



Infinite Campus Navigation

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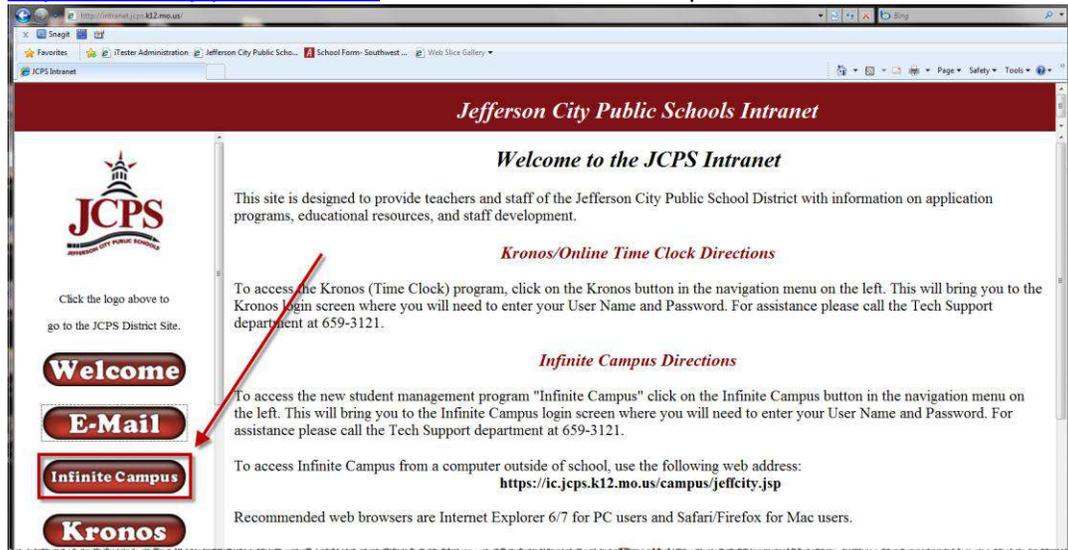
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Logging into Infinite Campus

There are three ways to access Infinite Campus.

- **JCPS Intranet:**

<http://intranet.jcps.k12.mo.us/>. Click on the Infinite Campus button on the left side of the screen.



- **JCPS Internet:**

www.jcschools.us. Under the **Staff** category, click on **Staff Links**.



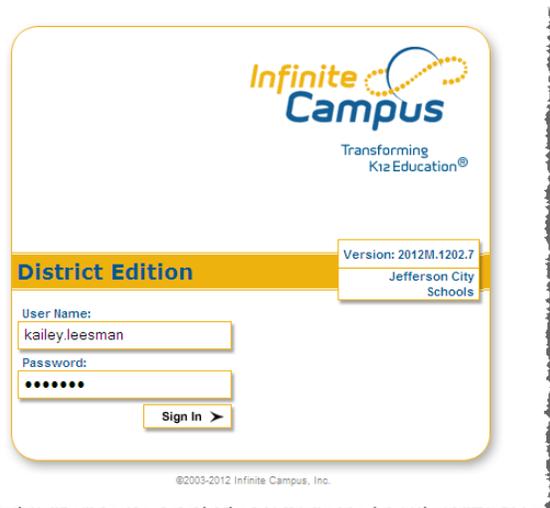
Click on the Infinite Campus Logo on the right side of the screen.



- **Direct URL:**

Type <http://ic.jcps.k12.mo.us/campus/jeffcity.jsp> in your browser.

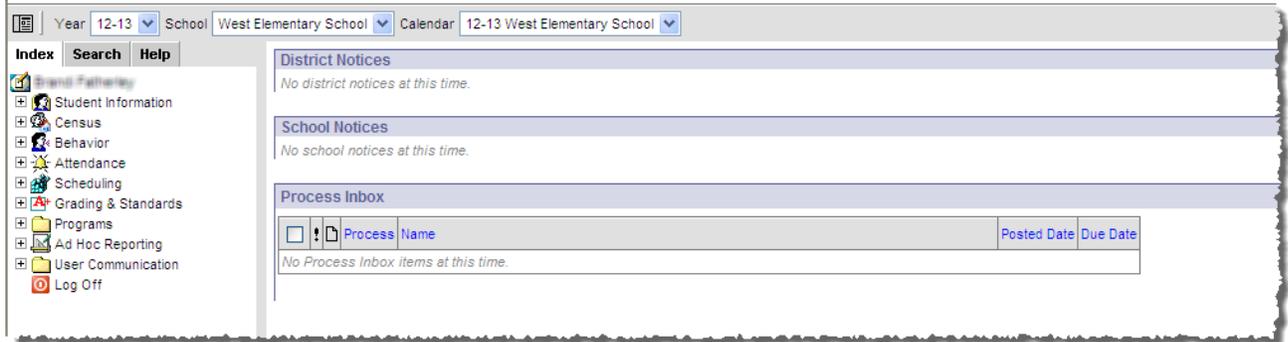
Each page will redirect the user to the login page of Infinite Campus. Technology will have sent the User Name and Password in a letter to the user. The User Name should be the users firstname.lastname.



