

Description: This course will cover an overview of Campus, Student Information, course setup and Campus reports.

Time: 4 hours

Campus Overview (30 minutes)	Learn to: <ul style="list-style-type: none"> • Navigate • Search • Use the Help documents • User Communication – create a school notice
Student Information > General (1 hour, 15 minutes)	<ul style="list-style-type: none"> • Understand and learn how to enter all applicable information available in Student Information General tabs • Learn to generate relevant Student Information Reports
Scheduling (30 minutes)	Learn to: <ul style="list-style-type: none"> • Add Courses • Add Sections • Roster students into classes
Campus Reports (30 minutes)	Learn to generate: <ul style="list-style-type: none"> • Section Rosters • Mailing Labels • File Labels • Folder Labels • Other relevant reports
AdHoc Reporting (45 minutes)	<ul style="list-style-type: none"> • Introduction to AdHoc Reporting • Selection Editor Filters • Query Wizard Filters • Data Export
Review (30 minutes)	<ul style="list-style-type: none"> • Discuss Campus Key Words • Complete Review Questions • Complete Review Activities

Campus Key Words

Behavior event

Behavior Roles

Behavior Referral Staff

Behavior Admin Staff

Exempt Fee

Variable Fee (*)

Review Questions

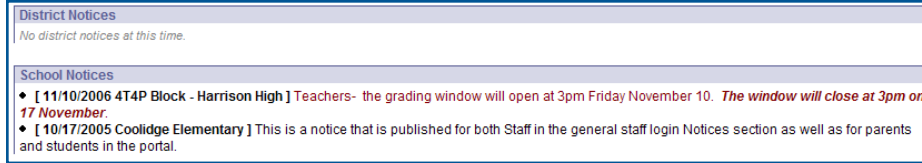
1. Is it possible to track both positive and negative behaviors in Campus?
2. Why would you want to use “add a student” to a fighting event instead of creating separate behavior events for each student?
3. Where do you add courses to your school from the course catalog?
4. Name 5 things you can learn from the classroom monitor

Review Activities

- Search for a student
 - Add a behavior event to that student’s record
 - Add a role
 - Add an additional student to this behavior event
 - Add a resolution to both students
- Add yourself as a student into Campus
 - Add an enrollment record for your student
 - Give yourself a full schedule using the Walk-in Scheduler
- Search for a student that has a full schedule
 - Modify the student’s schedule so that he/she has a different homeroom teacher
 - Modify the student’s schedule so that he/she has at least one different special class in the afternoon

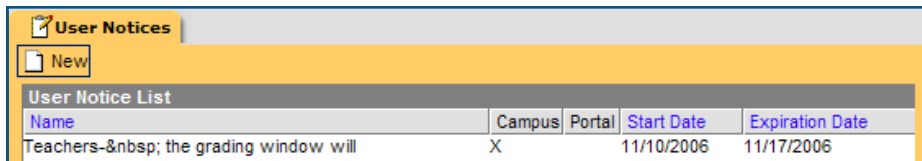
Overview

User notices are text that can be placed on either the Portal login screen or on the Campus home page for staff members and/or users of the Campus portal. These messages are created using the user notices tool found in User Communication.



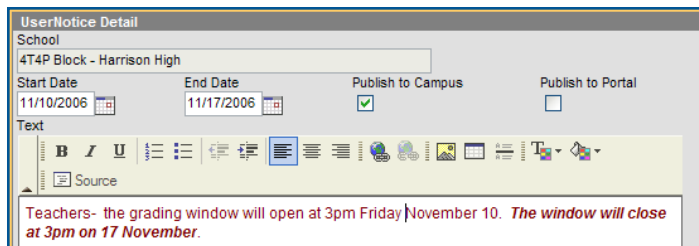
Objective

- Create and modify User Notices
- Learn best practices for using User Notices.



Creating a User Notice for a School

A school user notice can be viewed by people with rights to that school. Rights are determined for staff members by calendar rights, and for parents or students by the enrollment in the school for that year.



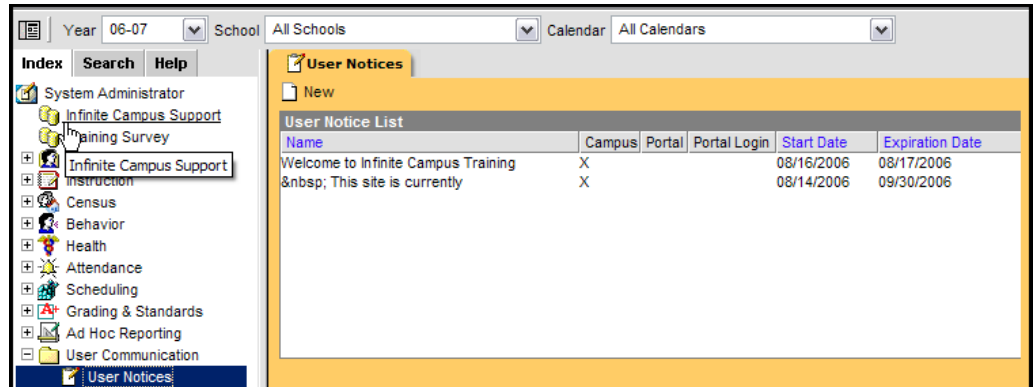
To create a user notice:

1. Select the appropriate school from the school drop down list
2. In the index outline, expand User Communication and select User Notices.
3. On the user notice tab, click the New icon.
4. Enter a start and end date for the notice. The notice will appear at midnight on the start date and will disappear at 11:59PM on the end date.
5. Select if the notice will be published to Campus (where it will be viewed by staff members) only, to the Portal (where it will be viewed by parents and students) or to both.
6. Enter the text of the notice in the text field. The WYSIWYG editor may be used to format the user notice for color and layout options. In addition, web links, tables or images may be inserted into the user notice.
7. Click save when finished.

WYSIWYG- “what you see is what you get”. A type of editor that shows the final result will look as it is edited.

Editing an Existing Notice.

1. Select the appropriate school from the school drop down list
2. In the index outline, expand user communication and select user notices.
3. The User Notice List will contain all notices for the selected school. To edit a particular message, select it in the list.
4. Make changes as needed, such as changing the end date or changing the content.
5. Click save when finished.



Name	Campus	Portal	Portal Login	Start Date	Expiration Date
Welcome to Infinite Campus Training This site is currently	X			08/16/2006	08/17/2006

Creating District Notices



The process of creating or changing district notices is the same as creating school notices. The key difference is to change the school selection to all schools. Any notices created with all schools selected will be seen by Campus as a district notice.

OVERVIEW

The Student Information>General set of data is based on being enrolled in a specific school for a year. Much of the data, such as schedules, attendance, and grades are for the year selected in the grey menu bar at the top of the screen. To access information from prior years, select the relevant year and school combination in the drop down menus at the top.

