

Campus Community Guide

August 2014

Campus Community Guide

[Accessing the Community](#) | [Campus Community Features](#)

The Campus Community provides all Campus Users with single sign-on access from Infinite Campus to:

- [Knowledge Base](#) - Online Product Information, updated with each release
- [Campus Forums](#) - Connect with other Campus Users
- [Videos and Simulations](#) - Watch videos and use simulations to expand your Infinite Campus skills
- [Customer Events Calendar](#) - Learn about upcoming events and user group sessions
- [Surveys](#) - Share your opinion and feedback
- [Campus News](#) - Find out more about Infinite Campus, customers, and industry information

In addition, Support and Food Service Contacts have access to [Case Management](#), and Technical Contacts may have access to Update Requests.

Accessing the Community

There are two ways within the Campus application to access Campus Community:

- In the upper right corner of the **Campus Toolbar** is the App Switcher. Click the boxes to open and select Campus Community.
- When viewing the **Help** tab, a context sensitive **Read It** icon links directly to Product Information articles on the **Knowledge Base**.

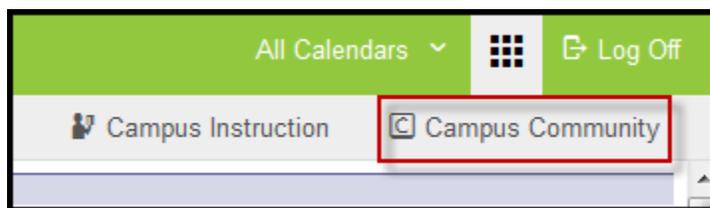
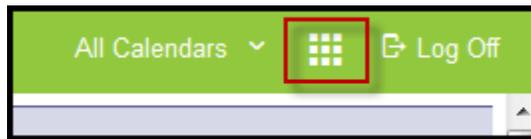


Image 1 and 2: Accessing Campus Community from Campus Application through the App Picker

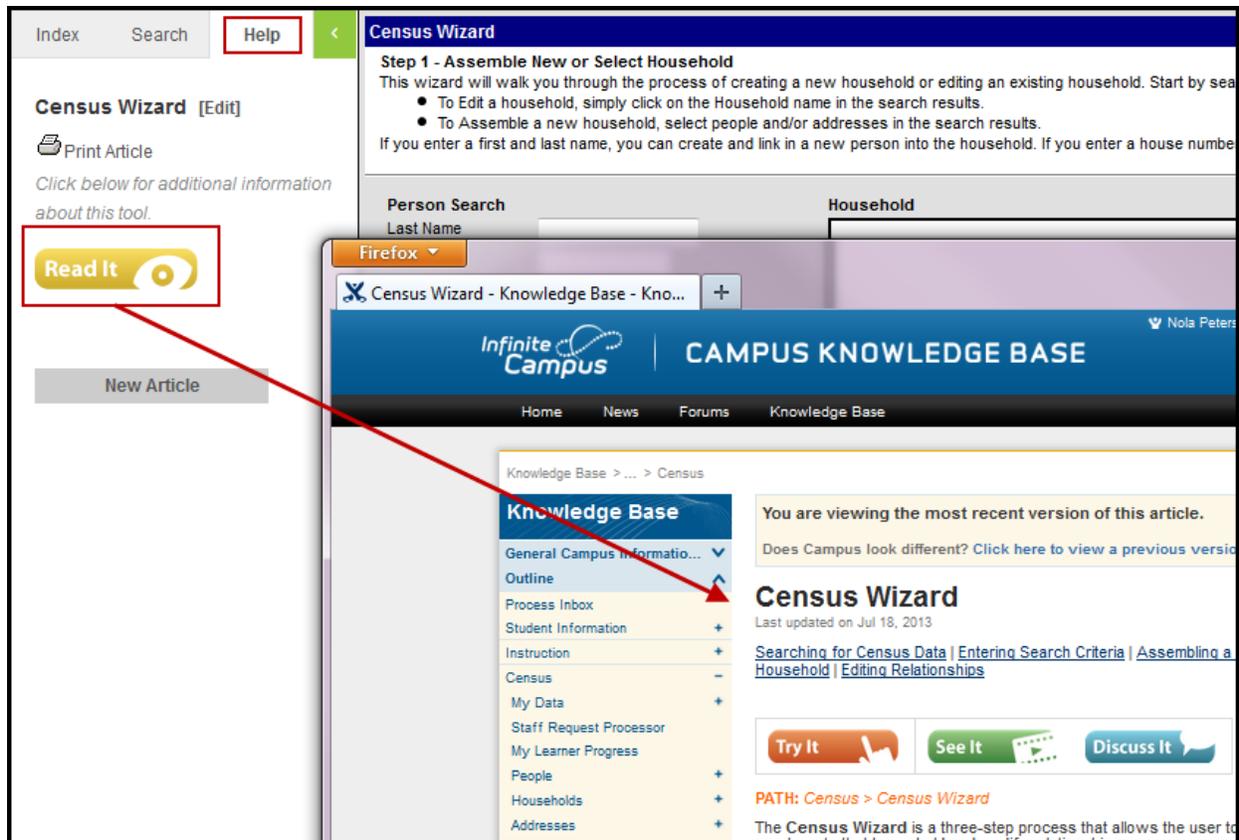


Image 3: Accessing Community from Help Text

If you have never accessed the Community before, clicking the Campus Community link will trigger the process to create a CampusID. Once a CampusID has been created and linked to your Campus account, Campus Community links will automatically authenticate the user into the Community. Users may also bookmark and go to <http://community.infinitecampus.com> to log in. If you have created a CampusID during the implementation process at a training session or as a support contact, enter your CampusID username and password on the right side of the page. If you have forgotten your password, there is a link to request a reset.

✔ See the [Creating and Managing Your CampusID](#) article for guidance on creating a CampusID.

Campus Community Features

Campus Community offers members a wealth of information to learn more about the product. From hands-on virtual labs that guide users through learning the product based on their role in their district, to videos, simulations and thousands of pages of product documentation, users have a great deal of opportunity to learn about the Infinite Campus products.

- Interested in reaching out to other districts or have questions about the product? Users can reach out to other users via the forums.
- Users can also learn more about Campus by reading news, or submit feedback via surveys.
- Support contacts can use the Case Management system to report issues and receive assistance. Technical contacts may be able to request updates or submit requests for sandbox refreshes.

Campus Community Forums

The Campus Forums give Infinite Campus customers the ability to connect with other Campus users and ask questions or provide assistance on a variety of discussion topics. The forums have the ability to include attachments and images to help aid in the discussion. This is a great way to tap into the knowledge and ideas of other Campus users. Question threads and discussion threads can be posted on a forum for others to read or answer. Users will also be able to upload small files and include screenshots and images to better facilitate discussion.

! Caution must be used so that real student information is not posted. This includes names, contact information, Social Security numbers, etc.

Forums are organized into discussion areas. There are forums for different areas or modules of Infinite Campus such as attendance, census, and for each state’s localization and state reporting. There is also a set of lounges for discussions about non-Infinite Campus information. Some forums have a sub-forum, which is a more specific topic related to the bigger forum. Finding an area of interest and seeing all related threads is easy with search functionality that will search a specific forum or the entire Campus Community site.

i Questions posted to forums do not replace Campus Support cases. Submitting a Support case remains the same, and is the only way to contact Campus Support Advisors and Channel Partner Support.

Opening Forums

There are several ways to view forum information from the home page:

- **Category** – Clicking on the category name will show a new view that only includes the forums and sub-forums in the category.
- **Forum** – Clicking on the forum name will display any sub-forums associated with that forum, as well as any threads related to the main topic.
- **Sub-Forum** – Clicking on the sub-forum name will display only threads associated with the sub-forum.
- **Most Recent Thread** – By clicking on the title of the most recent thread in the forum, the thread will open new and unread posts.
- **New Content** - A red dot next to the title indicates new content within the forums, subforums, and threads. Once the content has been viewed, the red dot indicator will disappear once the screen is refreshed.

Administration	← Category			
General Questions General Questions that do not fit in any other category.		Most Recent Thread →	moving along ¹² by testsupport Yesterday 08:39 PM	Threads: 4 Posts: 11
System Administration Setup General questions regarding system administration.			Never	Threads: 0 Posts: 0
Mobile Devices	← Forum		Does Your District Support Mobile Devices? ¹² by nola Today 01:51 PM	Threads: 1 Posts: 1
Census Sub-Forums: Employee Self Service	← Sub-Forum		Test ¹² by Nola.Peterson 04-06-2010 03:56 PM	Threads: 1 Posts: 1
Enrollment Sub-Forums: National Records Exchange , Free and Reduced Application Management (FRAM)	← Forum with New Content		FRAM FAQs ¹² by nola Today 04:16 PM	Threads: 2 Posts: 4

Image 4: Forum Details

Forum Navigation

When you have moved beyond the main forum page, the top of the frame will display where in the forums you currently are and the path to your current location will also be displayed. Each previous level will show in blue, allowing you to click a link to move back to an area.

Clicking **Forum Home** will return you to the main forum listing.

[Forum Home](#) >> [Forum](#) >> [Campus News](#) >> [Announcements](#) >>

Image 5: Forum Navigation

Threads

A **Thread** is a discussion topic. Threads should be created in the forum that best describes the topic. To read a thread, click on the thread title to open it.

