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# INFINITE CAMPUS TOOLS FOR TEACHERS

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ACADEMICA NEVADA

August 2022

# Account Settings

My Account > Account Settings

Use this to control your account preferences.

**Account Settings - Preferences**

Select the application you would prefer to load on Campus log in.

Campus Instruction ▼

**Student Display**

- Show Active Students Only
- Show Student Number
- Show Student Picture
- Use Seating Chart for Attendance
- Use Canned Comments

**Pass/Fail Coloring**

- Show Pass/Fail Coloring for Grades
- Show Pass/Fail Coloring for Scores
- Mute Pass/Fail Coloring

Callout boxes:

- If students drop your class, they will not show in your gradebook. \*This is highly recommended\*
- Will show student numbers where applicable.
- Will show student pictures on seating charts and rosters. \*This is highly recommended\*
- Seating charts will become the default for attendance as opposed to the list.
- Allows you access to pre-created report card comments.
- Will show green (pass) and red (fail) colors on all calculated grades \*This is highly recommended\*
- Will show green (pass) and red (fail) colors on all assignment scores \*This is highly recommended\*
- Will turn the green/red coloring from bright colors to a more pastel-like tone

After setting your preferences, hit Save at the top. Your account preferences can be updated at any time.

Preferences Notifications

Save

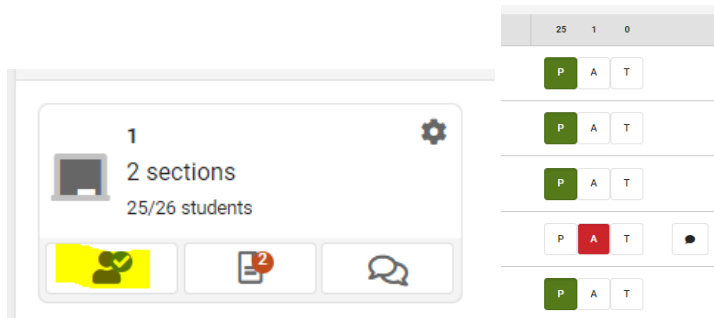
**Account Settings - Preferences**

# Attendance

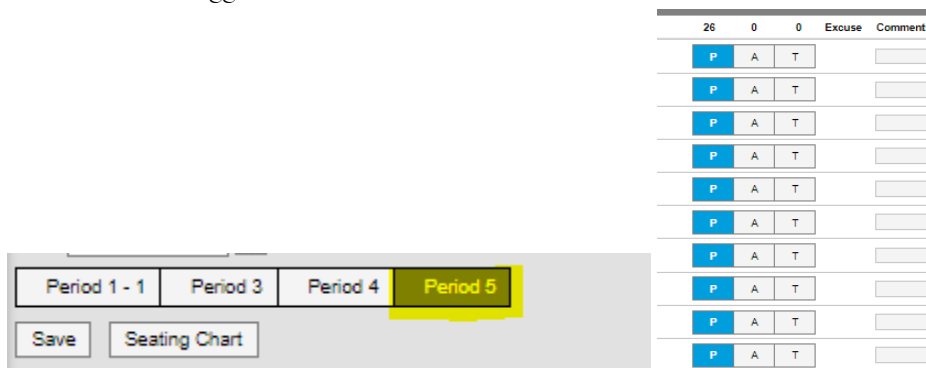
[Instruction > Teaching Center](#) OR [Instruction > Students > Attendance](#)

Note: Elementary teachers take attendance for their AM and PM sessions. Middle School and High School teachers take attendance for each period that they see throughout the day.

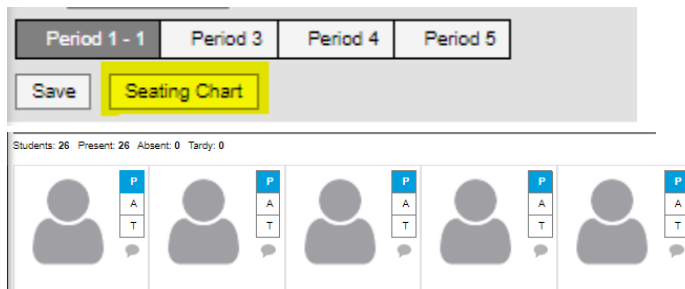
- In Teaching Center, click the person icon and mark student attendance from the window on the right-hand side. Hit Save.