OBJECTIVES

- Navigate to the tabs for specific student information
- View particular information

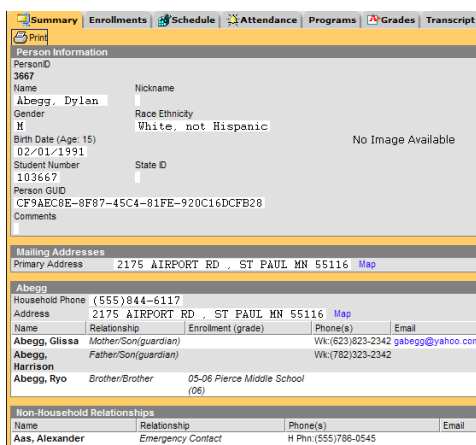
Abegg Jr., Dylan  HS Graduation  Legal
 Grade:10 #103667 DOB:02/01/1991 Gender:M Counselor:Counselor HS, Susan

Navigating to a student's file

1. In the Index outline on the left side of the window, expand Student Information.
2. Select General.
3. Search for a student.
4. Select a student.
 - The Student Information>General file is subdivided into separate tabs for commonly used information. The name of the student you are working with will show above the tabs.
 - Next to the student name you may notice an icon. This icon is known as a program in Campus and is designed to call your attention to an issue or concern about this child. Common examples may include a bee sting allergy or a custody restriction. Hovering over the icon with your cursor will open a pop-up with more information about the child.
 - If being tracked in Campus, you may also see which team the student is on and their counselor in the header.

SUMMARY TAB

- The summary tab is a read-only view of the data for the student in Census.
- The top section will be personal identification information for that student.
- The mailing addresses for the student will show below the student's information. Clicking Map will open a new window showing the location of the address on Google Maps.
- The households that a student is a member of will display below the mailing addresses.
- Relationships to people outside of the households will display in the below the households.

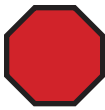


The screenshot shows the 'Summary' tab for student Dylan Abegg Jr. The interface includes a top navigation bar with tabs for Summary, Enrollments, Schedule, Attendance, Programs, Grades, and Transcript. The main content area is divided into several sections:

- Person Information:** Displays personal details such as Name (Abegg, Dylan), Gender (M), Birth Date (02/01/1991), Student Number (103667), and Person GUID.
- Mailing Addresses:** Shows the primary address as 2175 AIRPORT RD, ST PAUL, MN 55116, with a 'Map' link.
- Households:** Lists household members including Glissa Abegg (Mother/Son/guardian), Harrison Abegg (Father/Son/guardian), and Ryo Abegg (Brother/Erother).
- Non-Household Relationships:** Lists relationships outside the household, such as Alexander Aas (Emergency Contact).

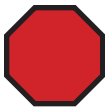


There are two print options on the Student summary tab: Print and Print with Picture. Print with Picture is a separate distinct user right. Depending on your rights, you may not have the right to print the summary with picture in your district's live site.



State Reporting and Special Education fields are used in preparing extracts for the state and will vary in each state. Your training site will have a state-neutral set of data elements rather than the state reporting fields for your state.

The basis of student data in Campus is an **enrollment**; no attendance or grades can be entered for an individual without an enrollment. A mass enrollment roll forward tool found in System Administration can be used to “mass promote” students from one grade level to the next. The process described in this lesson should be used for enrolling one student at a time.



If the student's enrollment start/end status changes (such as a W1/R1 change in grade level) AND the district site settings do not allow for overlapping enrollments, the student's schedule will need to be restored using the Walk-In Scheduler.

ENROLLMENT TAB

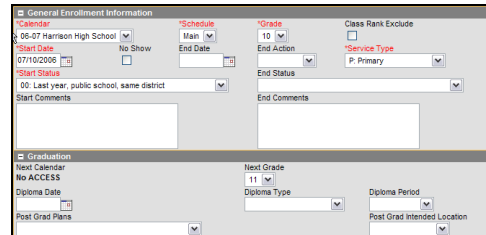
The enrollments tab will list all enrollments for the child that have been created in Campus. Many pieces of data used for state reporting are stored here and are tied to an enrollment. To view this data, click on the enrollment in the Enrollment Editor.

Enrollment Editor	Calendar	Start Date	End Date
10 P 06-07 Harrison High School Start Status: 00 Last year, public school, same district End Status:		07/10/2006	
09 P 05-06 Harrison High School Start Status: 00 Last year, public school, same district End Status:		09/02/2005	
08 P 04-05 Pierce Middle School Start Status: C End Status:		08/09/2004	05/27/2005
07 P 03-04 Pierce Middle School Start Status: C End Status:		08/11/2003	05/28/2004
06 P 02-03 Pierce Middle School Start Status: U End Status:		08/12/2002	05/30/2003
05 P 01-02 Lincoln Elementary Start Status: C End Status:		08/06/2001	05/31/2002
04 P 00-01 Lincoln Elementary Start Status: C End Status:		08/21/2000	06/01/2001

- The general enrollment information determines what school and grade the child is in and also records their enrollment dates and status for state reporting.
- The graduation area holds diploma information for the 12th grade enrollment.

Adding a new enrollment to a school in your district

1. Click “New” at the top of the enrollment tab.
2. Select the calendar (year and school), schedule structure, and grade level the student will be.
3. Enter the start date (first date of attendance) and choose the state-defined enrollment start status that describes the child’s situation.
4. Expand the “state reporting” section to modify the data used for reporting to the state.
5. If the student qualifies for Special Education services, expand the Special Education area to enter data to be reported to the state.
6. Click save when finished.



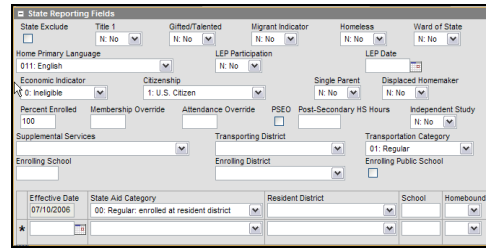
General Enrollment Information

Calendar: 06-07 Harrison High School | Schedule: 1 to be | Grade: | Class Rank Exclude:

Start Date: 07/10/2006 | End Date: | End Action: | Service Type: P: Primary

Start Status: 00 Last year, public school, same district | End Status: | End Comments:

Graduation: Next Calendar: No ACCESS | Next Grade: 11 | Diploma Date: | Diploma Type: | Diploma Period: | Post Grad Plans: | Post Grad Intended Location: (N)



State Reporting Fields

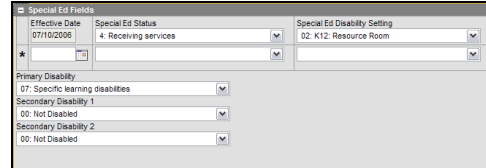
State Exclude: Title 1: N: No | Gifted/Talented: N: No | Migrant Indicator: N: No | Homeless: N: No | Ward of State: N: No

Home Primary Language: | LEP Participation: N: No | LEP Date: | Economic Indicator: | Citizenship: | Single Parent: | Displaced Homemaker: N: No

Percent Enrolled: 100 | Membership Override: | Attendance Override: | PSEO: | Post-Secondary HS Hours: | Independent Study: N: No

Supplemental Services: | Transporting District: | Transportation Category: 01: Regular | Enrolling Public School:

Enrolling School: | Enrolling District: | Effective Date: 07/10/2006 | State Aid Category: 00: Regular: enrolled at resident district | Resident District: | School: | Homebound:



Special Ed Fields

Effective Date: 07/10/2006 | Special Ed Status: 4: Receiving services | Special Ed Disability Setting: 02: K12: Resource Room

Primary Disability: 07: Specific learning disabilities | Secondary Disability 1: 00: Not Disabled | Secondary Disability 2: 00: Not Disabled

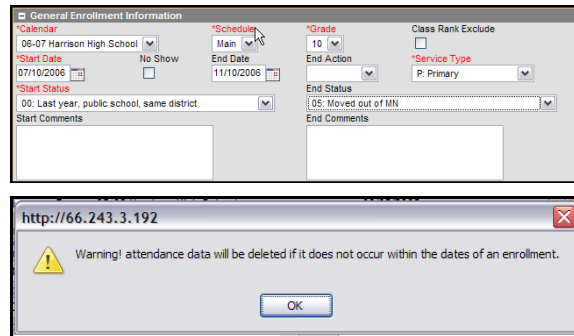
Adding historical enrollment data (not in your district)

A historical enrollment records the schools outside of your district the student has attended.

