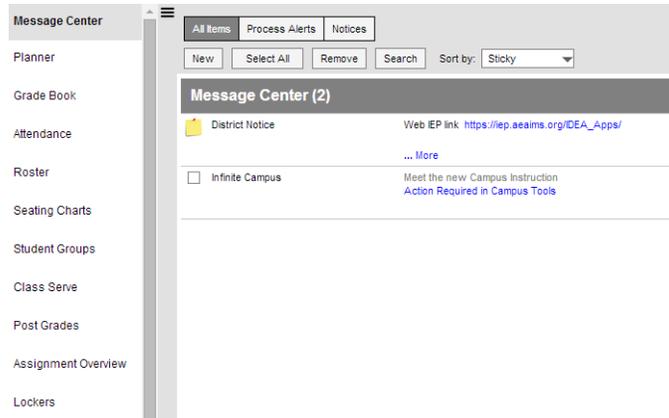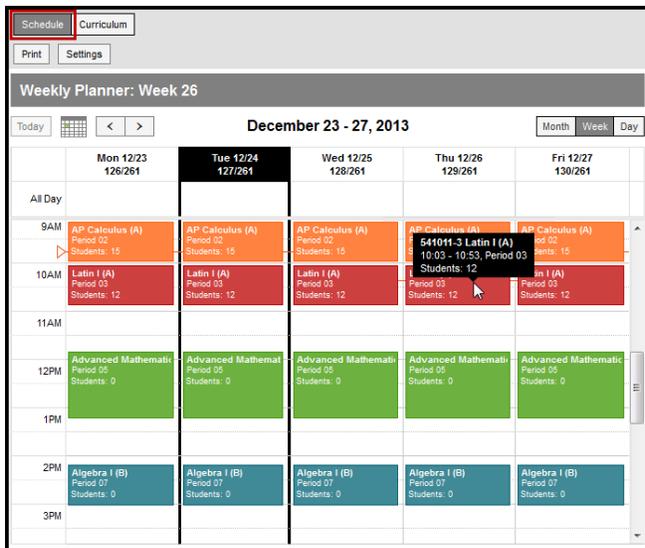# Welcome to Campus Instruction

Campus Instruction is here and will replace some of the old Gradebooks/Campus tools that you are used to using.
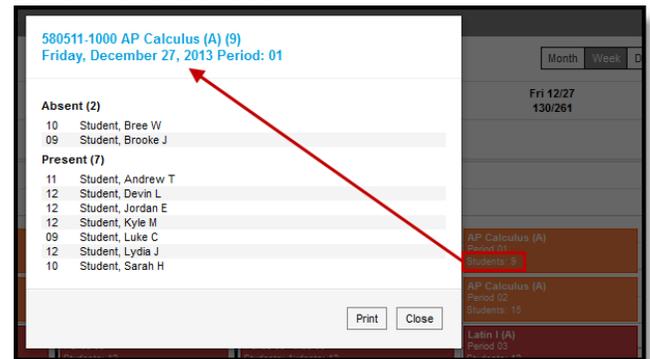

Planner - The "Schedule" view of the "Planner" shows all of your sections, based on the school and calendar options you've selected.


Hover over a section to see additional information.

Click on the "**Students:**" line on a day to view a student list, which includes any scheduled absences.

Student Attendance on a Future Day

Meetings scheduled by counselors that you are invited to will also display in your schedule. Click the title of the meeting to view a printable version of the meeting basics, including Location, Date and Time, and Agenda.
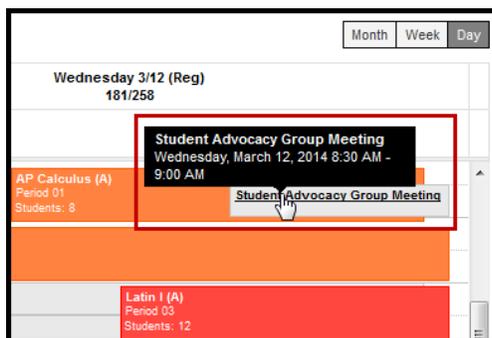
Adding assignments from Planner

In the "Curriculum" view of the "Planner", click **Add** for any of the courses or click the section name to open the section options.

Creating an Assignment from the Planner > Curriculum View

Click the name of a section, then either **view the assignment list** and add an assignment, or click **add new assignment.**

Creating an Assignment from the Section Options

Gradebook - You can add assignments from the Grade Book in three ways, using the Add button, from the Assignment List or using the key command **ALT N**.

Click **Add** to create an assignment from the Grade Book.

Creating an Assignment in the Grade Book

Click on the **Assignment List**, then **Add Assignment**.

Scoring Assignments

Assignments are scored in the Grade Book. The view of the Grade Book is based on the Section, Term and Task you've selected in the Campus toolbar.

- The Term you select determines which assignments display in the Grade Book based on the dates of the assignment.
- The Task you select determines which assignments display based on the Scoring Alignment of the assignment.

Assignments are sorted based on the **Sort By** and **Sort Order** fields in the Settings.

Scoring in the Grade Book

Enter scores for an assignment in the appropriate column, based on the scoring options selected for that assignment, such as points or rubrics. For example, in the image above, the highlighted assignment is aligned to a Grading Task and scored with Points, with 50 points possible. Use the Arrow Keys, Tab and Enter to navigate among the score cells.

