

Infinite Campus Training

Training Session 1: Getting started
Attendance, Seating Charts, Rosters

Accessing IC

To access Infinite Campus Teacher Portal
Go to The Infinite Campus icon on desktop

Or from school home page

Go to **ACADEMICS>TEACHER
RESOURCES>I-CAMPUS**

IC technical terms to know

- Process Inbox
- Instruction Module
- Attendance Tool
- Index Outline
- Admin
- Section

- Jo Allen
- Instruction
 - Attendance
 - Positive Attendance
 - Gradebook
 - Grading By Task
 - Grading By Student
 - Roster
 - Daily Planner
 - Student Groups
 - Class Serve
 - Lesson Planner
 - Newsletter
 - Teacher Course Requests
- Admin
- Messenger
- Reports
- Log Off

District Notices

- [07/13/2008]
Student information and data accessed through the Henry County Schools' Student Information System considered confidential and shall be handled in a confidential manner.

School Notices

No school notices at this time.

Process Inbox

Process Step	Posted Date	Due Date
<i>No Process Inbox items at this time.</i>		

Instruction



Process



Index

Section



Year School Section

Index Search Help

- Jo Allen
- [-] Instruction
- [-] Attendance
- [-] Positive Attendance
- [-] Gradebook
- [-] Grading By Task
- [-] Grading By Student
- [-] Roster
- [-] Daily Planner
- [-] Student Groups
- [-] Class Serve
- [-] Lesson Planner
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District Notices

- [07/13/2008]

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Process Inbox

Process	Step	Posted Date	Due Date
<i>No Process Inbox items at this time.</i>			

Admin

Attendance

Attendance, Seating Charts, & Rosters

■ Objectives

In this lesson you will learn:

- How to take attendance in the instruction module
- Setting preferences in
Instruction>Admin>Preferences
- How to create and print multiple seating charts for a section
- How to view and print rosters

Taking Attendance

- You have two options to take attendance.
- Option 1: Click on the blue links in the Process Inbox

School Notices
No school notices at this time.

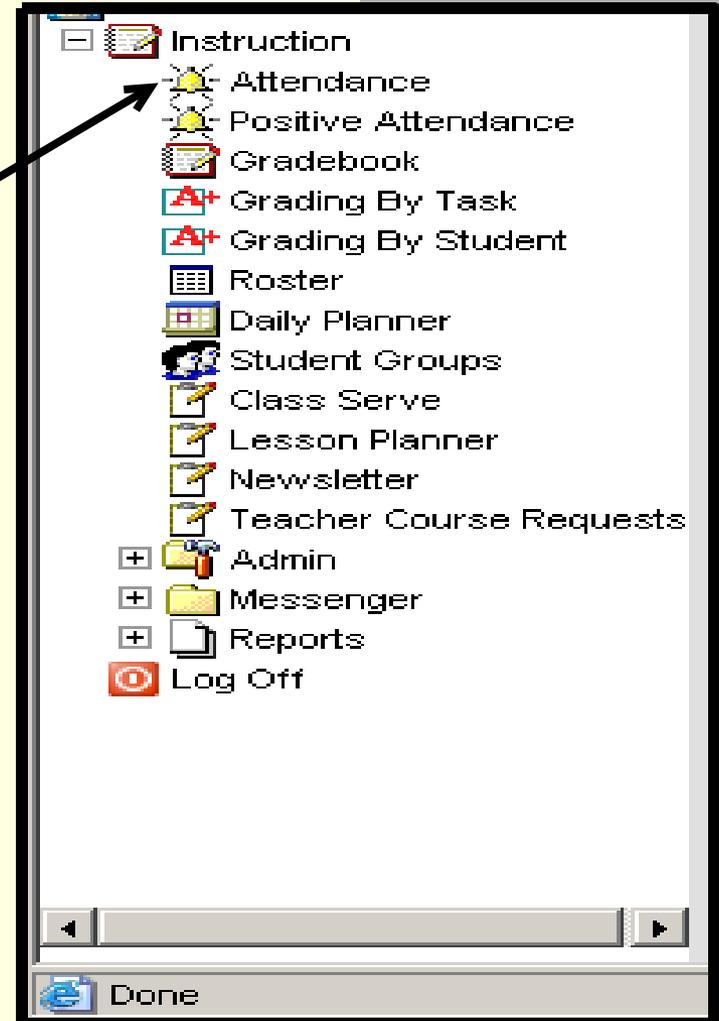
Process Inbox

  	Process	Step	Posted Date	Due Date
	Attendance	Period 05 Attendance Not Required	07/26/2008	07/26/2008
	 Message	Test Message	02/16/2008	
	 Message	Infinite Campus	02/16/2008	
	 Message	K-12 Solutions Group Training Survey	04/10/2008	
	 Message	Training Survey - Secretaries & Counselors	04/11/2008	