Title / Thread Starter	Replies / Views	Last Post By
 Sticky: FRAM FAQs Started by nola, Today 07:56 AM	Replies: 1 Views: 6	nola Today 10:16 AM
 Does Your District Use FRAM? Started by testteacher, Today 02:26 PM	Replies: 0 Views: 1	testteacher Today 02:26 PM

Image 6: Forum Threads

To add to the thread discussion, click **Reply** at the bottom of the post, or the blue **Reply to Thread** button at the top or bottom of the page. To quote all or part of a post, click **Reply with Quote**.

If a thread contains information that is in violation of the Campus Terms of Use, please click the red icon of an exclamation mark inside a triangle at the bottom of the post. A pop-up box will appear to notify administrators of any issues.

Before creating a new thread via the **Post New Thread button**, it is best practice to scan or search existing threads first. Adding to an existing thread on the same topic, even if it is weeks or months old, is preferable if the topic remains the same so other community members may see what others have said on the topic.

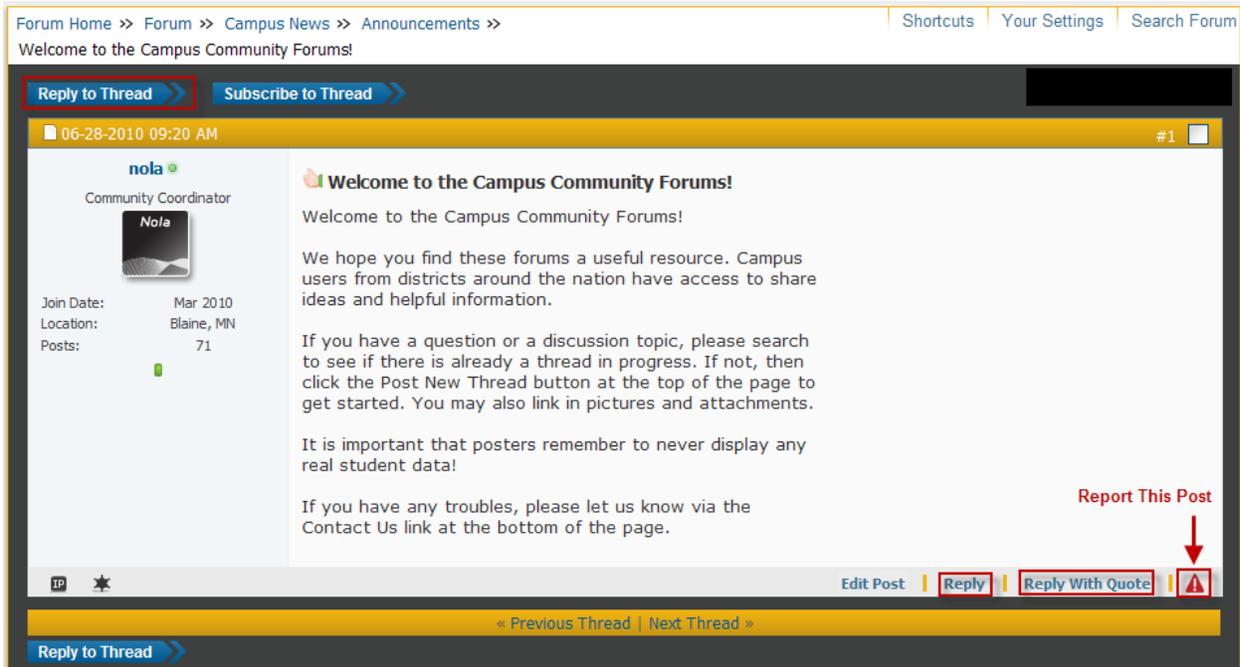


Image 7: Forum Post Details

Please don't cross-post, which means to put the same thread topic in multiple forums. It can be confusing, and divides possible answers between different threads, making it difficult for other users to know where to reply and retrieve information.

Subscriptions

Subscriptions allow users to follow favorite forums and threads. This can be used for viewing purposes while in the forums. You can also set up email notifications upon reply, daily summaries, or weekly summaries.

Forum Subscriptions

Subscribing to a short list of forums helps scan what's new without scrolling down the main list. There are many forums, and some users may only be interested in particular topics.

1. Click the blue S icon from the forum home page .
2. Select how you wish to be notified. You may choose to receive emails of new content or use the control panel under **Your Settings** to show a quick list of forums and threads you have marked.
3. Click **Add Subscription** to add this forum to your list.



Image 8: Subscribing to Forums

Subscribe to Forum: Census

Notification Type

Select how to be notified of updates. You can choose to be notified through your control panel, or have updates emailed to you.

Through my control panel only
Daily updates by email
Weekly updates by email

Add Subscription **Reset**

Image 9: Notification Settings

Thread Subscriptions

When creating a new thread or replying to an existing one, it is helpful to subscribe to the thread. This option is available below the message box under **Additional Options**.

Check the **Subscribe** box and select how you wish to be notified. Selecting **Instantly, Using Email** will notify you when there is a new reply to this thread.

Only one email will be sent indicating new content between visits to the Campus Forums regardless of the number of posts. This will prevent email spam on popular threads.

Additional Options

Additional Options: Automatically parse links in text
 Disable smilies in text

Attachments

Manage Attachments: **Manage Attachments**
Valid file extensions: bmp doc gif jpe jpeg jpg pdf png psd txt zip

Subscription

Subscribe to this thread and notify me of changes:
Instantly, using email
Through my control panel only
Instantly, using email
Daily, using email
Weekly, using email

Rate Thread

Rate this thread with the following value: Excellent
You may rate this thread from 1-star (Terrible) to 5-stars (Excellent) if you wish to do so.

After you submit your message...

Moderation Tools: Close this thread
 Stick this thread
Use these controls to immediately perform an action on the thread containing this post.

Submit Reply **Preview Post**

Image 10: Subscribing to Threads

Current Subscriptions

Current subscriptions can be found under **Your Settings** at the top of the page.

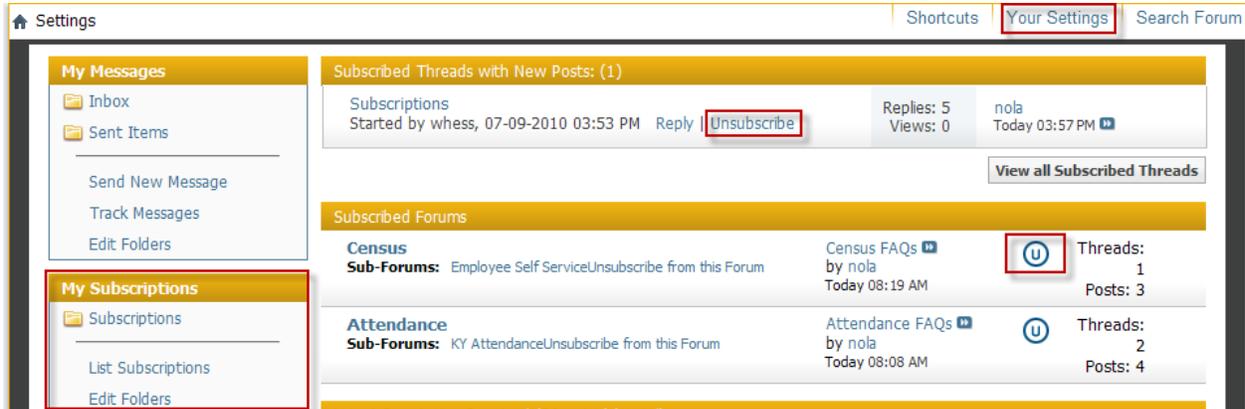


Image 11: Subscription Settings

- To unsubscribe to a thread, select **Unsubscribe** under the thread.
- To unsubscribe from a forum, select the blue **U** icon next to the forum.

Private Messages

Users can send a private message to another user. To view your messages, select **Your Settings** at the top of the page. This will open up your personal settings, with **My Messages** on the left menu.

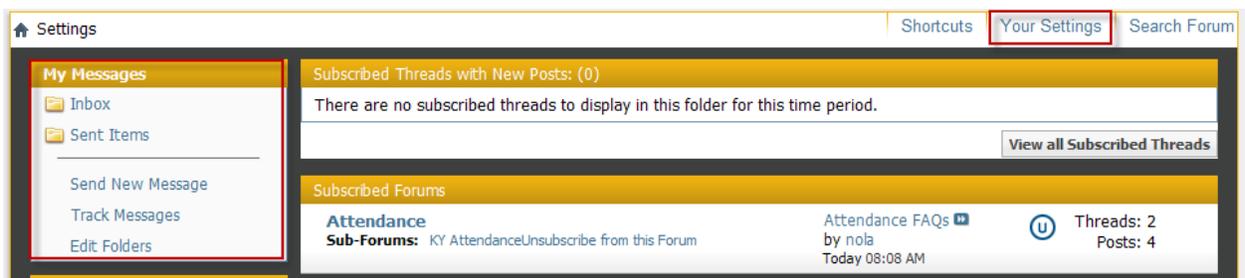


Image 12: Private Messages

While reading a thread, you may contact another user. Click on the user's name to get a special menu to appear: **Private Message**, **View Profile**, or **View Forum Posts**. Select an option or click away to close the menu.

Select **Private Message** to open a new window to write your message.

