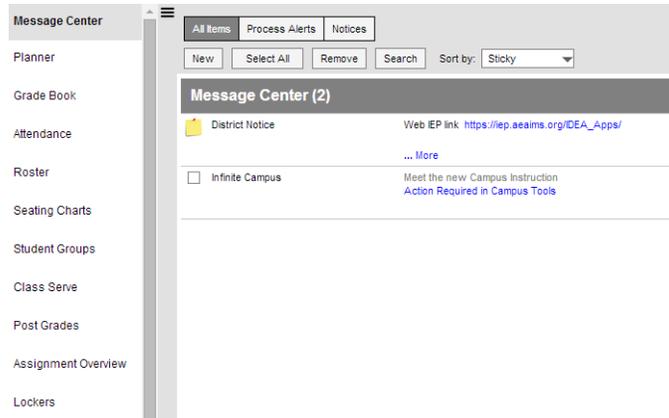
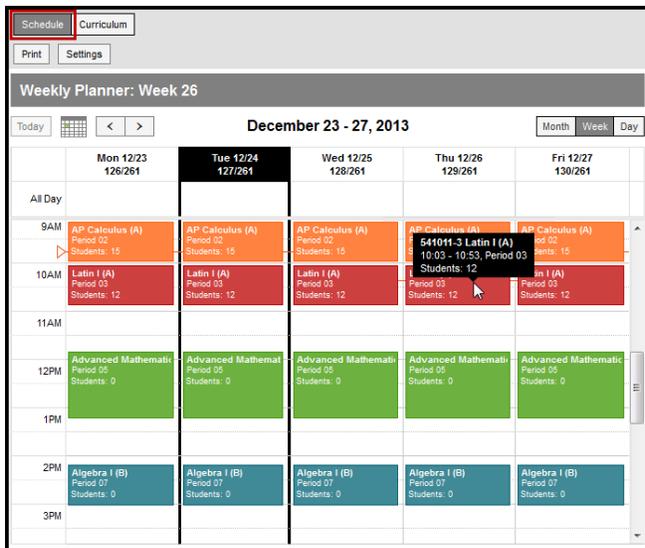


## Welcome to Campus Instruction

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

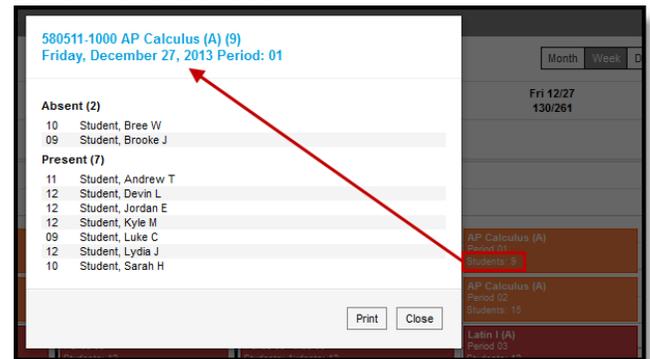


**Planner** - The “Schedule” view of the “Planner” shows all of your sections, based on the school and calendar options you've selected.



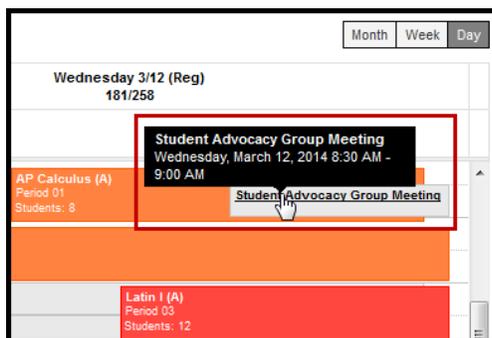
Hover over a section to see additional information.

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**.

Assignment	Seq	Due	Points	Score	Task
BTA	1.00	12/19	50		
GTA	1.00	12/19	50		
TRW	1.00	12/21	50		
11 Student, Andrew T				45	45
10 Student, Bree W				49	49
09 Student, Brooke J				43	43
12 Student, Devin L				41	34
12 Student, Jordan E				39	29
12 Student, Kyle M				49	50
09 Student, Luke C				35	47