1. Click “New Enrollment History” at the top of the enrollment tab
2. Enter the year, school, and grade level for the student for a particular school year.
3. Click save when finished.

Ending an enrollment

Ending an enrollment will drop the student from all courses they are scheduled into. Any attendance data entered for dates outside of the enrollment dates will be deleted.



1. Select the enrollment you wish to end.
2. Enter an end date and end status that describes the situation.
3. Click save when finished.

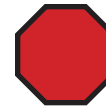
SCHEDULE TAB

- The schedule tab will show the courses that the student is registered for. The terms (divisions of the year) will be across the top and the periods (divisions of the day) will be down the left side.
- To switch to a different view of the schedule, choose a different option in the left dropdown menu.
- To print the student's schedule in the on-screen layout, click the print icon. Your district may also have created a template that will be available in the "Choose a report option" dropdown. Campus will then create an Adobe PDF version of the schedule that can be printed, saved to a local drive, or emailed as needed.
- Depending on user rights, you may see a red gradebook icon on each entry in the schedule. If the teacher is using Campus gradebook, clicking on this icon will take you to a read-only summary of the student's assignments and progress in that course.
- Changing a student schedule is done using the Walk in Scheduler which is covered in a specific lesson.

	Term 1	Term 2	Term 3	Term 4
01	2023s-4 Algebra Ia Lifellearn, Dave Rm: 320		2024s-15 Algebra Ib Lifellearn, Oliver Rm: 320	
02	1205s-8 Adv Composition Llano, Maria Jose Rm: 320		6011s-1 General PE I Teacher, Demo Rm: 320	
03	4903s-17 US History Elvin, Kayli Rm: 320		7502s-11 Comm Technology De Laru, Will Rm: 320	
04	3014s-15 Environmental Science Moa, Abhik Rm: 320		3013s-18 Earth Science Elvin, Mosumi Rm: 320	
	ADV EMPTY			
	ACT			



When a student is leaving a school, their enrollment should be ended, NOT deleted. Deleting an enrollment will remove all records associated with the student for that school in that year.



If a new enrollment is being created in the SAME SCHOOL due to a change in a state-reported status, the child's schedule will need to be restored on the Walk-In Scheduler.

ATTENDANCE TAB

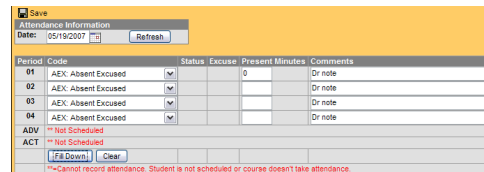
- The attendance tab will show the student's attendance history in the selected year.
- The left side of the attendance tab will show a summarized view of the student attendance, showing attendance histories by term and by course.
- On the right is a line-by-line record of the student's attendance for a year. The events are color-coded according to the key at the top of the tab. The codes are school defined elements.
- To find out more information about a particular attendance event, hover over the cell with the code. A pop-up will display the type of attendance event, the status (excused, unexcused, unknown, or exempt), and any comments that were made when the event was created.

Term 1 07/10/2006 - 10/06/2006								
Instructional Days: 64					Present Days: 58.9			
Period	01	02	03	04	ADV	ACT	Add	T
Absent	5	5	5	5	0	0	0	20
Early Release	0	0	0	0	0	0	0	0
Tardy	1	0	0	0	0	0	0	1

Unknown Excused Unexcused Exempt								
Date	Period	Period						
		01	02	03	04	ADV	ACT	
09/20/2006	Wed A	AEX	AEX	AEX	AEX			
08/18/2006	Fri B	AUK	AUK	AUK	AUK			
08/17/2006	Thu A	A	Absent Excused doctor					
08/16/2006	Wed B				AUK			

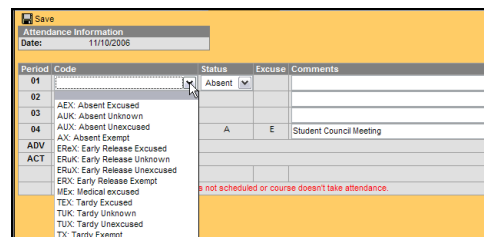
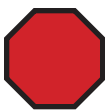
To add a new attendance event:

- Click New at the top of the attendance tab.
- Enter the day for the attendance event and click Refresh.
- In the dropdown menu for the period they had an event, select the district-defined code that best matches the situation.
- Enter any comments to describe the event in more detail.
- If the event needs to be copied to subsequent periods on that day, use the fill down option.
- Enter the number of minutes the student was present, if needed.
- Click save when finished.



To change an existing attendance event

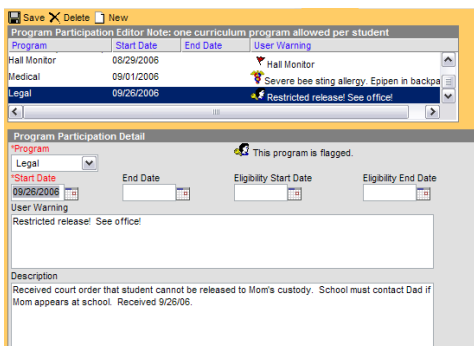
- Click on the date of the attendance event in the daily event summary.
- Change the attendance code for the period which needs to be changed. (The blank at the top of the dropdown will indicate the student was present).
- Delete or change the comment as needed.
- Click save when finished.

Multiple attendance events, such as a student being absent for multiple days or multiple students being absent from one day may be entered from the Attendance Wizard tool found in the Attendance module.

PROGRAMS TAB

- The programs tab is where more information can be found out about the “warning flag” that is seen next to the student’s name above the tabs. Many users will not have access to this tab, but you may have access depending on district policy and procedure.
- To find out more information about a particular warning program, select the program in the editor list. The details will open on screen and provide more information about the concern.

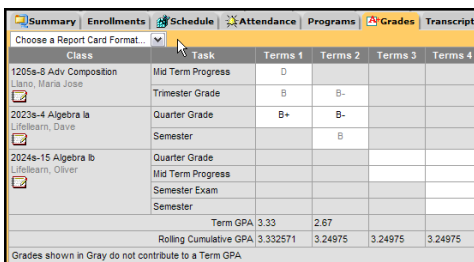


To create a new program/flag:

- Click new at the top of the programs tab.
- Choose the type of program in the dropdown menu.
- Enter the start date for the program
- Enter the text you wish all users of campus to see in the user warning field.
- Enter any additional information that should be accessible only on this tab in the comments area.
- Click save when finished.