After entering the recipient, title, and message content, click the **Submit Message** button at the bottom to send your message.

Your Message

Recipient Users: [BCC Recipients]

leah

Separate multiple user names with a semi-colon ';'.

Title:

Hi! I need some help...

✖ Fonts ↓
↓ Sizes ↓
↓ ↓ ↺ ↻

↑ ↓ A

B / U
☰ ☰ ☰ ☰ ☰
↶ ↷ 🌐 🌐 ✉ 📱 💬 # < > 📎

↕ ↕ A

Please help me show how to send a private message! 😊

Thanks so much!

😊 😄 😁

?? 😞 😡

😊 😊 😊

😏 😊

📄

🙅

😊

😄

😁

😞

😡

🙄

🤔

⚠

💡

🔄

👍

No icon

 Request a read receipt for this message
Allows you to see when the message is read by its recipients
 Save a copy of this message in your [Sent Items](#) folder.

 Automatically parse links in text

 Disable smilies in text

Submit Message

Preview Message

Image 13: Private Messages

Support Case Management

The Campus Community offers two tools for support management.

- Support Contacts will have access to [Your Cases](#).
- Technical Contacts will see [Your Updates](#).

- ✓ For more information on Your Cases, see the [Requesting Assistance from Campus Support](#) article.

Campus Knowledge Base

The Campus Knowledge Base contains information for end users to successfully perform job duties when using Infinite Campus. All district and school users can access the Knowledge Base through the Campus Community site or by accessing the Help Articles viewable from within Infinite Campus.

- Information within the Outline is organized like the Campus Index for easy navigation.
- Knowledge Base articles can be downloaded into PDF format for printing.
- Hands-On Virtual Labs contain role-based learning plans for district staff using Infinite Campus.
- Release Notes for each release package are available.
- Videos and Simulations are available by topic under Self-Paced Learning.
- Feedback can be sent with your thoughts on how to make a KB article more effective.

New articles are published to the Knowledge Base regularly. Keep this in mind before printing numerous articles.

Videos and Simulations

Where did my video library that used to be on the Home page go? Well, it went away...Far away...So we could bring you hundreds more videos and keep the listings up to date. In fact, we currently have over 1000 videos in our library!

To find videos and simulations, you can simply enter your keyword in the Search Campus Community box and press enter or click the arrow.

To browse videos by navigating the Campus Outline, go to Knowledge Base in the toolbar and scroll down to Videos and Simulations.

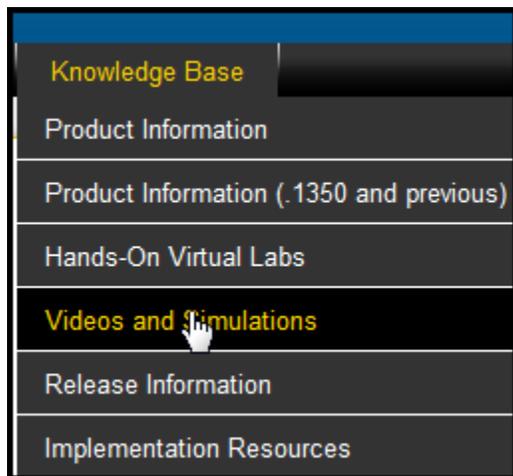


Image 14: Videos and Simulations link from the Community toolbar

Surveys

Your opinion matters!

Keep an eye on the Surveys gadget if you like to share your opinion and experiences with Infinite Campus. Surveys may solicit feedback on the product, or may be requests for participants in strategic action groups that preview and test new functionality before it's released into the product. Surveys are typically posted for only a few weeks at a time.

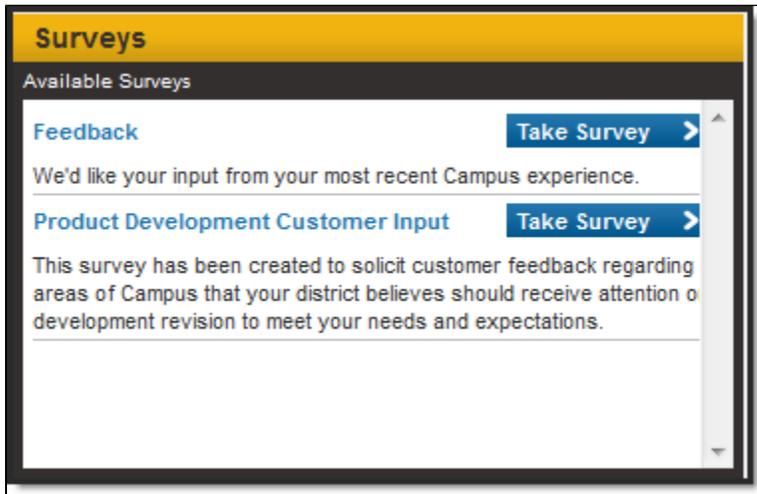


Image 15: Surveys Gadget

Events Calendar

The Events gadget displays upcoming user group sessions, trainings and Campus or industry events in date order. For more information, click the name of the session.

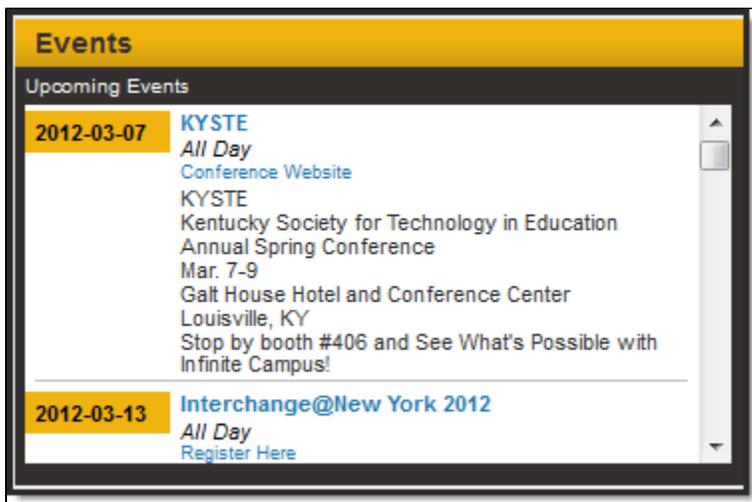


Image 16: Events Gadget

News

The News gadget displays articles on company, partner, and customer news, as well as interesting articles on topics such as education, technology, food service and more.

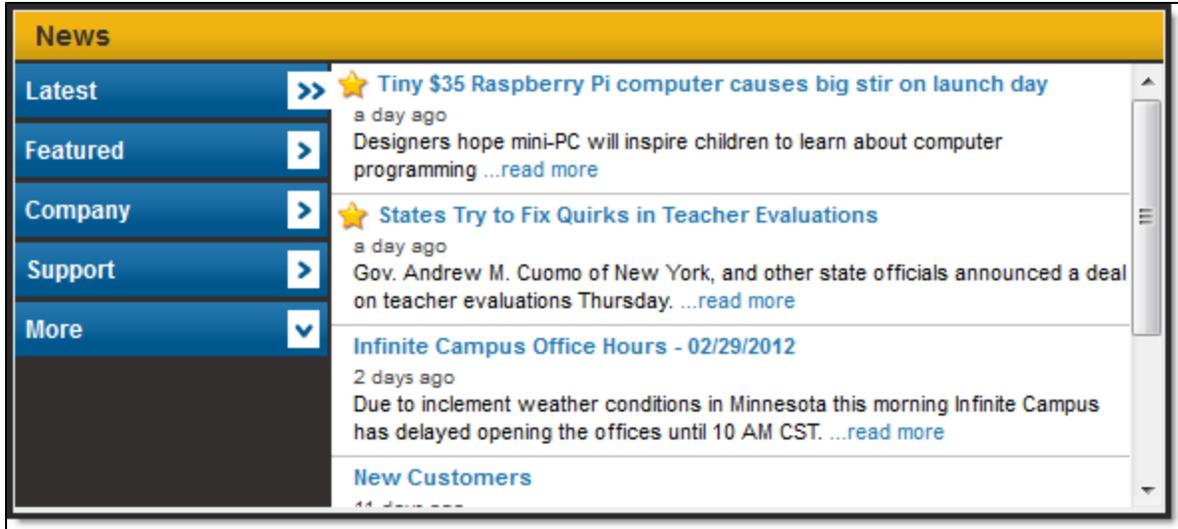


Image 17: News Gadget

Teacher Welcome

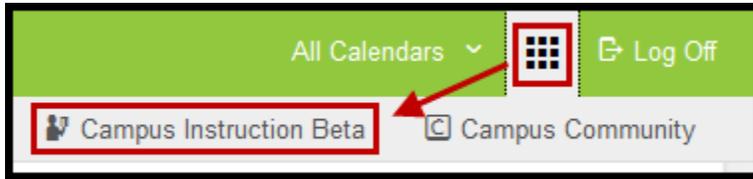
August 2014

Teacher Welcome

Welcome to the new Campus Instruction application!

This article describes some of the broad differences between Campus Instruction and the previous Campus Tools, such as the Instruction module.

To open Campus Instruction, click the app switcher and select **Campus Instruction** in the menu that opens:



Use the App Switcher to open Campus Instruction

One change to be aware of is the **new context style**. In the Instruction module, you would select the **Year**, **School**, and **Section** in the Campus toolbar. In Campus Instruction, you only choose the **Year** and **School** in the toolbar since you don't use all tools in the context of a specific section, such as the [Planner](#) where you view data for multiple sections at once. Now, the **Section** dropdown list displays only when needed, such as the Grade Book or Roster.