Taking Attendance

(2)

- Option 2: You can take attendance through the Attendance Folder.

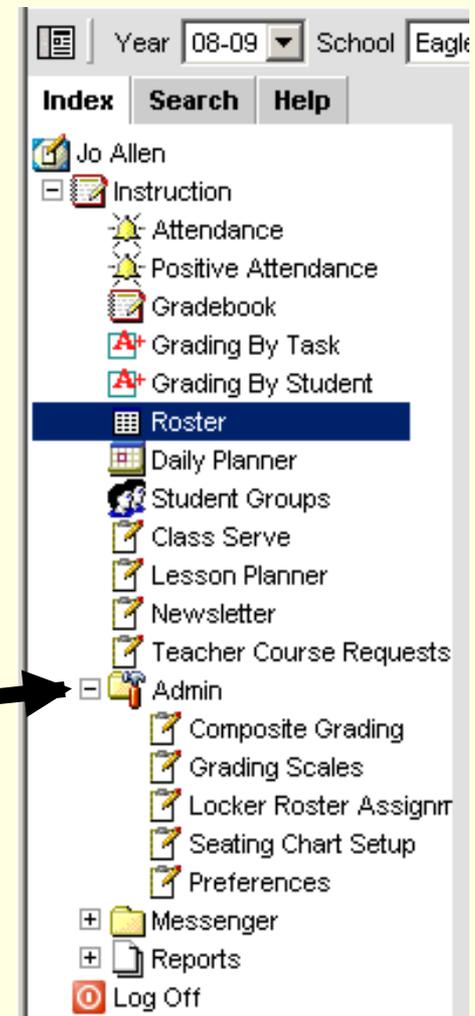


Things to Remember

- You have until midnight of the current day to enter attendance for that day.
- **You do not enter excused or unexcused for absences. Attendance clerk will do that part.**
- **You can enter excused/unexcused for tardies in the comments section.**
- Please have a hard copy roster for each class for subs to send to front office at end of the day
- **You will loose your work if you do not click *SAVE* before moving on!**

Seating Charts

- You can create 2 charts per section (class)
 - One Standard Chart
 - One Lab Chart
- Click on ADMIN folder to access Seating Chart Setup



Seating Charts

(2)

- First, click on the Preferences folder
- Select the options you want
- Click on the blue Mass Assign link at bottom to carry over to all classes
- **CLICK SAVE!!!**

The screenshot shows a web-based classroom management software interface. The main content area is titled "0306.0-1 Social Studies 6" and "Teacher: ALLEN, JO". The "Preferences" folder is selected in the left sidebar, and the "Teacher Preference" settings are displayed in the main area. The settings include several checkboxes: "Hide Dropped Students", "Show Student Numbers", "Show Student Pictures", "Invert Seating Chart Auto-Placement (Start from the bottom)", "Use Seating Chart for Attendance", "Use Carried Comments", and "Remove percentage and calculations when using Standards". A "Teacher Web Site URL" field is also present. At the bottom of the settings area, there is a blue link that says "Mass Assign to multiple classes". The left sidebar contains various navigation options such as "Jo Allen", "Daily Bus Changes", "Henry County Schools", "Student Information", "General", "Instruction", "Attendance", "Gradebook", "Grading By Task", "Grading By Student", "Roster", "Daily Planner", "Student Groups", "Lesson Planner", "Newsletter", "Admin", "Seating Chart Setup", "Preferences", "Reports", "Behavior", "Behavior Reterral", "Attendance", "Daily Attendance", and "Log Off".