- In Attendance, toggle to the correct Period and mark student attendance from the list. Hit Save.



- If you prefer to take attendance via a seating chart, you can toggle to Seating Chart in the [Instruction > Attendance](#) view.



P = Present, A= Absent, T= Tardy

There is space to add comments as needed. Please be aware that comments are visible to parents, administration, attendance auditors, etc. so keep it classy.

# Seating Charts

Instruction > Students > Seating Charts

Seating charts provide a visual representation of where students sit in the classroom.

- Each section can have multiple seating charts (rows, groups, etc)
- Seating charts can be used to take attendance

## Steps

- Click **New** in the top corner of the seating chart list.
- Select the **Section** you're creating a chart for.

*If you teach multiple sections in the same period, scroll to the bottom of the list to view combined sections.*

- Enter a **Name** for the chart.
- Select the number of **Columns** and **Rows** to indicate how many desks to include in the chart. The number of students in the section appears below the Name.
- Indicate the default **Space Between Desks**.
- If you want to automatically fill the chart with students, select the **Place** option you'd like to use, *Alphabetically A to Z*, *Alphabetically Z to A*, or *Random*. If you would rather fill desks manually, select *Do Not Place*. Student names display in a list from which you can place them in desks.
- Click **Create Chart** to create a chart based on the parameters you selected and view the chart.
- Student desks can be moved and rearranged as desired.
  - Use the Copy Layout function to copy your desk layout to another class section.
- Save

## Printing a Seating Chart

- After hitting Save, click the Report Options button to print your seating chart.

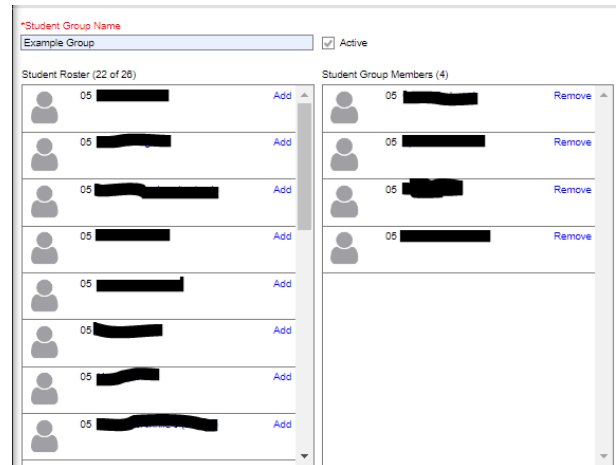
- Always add the student picture to the printed report. This is a great report to leave for substitute teachers or classroom guests.

# Student Groups

## Instruction > Students > Student Groups

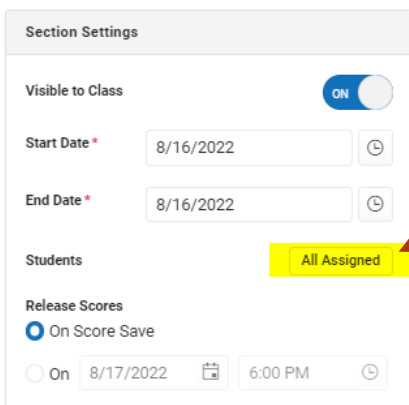
Allows teachers a way to sort students into groups for the creation of different assignments or to filter students within the same class/subject

- Only students in a selected group will see the assignments on the portal
- Groups may be modified without affecting prior assignments
- Students may be members of multiple groups
- Teachers may Post grades based on Groups

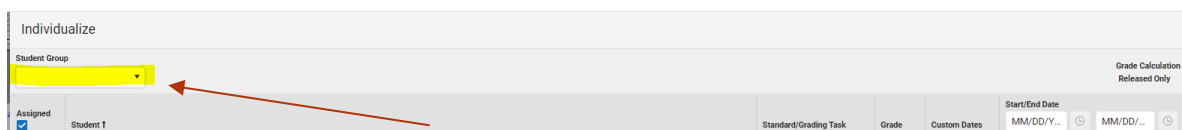


## Adding Assignments Using Student Groups

- When adding an assignment, select the All Assigned button next to Students in the Section Settings.