The top right corner of the screen is also where you access the Campus Community and where you log off of Campus Instruction.

Switching between Campus Instruction and Campus Tools



Please be aware that switching between Campus Instruction and Campus Tools may cause some issues. Some things created in Campus Tools won't work in Campus Instruction, and vice versa.

▼ [In Campus Tools, not in Campus Instruction](#)

Tool	Consideration
Message Center	Newsletter not available, to be replaced in a future release.
	No process alerts for Attendance. These messages have been replaced by the orange notification number on the Attendance tool.
Planner	Specific attendance codes not used in the attendance list , students are grouped by Present and Absent.
Roster	IEP and PLP flags currently appear even if the document is unlocked.
	No roster print options.
Grade Book	No preference for section website.
	Assigned Date is now a required field, so you'll need to add it if you edit an assignment you created in Campus Tools.

	Assignment Points Possible now defaults to Null.
	If Points Possible was selected for an assignment scored with a Rubric, this value will be reset to null.
	Section Summary and Student Summary reports do not exist yet in Campus Instruction.
	Teachers cannot upload files to assignments.
	Online Assessments are not currently enabled in Campus Instruction
	When posting grades using Power Law , a Proficiency Estimate is no longer calculated automatically.
	Removing the Drop Lowest Score selection for a category clears all dropped flags on scores.
Preferences	Account Settings do not carry forward.

▼ In Campus Instruction, not in Campus Tools

Tool	Consideration
Message Center	No sticky notes, this is a new option.
	Archiving function not available in Campus Tools.
Planner	To Do List is a new tool.
	Sequence is not used in Campus Tools
Grade Book	When using Power Law, a Proficiency Estimate calculates automatically and can be posted.
	Assignments scored with Rubrics will have the default of 100 applied for Points Possible. Resaving assignments scored with rubrics updates the Points Possible to 100.
	Cannot edit report card comments made in the Grade Book, this is a new feature.
	Removing the Drop Lowest Score selection for a category does not clear all dropped flags on scores.
Roster	Seating charts created in Campus Instruction do not appear in Campus Tools.

There are some tools that are not yet available in Campus Instruction, which you need to access the Campus Tools to use:

- [Behavior Referral](#)
- [Teacher Messenger](#) (Included in Campus Instruction with E.1426)
- [Additional Instruction Reports](#)
- [Newsletter](#)

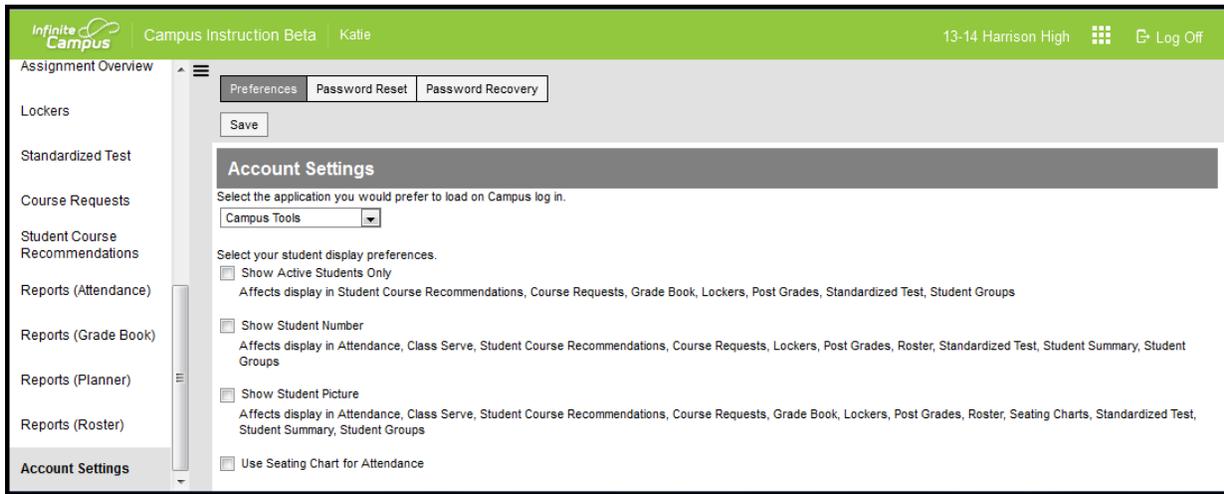
Account Settings

The **Account Settings** link in the action bar takes you to your account Preferences and the Password Reset tool.

Preferences



These preferences apply to your entire account.



Preference	Description
Default Application	The application that loads automatically when you sign in to Campus, either Campus Instruction or Campus Tools.
Active Students Only	Mark this preference to prevent dropped students from displaying outside the Roster . If not marked, dropped students display in red text.
Student Number	Mark this preference to view students numbers following student names.
Student Picture	Mark this preference to view student pictures throughout Campus Instruction.
Seating Chart Attendance	Mark this preference to set the default seating chart as the default view when taking attendance, rather than a roster list.

Password Reset



Click **Password Reset** in the Account Settings window to reset your password. Strong passwords are enforced. Enter your current and new passwords and click Save when finished.

Where Do I...

August 2014

Where Do I....

This table compares where you complete tasks in the old Instruction module, versus where you find those tasks in the new Campus Instruction (Beta).

Please note that this table doesn't include all tools available in Campus Instruction, just those tools that may be in a different location from the original Instruction module.

I want to...	Instruction Module	Campus Instruction (Beta)
Setup		
Create Grading Scales	Instruction > Admin > Grading Scales	Grade Book > Settings > Grading Scales
Create Assignment Marks	Instruction > Admin > Assignment Marks	Grade Book > Settings > Assignment Marks
Set teacher preferences such as show/hide dropped students or show student pictures	Instruction > Assignments > Edit Teacher Preferences	Account Settings
Establish settings for In Progress Grades and Proficiency Estimates	Instruction > Assignments > Edit Grade Calc Options	Grade Book > Settings > Grade Calculation Options
Use Canned Comments	Instruction > Assignments > Edit Teacher Preferences	Grade Book > Settings > Use Canned Comments
Assignments		
Create Categories	Instruction > Assignments > Edit Categories	Grade Book > Settings > Categories
Copy Categories	Instruction > Assignments > Edit Categories > Copy Categories	Grade Book > Settings > Copy Categories
Create Assignments	Instruction > Grade Book (Beta) > +Add or ALT N Instruction > Assignments > Create Assignment	Grade Book > +Add or ALT N Grade Book > Settings > Assignment List > Add Assignment Planner > Curriculum > +Add Planner > Curriculum > Section Name > Add New Assignment

Copy Assignments	Instruction > Assignments > Copy Assignments	Multiple Assignments: Planner > Curriculum > Section Name > Copy assignments to this section or Copy assignments from this section Individual Assignments: Any Assignment > Copy
View a list of assignments	Instruction > Assignments	Assignment Overview Grade Book > Settings > Assignment List Planner > Curriculum > Section Name > View assignment list
View assignment submissions or online assessment responses	Instruction > Assignments > Assignment > Save and Score	Grade Book > Assignments > Student Submission Assignment or Assignment List > Score > Student Submission (Assignments or Assessments)
Attendance/Daily		
Record attendance by Present/Absent	Instruction > Attendance	Attendance (Roster or Seating Chart)
Record attendance by Present Minutes	Instruction > Positive Attendance	Positive Attendance
Record meals served to students	Instruction > Class Serve	Class Serve
View my schedule	Instruction > Daily Planner	Planner
Posting Grades		
Posting grades by grading task or standard	Grading By Task	Post Grades
Posting grades by student	Grading By Student	Post Grades

Where do I find reports?

Reports are divided into four report folders, as follows:

Report Name	Use to report
Reports (Attendance)	
Attendance Change Tracking	Attendance events that have been added and changed for a date range
Attendance Register	Attendance for a term in a student-by-day grid
Attendance Summary	Attendance totals for a term by event type (excused, tardy, etc)

Positive Attendance Section Summary	Total time spent in class for each student in a term (positive attendance)
Reports (Grade Book)	
Grade Book Export	An export of your Grade Book in another format
Missing Assignments	Assignments flagged as missing per student
Section Summary	Scores for assignments and grades for tasks and standards
Student Summary	Assignment scores by student
Online Assessment Item Analysis	Student performance on specific items across an assessment
Online Assessment Student Response	Responses to items, by student
Reports (Planner)	
Assignment Standards	Standards associated with assignments for a section
Blank Spreadsheet	A blank spreadsheet of selected students
Section Standards	A list of standards aligned to the section's course
Reports (Roster)	
Blank Spreadsheet	A blank spreadsheet of selected students
Portal Usage	Students and parents with Portal accounts and login activity
Roster Labels	Roster labels for mailing or classroom use