Seating Charts

(3)

- Set the dimensions
- Click Save Dimensions
- Select Photo options
- Fill in seats
 - Manually or by Auto Fill Options @ top
- Click Save
- Click Print to preview chart
 - Chart shows up as a PDF

The screenshot shows the 'Seating Chart Setup' window. At the top, there is a toolbar with icons for Print, Save, Clear, Auto Fill-Alphabet, Auto Fill-Random, and Display Lab Chart. Below the toolbar, the 'Seating Chart Dimensions' section has input fields for 'Rows: 6' and 'Columns: 5', with a 'Save Dimension' button and a 'Toggle Help On/Off' link. The 'Print Options' section includes a note 'Please save modifications to the seating chart before printing.', a 'Font Size: 9 pt' dropdown, and a checkbox for 'Print students' pictures'. The main area is titled 'Standard Seating Chart' and displays 'Course(s): C306.0 Social Studies 6' and 'Student Count: 18'. It features a grid with 5 columns and 5 rows. Each cell in the grid contains a dropdown menu and an 'Exclude Seat' checkbox. The grid is currently empty, with all dropdown menus showing a blank space.

	Column 1	Column 2	Column 3	Column 4	Column 5
1	<input type="text"/>				
	<input type="checkbox"/> Exclude Seat				
2	<input type="text"/>				
	<input type="checkbox"/> Exclude Seat				
3	<input type="text"/>				
	<input type="checkbox"/> Exclude Seat				
4	<input type="text"/>				
	<input type="checkbox"/> Exclude Seat				
5	<input type="text"/>				

Rosters

- Access your class rosters under the Instruction Folder
- You can print a copy of this roster with all its information for each class.
- Be sure to change the section at the top.

The screenshot shows a web-based interface for managing a class roster. At the top, there are dropdown menus for 'Year' (08-09), 'School' (Eagle's Landing Middle), and 'Section' (1) (0306.0-1 Social Studies 6 (Meir)). Below these are tabs for 'Index', 'Search', and 'Help'. The 'Index' tab is active, showing a tree view of navigation options. The 'Roster' option is highlighted. The main content area displays the class name '0306.0-1 Social Studies 6' and the teacher 'Teacher: ALLEN, JO'. A 'Roster' button and a 'Print' button are visible. Below these, it says 'Active Students: 18'. A table lists the students with columns for Name, Student #, M/F, Birth Date, Home Phone, Address, and Flags IEP PLP Gradebook. Each row has a small icon in the 'Flags' column.

Name	Student #	M/F	Birth Date	Home Phone	Address	Flags IEP PLP Gradebook
06 Arroyo, Alana G	062894	F	01/18/1997	(770)898-1354	106 Wynbrook Dr McDonough, GA 30253	
06 Bickers, Bailey C	072951	F	05/30/1997	(770)320-9945	785 Wimbrow Dr McDonough, GA 30253	
06 Brown, Damron C	066045	M	08/03/1997	(770)320-9442	339 Ashton Pl McDonough, GA 30253	
06 Bullman, Zachery M	087403	M	07/13/1995	(678)833-5249	85 Pleasant Valley Rd McDonough, GA 30253	
06 Gethers, Dyon J	063368	F	02/03/1997	(678)451-6669	1146 Collins Ct McDonough, GA 30253	
06 Gilbert, Jordan L	063387	F	03/28/1997	(678)272-7613	338 Spindletop Hwy Stockbridge, GA 30261	
06 Holst, Jacob C	063571	M	07/17/1997	(678)565-6285	205 Saint Andrews Ct McDonough, GA 30253	
06 Howard, Darius T	069917	M	07/12/1997	(678)563-0968	58 Ann Ct McDonough, GA 30253	
06 Hughes, Jasmine E	099770	F	10/28/1996			
06 Jones, Cameron E	067834	M	06/12/1997			
06 Jones, Nickolas L	072454	M	10/07/1996	(678)565-6338	1009 Collingtree Ct	

Rosters

(2)

- You can access student information by clicking on the students name (highlighted in blue)