Navigating Infinite Campus

Home Page

Once logged into Infinite Campus, the home page will display.



1. District Notices

District Notices provide a way to announce upcoming district events, district happenings, etc., at the district level. Any user who logs into the Campus application will see the District Notices. Portal users can also view District Notices if the district so chooses. The district typically uses District Notices to convey changes or other important information related to Infinite Campus.

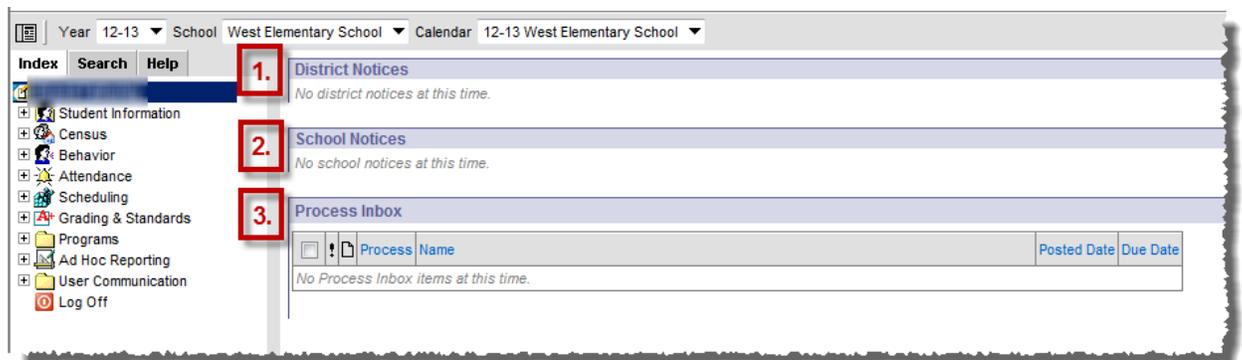
2. School Notices

School Notices provide a way to announce upcoming school events, the daily school bulletin, district happenings, etc. Any user who logs into the Campus application will see School Notices for the school for which the user has access. Portal users can also view user notices if the district so chooses.

3. Process Inbox

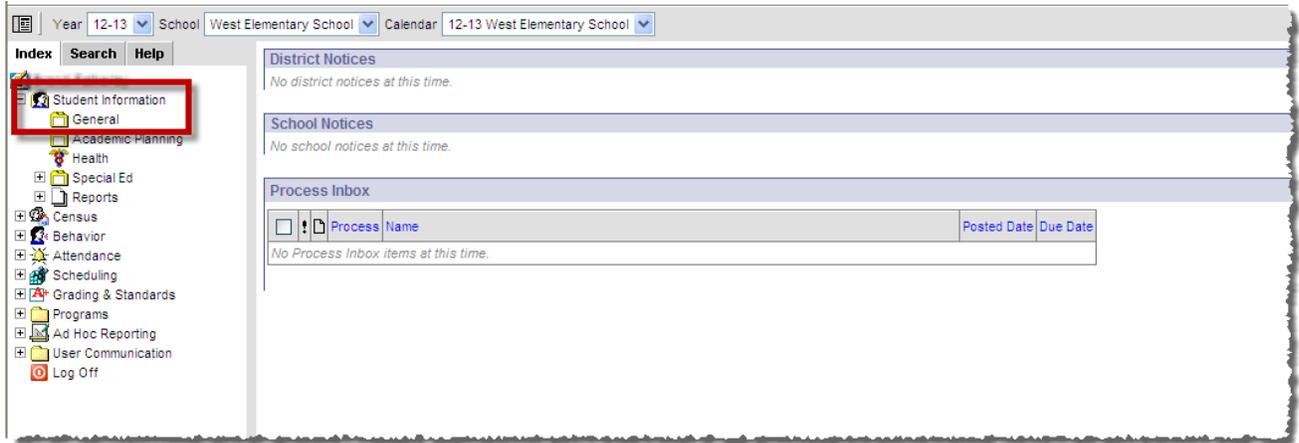
The Process Inbox is the message center for all system notifications relevant to a user of the Campus application. Notifications appearing in the Process Inbox are tailored to the currently logged-in user and are based on system activities related to the user and his/her tool rights.