Creating Seating Charts

August 2014

Creating Seating Charts

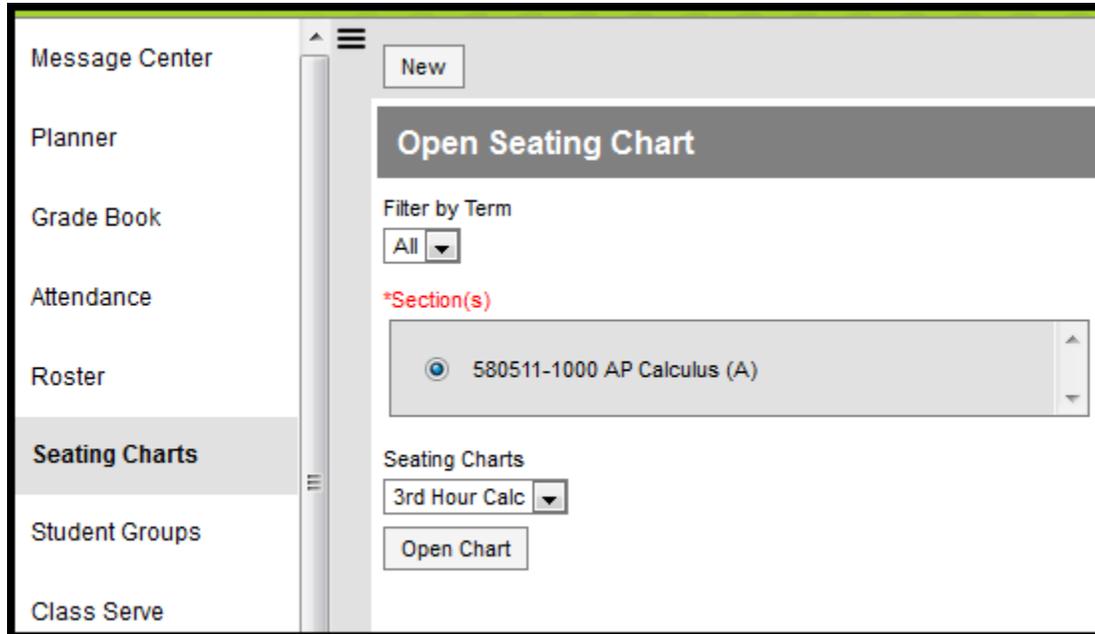
[Using Seating Charts](#) | [Creating Seating Charts](#)



Video

PATH: *Campus Instruction > Seating Charts*

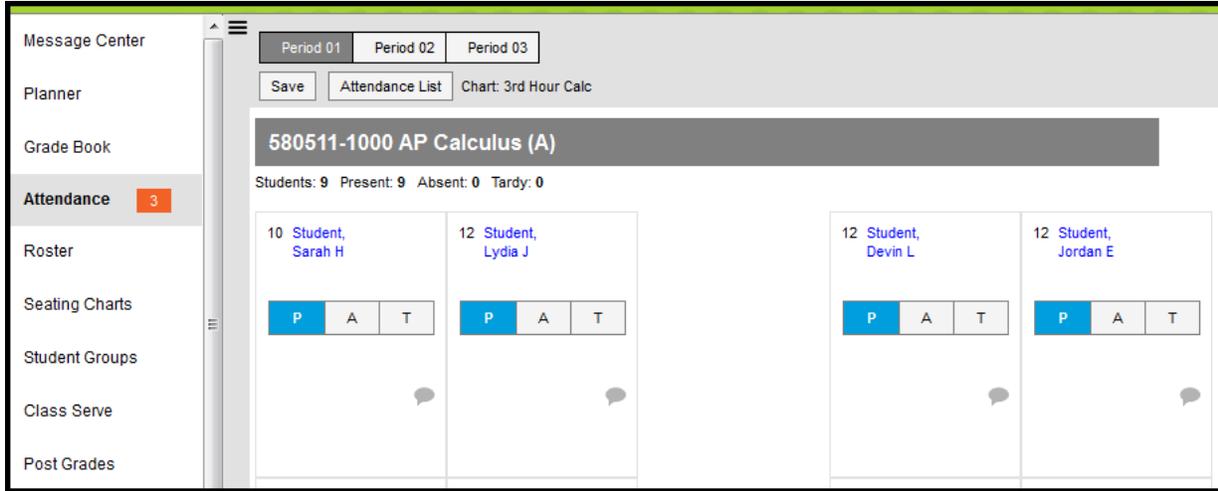
Seating charts provide a visual representation of where students sit in a classroom. Each section can have multiple seating charts if desired.



Opening a Seating Chart

Using Seating Charts

In addition to being a record of where students sit, use seating charts to [take attendance](#).



Taking Attendance Using a Seating Chart

Creating Seating Charts

First, establish the parameters of the chart.

Create New Seating Chart

***Section**

541011-3 Latin I (A)

580511-1 AP Calculus (A)

580511-1000 AP Calculus (A)

***Seating Chart Name**

Column
 Students: 9

Rows
 Desks: 5 x 5

Horizontal space between desks

Vertical space between desks

Place Students

1. Click **New** in the top corner of the seating chart list.
2. Select the **Section** you're creating a chart for.
3. Enter a **Name** for the chart.
4. 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.
5. Indicate the default **Space Between Desks**.
6. 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*. Students names display in a list from which you can place them in desks.
7. Click **Create Chart** to create a chart based on the parameters you selected and view the chart.

The seating chart fills based on the parameters you selected, but you can [click and drag](#) desks into any configuration you'd like. For example, this seating chart represents a class room with two rows of tables, two students at each.

Once you've finished the chart, click **Save** to add it to your chart list.

3rd Hour Calc : 580511-1000 AP Calculus (A)

Seated students: 8 Unseated students: 1 Desks: 16

10 Student, Sarah H	12 Student, Lydia J		12 Student, Kyle M	12 Student, Jordan E
09 Student, Brooke J	10 Student, Bree W		11 Student, Andrew T	09 Student, Luke C

Click and Drag Logic

The following logic applies to manually placing students in the chart.

- Desks can be arranged in any configuration but cannot overlap.
- Click and drag the **New Desk** icon to add an empty desk to the chart.
- Click and drag unseated students from the list at the top into empty spaces.
- Click the X on a student to move them to the unseated list. Click the X on a desk to remove that desk from the chart.
- Moving a student to a space without a desk also moves the student's desk.
- Moving a student to another desk leaves an empty desk behind.
- Moving a student to a space where there isn't a desk adds another desk to the chart.
- Moving an unseated student (A) to a desk that already has another student (B) moves student B to the unseated list. If students A and B are both seated, they'll trade desks.

Additional Options

The following table describes the additional options at the top of the seating chart.

Option	Action
Copy Layout	Copies this desk layout to a new chart.
Report Options	Opens the printing options for the chart.
Clear Students	Moves all students to the unseated student list.
Place Students	Places all unseated students into empty desks based on the option selected, <i>Alphabetically A to Z</i> , <i>Alphabetically Z to A</i> , or <i>Random</i> .
Make Default	Makes this desk layout the default organization. You could use this option if you teach in the same room for multiple sections and want to reuse the physical layout of the room.
Expand Workspace	Expands the scrollable area of the chart, useful for larger classrooms.
Contract Workspace	Contracts the scrollable area of the chart.

Creating and Using Student Groups

August 2014

Creating and Using Student Groups

[Using Student Groups](#) | [Creating Student Groups](#) | [Reviewing and Modifying Groups](#)



Video

PATH: *Campus Instruction > Student Groups*

Student Groups can be used to sort students into smaller learning groups within a section. You can then assign assignments to only the students in a specific group.

Name ▲	Membership(s)
11 Student, Andrew T	Green
10 Student, Bree W	Green
09 Student, Brooke J	Blue
12 Student, Devin L	Blue Math Team (inactive)
12 Student, Jordan E	Blue Math Team (inactive)
12 Student, Kyle M	Blue
09 Student, Luke C	Green Math Team (inactive)
12 Student, Lydia J	Green
10 Student, Sarah H	Blue Math Team (inactive)

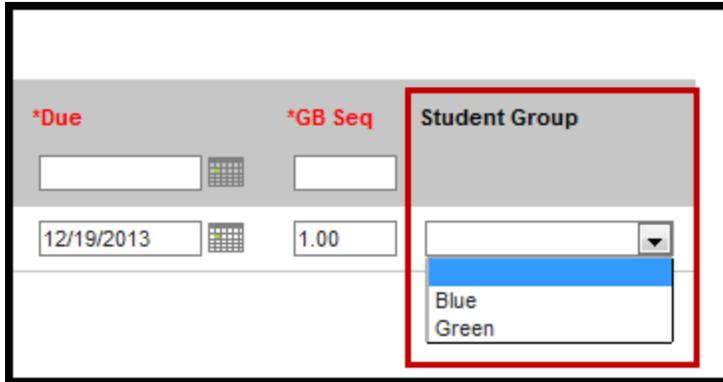
Student Groups in the Roster

Using Student Groups

Use groups to control which students have which assignments, or simply as a record to refer to for classroom activities.

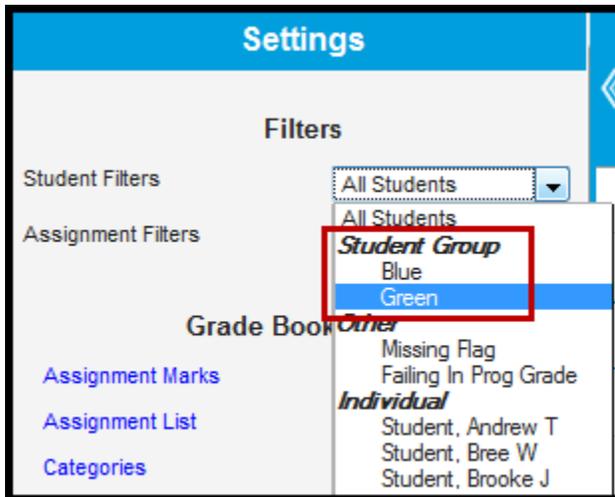
For example, a teacher could create an accelerated group for students who additional or more difficult assignments.