The screenshot displays a web-based student information system. At the top, there is a navigation bar with tabs for various services: Attendance Letter, Consents, Zoning Exceptions, After School, Testing Accommodations, Activity Participation, Summary, Enrollments, Schedule, Attendance, Grades, Assessment, Transportation, Fees, and Affidavit of Residency. Below the navigation bar, there are print options: Print and Print w/ Picture. The main content area is divided into sections. The first section is 'Person Information', which includes fields for PersonID, Name, Nickname (Barnett), Gender (M), Race Ethnicity (Black, not Hispanic), Birth Date (Age: 11), Student Number, State ID, Person GUID, and Comments (A). To the right of these fields is a portrait photo of a young boy with a smile. Below the 'Person Information' section is the 'Mailing Addresses' section, which shows a 'Primary Address' field with a 'Map' button. At the bottom, there is a table for 'BAILEY **Primary' with columns for Name, relationship, Enrollment (grade), Phone(s), Email, and Seq. The first row in the table shows a relationship of 'Father' and a sequence number of '2'.

Name	relationship	Enrollment (grade)	Phone(s)	Email	Seq
	Father				2

Rosters

(3)

- You can print a blank spreadsheet for each section.
- Click on Reports
- Select Blank Spreadsheet
- Select options desired
- Click Generate Report at bottom

- Remember you must switch sections if you want one for each section.

Year 08-09 School Eagle's Landing Middle Section 1) 0306.0-1 Social Studies 6 (Main)

Index Search Help

- Jo Allen
- Daily Bus Changes
- Henry County Schools
- Student Information
 - General
 - Instruction
 - Attendance
 - Gradebook
 - Grading By Task
 - Grading By Student
 - Roster
 - Daily Planner
 - Student Groups
 - Lesson Planner
 - Newsletter
 - Admin
 - Seating Chart Setup
 - Preferences
 - Reports
 - Aligned Assessments
 - Assignment Analysis Graph
 - Assignment Standards
 - Attendance Register
 - Attendance Summary
 - Blank Spreadsheet**
 - Gradebook Export
 - Grades Report
 - Missing Assignments
 - Portal Usage Roster
 - Roster Label
 - Section Summary

Report Title: Classbook Blank Spreadsheet Report

Cell Count: 15 cells wide

Line Height: Normal

Show Student IDs:

Select Students

- Arroyo, Alana G
- Bickers, Bailey C
- Brown, Damonn C
- Bullman, Zachery M
- Gethers, Dyon J
- Gilbert, Jordan L
- Holst, Jacob C
- Howard, Darius T
- Hughes, Jasmine E
- Jones, Cameron E
- Jones, Nickalás L
- Martens, Erick A
- Martin, Dericus J
- Otley, Tionna S
- Selvaraj, Steve
- Sherman, Malisha
- Washington, Vincent T
- Williams, Khali J

Generate Report

Infinite Campus Training

Training Session 2: Gradebook
Lesson Planner, Gradebook

IC technical terms to know

- Grading Task
- Curve
- Groups
- Assignment/Activity
- Exempt
- Missing
- Cheated
- Dropped
- Late
- Incomplete
- Post grades
- Post grades to other task
- Process Inbox

Lesson Planner

- Lesson Planner is for setting up your gradebook – categories, weights, and assignments
- You will setup only in the term your section ends.
 - Academics/Band/Chorus-work in Term Term 6 Course Final Average
 - Exploratory – work in the terms your class ends (Terms 2,4,6 for 12 week courses)

The screenshot shows the Lesson Planner interface for section 0048.0-1 Language Arts 8 Enrichment, taught by BOOTH, KENT. The interface includes a navigation bar with 'Lesson Planner', 'New Task Group', 'New Standards Group', and 'New'. Below this is a list of terms and averages:

- Term Term 1 6 Week Average
- Term Term 2 6 Week Average
- Term Term 3 6 Week Average
- Term Term 3 C Conduct
- Term Term 4 6 Week Average
- Term Term 5 6 Week Average
- Term Term 6 Course Final Average
- Term Term 6 6 Week Average
- Term Term 6 C Conduct

A red arrow points to the plus sign (+) next to 'Term Term 6 Course Final Average', indicating that this is the term where the user should set up their section.