### 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.

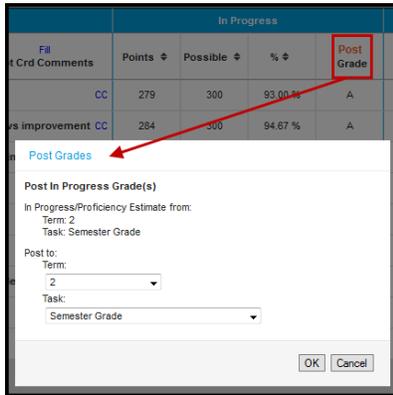
Score	T	M	L	I	Ch	X	Dr	Student Submission
45								12/23/2013 13:22
48								
43								
45								
29								
50								

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

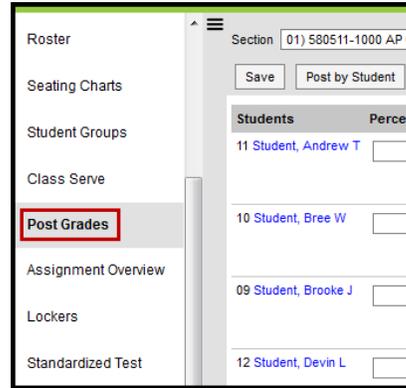
### Expanded View of an Assignment

## Posting Grades

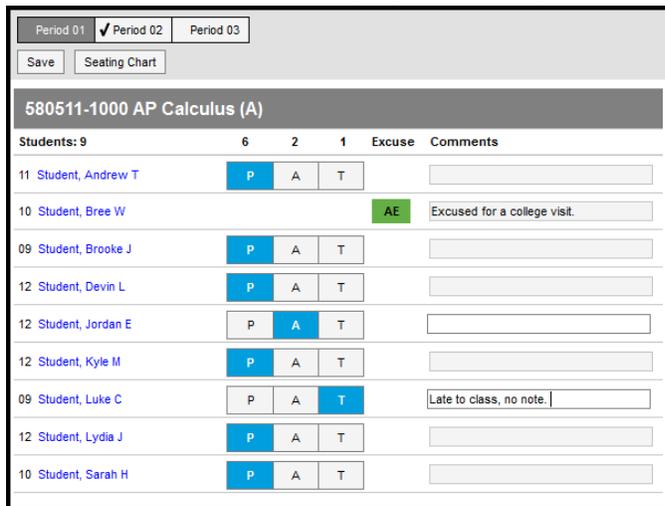
From the Grade Book:



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.

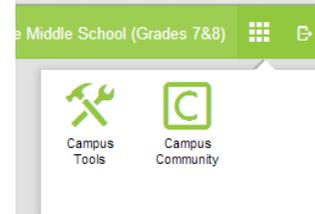
Use the **P**, **A**, and **T** buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top of the columns. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance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

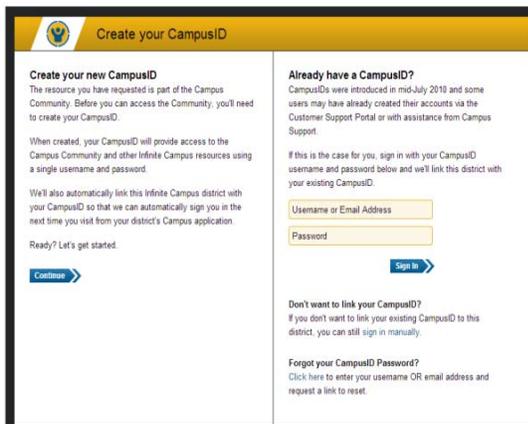


To get back to “Campus Instruction, click on those same 9 squares, and select “Campus Instruction Beta” from the list. You can also log out of Infinite Campus, and log back in. As teachers, once you log in you will immediately be taken to Campus Instruction.

## 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.

A screenshot of the 'Create your CampusID' form. The form is divided into two columns. The left column is titled 'Create your new CampusID' and contains text explaining that the resource is part of the Campus Community and that users need to create a CampusID. It also mentions that when created, the CampusID will provide access to the Campus Community and other Infinite Campus resources using a single username and password. The right column is titled 'Already have a CampusID?' and contains text explaining that CampusIDs were introduced in mid-July 2010 and some users may have already created their accounts via the Customer Support Portal or with assistance from Campus Support. It also mentions that if this is the case for the user, they should sign in with their CampusID username and password below and will link this district with their existing CampusID. Below this text are two input fields: 'Username or Email Address' and 'Password'. There is a 'Sign In' button with a right-pointing arrow. At the bottom of the right column, there are two links: 'Don't want to link your CampusID?' and 'Forgot your CampusID Password?'. The 'Forgot your CampusID Password?' link has a small text below it: 'Click here to enter your username OR email address and request a link to reset.'

### 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