You can use student groups to give assignments to only a subset of students in a section. Once a group is created, you can select it in the Section Placement area of an assignment. The assignment only appears for the students in the selected group; all other students are automatically marked as exempt in the Grade Book.



Student Groups in the Assignment Editor

You can also filter the Grade Book to only show students in a specific group. Only groups that have assignments appear in the filter dropdown list.



Filtering by Student Group in the Grade Book

Creating Student Groups

1. You can create groups with any combination of students in a group.
2. From the Student Groups tool, select the **Section** you want to create a group for in the Section dropdown list.
3. Click **New** to open a new group.
4. Enter a **Name** for the group, which appears in assignments and the Grade Book.
5. Groups are marked as **Active** by default. Unmark this checkbox to exclude the group from appearing in assignments and the Grade Book. Inactive groups display in red text in the groups list.
6. From the Student Roster list, click **Add** next to any student who should be in the group. Those names move to the Group Members list at the right.
 - Other groups each student is assigned to are listed below the student's name. Click the student's name to view basic demographic data and contact information for the student.
7. To move students out of the Group Members list, click **Remove** next to the name.
8. Click **Save** to create the group.

Reviewing and Modifying Groups

To see the list of students in a group, either click name of the group in the **Memberships** column to view a read-only list, or select the group in the **Group** dropdown list in the task bar to view the dynamic student list of the group.

Click **Delete** to remove the group or **Back** to return to the student list.

Creating Assignments

August 2014

Creating Assignments

[From the Grade Book](#) | [From the Planner](#) | [From the Assignment Overview](#) | [Creating an Assignment](#)

PATH: *Campus Instruction > Grade Book*

PATH: *Campus Instruction > Planner > Curriculum*

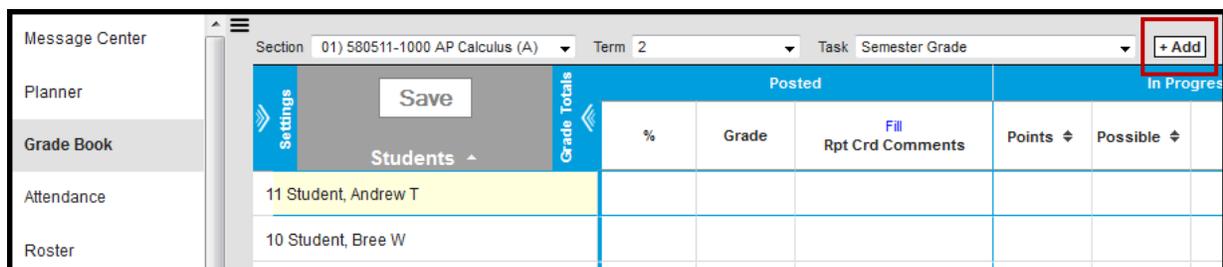
PATH: *Campus Instruction > Grade Book > Assignment Tree View*

You can create assignments in three different places in Campus Instruction, the Grade Book, the curriculum view of the Planner and the Tree View. The assignment editor is the same in all three locations.

From the Grade Book

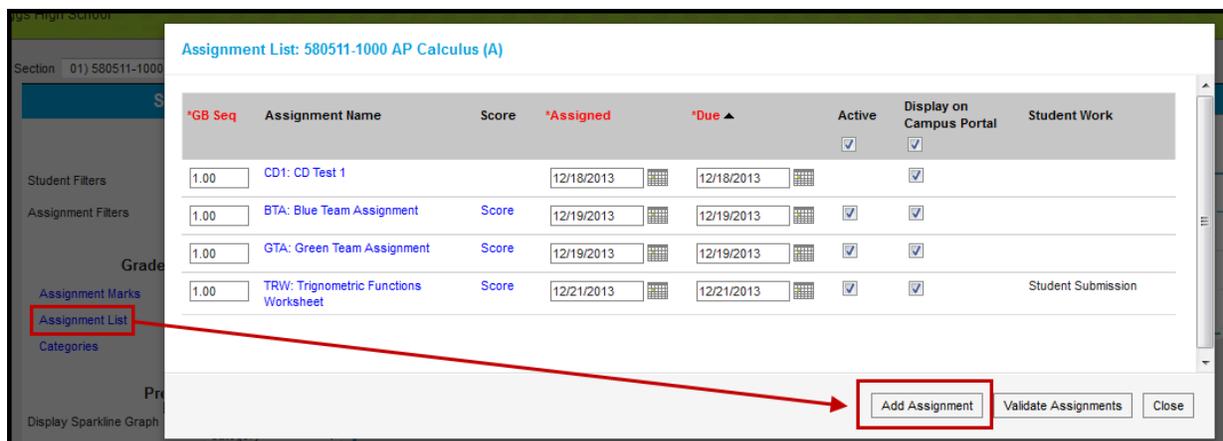
You can add assignments from the Grade Book in three ways, using the Add button, from the Assignment List or using the key command **ALT N**.

Click **Add** to create an assignment from the Grade Book.



Creating an Assignment in the Grade Book

Click on the **Assignment List**, then **Add Assignment**.

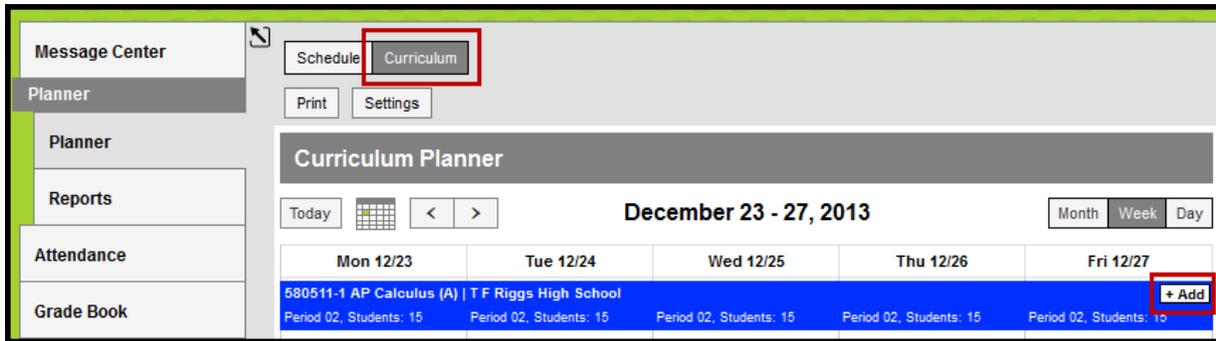


Creating Assignments from the Assignment List

From the Planner

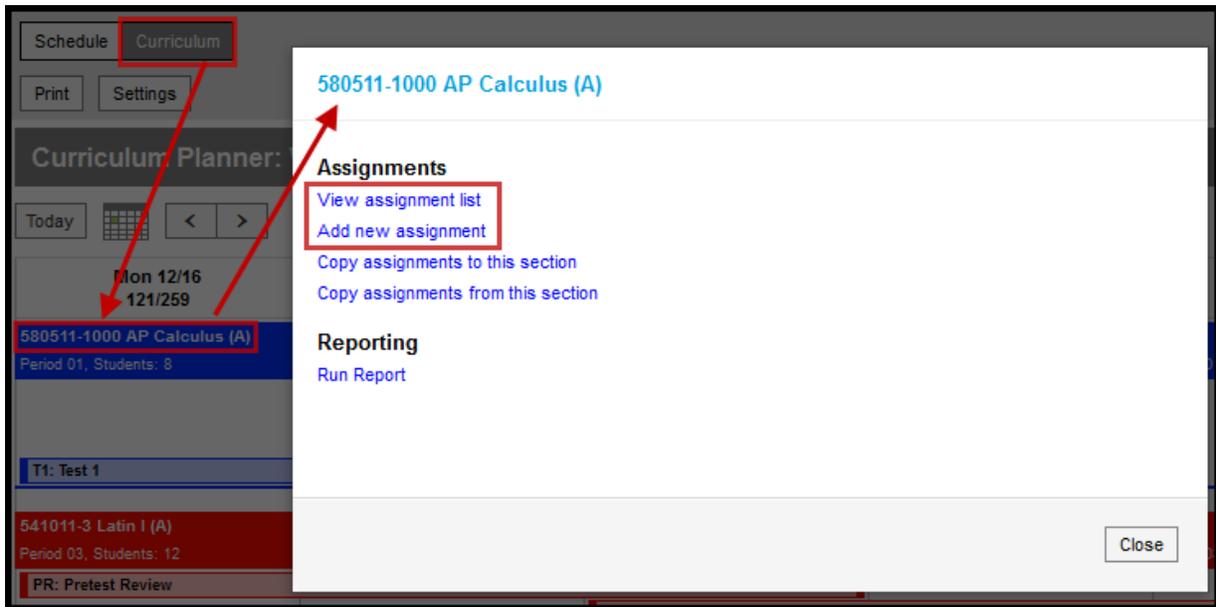


In the curriculum view of the Planner, click **Add** for any of the courses or click the section name to open the section options.



