = 90% with a weight of 4 GPA value
   2. B = 80% with a weight of 3 GPA value
   3. C = 70% with a weight of 2 GPA value
   4. D = 60% with a weight of 1 GPA value
   5. F = <60% (Does not count as passing)
   6. Add Additional Score options for Pass for students that should not receive a final A-F Letter grade
3. Create a Grading Scale with the same percentages as above
4. Align the Credit Types to your school
5. Assign Grading Tasks to each Course with the Score Group you created
   1. Assign Terms to all four terms, where the Term GPA should be 1
   2. Assign Semesters to terms 2 and 4. This is a post only task, with .5 credit and should be aligned to the corresponding credit type
   3. You can copy your Grading Tasks to all courses, but each course should have the correct Credit Type aligned to the course.
6. Setup Grade Calc Options for each course after Grading Tasks have been assigned.
   1. Each Term should have an In-Progress Grade
   2. Both Semester tasks should be a Composite score of the consecutive 2 terms, with an In-Progress Score so teachers can see what students projected to get for their Semester grade.
   3. Copy the setup to each course
7. Make sure that all grading setup is “pushed” to the sections of each course

### Unit 8: Posting Grades and Transcripts

1. Open the Grading Window for Term 3:
   1. It should be open starting Wednesday, Feb 28th 2024 and ending on Friday, March 1st 2024
2. Give the 9th grade student a “Pass” grade for their math class for 1st Semester

### Unit 9: Attendance

1. Create the following attendance codes
   1. Absent Unexcused
   2. Absent Excused
   3. Tardy Excused
   4. Tardy Unexcused
   5. School Activity
2. Mark a student absent for an all-day for an excused physical therapy appointment
3. Mark appropriate attendance for a student who left school at 3:00pm and is not excused.
4. Mark a student as absent for a full week long vacation in a future week. Vacations are excused absences for your district.

### Unit 10: Campus Instruction

1. Login as a teacher
2. Mark one student as tardy from the teacher’s class and a comment why
3. Create a new category in the gradebook. Make it available in all sections the teacher teaches.
4. Add a new assignment with a due date of today.
5. Score the assignment for all students
   1. Flag one assignment as Late
6. Post Grades for students and leave a report card comment
7. Create a Message Template for Students to use every time they are going on a Library Visit and include their student number

### Unit 11: Behavior Management

1. Create a new behavior incident. The event involved the 10th grade student.
   1. The student received an In-School Suspension for one day on Monday, Jan 22nd
2. Although the ISS has not yet occurred, mark the incident as complete.

### Unite 12: Messenger End User

1. Create a template for a Priority Message to send out during the end of each term.
   1. All students and parents/guardians should receive this message in the school.
   2. In the message body, inform message recipients that grades have been posted. Include a sub-report of the student’s grade detail to give an overview.

### Unit 12: Ad Hoc Basics

1. Create a list of students who are active today.
   1. Also include their
      1. First Name
      2. Last Name
      3. Birthdate
      4. Gender
      5. Grade
   2. Filter to only include students in 9th grade
   3. Format headers to resemble what is listed in letter a above.
   4. Do not have the “active today” display in the report
2. Name your report “Your Initials 9th Grade Active Students” and share to the Admin Folder