Ex: Teachers receive process inbox notification when attendance needs to be taken for a class.

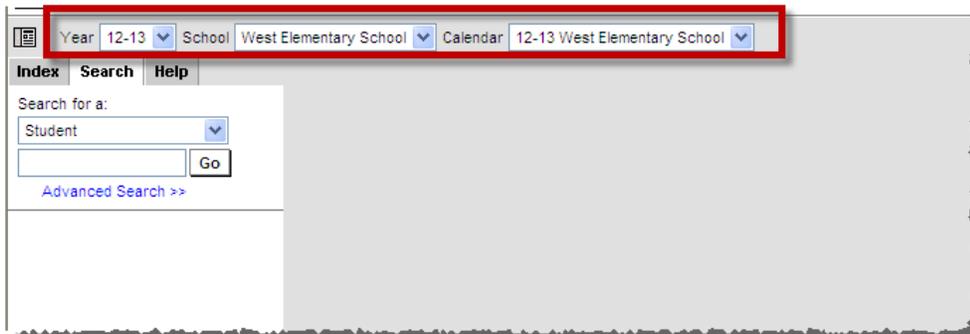


Searching for a Student

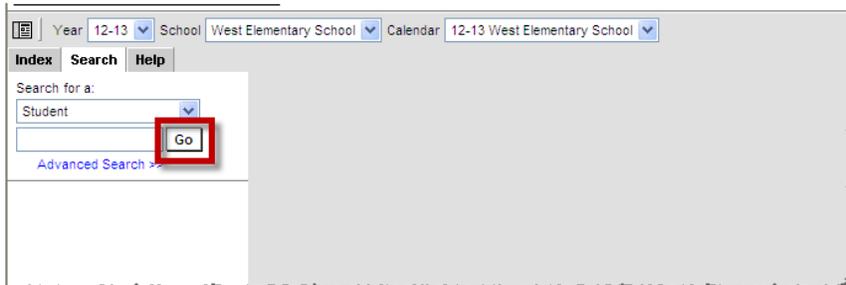
Click on Student Information > General



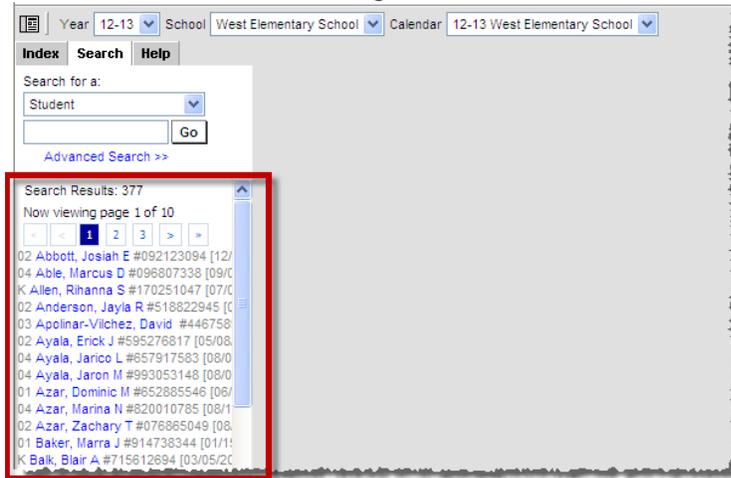
This will redirect the user to the Search Tab. Each Search is based on the **Year**, **School**, and **Calendar** drop downs at the top of the screen. Each year students get rolled into school calendars.



There are several Search options. When clicking on Student Information > General, it automatically directs the user to a Student search. The user can leave the Search box empty to do an open ended search based on the Year, School, and Calendar that is selected at the top. You can also type in all or part of a student's name, last name first. If a student is not enrolled in the Calendar selected at the top, they will not display in the search. Click **Go** to search.