The column header includes the abbreviation of the assignment, the Sequence, the Due Date, the Category and the Points Possible. Clicking the abbreviation or **ALT E** opens the assignment editor where you can edit the assignment.

Inactive assignments display with an asterisk. Scores entered for these assignments are not included in grade calculation.

To access additional scoring options, expand the assignment by clicking either the chevron in the top right of the header or in the score grid, or by using the **ALT A** key command.
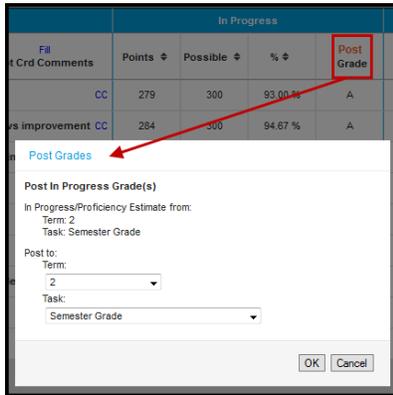

Expanded View of an Assignment

Within this expanded view, you can enter comments for scores, add flags to scores, and apply different scoring options, like filling and multi score.
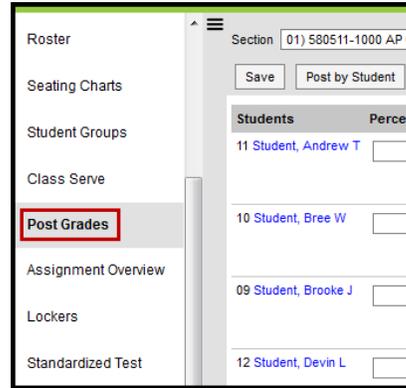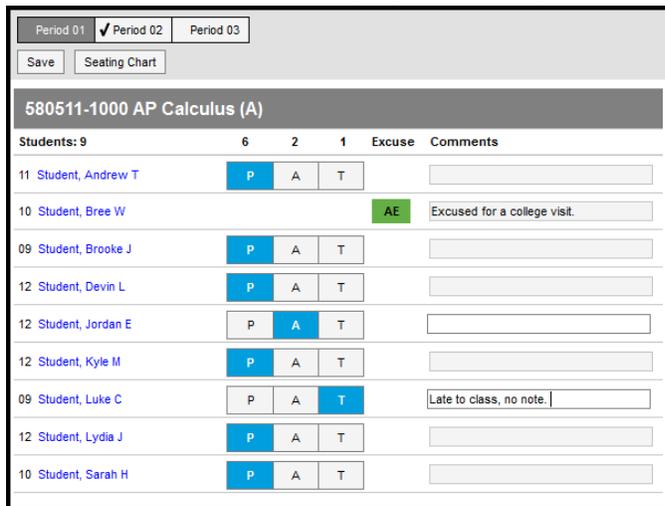
Posting Grades

From the Grade Book:

From the Post Grades tool:

Attendance - One option for taking attendance is through a student list. The period you're recording attendance for appears selected at the top, as with Period 1 in the example below. The Course and Section displays at the top of the attendance list. If you teach multiple sections in a period, each appears in its own section.


Use the **P**, **A**, and **T** buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top of the columns. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance event in the **Comments**. Click **Save** to submit the attendance record to the attendance office.

Click on a student's name to view their demographic and contact info.

If any attendance information has already been entered by the attendance office that information loads automatically, as with Bree Student in the example above.

Behavior Referral - This feature is not yet built into the Campus Instruction piece, so to add a referral you need to switch back to old Infinite Campus tools. To do that, click on the 9 squares up by the log out button.

Click on "Campus Tools." This will take you back to the home screen you had last year, however the only thing you will be able to do there is add a behavior referral or change your demographic data.
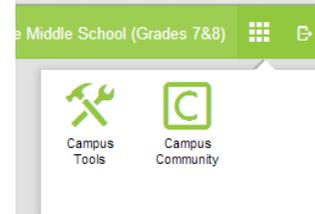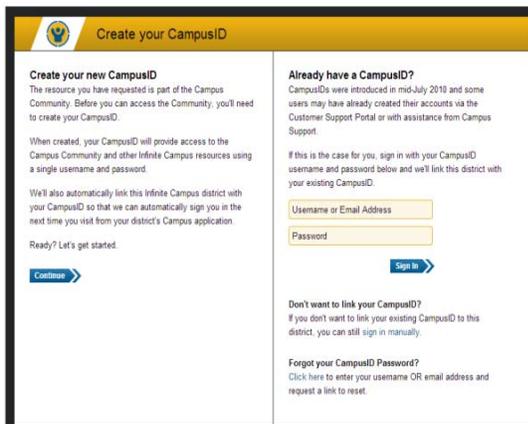
To get back to "Campus Instruction, click on those same 9 squares, and select "Campus Instruction Beta" from the list. You can also log out of Infinite Campus, and log back in. As teachers, once you log in you will immediately be taken to Campus Instruction.

For help with any of the new version visit:

https://community.infinitecampus.com/kb/pages/viewpage.action?pageId=18059699

You can also access help on the Campus Community once you are logged into Campus click on the Campus Community button on the top tool bar.

To create a Campus Community account:
Click continue under create new user
Click I have read and agree to the Terms of use
Click continue
Choose a username and password/confirm your password & enter e-mail address.
Click continue
Enter a Role/Title, District/Organization, City, State & Time Zone
Click Finish