GRADES TAB

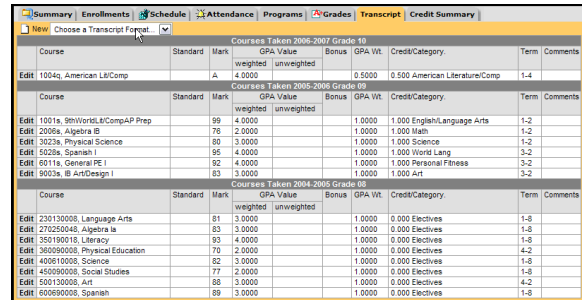
- The Grades tab will display all grades that have been submitted for a student for the year. This will include report card grades and/or standards and may also include mid-term progress marks and weekly eligibility grades.
- The report card format dropdown allows the user to select a defined template and generate a report card for one student if needed.
- Down the left side will be the courses a student is in and the grading tasks the teacher was expected to turn in. Across the top will be the terms. A white cell in the table indicates that this particular grade was expected to be submitted at that point in time.
- To view a student’s overall progress in a course, click the red gradebook icon below the course name. If the teacher is using the Campus gradebook, the student’s individual scores on assignments in that class can be seen.
- At the bottom of the grades tab will be the term GPA for that term.
- Below the Term GPA is the Rolling Cumulative GPA, which is a rough estimate of the child’s Cumulative GPA. The Rolling Cumulative GPA is calculated by taking the GPA from the end of the previous year and averaging it with the Term GPA the student has earned. Again, this is a rough estimate only.




Changing grades for a student in a particular course is done on the section in the scheduling area of Campus.

TRANSCRIPT TAB

The transcript tab holds the permanent academic record for the student. The grading system in Campus is set up by the district to indicate which grading tasks are posted to the transcript. A user with proper rights can also manually add or adjust grades to the student transcript if needed. A printed version of the transcript may be generated by choosing a format type in the dropdown. A PDF version of the transcript will then display in a new window and can be printed or saved as needed.



Courses Taken 2006-2007 Grade 10								
Course	Standard	Mark	GPA Value	Bonus	GPA Vlt	Credit/Category	Term	Comments
EdIt 1004q, American Lit/Comp	A	4.0000		0.5000	0.500	American Literature/Comp	1-4	
Courses Taken 2005-2006 Grade 10								
EdIt 1001a, 9th/WorldLit/CompAP Prep		99	4.0000		1.0000	1.000 English/Language Arts	1-2	
EdIt 2009a, Algebra II		78	2.0000		1.0000	1.000 Math	1-2	
EdIt 3023a, Physical Science		80	3.0000		1.0000	1.000 Science	1-2	
EdIt 5028a, Spanish I		95	4.0000		1.0000	1.000 World Lang	3-2	
EdIt 6011a, General PE I		92	4.0000		1.0000	1.000 Personal/Fitness	3-2	
EdIt 9003a, @ Art/Design I		83	3.0000		1.0000	1.000 Art	3-2	
Courses Taken 2004-2005 Grade 10								
EdIt 23013000a, Language Arts		81	3.0000		1.0000	0.000 Electives	1-8	
EdIt 21025004a, Algebra I		93	3.0000		1.0000	0.000 Electives	1-8	
EdIt 25019001a, Literacy		93	4.0000		1.0000	0.000 Electives	1-8	
EdIt 36099000a, Physical Education		78	2.0000		1.0000	0.000 Electives	4-2	
EdIt 40091000a, Science		92	3.0000		1.0000	0.000 Electives	1-8	
EdIt 46099000a, Social Studies		77	2.0000		1.0000	0.000 Electives	1-8	
EdIt 50013000a, Art		88	3.0000		1.0000	0.000 Electives	4-2	
EdIt 60099000a, Spanish		89	3.0000		1.0000	0.000 Electives	1-8	

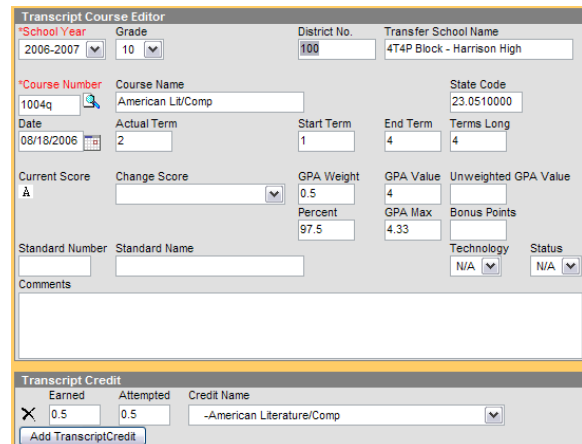


The transcript is permanent academic record of the student's academic work and

in the database is completely separated from the grades that are seen on the grades tab in Student Information>General. If the teacher reported grade is changed after the Post to Transcript tool found in System Administration is used, the grade will need to be changed on the transcript as well.

Editing a transcript entry

1. Select the line item on the transcript that needs to be changed.
2. The current score will display as a text item. Select the new grade in the change score dropdown. The numbers in parentheses indicate the GPA value for the score and the maximum GPA value from that score group.



3. If needed, change the amount of credit earned by the student.
4. Click save when finished.



When adding a course from another school, the course number does not have to match any numbering used in your district.

Some schools will use a generic transfer number, while others will enter the course number from the other school. Check with your district's established policy and procedure for the correct method in your school.

Adding a single transcript entry

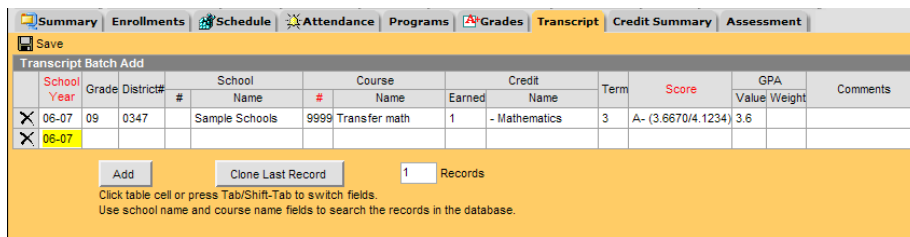
Grades that the student has earned at your school are added to the transcript using the Post To Transcript tool found in System Administration module. To avoid duplicate items on the transcript, the following process should be used only when adding credits that were earned outside of your district, such as transfer credits.

1. Click the New icon at the top of the transcript tab.
2. Select the year and grade level in which the student earned the credit.
3. Enter the institution that the credit is from including school name and the numbers if known.
4. Enter the number and name of the course.
5. The transcript by term template uses the Actual Term to subgroup

courses by year and term. A value is only required if the district or school uses the transcript by term option.

6. The remaining term fields may be filled in and then used for internal reporting if desired.
7. Select the score the student earned in the course in the dropdown. All scores used in the district will display. The numbers in parentheses will indicate the GPA value for that score and the maximum on that score group.
8. Enter a GPA weight. This is a multiplier used to determine how the score the student earned is calculated into the cumulative GPA.
9. If required, enter a standard number and name.
10. In the transcript credit area, enter the amount of credit the student earned in the course, an amount attempted, and choose a credit type in the credit name. If multiple types of credit will be awarded (example: a physics class in some schools offers 2 credits—1 math and 1 science), click Add Transcript Credit to add the second credit amount and type.
11. When finished, click save.