Lesson Planner

Academics

(2)

- Click on Term 6 Course Final Average
- Click on Use Weighting on Groups
- Select Grading Scale
 - Numeric 100 or Alpha
- Click **SAVE**

0106.0-101 Mathematics 6

Teacher: JAMES, CARLA

Lesson Planner

New Task Group New Standards Group New A

Lesson Plan

- Term Term 1 6 Week Average
- Term Term 2 6 Week Average
- Term Term 3 6 Week Average
- Term Term 3 C Conduct
- Term Term 4 6 Week Average
- Term Term 5 6 Week Average
- Term Term 6 Course Final Average
- Term Term 3 Semester Final Average
- Term Term 6 Semester Final Average
- Term Term 6 6 Week Average
- Term Term 6 C Conduct

Lesson Planner

(4)

- Click on New Task Group
- Enter Name, Weight, and Check off the terms grades end for you. (Semester Final)
 - Academics/Band/Chorus
 - Terms 3 & 6 Semester Final Average
- Click on **SAVE**
 - A plus sign should show up beside the Terms selected
 - Click the Plus to see Tasks

The screenshot displays the 'Lesson Planner' application window. At the top, there is a menu bar with options: Save, Delete, New Task Group, New Standards Group, New Assignment, and New Activity. The main area is split into two panes. The left pane, titled 'Lesson Plan', shows a hierarchical tree of task groups. The right pane, titled 'Group Detail', contains fields for Name, Weight, and Sequence, along with several checkboxes for group settings and a list of term/task combinations.

Lesson Plan

- Term Term 1 6 Week Average
- Term Term 2 6 Week Average
- Term Term 3 6 Week Average
- Term Term 3 C Conduct
- Term Term 4 6 Week Average
- Term Term 5 6 Week Average
- Term Term 6 Course Final Average
- Term Term 3 Semester Final Average
- Term Term 6 Semester Final Average
- Term Term 6 6 Week Average
- Term Term 6 C Conduct

Group Detail

*Name

Weight: 0

Sequence: 1

Hide from view in portal

Exclude this group from calculation

Drop lowest score

Changes to Drop Lowest Score will only take effect upon next saved modification to Grade Book.