- You can choose a student group from the drop-down menu to assign that assignment to *only* that group of students. Students not in that group will not see the assignment in their gradebooks.



# Adding Assignments

1. Select the Add button from under the Term drop-down menu

Term: Q1 (08/10/22 - 10/07/22) | Section: 1) 1950005a-1 5th Grade Social Studies | Task: Semester 1

+Add | List | Library | Sort | Filter | All Scores | Released Only

Title \*

Add a title to your assignment

**Title is required**

Summary

B i A: [Rich Text Editor Icons]

If desired, include a summary of the assignment. This will be viewable to parents and other teachers. You have the ability to embed videos, links, and tables in this section.

Attach Content

Google Drive | Notes | Web Link

Content can be attached to any assignment, including content from your Google Drive. This could be a handout, slide show, assignment directions, etc.

Add a Task

Discussion | Quiz | Submission

If utilizing Campus Learning, you can attach Discussions, Quizzes, and Submissions (think independent copies of a Google Doc) to any assignment. Please reach out if you have an interest in utilizing this functionality.

Section Settings

Visible to Class

ON

Determines if parents and students can see this assignment on the portal.

Start Date \*

8/26/2022 [Clock Icon]

Start and end date for the assignment. This defaults to the date you are putting the assignment in, but either field can be changed.

End Date \*

8/26/2022 [Clock Icon]

Students

All Assigned

Allows you to edit which students receive this assignment.

Release Scores

On Score Save

On 8/27/2022 [Calendar Icon] 6:00 PM [Clock Icon]

Scores default to release as soon as they are saved, however, you can hold scores to release on a certain date and/or time.

**Grading** ON

**Include in Grade Calculation**

**Abbreviation\***  **Sequence\***

**Semester 1**  
Total Points: 100

**Category\***  
Formative

**Standard/Grading Task\***  
Semester 1

**Scoring Type\***  
Points Marks

**Points\***  **Multiplier\***

+ Add Standard/Task

**Scoring Rubric** ⓘ

Add Scoring Rubric

If unchecked, the assignment will still show, but the score will not be included in the students' grade calculation (therefore not impacting the grade).

Campus will automatically give the assignment an abbreviation, but this can be changed to your preference. Up to 5 characters can be entered here. It is recommended to leave the Sequence as 1.00 (determines the order the assignment will show in the gradebook).

Choose the category the assignment will be placed in. The category is like the 'bucket' for the assignment. Most schools have weighted categories (Formative, Summative, etc) that allow different assignments to be weighted more heavily than others in the final grade calculation.

Grading task will default to the task you are in. Most of the time, you will not need to change this.

Depending on your course grading setup, you will be able to choose between Points, Marks, or Rubrics as a Scoring Type. It is necessary to select Marks if your school has special assignment marks they require (minF, etc.) The number of points defaults to 100 but can be changed to your preference. The multiplier would typically be left at 1.000, unless you would like an assignment to count for double points.

This is an essential field for standards-based grading. It allows you to add this assignment to other standards or domains without having to enter it in again and again.

If desired, you can create a custom rubric to grade this assignment. Students can view their score on the rubric, and scores will automatically populate into Campus as you mark the rubric.

Once all of these fields have been completed, you can hit Save to save the assignment, or Save and Add Sections to save the assignment and add it to other sections of the same course (different periods for MS/HS) or other content areas for ES (the assignment can show up in both ELA and Social Studies, for example).