Creating an Assignment from the Planner > Curriculum View

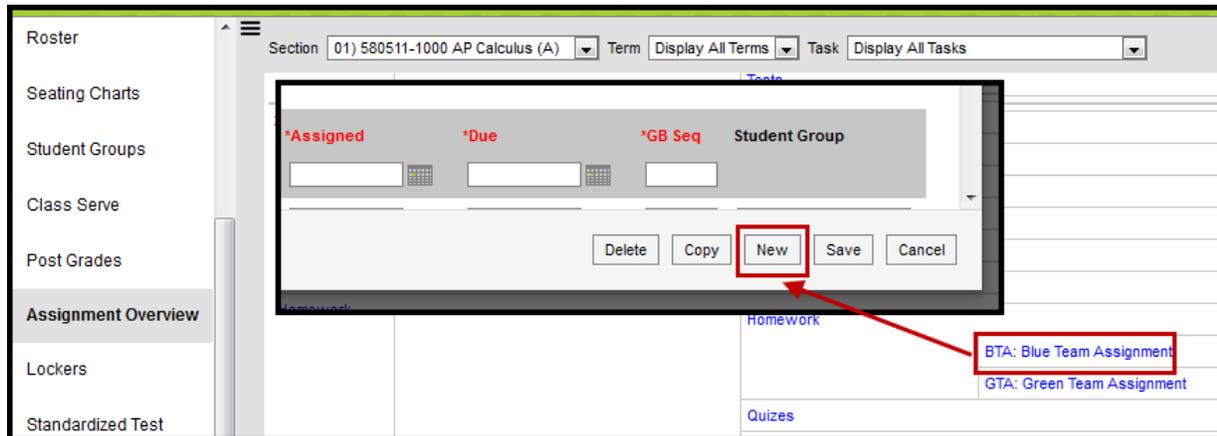
Click the name of a section, then either **view the assignment list** and add an assignment, or click **add new assignment**.



Creating an Assignment from the Section Options

From the Assignment Overview

When you already have some assignment created, click on an existing assignment and then **New** at the bottom of the editor to open a new assignment.



Creating an Assignment from the Assignment Overview



This method works anywhere you view the assignment editor, including the Grade Book and the Planner.

Creating an Assignment



The assignment editor in all three locations is the same.

1. Based on your location - as described above - click **Add** or **New** to open a new assignment.

are created in the Roster tool.

7. In the **Scoring Alignment Detail** section, indicate if the assignment should not appear in the Grade Book by unmarking the checkbox. You could use this option to manage unscored classroom activities that are part of your [curriculum](#). If you plan to score the assignment, leave the checkbox marked.

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

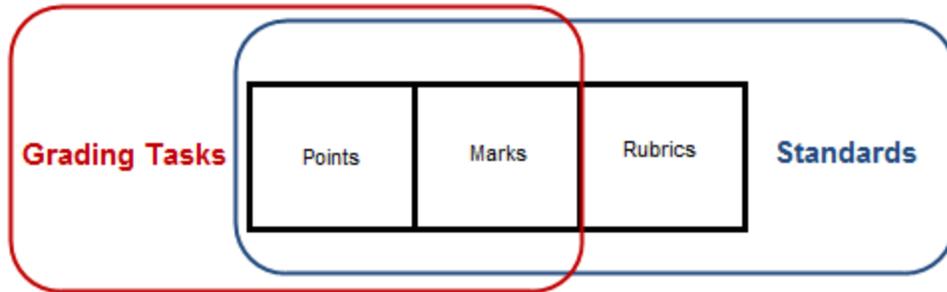
Align to Grade Book

Standards

Select which standards get this assignment

Standard	Scoring Type		
<input checked="" type="checkbox"/> S2: MGB Standard 2	<input type="radio"/> Points		
<input checked="" type="radio"/> Tests	<input type="radio"/> Marks		
	<input checked="" type="radio"/> Rubric		
<hr/>			
<input type="checkbox"/> SA1: MGB Stand alone 1 time			
<hr/>			
<input type="checkbox"/> SC1: MGB Standard Child (One Time)			
<hr/>			
Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Semester Grade	<input checked="" type="radio"/> Points	<input type="text" value="50"/>	<input type="text" value="1.000"/>
<input checked="" type="radio"/> Homework	<input type="radio"/> Marks		
<input type="radio"/> Quizzes			
<input type="radio"/> Tests			
<hr/>			
<input type="checkbox"/> 2nd Quarter Mid-term			
<hr/>			
<input type="checkbox"/> Quarter Grade seq 2			

8. Mark the **Standards** and **Grading Tasks** that the assignment counts towards.
- For each alignment selected, the list of **Categories** that include that alignment appears below. You must select at least one category for each alignment.
 - Also select a **Scoring Type** for each alignment. The options are as follows:
 - Points:** Score assignment based on a set number of points. Record the **Total Points** possible and the **Multiplier**, which determines how the assignment affects students' grades. For example, a 50 point assignment with a Multiplier of 2 counts as a 100 point assignment.
 - Marks:** Score assignment using a set of [Assignment Marks](#) you created.
 - Rubrics** (Standards only): Score assignment based on the [Rubric](#) assigned to the [standard](#).



9. Enter any **Information for Students** that you want to appear in the Portal.

Information for Students

Description

</> ¶ B I U ☰ ☰ ← → ☰ ☰ ☰ ☰ ☰ ☰ ☰

After our introduction to Trigonometry, please do you best on this worksheet.

We'll discuss more in class on Friday.

[Add Objectives](#)

[Add References](#)

10. Click each blue hyperlink to open the **Description, Objectives, and References.**
11. Click **Add Files** to upload a file that students can access on the Portal. Change the **Display Name** and enter a **Description** if desired. Be sure to mark the checkbox to consent to the **Terms and Conditions** of uploading files in Campus.

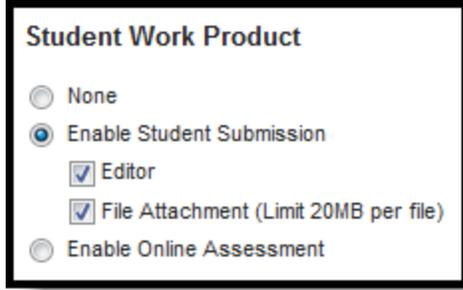
[Add Files](#) Maximum File Size: 20MB

I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the [District](#) and [Infinite Campus](#).

Pending Files (Note: files will be attached to assignment after save)

File Name	*Display Name	Description	Size	Progress
<input checked="" type="checkbox"/> Introduction to Trigonometry Worksheet.docx	<input type="text" value="Introduction to Trigonomet"/>	<input type="text"/>	12.30 KB	<div style="width: 100%; height: 15px; background-color: #0070c0;"></div> Done

12. Indicate in the **Student Work Product** section any way that students can submit work through the Portal. The [Student Assignment Submission](#) and [Student Online Assessment](#) articles describe these options from a student perspective.



Student Work Product

- None
- Enable Student Submission
 - Editor
 - File Attachment (Limit 20MB per file)
- Enable Online Assessment

13. Click **Enable Student Submission** to allow student submissions. Access these submissions through the Student Submission link in the assignment's header in the Grade Book.
14. The **Editor** function provides a text editor for students to complete the assignment, such as responses to questions you pose in the Information for Students section.
15. The **File Attachment** function allows students to upload files in response to an assignment. See [this list](#) for allowed file types.
16. Mark **Enable Online Assessment** to search for an existing assessment and administer it through the Portal. See the [Aligning an Online Assessment to an Assignment](#) article for more information about this option.
17. Click **Save** to create the assignment.
18. Click **Cancel** to exit the assignment editor.

Copying Assignments

August 2014

Copying Assignments

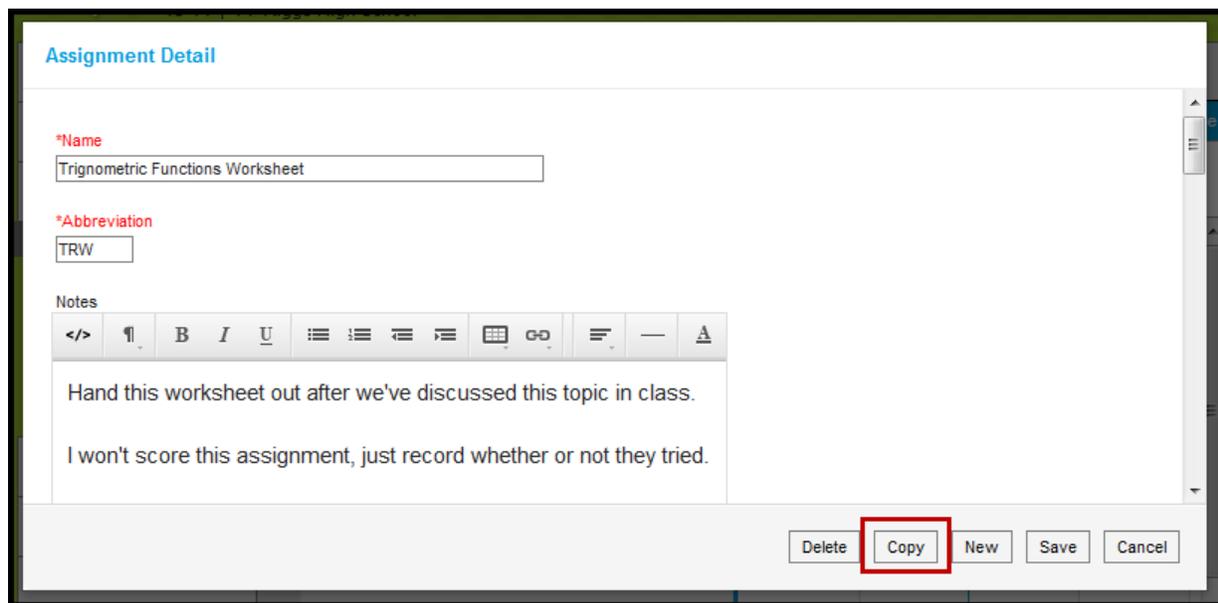
[Copying an Individual Assignment](#) | [Copying Multiple Assignments](#)

There are two ways to copy assignments, through an individual assignment, or through the Planner.

