INFINITE CAMPUS LEARNING GUIDE

Sandbox: https://hawaii.infinitecampus.org/sandbox/hawaii_sandbox.jsp

- Username: employeeID@qa.k12.hi.us
- Password: Capital first initial of first name Capital first initial of last name $ = Last 4 SSN
  (EXAMPLE: John Doe whose last four digits of SSN are 1234 – JD$=1234)

Training will be completed in a training environment

BASIC NAVIGATION

- Basic Navigation – Campus 101
  - Campus Toolbar
  - Index/Search/Help
  - Logoff
- **Campus Tools vs. Campus Instruction**
  - **App Switcher (Rubik's Cube)**

CAMPUS TOOLS

- Student Information Overview
  - Available tabs depend on user security
  - Common tabs:
    - ♣ Summary
      - ✶ **Print Summary Report, Label, Envelope**
    - ♣ Attendance
      - ✶ View/Print student's attendance events
    - ♣ Grades
      - ✶ View grades in all classes

CAMPUS INSTRUCTION TOOLS

MESSAGE CENTER

- Campus Instruction > Message Center
  - District and School Notices
  - Communicate with students and parents
    - ♣ Class Messenger
    - ♣ Grades Messenger
    - ♣ Missing Assignment Messenger
      - ✶ **Must flag assignments in grade book as *MISSING***

ACCOUNT SETTINGS

- Campus Instruction > Account Settings
  - Recommend users set Campus Instruction as default application (if not already)
  - Select student display preferences
    - ♣ Discuss ramifications of choosing/not choosing "Show Active Students Only"
      - ✶ Will prevent "dropped" students from showing in Gradebook, Roster, etc.

ROSTER

- Campus Instruction > Roster
  - View Incoming, Active and Dropped students
  - View basic student info
  - View student flags (IEP, Life threatening health conditions, Alert, POA & TRO)
  - View/Print contact information
  - Generate roster report

SEATING CHARTS

- Campus Instruction > Seating Charts
  - Create seating chart to use with attendance (if desired)

ATTENDANCE

- Campus Instruction > Attendance > Attendance List
  - **Attendance can only be taken for the current day**
  - If office has already recoded attendance for a student, you can view, but cannot change (ISS, Suspension, FT, reported future absence)
  - Clicking ***SAVE*** will place a checkmark by the period and reduce the number in the orange box by Attendance module in index
  - Office can immediately see the attendance after you click ***Save***
- Campus Instruction > Attendance > Seating Chart
  - Same options as with list, just shows your seating chart set up

STUDENT GROUPS

- Campus Instruction > Student Groups
  - Create student groups (add/remove students)
  - Use to sort students into smaller learning groups within a section
  - Use with gradebook, to assign assignments to only the students in a specific group

GRADEBOOK

- Understand Gradebook Setup
  - Navigating the grade book
  - Define Section/Term/Task
  - Different types of scores (colors/flags)

COMPOSITE GRADING SETUP (Categories)

- **Establish Composite Grading Rules**
  - **Semester Course**
    - ♣ **Align to *Quarter Grading Task***
  - **Year Course**
    - ♣ **Align to Quarter or Semester Grading Task**

CUMULATIVE GRADING SETUP (Categories)

- Establishing Cumulative Grading on Categories
  - Quarter/Semester/Year Courses
    - ♣ Align to Semester or *Final Grading Task*

Campus Instruction > Grade Book > Settings

Define Scoring Setup in Gradebook

Step 1: Grade Calc Options

- Determines how Grade Book calculates *In Progress* grades
- Set by State
- Teachers will set their own composite grading if desired

Step 2: Categories

- Standard Categories have been created, can edit or add new categories as needed
- Collect assignments that count towards a particular Grading Task
- Discuss *Sequence, Weight, Exclude and Drop Lowest Score options*

Step 3: Creating Assignments

- 3 ways to add from Grade Book
  1. Add Button
  2. Assignment List
  3. Keyboard command (ALT+N)
- Assignment Copier
  - Copy individual assignment
  - Copy multiple assignments from one section to another

GRADEBOOK (continued)

- Assignments can also be added from Planner and Assignment Overview

- Settings Menu
  - Assignment List
  - Assignment Marks
  - Filter Defaults
  - Grading Scales
  - Assignment Copier
  - Category Copier
  - Multipost Grades
  - Website Address
  - Preferences

- Modifying Assignments
  - Gradebook
  - Planner
  - Assignment Tree View

- Scoring Assignments
  - Score in Grade Book

- Posting Grades through the Grade Book
  - Copies grades entered in the Grade Book to the students' Grades tab.
  - Automatic posting = click the ***POST*** button and moves the *In Progress* grade to the Posted column
  - Manual posting = teacher analyzes data and then chooses the grade in the posted column to determine the student's performance
  - The Posted grade is the grade that posts to the student's reporting period/transcript

- Posting Grades by Task or Student
  - Use to post grades for a task rather than entering scores for a specific assignment. (If not using our gradebook or for no score classes, etc.)

PLANNER

- **Campus Instruction > Planner**
  - **Planner > Curriculum View**
    - ♣ View / Add assignments
    - ♣ Copy multiple assignments between sections/years

PLANNER (continued)

- **Planner > Schedule View**
  - ♣ View/Print students (includes any absences for that day)
- **Planner > To Do List**
- **Printing the Planner**

REPORTS

- **Campus Instruction Reports**
  - **Attendance Reports**
  - **Grade Book Reports**
  - **Planner Reports**
  - **Roster Reports**

PORTAL OVERVIEW

- **Portal for Parents and Students**
  - **Parents/Students will be able to view the following:**
    - ♣ **Calendar**
    - ♣ **Grades**
    - ♣ **Schedule**
    - ♣ **Attendance**
    - ♣ **Family To Do List**

NOTE: Student Portal accounts will be created by DOE (for schools that responded to DOE memo) after OEC on 10th day of school. Each school will be provided with student login and roll out to students at that time. Parent Account info will be distributed after Census Verification is done for demographic/family info.

NEXT STEPS

- Production URL: https://hawaii.infinitecampus.org/campus/hawaii.jsp
  -) Complete single sign on procedure
  -) Username: employeeid@ds.k12.hi.us
  -) Password: Capital first initial of first name Capital first initial of last name $ = Last 4 SSN **(EXAMPLE: John Doe whose last four digits of SSN are 1234 – JD$=1234)**
  -) Reset Password with these requirements:
    - At least 8 characters
    - 1 Uppercase character
    - 1 number
    - 1 nonalphanumeric character ~!@#$%^&*__+=”?\|(){}[]:;’<>,.?/
    - CANNOT include your full first or last name in the password

NEXT STEPS (continued)

- Set up self service password Reset

1. Go to http://registration.k12.hi.us
2. Login using your IC credentials (employee ID, new pw)
3. Click OK
4. Click Next
5. Enter your Infinite Campus password and click "Next"
6. Answer the five questions and click "Next". Answers are not case sensitive
7. If you see the screen below you have SUCCESSFULLY registered for the Self Service Password Reset

IF YOU NEED TO RESET YOUR PASSWORD GO TO:

- http://sspr.k12.hi.us

You will be able to reset your password after correctly answering tow of your security questions.