Save Save and Add Sections Preview Cancel

# Grade Book Tools

## Filtering Grade Book Data

Instruction > Gradebook > Filter

- A filtering tool has been added to allow teachers to filter student groups, assignments, grades or flags. The filter button is found in the Grade Book.
- Student Filters: Grade (passing/failing), Student Groups, Score Flags and Individual Students
- Assignment Filters: Category, Student Group, Score Flag and Due Date

The filtering interface consists of several components:

- Main Toolbar:** Term: Q1 (08/10/22 - 10/07/22), Section: 4) 19551. Buttons: +Add, List, Library, Sort, Filter.
- Filter Options:**
  - Student Specific Filters:** Grade (Passing, Failing), Student Group (Angels, Cubs, Diamondbacks, Royals), Score Flag (No Filter, Turned In, Missing, Late, Incomplete, Cheated, Exempt, Dropped).
  - Assignment Specific Filters:** Category (Formative, Summative), Student Group (Angels, Cubs, Diamondbacks, Royals), Score Flag (No Filter, Turned In, Missing, Late, Incomplete, Cheated, Exempt, Dropped), Due Date (Due Last Week, Due This Week, Due Next Week).

## Section Groups

Instruction > Gradebook > Settings > Section Groups

- Allows a teacher to group similar sections together in a single grade book view
  - Ex. Math Classes
- Makes scoring assignments easier
- Can filter and make comparisons in similar group sections

The Settings menu includes:

- Grade Book Setup
- Assignment Marks
- Categories
- Curriculum List
- Filter Defaults
- Grade Calc Options
- Section Groups**
- Grade Book Tools
- Curriculum Copier
- Category Copier
- Multi-Post Grades
- Score Analysis
- Score Copier
- Other

**Section Group Detail**

Name: Reading Classes

Seq: [ ]

Sort: Active (selected), Period, Course Name

The section with the lowest sequence number will be used to set the preferences for the section group.

Active	Name	Terms	Color	Seq
<input checked="" type="checkbox"/>	1) 1955001-1 5th Grade Reading	Q1, Q2, Q3, Q4	[ ]	[0]
<input type="checkbox"/>	1) 1950005a-1 5th Grade Social Studies	Q1, Q2, Q3, Q4	[ ]	[0]
<input checked="" type="checkbox"/>	2) 1955001-2 5th Grade Reading	Q1, Q2, Q3, Q4	[ ]	[0]
<input type="checkbox"/>	2) 1950005a-2 5th Grade Social Studies	Q1, Q2, Q3, Q4	[ ]	[0]
<input checked="" type="checkbox"/>	3) 1955001-3 5th Grade Reading	Q1, Q2, Q3, Q4	[ ]	[0]
<input type="checkbox"/>	3) 1950005a-3 5th Grade Social Studies	Q1, Q2, Q3, Q4	[ ]	[0]
<input checked="" type="checkbox"/>	4) 1955001-4 5th Grade Reading	Q1, Q2, Q3, Q4	[ ]	[0]
<input type="checkbox"/>	4) 1950005a-4 5th Grade Social Studies	Q1, Q2, Q3, Q4	[ ]	[0]
<input checked="" type="checkbox"/>	5) 1955001-5 5th Grade Reading	Q1, Q2, Q3, Q4	[ ]	[0]
<input type="checkbox"/>	5) 1950005a-5 5th Grade Social Studies	Q1, Q2, Q3, Q4	[ ]	[0]

**Grade Book** ☆

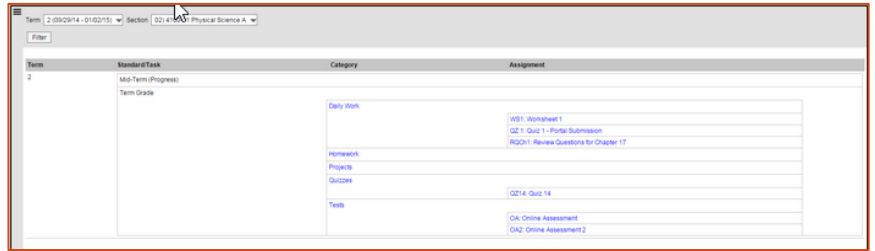
Term: Q1 (08/10/22 - 10/07/22) | Section: Reading Classes | Task: Semester 1