Adding Multiple Transcript Items Using Batch Add



School Year	Grade	District#	School Name	Course Name	Earned	Credit Name	Term	Score	GPA Value	GPA Weight	Comments
06-07	09	0347	Sample Schools	9999 Transfer math	1	- Mathematics	3	A~ (3.6670/4.1234)	3.6		
06-07											

Records

Click table cell or press Tab/Shift-Tab to switch fields.
 Use school name and course name fields to search the records in the database.

If adding multiple items to a student transcript (as in the case of a student transferring into the district), the Batch Add mode will allow rapid entry of the transcript data.

1. Click Batch Add at the top of the transcript tab.
2. Select the School Year from the dropdown menu.
3. Select the grade the student was that year.
4. Enter the district number and school name.
5. Enter the course number and name.
6. Enter the number of credits earned and select a credit group type.
7. Select the Term the grade was earned in.
8. Select the score the student earned.
9. Enter the GPA Weight and Value.
10. Click add to create a new line or click Clone Last Record to copy the school identifying information to the next line.
11. When finished, click Save.

CREDIT SUMMARY

The Credit Summary tab will show the total amount of credits that are listed on the student's transcripts based upon the credit groups or categories that are defined in the school.

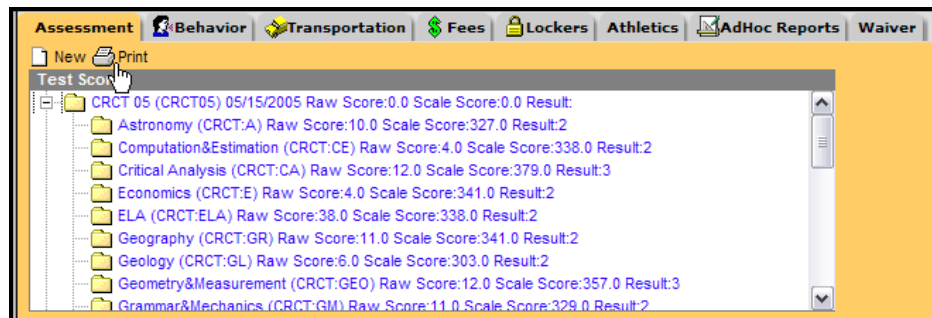
Transcript Credit Summary				Rank: 10 of 487	
Cum GPA: 3.385	08	09	10	Total	
Default					
Electives	0.0				0.0
American Literature/Comp		0.5			0.5
Total	0.0	0.0	0.5		0.5
High School					
Art		1.0			1.0
Math		1.0			1.0
Science		1.0			1.0
World Lang		1.0			1.0
English/Language Arts		1.0			1.0
Personal Fitness		1.0			1.0
Total	0.0	6.0	0.0		6.0

Clicking the student total for a credit group will show the courses that a student has taken in that area, while clicking on the credit group name will show where credit could be earned in the selected school and calendar.



A mass import tool in System Administration may be used to enter scores from a file, so entry on

each student's assessment tab is not needed. A score may be entered manually for one student, however the assessment and any subtest(s) will need to be defined in System Administration before entering the score.



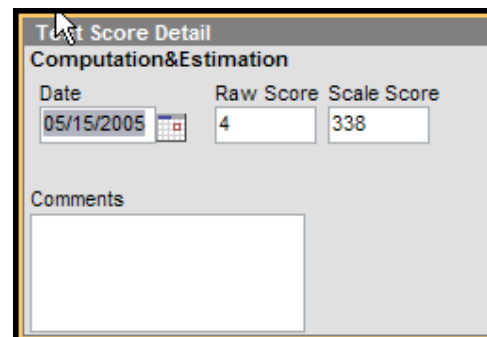
The screenshot shows the Assessment tab interface. At the top, there are navigation buttons for Assessment, Behavior, Transportation, Fees, Lockers, Athletics, AdHoc Reports, and Waiver. Below these, there are 'New' and 'Print' buttons. The main area is titled 'Test Scores' and contains a tree view of test scores. The root node is 'CRCT 05 (CRCT05) 05/15/2005 Raw Score:0.0 Scale Score:0.0 Result:'. Underneath it are several subtests, each with its own raw score, scale score, and result. For example, 'Astronomy (CRCT:A) Raw Score:10.0 Scale Score:327.0 Result:2'.

ASSESSMENT

The Assessment tab will show the scores a student has earned on district, state, or national standardized tests. A test may have subtests that are organized beneath the top level test. To see scores on these subtests, click on the plus sign to the left of the assessment name.

Adding a new test score

1. Click new.
2. Select the assessment in the test dropdown menu.
3. Enter the data in the fields provided—the fields available will change depending on how the test was set up in System Administration.
4. Click save when finished.



The screenshot shows the 'Test Score Detail' form for 'Computation&Estimation'. It has fields for 'Date' (05/15/2005), 'Raw Score' (4), and 'Scale Score' (338). There is also a 'Comments' text area below these fields.

BEHAVIOR

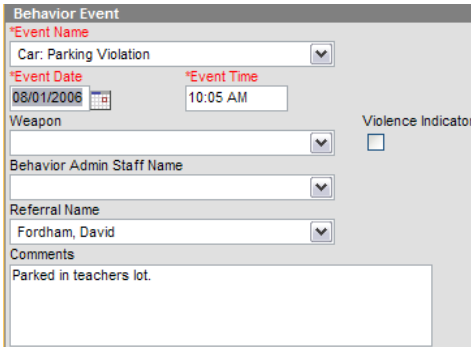
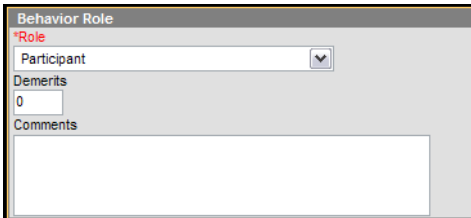
The behavior tab can be used to track student behavioral events (positive and negative), the student's role in the event, and the resolution that occurred as a result of the event.



The screenshot shows the Behavior tab interface. It displays a list of behavioral events organized by school and calendar. The top event is '06-07 Harrison High School (2 Events)'. Underneath it are two sub-events: 'Outstanding Student of the Week - 09/29/2006' and 'Disrespectful to Staff - 09/28/2006'. Each sub-event has a list of participants and roles. For example, under 'Outstanding Student of the Week', 'Abegg, Dylan' is listed as a 'Participant' and 'Adenstedt, Iona' is listed as a 'Participant'. Under 'Disrespectful to Staff', 'Abegg, Dylan' is listed as an 'Offender' and 'Detention: Disrespectful Behavior - 09/28/2006' is listed as a resolution.