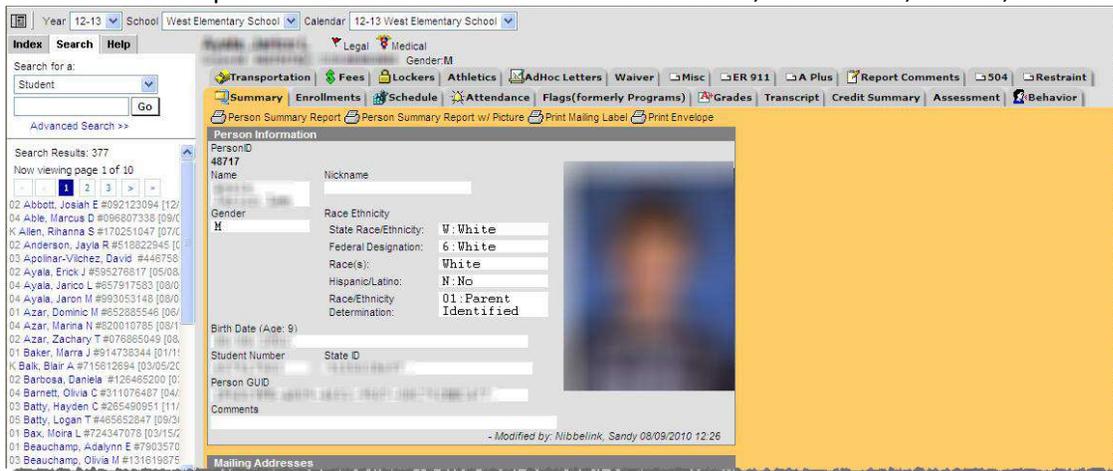


Click on the student's name to go to the student record.



Each Tab displays different student information.

***NOTE:** There are certain tabs that will display different information based on the Year, School, and Calendar selected at the top of the screen. Those tabs include: Schedule, Attendance, Grades, and Fees.

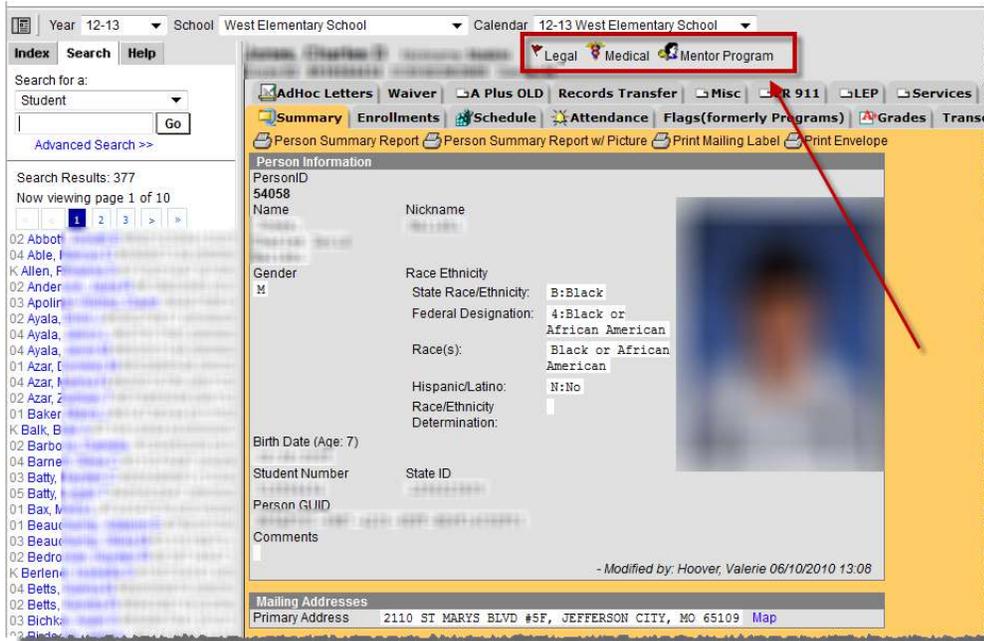


Student Flags

Flags provide a way of labeling students for things such as food allergies and contact restrictions, etc. Flags will appear at the top of the student record.