## Assignment Overview

Instruction > Grades > Assignment Overview

- Allows teacher the ability to view assignment placements by category in easy location
- Quick access to edit assignments



## Score Copier

Instruction > Gradebook > Settings > Score Copier

- Allows a teacher the ability to move student scores from one section to another
- When the list of names appears, select the Copy Scores Button- a series of boxes will appear to guide moving scores from one section to another.
- Useful for when students move from one period of a class to another.

### Copy Scores - Student, Andy

Select destination assignments for the scores to be copied to

Source Assignment	Task/Standard	Score	Destination Assignment
3200-13 English 10			3600-4 AP Literature
MRC1: Monday Reading Check 1 08/06/2018	Term Grade	90%	MRC1: Monday Reading Check 1 08/29/2018 <input checked="" type="checkbox"/>
MRC2: Monday Reading Check 2 08/13/2018	Term Grade	100%	MRC2: Monday Reading Check 2 08/13/2018 <input checked="" type="checkbox"/>
LFC: Lord of the Flies Character Worksheet 08/17/2018	Term Grade	96%	<input type="button" value="Select"/>
MRC3: Monday Reading Check 3 08/20/2018	Term Grade	100%	MRC3: Monday Reading Check 3 08/20/2018 <input checked="" type="checkbox"/>
MRC4: Monday Reading Check 4 08/27/2018	Term Grade	90%	MRC4: Monday Reading Check 4 08/27/2018 <input checked="" type="checkbox"/>
AB: Annotated Bibliography 08/29/2018	Term Grade	94%	<input type="button" value="Select"/>

# Scoring Tools

## Fill Scores/Comments

Instruction > Gradebook > Expand Assignment



- If the majority of the students got the same score on an assignment, scores can be filled in mass using this tool.
- Enter the score that you would like to fill, as well as which students you want it to fill for.
- Outlier scores can be edited before or after filling.
- The same process can be used with comments.

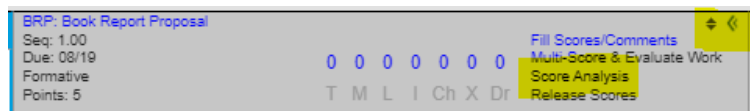
Enter the score you would like to fill.

Enter the comment you would like to fill.

Determine which students you want the score to fill for. All Students, Empty Students (students that you haven't already put in a score for), or Present and Empty (students who were marked present on attendance the day the assignment was due and whose scores you have not already entered).

## Score Analysis

Instruction > Gradebook > Expand Assignment



- Use this tool to view student performance as a whole on a given assignment.
- Students can be sorted based on their scores, and student Groups can be created right from the screen.

## Assignment Flags

Instruction > Gradebook > Expand Assignment

5  T M L I Ch X Dr

Flag	Meaning
T	Turned In (no effect on student score)
M	Missing (defaults to school preferences, usually 0% or 50%)
L	Late (no effect on student score)
I	Incomplete (no effect on student score)
Ch	Cheated (defaults to 0%)
X	Exempt (no score)
Dr	Dropped (no score)

## Posting Grades

Instruction > Grades > Gradebook OR Instruction > Grades > Post Grades

Grade posting is required at the end of each grading term. Grades post from your gradebook onto the students' report cards. Depending on your school and grade level, grading windows may open at the end of a quarter, a semester, or the end of the year. Your school may also require the posting of grades for Progress Reports.

When a grading window is open, you will see a red Post button in your gradebook for each grading task that needs to be posted.