To create a new behavior event & resolution:

1. Click New Event.
2. Select the event name from the dropdown list. This list of events is created and maintained in the System Administration module.
3. The date and time will pull current time from the server's internal clock. This field may be changed if needed to reflect when the behavior happened.
4. The weapon field and violence indicator are used to supply further data to state reporting.
5. The comments field can be used to provide more information about the behavior event. These comments are visible on the Portal if the school is sharing behavior data on the Portal, so school and district policy regarding student data privacy should be followed.
6. Enter a role for this student in the behavior event.
7. If tracking demerits, enter a number of demerits to assign for this behavior event.
8. Enter any clarifying comments in the behavior role. Again, these comments are visible on the Portal if the school is sharing behavior data on the Portal, so school and district policy regarding student data privacy should be followed.
9. Select a resolution for this event. The resolution date and time should be when this resolution will begin and the end date is the last day the resolution will be in effect.

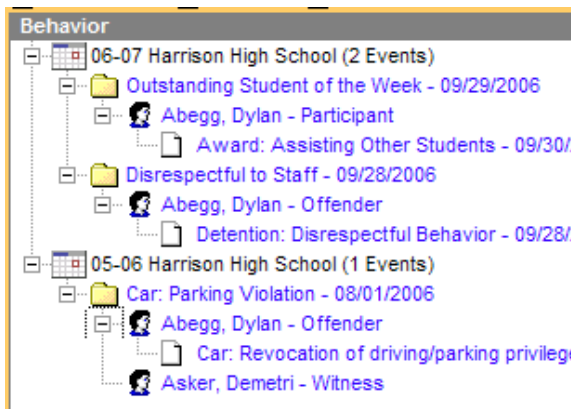

Behavior Admin Staff- the principal, dean of students, or other staff member who met with the student to deal with the behavior event. The names in this list are based on that person's staff assignment being marked with the behavior checkbox.

The **Referral Name** is the building staff member who reported the event. All people with a district assignment to that school will show in this list unless "exclude from behavior referral" was checked.

Adding an involved student

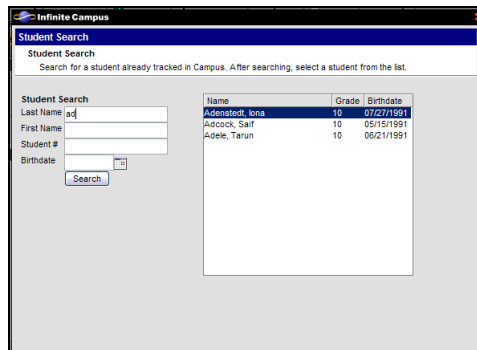
If a specific behavior event has multiple students involved (as in the case of a fight), other students may be linked to the same behavior event.

1. Select the event in the list of behavior events.



Save Resolution Delete Resolution Print Calendar Print Year New Event New Resolution Add Student

2. Click the Add Student button.
3. In the pop-up window, search for the student who was also involved in the behavior event.
4. Select the correct student from the search results on the right side of the pop-up window.
5. Select the role for the involved student and enter any comments or demerits.
6. Click save.



Administrators may wish to consult the involved student's behavior tab to complete the resolution process for the behavior event.

Adding a Second Resolution

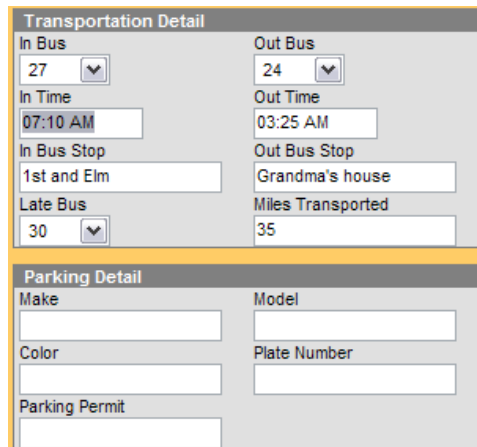
If the behavior event will have multiple consequences, more than one resolution may be added.

1. In the student's list of behavior events, select the student's name that is attached to the behavior event.
2. Click "new resolution."
3. Enter the additional resolution for the event. When finished click save.

TRANSPORTATION

The transportation tab can be used to store and organize both bussing information and parking information.

- The list of buses is populated in the System Administration module.
- The Miles Transported field can be used in state reporting about transportation funding. If needed, enter the number of miles



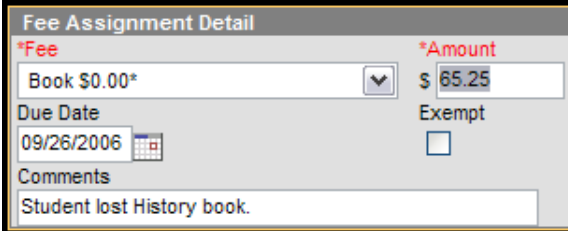
FEES

The fees tab will show all fees that have been assessed to a student, the payments that have been made and their current balance. The Print icon will generate a billing statement for the student.

Fee Assignment List					
Due Date	Description	Type	Debit	Credit	Balance Due
09/26/2006	Book (Exempt MAX)		\$65.25	\$0.00	\$65.25
09/10/2006	Science Lab	Course	\$10.00	\$0.00	\$10.00
09/10/2006	Science Lab	Course	\$10.00	\$0.00	\$10.00
Net Payment: \$0.00			\$85.25	\$0.00	\$85.25

Adding a fee assignment to an individual student

A mass fee assignment wizard is available in System Administration to give a grade or defined group of students a fee, such as all 12th graders being assigned a graduation fee.

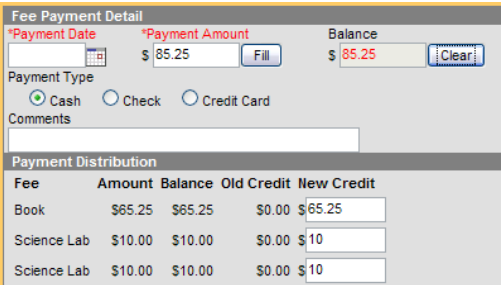


The screenshot shows the 'Fee Assignment Detail' form. It includes fields for '*Fee' (Book \$0.00*), '*Amount' (\$ 65.25), 'Due Date' (09/26/2006), and an 'Exempt' checkbox. A 'Comments' field contains the text 'Student lost History book.'

1. Select the New Fee Assignment tool.
2. Select the fee from the district-defined list. The amount of the fee is listed after the name of the fee. Any fees with an asterisk are variable rate fees, which allow the amount to vary, as in the case of a lost book fee.
3. Enter a due date for the fee.
4. If the fee will be waived, check the exempt box.
5. Click save.


Entering a payment

1. Select new payment from the top of the fees tab.
2. Enter a date for the payment, or select the date using the calendar tool.
3. If the student is making a partial payment, enter the amount in the Payment Amount field. Clicking the fill button will then credit fees in the order they were assigned to the student. The distribution of the payment may be changed as needed.
4. If the student is paying off all fees, clicking the Fill button to the right of the Balance will credit all fees and set the student's balance to zero.
5. Select the type of payment. If a check or credit card is used, an additional field will appear for the check number or Credit card authorization number
6. When finished, click save.



The screenshot shows the 'Fee Payment Detail' form. It includes fields for '*Payment Date', '*Payment Amount' (\$ 85.25), and 'Balance' (\$ 85.25). There are 'Fill' and 'Clear' buttons. The 'Payment Type' section has radio buttons for 'Cash', 'Check', and 'Credit Card'. A 'Comments' field is also present.