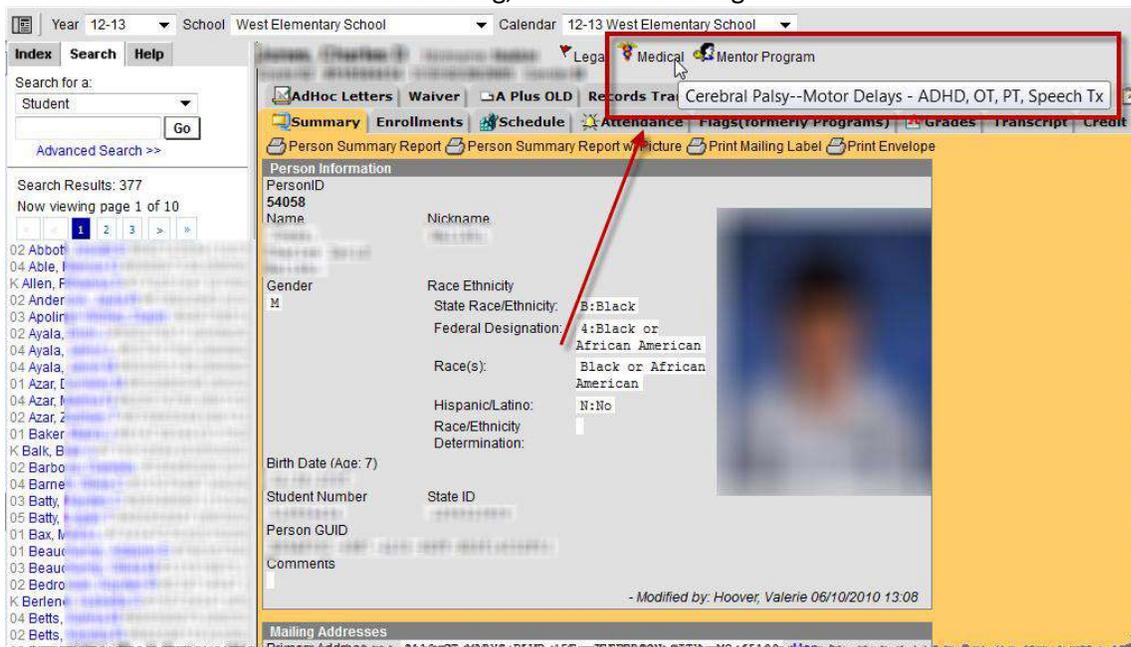
There are three different flag types:

-  Legal: Student has legal issues that staff needs to be aware of.
-  Medical: Student has medical conditions that staff needs to be aware of.
-  Mentor Program: Student is participating in the Mentor Program.



The screenshot shows a web application interface for a school. At the top, there are navigation tabs: Legal, Medical, and Mentor Program. A red box highlights these tabs. Below the tabs, there are various menu options like AdHoc Letters, Waiver, A Plus OLD, Records Transfer, Misc, IEP 911, LEP, and Services. The main content area displays student information for PersonID 54058, including Name, Nickname, Gender, Race Ethnicity, State Race/Ethnicity, Federal Designation, Race(s), Hispanic/Latino, Race/Ethnicity Determination, Birth Date, Student Number, State ID, Person GUID, and Comments. A red arrow points from the Medical flag icon to the student's name field.

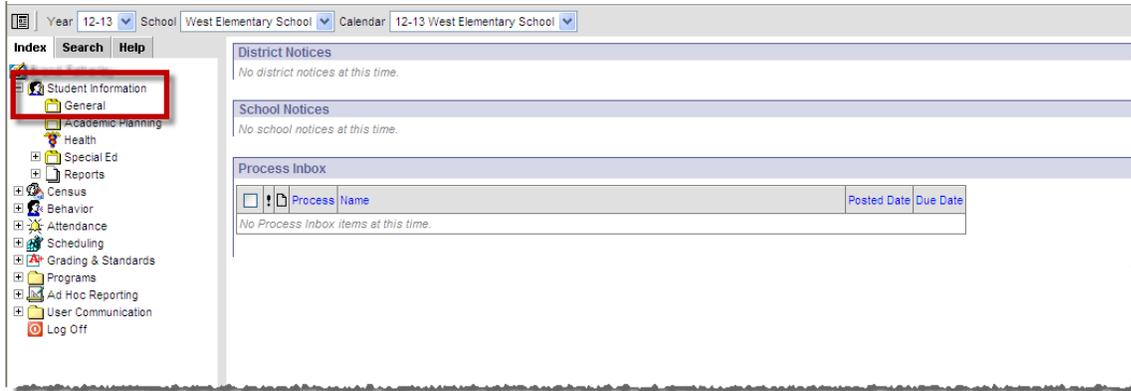
In order to see the information on the flag, hover over the flag.