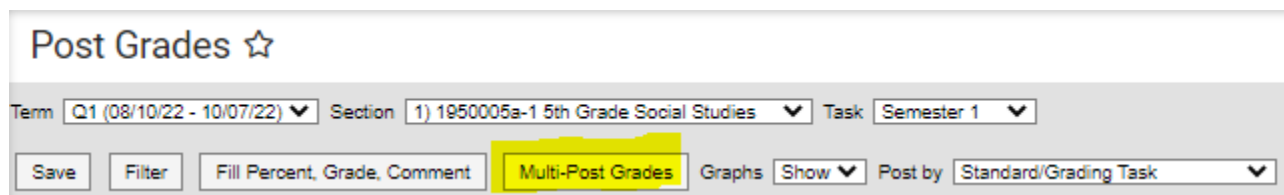
Posted			In-Progress			
Percent	Grade	Fill Rpt Crd Comments	Points ↕	Possible ↕	Percent ↕	Post Grade
			100	100	100.00 %	A
			100	100	100.00 %	A
			100	100	100.00 %	A
			100	100	100.00 %	A
			100	100	100.00 %	A
			100	100	100.00 %	A
			100	100	100.00 %	A
			100	100	100.00 %	A
			100	100	100.00 %	A
			100	100	100.00 %	A
			90	100	90.00 %	A

Posted			In-Progress				Categories	
Percent	Grade	Fill Rpt Crd Comments	Points ↕	Possible ↕	Percent ↕	Post Grade	Formative ↕	
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
100.00 %	A		CC	100	100	100.00 %	A	100.00 %
90.00 %	A		CC	90	100	90.00 %	A	90.00 %
			CC					

Hitting post will move your grades from the In-Progress column to the Posted column. Click Save, and your grades are posted. This needs to be repeated for all sections.

There is a tool called Multi-Post that allows you to post several grading tasks at the same time. This is especially beneficial for teachers who work with multiple class sections (elementary specialists, secondary teachers, etc).

[Instruction](#) > [Grades](#) > [Post Grades](#)



Post Grades ☆

Term Q1 (08/10/22 - 10/07/22) Section (1) 1950005a-1 5th Grade Social Studies Task Semester 1

Save Filter Fill Percent, Grade, Comment Multi-Post Grades Graphs Show Post by Standard/Grading Task

Reach out for more information on how to use this tool.

## Student Information

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

### Student Data

- A wide variety of student data is available to teachers. This information includes enrollment history, test data, transcripts, attendance, current grades, schedules and more.

### Student Profile Tab

[Student Information](#) > [General](#) > [Profile](#)

- Picture, address, phone number and email addresses
- Quick access to most up-to-date grades
- Behavior events
- Attendance
- Student To Do List (If teachers preloading assignments)
- Academic Plan if applicable

### Student Information

#### General

- [Assessment](#)
- [Attendance](#)
- [Behavior](#)
- [Contact Log](#)
- [Grades](#)
- [Profile](#)
- [Schedule](#)
- [Summary](#)

### Student Contact Log

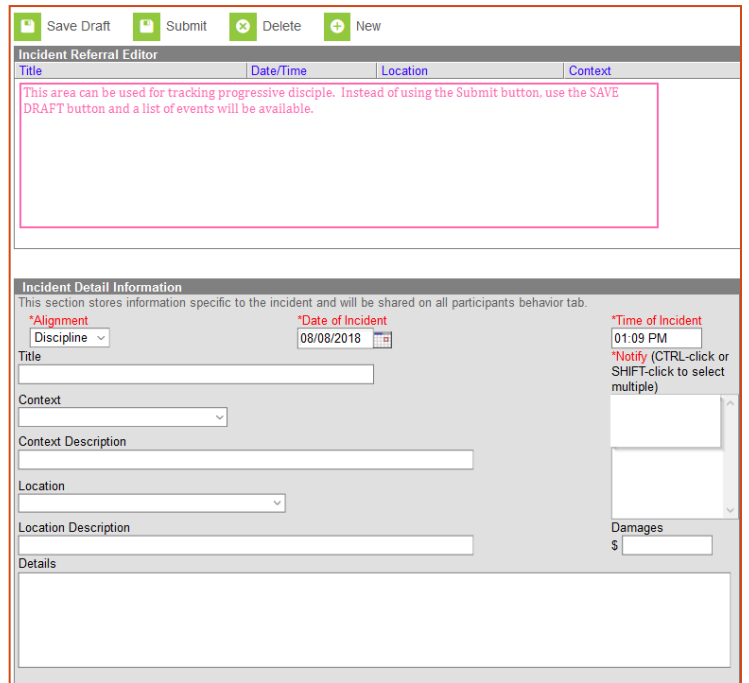
[Student Information](#) > [General](#) > [Contact Log](#)