Payment Distribution				
Fee	Amount	Balance	Old Credit	New Credit
Book	\$65.25	\$65.25	\$0.00	\$65.25
Science Lab	\$10.00	\$10.00	\$0.00	\$10
Science Lab	\$10.00	\$10.00	\$0.00	\$10



Due Date	Description	Type	Debit	Credit	Balance Due
09/26/2006	Book (Exempt MAX)		\$65.25	\$65.25	\$0.00
	Payment \$85.25 Date: 11/10/2006	Cash		\$85.25	\$85.25
09/10/2006	Science Lab	Course	\$10.00	\$10.00	\$0.00
	Payment \$85.25 Date: 11/10/2006	Cash		\$10.00	\$10.00
09/10/2006	Science Lab	Course	\$10.00	\$10.00	\$0.00
	Payment \$85.25 Date: 11/10/2006	Cash		\$10.00	\$10.00
Net Payment: \$85.25			\$85.25	\$85.25	-\$0.00

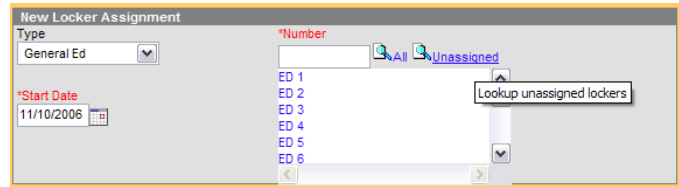
LOCKERS

The lockers tab will show all lockers that the student has been assigned to. Campus supports multiple types of lockers, such as academic and gym, and multiple locations for those lockers, such as the senior hallway.

Locker #	Type	Location	Combo	Start Date	End Date	Shared
2	General Ed	Freshman		11/10/2006		No

Creating a new locker assignment

1. Click new.
2. Choose the type of locker the student needs to be assigned.
3. To find lockers, click either the “All” or the “Unassigned” links next to the locker number field.
4. In the popup search results, choose a locker for the student.
5. If the locker has a built-in combination lock, the combination will display on the screen. If the locker needs a padlock, a field will display for the lock’s serial number. If your school supplies locks to the student, enter the number for the lock.
6. Enter an end date for when that student will end using that locker.
7. Click save.

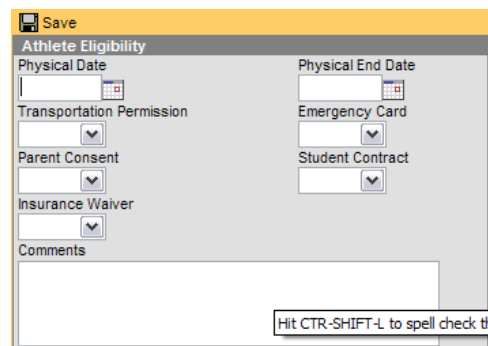


Ending a locker assignment

1. Select the locker from the assignment list.
2. Enter an end date for that student’s use of that locker.
3. Click save.

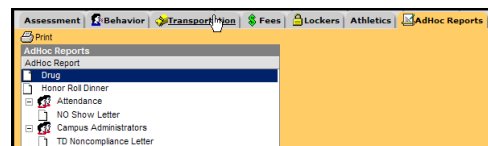
ATHLETICS

The Athletics tab holds basic information about the student’s athletic eligibility. Your school may add additional fields or areas to the athletics tab to track specific sports or participation as needed.



AdHoc REPORTS

An AdHoc Report is a form letter generated using a tool found in the AdHoc Reporting module. This tab allows one of these form letters to be generated for one particular student.



Courses and sections are the foundations for scheduling students, organizing teachers' gradebooks, assigning grades and credit amounts to students, and attendance. Proper setup is crucial to the success of a Campus school. To aid in correct setup, many districts will setup a course catalog.

OBJECTIVES

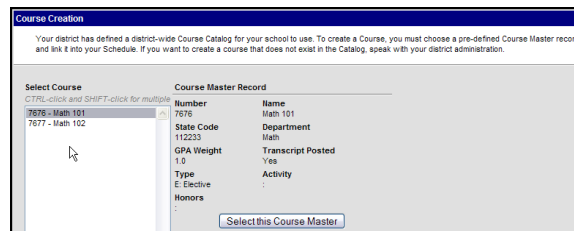
During this lesson, you will learn how to:

- Create a new course
- Edit existing courses
- Define the fields on a course
- Create sections of courses

COURSES

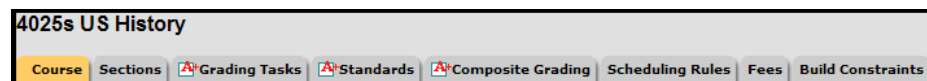
Adding a New Course

1. In the Index outline, expand the Scheduling module.
2. Select the Add Course tool.
3. If your school has been linked to a course catalog, you will see a list of course masters that are in that catalog. Once a course master has been selected, it will be removed from this list to avoid the possibility of creating duplicate courses.
4. To select a course from the master file, click on the name of the course in the list. Details for that course will display to the right. You may select multiple courses and then click "Select this Course Master" to be linked to your school.
5. If no courses display in the list, all courses in the catalog have already been linked to your school.



Searching for an existing course

1. Select the Search tab.
2. Select Course/section in the drop down on the search tool.
3. Enter either the number or part of the name of the course.
4. Click Go
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name.



The elements of a course are divided into 8 tabs.

Course—a unit of a school's curriculum with a specific set of content to be taught. Biology, Language Arts or French are courses.

Section—an offering of a course with a specific teacher, meeting place and time, and a particular roster of students who meet together. Mr. Cortez's 4th hour Biology class is a section.

Course Master- a district defined template for a course. Different elements may be locked to create identical courses at different schools with the same name, course number, and grading setup.

Course Catalog- a collection of course masters that are used for a particular level. A catalog should include all course masters needed for all grades at a school.

Courses that have sections attached to them will have the plus sign to the left of the name. Expanding the search result (by clicking on the plus sign) will then display all sections of the course and the teacher assigned to that course.