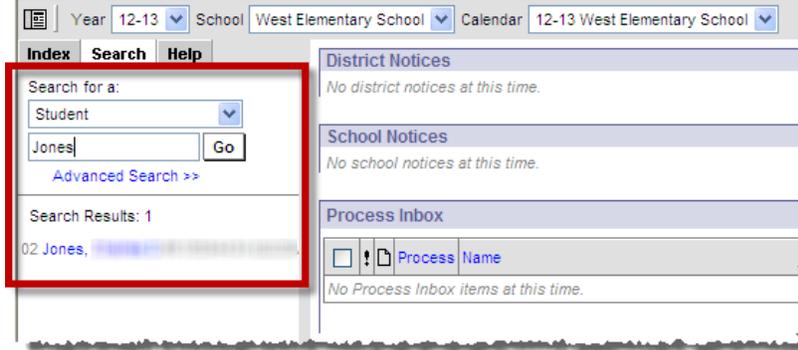
This screenshot is similar to the one above, but with a tooltip displayed over the Medical flag icon. The tooltip contains the text: "Cerebral Palsy--Motor Delays - ADHD, OT, PT, Speech Tx". A red box highlights the flag icons and the tooltip. A red arrow points from the tooltip to the Medical flag icon.

Checking Student Attendance

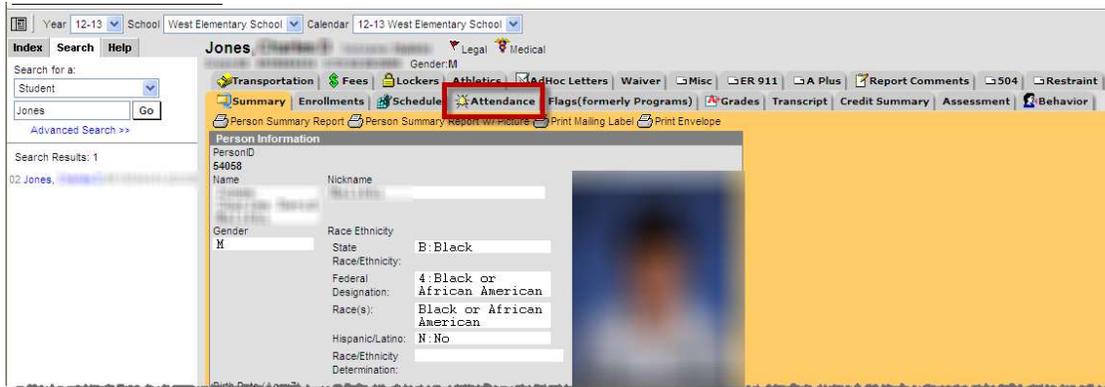
Click on Student Information > General



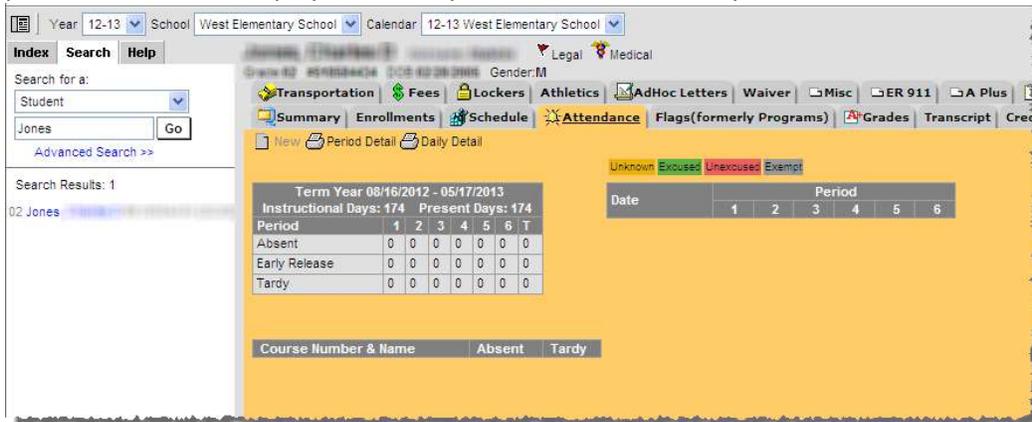
Search for the student using the last name first. Then click on the student's name.