Copying an Individual Assignment

PATH: *Campus Instruction > Planner, Grade Book, Assignment Overview*

Copy assignments by first accessing the assignment editor for the assignment you'd like to copy.



Copy an Assignment Using the Copy Button

Clicking **Copy** opens a copy of the assignment you're currently viewing. All characteristics match the original assignment except "Copy of" is added to the beginning of the Name. Modify the Name and Abbreviation, and then make any changes to the due date or other assignment details.

Copying Multiple Assignments



Video

PATH: *Campus Instruction > Planner > Curriculum View > Section Title > Copy Assignments*

To copy multiple assignments from one section to another, access the Assignment Copier by clicking the name of a section in the Curriculum view of the Planner. From here, you can copy assignments to or from the section you clicked.

The screenshot shows the 'Curriculum Planner: Week 25' interface. On the left, a list of sections is displayed for 'Mon 12/16 (Reg) 12/1/258'. The section '580511-1000 AP Calculus (A)' is highlighted with a red box. A red arrow points from this box to a context menu on the right. The menu has a title '580511-1000 AP Calculus (A)' and is divided into three sections: 'Assignments', 'Reporting', and 'Close'. Under 'Assignments', there are links for 'View assignment list', 'Categories', 'Add new assignment', 'Copy assignments to this section', and 'Copy assignments from this section'. The 'Copy assignments to this section' and 'Copy assignments from this section' links are also highlighted with a red box. Under 'Reporting', there is a link for 'Run Report'. A 'Close' button is located at the bottom right of the menu.

Copying Assignment via a Section in the Planner

In the first screen of the Assignment Copier, select the source section in the *Copy From* list and use the **Type** dropdown list to indicate if you want to copy assignments with Grade Book alignments, assignments that are not aligned, or all. Based on these selections, assignments available to copy are listed.

Select a destination section in the *Copy To* list to view the assignments already in that section.

Assignment Copier

The Assignment Copier is used to copy Assignments from one section to another.

Copy From: 13-14

Copy To:

13-14 Buchanan Elementary (Reg)
PM) 300-0-456 Math
13-14 T F Riggs High School (Reg)
01) 1100-1 Pre-Algebra
02) 580511-1 AP Calculus (A)
03) 541011-3 Latin I (A)
05) 580301-12 Advanced Mathematical Conc (A)

13-14 Buchanan Elementary (Reg)
PM) 300-0-456 Math
13-14 T F Riggs High School (Reg)
01) 1100-1 Pre-Algebra
02) 580511-1 AP Calculus (A)
03) 541011-3 Latin I (A)
05) 580301-12 Advanced Mathematical Conc (A)

Type
All

Number of Assignments: 2 of 3

<input type="checkbox"/>	Assignment Name	Due ▲
<input checked="" type="checkbox"/>	OA: Online Assessment	08/27/2013
<input checked="" type="checkbox"/>	Test1: What do you Know	12/10/2013
<input type="checkbox"/>	Test2: Test2	12/11/2013

Number of Assignments: 13

<input type="checkbox"/>	Assignment Name	Due ▲
<input type="checkbox"/>	BTA: Blue Team Assignment	12/19/2013
<input type="checkbox"/>	GTA: Green Team Assignment	12/19/2013
<input type="checkbox"/>	T1: Test 1	12/19/2013

Next Cancel

Select the Assignments to Copy

Mark the checkboxes of the assignments in the source section that you would like to copy to the destination section. Click **Next** to proceed.

The next screen allows you to choose the alignments and dates of the copied versions of the assignments. The default alignment matches each assignment's original alignment in the source section, which may require a new [category](#).

Assignment Copier

Copy from 580511-1 AP Calculus (A) to 580511-1000 AP Calculus (A)

<input checked="" type="checkbox"/>	Assignment Name	Grade Book Alignment	*Assigned Date	*Due Date ▲
<input checked="" type="checkbox"/>	OA: Online Assessment	✗ Quarter Grade seq 2 > Assignments**	08/27/2013	08/27/2013
<input checked="" type="checkbox"/>	Test1: What do you Know	✗ Quarter Grade seq 2 > Assignments**	12/10/2013	12/10/2013

**Indicates that a new Category will be created.

Back Copy Cancel

Selecting the Alignments for Copied Assignments

Change the alignment if desired. The Alignment dropdown list includes all task/standard and category combinations in the destination section. Also update the **Assigned** and **Due Dates** if desired.

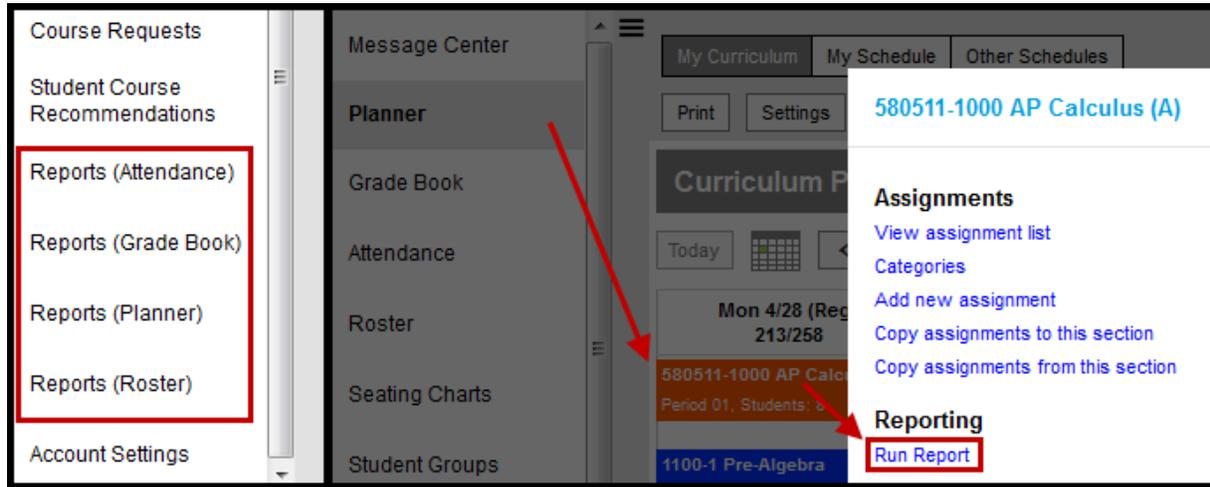
Click **Copy** to finish copying the selected assignments.

Reports (Campus Instruction)

August 2014

Reports (Campus Instruction)

There are reports available in many of the tools in Campus Instruction.



Accessing Reports in the Roster and the Planner

Use reports to view the following data about your sections:

- Print forms for future use, including [blank spreadsheets](#) and [roster labels](#).
- Generate lists of [standards linked to assignments](#) and [standards aligned to sections](#).
- [View Portal Use by Students and Parents](#)
- View attendance events [for a specific date range](#), [for an entire term](#), or [as term totals for a calendar](#). If recording attendance using [Positive Attendance](#), view student [hour totals](#) by term.
- List [missing assignments](#) in a format suitable for sending home with students.
- Export your [Grade Book](#) for use in another program.
- View score summaries for [the section](#) or [individual students](#).
- Analyze Online Assessment performance [by item](#) or [by student](#).

Report Name	Use to report
Reports (Attendance)	
Attendance Change Tracking	Attendance events that have been added and changed for a date range
Attendance Register	Attendance for a term in a student-by-day grid
Attendance Summary	Attendance totals for a term by event type (excused, tardy, etc)
Positive Attendance Section Summary	Total time spent in class for each student in a term (positive attendance)
Reports (Grade Book)	
Grade Book Export	An export of your Grade Book in another format
Missing Assignments	Assignments flagged as missing per student
Section Summary	Scores for assignments and grades for tasks and standards

Student Summary	Assignment scores by student
Online Assessment Item Analysis	Student performance on specific items across an assessment
Online Assessment Student Response	Responses to items, by student
Reports (Planner)	
Assignment Standards	Standards associated with assignments for a section
Blank Spreadsheet	A blank spreadsheet of selected students
Section Standards	A list of standards aligned to the section's course
Reports (Roster)	
Blank Spreadsheet	A blank spreadsheet of selected students
Portal Usage	Students and parents with Portal accounts and login activity
Roster Labels	Roster labels for mailing or classroom use