- Allows you to track student contact made by the teacher
- Can log emails, phone conversations, and face-to-face conversations with parents, student, and administration

## Behavior Referral

### Behavior Office > Behavior Referral

- This area can be used for tracking behavior for progressive discipline or for submitting a behavior event if used at the school.



The screenshot shows the 'Incident Referral Editor' form. At the top, there are buttons for 'Save Draft', 'Submit', 'Delete', and 'New'. Below these are tabs for 'Title', 'Date/Time', 'Location', and 'Context'. A pink box highlights a message: 'This area can be used for tracking progressive discipline. Instead of using the Submit button, use the SAVE DRAFT button and a list of events will be available.' The main form area is titled 'Incident Detail Information' and contains the following fields: 'Alignment' (Discipline dropdown), 'Date of Incident' (08/08/2018), 'Time of Incident' (01:09 PM), 'Title' (text input), 'Context' (dropdown), 'Context Description' (text input), 'Location' (dropdown), 'Location Description' (text input), 'Details' (text input), and 'Damages' (text input with a dollar sign). A 'Notify' button is also present with instructions: '(CTRL-click or SHIFT-click to select multiple)'.

## *Messenger*

### Communication > Message Center

There are 3 types of messages a teacher can send:

- Class Message
  - This is a general informative message to the class (weekly newsletter, general parent info, reminders, etc.)
- Grades Message
  - Recipients for this message type can be filtered based on students' grades in a selected course (i.e., only to students with D's and F's)
- Missing Assignment Message
  - This message type is only sent to students and parents if a student has an assignment marked as Missing in the gradebook. This Missing mark must be on the assignment flag (see assignment flags above)

## Sending a Message

Communication > Message Center > New

1. Select your message type
2. Decide on delivery options
  - a. Inbox or Email- Best practice is to have both checked
  - b. Inbox is the parent portal
  - c. Email is the personal email
  - d. Your district may also allow a voice or text option
3. Determine the delivery date and time. By leaving the default, it will send as soon as you finish, and push send. You can schedule messages to send all throughout the school year.
4. This is typically a do not reply email, but some districts allow for teachers to put their school email in this field.
5. Provide a message subject
6. Type your message
  - a. Use the Campus Fields button (green F) to create messages that are customized with student names or other information.
7. Click Next at the bottom of the screen.
8. Decide who is receiving the message.
9. Expand the button to select the class/classes who will receive the message.
  - a. *Note: Elementary school teachers should only select one homeroom course or the message will be sent multiple times.*
10. Determine whether the message will go to guardians and/or students or both.
11. Click Next at the bottom of the screen.
12. Click Review Recipients to see a list of who will receive the message.
13. Click Send when complete.

**Note:** To send a Grades Message or Missing Assignments Message, begin at step 1 and use the Message Type drop-down menu to select the appropriate message type.

**Class Message: Step 1**

Create a new message or select an existing message template saved to your user account or user group(s).