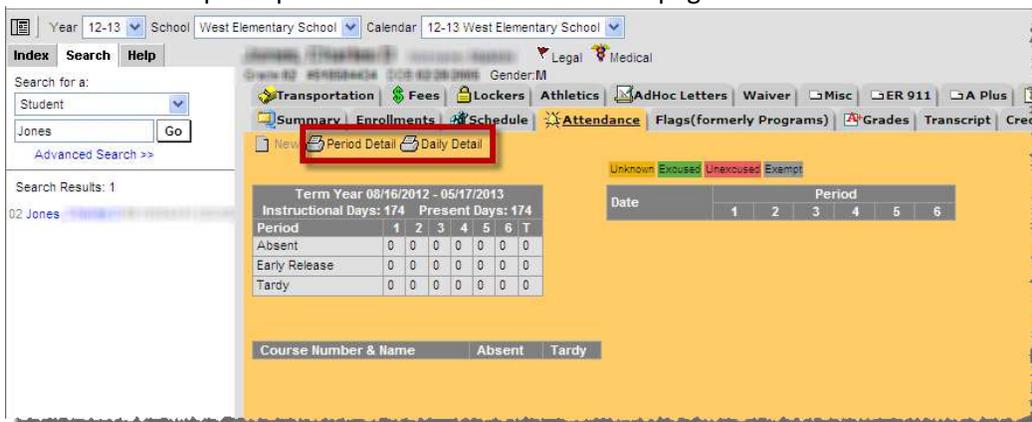
Click on the Attendance Tab.



The Attendance Tab will display a record for each day the student has an attendance code listed in one or more periods. It will also display a summary of attendance codes by the Term and Course.

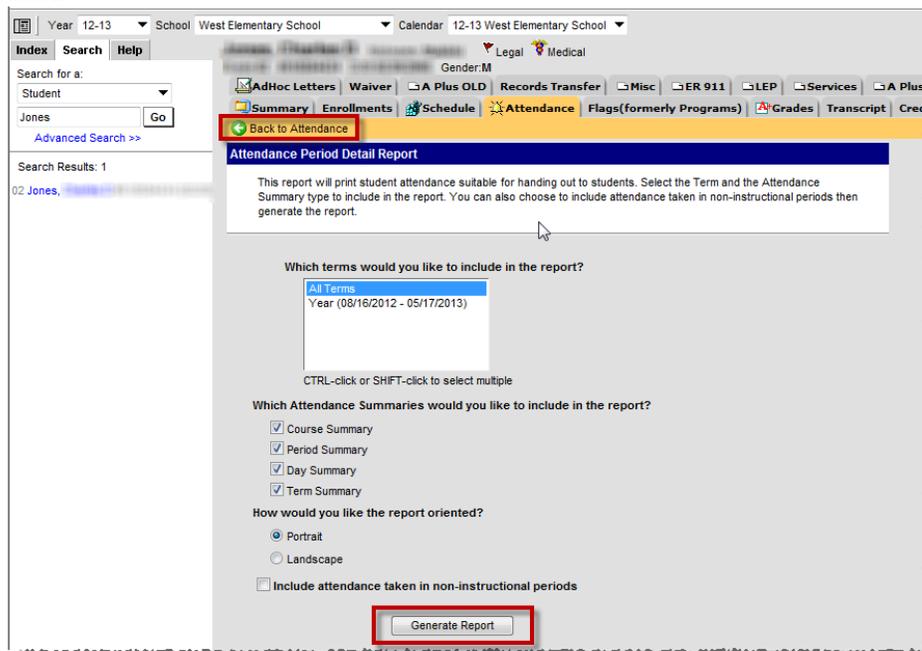


There are two report options that can be run from this page.



- **Period Detail Report:**

When the Period Detail Print icon is selected, an option editor displays allowing the user to select the terms and the type of attendance summaries they wish to include in the Attendance Period Detail Report for the selected student. To return to the student attendance tab, click the **Back to Attendance** icon.