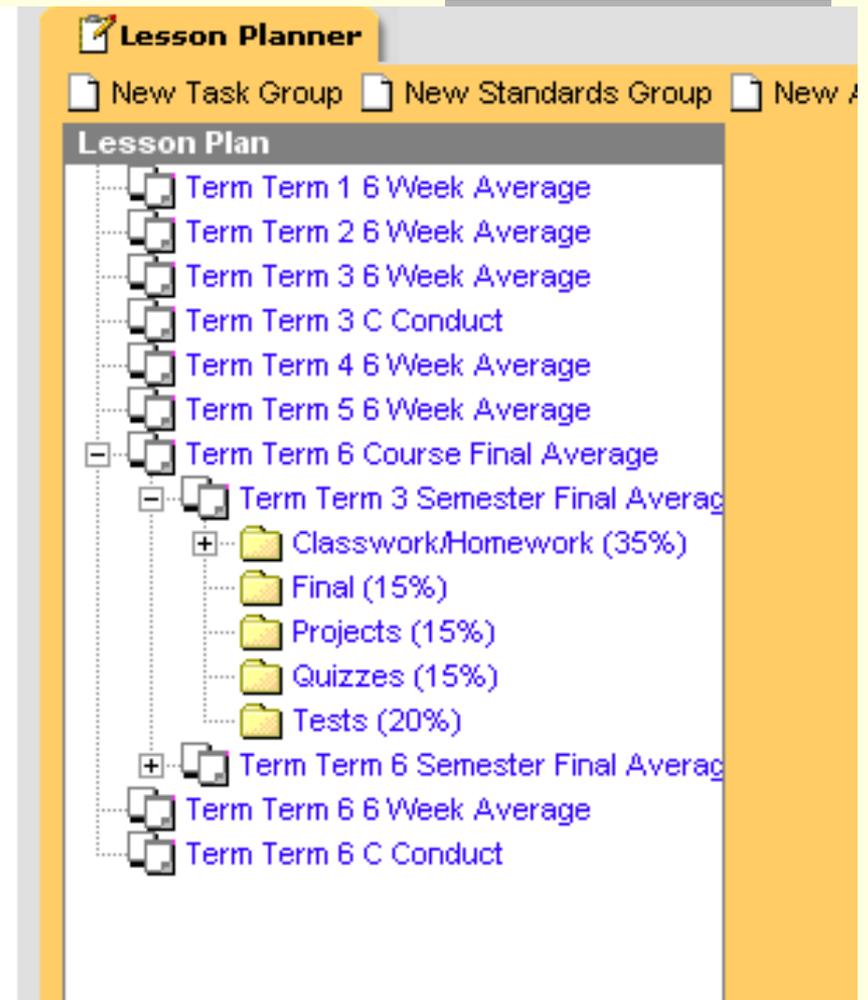
*Select Term/Task Combination

- Term Term 1 - 6 Week Average
- Term Term 2 - 6 Week Average
- Term Term 3 - Semester Final Average
- Term Term 3 - 6 Week Average
- Term Term 4 - 6 Week Average
- Term Term 5 - 6 Week Average
- Term Term 6 - Semester Final Average
- Term Term 6 - Course Final Average
- Term Term 6 - 6 Week Average

Lesson Planner

(4)

- Repeat those steps until all tasks (categories) assigned
- This only sets up for one class(section)
- To set up all sections, click on Lesson Plan Copier



Lesson Planner

(5)

- Check the sections you want the tasks assigned to
- Click COPY LESSON PLAN ON THE NEXT SCREEN
- Leave the Tasks unchecked
- Click UPDATE GROUPS

entry County Middle ▾ Section 1) 0106.0-101 Mathematics 6 (Main) ▾

Lesson Plan Copier

This tool will copy the entire Lesson Plan from this section to all of the sections you select.

The Lesson Plan Copier is used to copy an entire Lesson Plan from one section to other sections that have no groups or assignments. Only sections with no groups or assignments can be selected below.

If you want to copy a couple new assignments, use the Copy Group function available when editing a group.

By default copied assignments are not made active. If you want assignments to remain active select the "Preserve Active Assignments" checkbox.

Preserve Active Assignments

Pick the Sections you want to copy this Lesson Plan to.

HCMS 08-09

- 0105.0-103 Advanced Mathematics 6
- 0106.0-101 Mathematics 6
- 0106.0-102 Mathematics 6
- 0106.0-104 Mathematics 6
- 0650.0-1302 Decision Making 6
- 0650.0-2302 Decision Making 6
- 0650.0-3302 Decision Making 6
- 0650.0-4302 Decision Making 6
- 0650.0-5302 Decision Making 6
- 0650.0-6302 Decision Making 6

Copy Lesson Plan

Lesson Planner

(6)

- Entering Assignments
- Two Options
 - Option 1: Click on New Assignment in Lesson Planner
 - Option 2: Right Click on Tasks(Category) in Gradebook
- Pros? Cons?

Gradebook

Flags

(2)

- Late – flagged only
- Exempt – not in calculation, grade entered shows in gradebook
- Missing – counts as ZERO
- Incomplete – not in calculation until unflagged
- Cheated – counted as ZERO, grade made stays in gradebook, shows as Cheated on Portal
- Dropped – automatically marked if drop lowest score set up in Lesson Planner

Horrace - test 1

Edit comment

Late

Exempt

Missing

Incomplete

Cheated

Dropped

Conduct

- Click on Grading by Task
- Select the Term to enter Conduct
- Select the Score and click Fill All OR
- Enter Each Conduct by hand
- Click SAVE

The screenshot shows a software interface for entering student conduct scores. At the top, there is a tab labeled "Grading By Task" and a "Save" button. Below this, a dropdown menu is set to "Term 1 - C Conduct". A link "Show/Hide Rubric" is visible. A "Fill Scores" section contains a table with columns for "Task", "Score", and buttons for "Fill All" and "Fill Empty". The "Task" dropdown is set to "Term 1 - C Conduct". Below this is a table with three rows of student data. Each row includes a placeholder "No Image Available", the student's name and ID, a "Percent Score" input field, a score dropdown menu (set to "S"), and a "Comments" text area with scroll arrows.

Fill Scores	
Task	Score
Term 1 - C Conduct	

Name	Percent Score	Comments
No Image Available 06 Alaniz, Humberto #062588	<input type="text"/> S	
No Image Available 06 Bearden, Horrace H #090787	<input type="text"/> S	
No Image Available 06 Carrenan, Sheruneda #106083	<input type="text"/>	