Message Type  
Class Message

User/User Group  
User

Template  
<new>

**Delivery Details**

Delivery Devices  
 Inbox  Email

Delivery Date  
02/20/2015

Inbox/Email Delivery Time  
11:19 am

Sender's Email  
lc-no-reply@interact.ccsd.nj

**Message Details**

Message Subject  
Text Message

Add Email Attachment

Message Body

This is a test message

Save Save As Delete Test Next

**Recipients**

All recipients from section(s)  Specific recipients from section(s)

Section(s)  
 Select All [Collapse All](#)

Term Y

- AM) 028510-4 Homeroom 2 AM
- PM) 028520-4 Homeroom 2 PM
- Reading) 021210-4 Reading 2
- Speak/Lis) 021810-4 Speaking and Listening 2
- Language) 021610-4 Language 2
- Writing) 021410-4 Writing 2
- Math) 022510-4 Mathematics 2
- Science) 023510-4 Science/Health 2
- Social Stu) 024310-4 Social Studies 2

Recipients  
 Guardians  Students

## Message Log

Communication > Messenger > Message Log

1. Campus Tools > Messenger > Sent Message Log
2. Enter date span and select Find Messages
3. Click on a row to expand details
4. Delivery Summary window will expand. Click on Print Sent Message Report if desired.

Sent Message Log

Created Between 01/04/2016 and 05/04/2016 Find Messages

Status	Message Type	District/School	Message Subject	Sender	Date Created	Date Scheduled	ScheduleID
Complete	Class	District HS	TEst (20200001-1)	WILLSON, TRACEY	03/15/2016 8:26 AM	03/15/2016 8:26 AM	
Complete	Missing Assignment	District HS	Missing Assignment	WILLSON, TRACEY	01/28/2016 3:59 PM	01/28/2016 3:59 PM	
Complete	Class	District HS	Field Trip	WILLSON, TRACEY	01/28/2016 3:46 PM	01/28/2016 3:46 PM	
Complete	Class	District ES 9 Month	Test Message (018510-1)	WILLSON, TRACEY	01/27/2016 12:38 PM	01/27/2016 12:40 PM	
Complete	Class	District HS	Class Letter	WILLSON, TRACEY	01/13/2016 12:11 PM	01/13/2016 2:43 PM	

## Reports

### Portal Usage Report

Instruction > Reports > Portal Usage Report

- This report lists students and parents with accounts with the date of last login and login counts for the last 5 weeks.

Student	Parent Account	Student Account	Last Login	Portal Login Counts					Total
				Week 1 03/27-04/02	Week 2 04/03-04/09	Week 3 04/10-04/16	Week 4 04/17-04/23	Week 5 04/24-04/30	
		X	04/15/2016	2	6	6	0	0	14
		-	08/25/2015	0	0	0	0	0	0
		X	04/12/2016	3	3	2	0	0	8
		-	02/10/2016	0	0	0	0	0	0
		X	10/10/2014	0	0	0	0	0	0
		-	04/15/2016	33	31	12	0	0	76
		X	04/12/2016	0	0	4	0	0	4
		-	04/15/2016	14	15	26	0	0	55
		X	04/15/2016	4	5	4	0	0	13
		-	04/08/2016	0	1	0	0	0	1
		X	04/14/2016	6	12	6	0	0	24
		-	04/26/2015	0	0	0	0	0	0

## Blank Spreadsheet

[Instruction](#) > [Reports](#) > [Blank Spreadsheet](#)

- This report creates an empty grid with the students you selected on the vertical axis and the column headers on the horizontal access.
- Great tool for logging student scores, marking participation, or tracking other student data

22-23 Somerset Academy Aliante		6475 Valley Drive, North Las Vegas NV 89084											
Generated on 08/29/2022 02:41:53 PM		[REDACTED]										1950005a-1	
Page 1 of 1		8/22-8/26										Teacher: [REDACTED]	
	Word Study Test - Inflecti Ending	Week 2 Skill Review											
05 [REDACTED]													
05 [REDACTED]													
05 [REDACTED]													
05 [REDACTED]													
05 [REDACTED]													

## Roster Report

[Instruction](#) > [Reports](#) > [Roster Report](#)

- This report displays student rosters for each section.
- Allows options to add student pictures, guardian contact information, health conditions, etc.
- Essential for your emergency bags/folders