1. Indicate which **Terms** should appear in the report.
2. Select which **Attendance Summaries** should appear in the report.
3. Determine how the report page layout should print - in **Portrait** or **Landscape**.
4. Determine if **Non-Instructional period attendance** should display on the report.
5. Click **Generate Report** to generate the batch report in PDF format.

11-12 West Elementary School 100 Dix Rd., Jefferson City MO 65109 Generated on 07/17/2012 08:28:21 AM Page 1 of 1	Student Period Attendance Detail <small>West Elementary School</small> <small>Jefferson City, MO</small> <small>07/17/2012 08:28:21 AM</small>
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Terms Included: All Terms

Course Summary

Course	Excused	Unexcused	Tardy
100-3 Grade 1	9	0	2
101-3 Art	9	0	0
102-3 Music	10	0	0
103-3 PE	11	0	0

Period Summary

Period	Excused	Unexcused	Tardy
1	8	0	2
2	8	0	0
3	8	0	0
4	9	0	0
5	10	0	0
6	11	0	0

Day Summary

Date	Periods					
	1	2	3	4	5	6
05/16/2012 RS	4					
Description: Doctor						
05/03/2012 RS	4	4	4	4	4	4
Description: Doctor						
02/13/2012 ER	2	2	2	2		
Description: Illness Comments: fever						
Description: Illness						
02/10/2012 RS		2	2	2	2	2
Description: Illness Comments: ear ache						
Description: Illness						
02/07/2012 RS						L
Description: Left Early						
02/03/2012 RS	2	2	2	2	2	2
Description: Illness						
02/02/2012 RS	2	2	2	2	2	2
Description: Illness						
01/26/2012 RS						L
Description: Left Early						
11/21/2011 RS						L
Description: Left Early						
11/03/2011 RS	4	4	4	4	4	4
Description: Doctor						
10/20/2011 RS						L
Description: Left Early						
10/19/2011 RS	4	4	4	4	4	4
Description: Doctor						
10/12/2011 LS					5	5
Description: Dentist						
10/10/2011 RS	t					
Description: Tardy						
09/29/2011 RS	t					
Description: Tardy						
09/16/2011 RS					5	5
Description: Dentist						
09/09/2011 RS				4	4	4
Description: Doctor						
09/01/2011 RS	2	2	2	2	2	2
Description: Illness						
08/31/2011 RS						L
Description: Left Early						
08/24/2011 RS						4
Description: Doctor						

Term Summary

Year	Periods						Total
	1	2	3	4	5	6	
Absent	8	8	8	9	10	11	54
Early Release	0	0	0	0	0	0	0
Tardy	2	0	0	0	0	0	2

- **Daily Detail:**

The **Daily Detail Report**, available by selecting the **Daily Detail Print** icon, displays a daily minute summary (not including exempt attendance events) for each attendance entry in the selected school year.

Student Daily Attendance Detail Page 1 of 1
Generated: 07/17/2012 08:29:30 AM

Missed Days Summary (Excludes Exempt)		Daily Minute Summary (Excludes Exempt)		
Term	Days Missed	Date	Minutes	Half/Whole Day
Term Year	7.5	05/16/2012	62	
		05/03/2012	400	W
		02/13/2012	290	H
		02/10/2012	338	H
		02/03/2012	400	W
		02/02/2012	400	W
		11/03/2011	400	W
		10/19/2011	400	W
		10/12/2011	124	
		09/16/2011	124	
		09/09/2011	214	H
		09/01/2011	400	W
		08/24/2011	62	

Logging off Infinite Campus

To log off Infinite Campus, click the **Log Off** button at the end of the **Index Tab**.

The screenshot shows the Infinite Campus interface with the following elements:

- Top navigation: Year 12-13, School West Elementary School, Calendar 12-13 West Elementary School.
- Left sidebar (Index Tab): A list of menu items including Student Information, Census, Behavior, Attendance, Scheduling, Grading & Standards, Programs, Ad Hoc Reporting, User Communication, and **Log Off** (highlighted with a red box and a red arrow).
- Main content area: Three sections with no data:
 - District Notices:** No district notices at this time.
 - School Notices:** No school notices at this time.
 - Process Inbox:** No Process Inbox items at this time. Includes a table header with columns: Process, Name, Posted Date, Due Date.