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

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

			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	

School Notices
No school notices at this time.

Process Inbox

Taking Attendance (2)

■ Option 2: You can take attendance through the Attendance Folder.
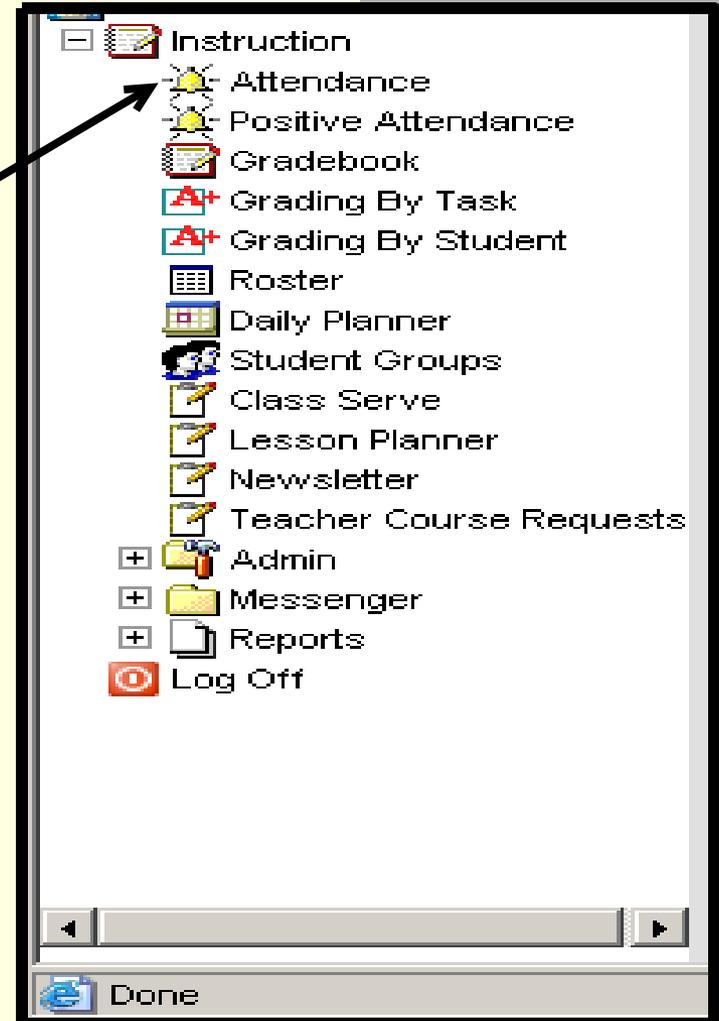
Things to Remember

- 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
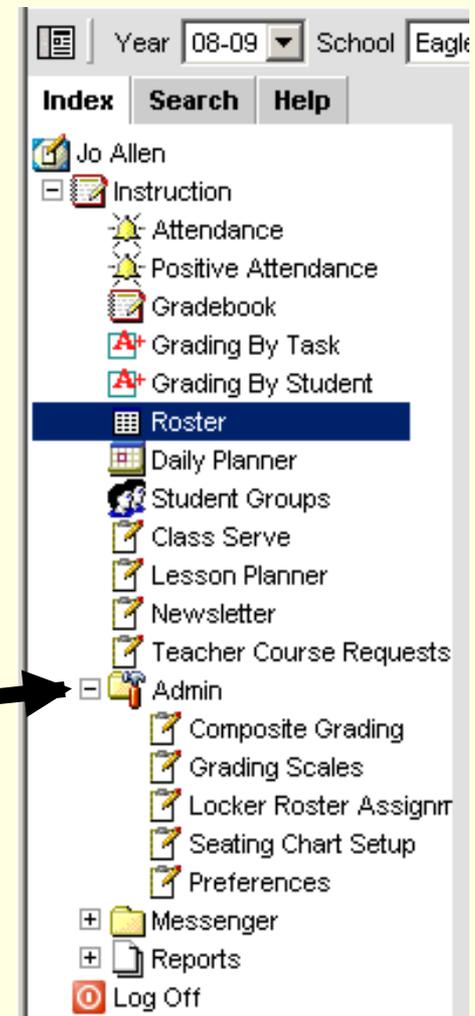
Seating Charts   (2)

- 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!!!

- 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

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.

Rosters (2)

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

Rosters

- 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.

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)

gle's Landing Middle ⌄   Section   1) 0048.0-1 Language Art:

0048.0-1 Language Arts 8 Enrichment
Teacher: **BOOTH, KENT**

📝 **Lesson Planner**

📄 New Task Group 📄 New Standards Group 📄 New

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 6 6 Week Average
Term Term 6 C Conduct

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

- 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

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

New Task Group   New Standards Group   New

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
    - Classwork/Homework (35%)
    - Final (15%)
    - Projects (15%)
    - Quizzes (15%)
    - Tests (20%)
  - Term Term 6 Semester Final Average
- Term Term 6 6 Week Average
- Term Term 6 C Conduct

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

enry 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

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Lesson Planner

- 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

- 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