Course & Section Setup with a Catalog

Course Field Definitions

Course ID	CourseID is an internal number used in the Campus database.
Number	The course number appears on students' schedules and transcripts. It is also used by students when registering for courses through the Portal. This field can be modified at any time, but is a required entry.
Name	The course name can be up to thirty characters in length and can contain either numbers or letters. Appears on transcripts, schedules, the Portal, and on teacher's reports.
Active	This checkbox indicates whether or not a course is active for the selected calendar. If the checkbox is not marked, the course will appear in red when searched and students cannot request the course as part of their schedules. When marked active, the course can be requested and scheduled, and will appear in blue text when searched.
State Code	Based upon state specific guidelines, courses may be given a code that is used in state reporting. This field is an alphanumeric field and can be up to fifteen characters.
Department	This drop down list contains names of departments within the school. Assigning a department to courses helps in the organization of the schedule. When using the scheduling wizard or when searching by department, all courses in that department will be grouped together.
Scheduling Priority	This field is also used in the scheduling process. In Campus, students will request courses for the next school year. When the counselor or scheduler begins using the scheduling wizard to load student requests, courses that have a priority or 1 will be scheduled first. If there is no priority set, courses will then be scheduled based on student requests and scheduling rules.
Max Students	This field is a numeric field that determines how many students can be in each section of the course.
Terms	Determines the length of sections when created by the Schedule Wizard. In a four term school, a course that meets for a semester would be a 2-term long course.
Schedules	In schools with multiple period schedules (such as a two-day rotation), determines how many days a section will take up.
Periods	This number relates to how many periods in one day the course is taught. Most often, this will be a 1. There are some courses that may be scheduled for two periods (advanced placement courses, lab courses, etc.).
Sections to Build	This field is used in the scheduling wizard. The wizard will build the number of sections that correspond to this entry based upon constraints entered into the system.
GPA Weight	This field indicates that the course contributes to the student's cumulative GPA calculation. It is basically a multiplier. A school's score group is on a standard 4.0 scale. A course has a weight of 2. For a student that receives an A (4.0), the GPA value will then equal an 8, thus inflating his calculation. Most often, this field is set to a 1. If the course does not contribute to the GPA at all, leave the field blank.
Bonus Points	This checkbox is used to indicate whether or not bonus points are used in the calculation of the GPA. Bonus points are added in the score group.
Transcript	If checked, this course will be posted to the transcript.
Type	The choices in the type dropdown may be edited in the Attribute dictionary and may be used for AdHoc reporting as needed.
Activity	A district-defined drop down that allows tracking activity rosters and groups through the functionality of courses.
Honors	A state-defined list of categories for state reporting.
Perkins Code	A two-digit code used in state reporting for vocational and technical courses.
Homeroom	This checkbox marks a course as being a homeroom course for state reporting in some states.
Allow Requests	Allow requests will allow a student to request the course via the Portal.
Attendance	Attendance will be taken for the course. In the case of elementary schools, courses that are not homeroom are often left unchecked, as attendance may only be recorded once or twice a day.
Unit Attendance	Unit attendance is an attendance model that records classroom time for each students. Used in some alternative schools, unit attendance allows the teacher to record when the student started working on a subject and when s/he finished working in a course on a given day.

Course tab-holds basic information for grading and scheduling.

Sections tab-the instances of the course.

Grading Tasks tab-a grading task is a mark that the teacher is expected to submit. Selecting the tasks and the reporting frequency is done on the Grading Tasks tab.

Standards tab-allows the course to be aligned to standards from the Standards Bank

Composite Grading tab- a place to set a mathematical formula between grading tasks, such as having quarter grades averaged with a semester test to calculate a semester grade.

Scheduling Rules tab-defines how requests for this course are loaded by the Schedule Wizard in relation to other courses.

Fees tab- defines the course fee (such as a material fee) that students should be assessed for taking the course.

Build Constraints- used by the Schedule Wizard when building sections

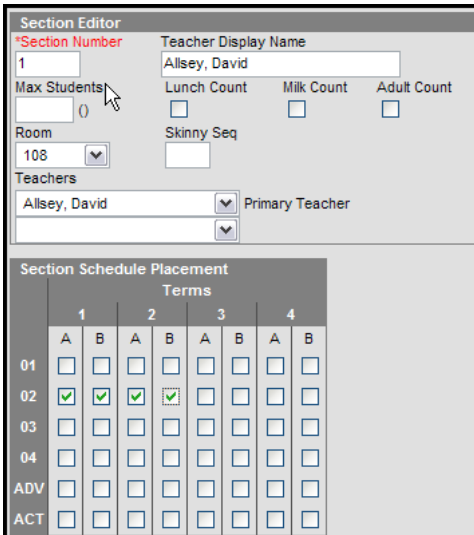
SECTIONS

A section is an instance of a course. When a teacher meets with a particular group of students (a roster) at a particular time on the schedule in a certain room, this is a section. If any of those items are different (a different teacher with a different roster), another section will be required.

Adding a Section of a Course

To create a new section, navigate to the course by searching for the course in the search tool.

1. Select the Sections tab.
2. Click the link to "Add a Section."
3. Enter the section number for this instance of the course.
4. Enter a maximum number of students for this section if it is an exception from the course-defined max number.
5. Select the room that the course will meet in.
6. Select the teacher(s) who will be teaching this section. The names in this drop down are determined by a district assignment at the selected building being marked "teacher".
7. The teacher display name will automatically fill with the name of the teacher selected. If the teacher wishes not to have their full name displayed on the student schedule, this may be changed.
8. Lunch Count, Milk Count, and Adult Count will add fields to the attendance tool for this section to allow these counts to be taken in the classroom.
9. Skinny sequence is used to determine which course (if two or more courses are skinnied together into a particular period) prints first on the student schedule.
10. If scheduling groups/teams have been defined for the school, select the team the section belongs to.
11. In the Section Schedule Placement grid, select the term(s), day(s), and period(s) this section will meet.
12. Click Create section.



	Terms							
	1		2		3		4	
	A	B	A	B	A	B	A	B
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Courses exist within a school year, but sections of this course exist within a schedule structure,

which defines the terms and period schedules for a sub-group of students in a school. If your school has multiple schedule structures (i.e. students in the same building are on a different term or period setup), you will need to select which schedule structure the section should be scheduled into from the Schedule drop down on the grey header bar.

Skiny- two courses that are scheduled into the same time slot on a student schedule are "skinnied" together. This arrangement allows for a flexible, informal arrangement between the teachers as to who sees which students when.

Course & Section Setup with a Catalog

4025s-1 US History
Teacher: Teacher, Demo

Section | Roster | Attendance | Grading By Task | Grading By Student | Roster Setup

Navigating to an Existing Section

1. Select the search tab in the outline.
2. Choose the option to search for a course/section.
3. Enter either the number or part of the name of the course.
4. Click Go.
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name and then select the Sections tab. OR Click on the plus sign to the left of the course name to see existing sections. Select the section by clicking on the section number or teacher name.
7. Make changes as needed. Click save when finished.

Roster Tab

The roster will show all students who have been placed into that section. Students who are actively enrolled in the section as of that day will display in the active students section. Any students who have had a schedule change and have been dropped will automatically moved to the Dropped Students.

1215y-1 IB English I2B
Teacher: Mason, David

Section | **Roster** | Attendance | Grading By Task | Grading By Student | Roster Setup

Active Students: 20

Name	Student #	Gender	Grade	Start Date	End Date
10 Aldred, Sandor	103854	M	10		
10 Alton, Milos	103953	M	10		
10 Amelung, Rose	103982	F	10		
10 Aves, Eiko	104462	F	10		
10 Baldauf, Laura-Jayne	104592	F	10		

Attendance Tab

The attendance tab presents a view of the teachers attendance tool for that section. This tool allows attendance data for a section to be viewed or changed for any attendance date. All attendance events that are created here will be an unknown type—excusing absences is done via tools found in the Attendance module.

1215y-1 IB English I2B
Teacher: Mason, David

Section | **Roster** | **Attendance** | Grading By Task | Grading By Student | Roster Setup

Save | Display Standard Seating Chart | Display Lab Chart

Date Selector
11/15/2006 | Change Date

Student Name	P	A	T	Excuse	Comments
1215y-1 IB English I2B					
10 Aldred, Sandor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Alton, Milos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Amelung, Rose	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Aves, Eiko	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Baldauf, Laura-Jayne	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Balneator, Issac	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Battels, Kadri	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Grading by Task/Grading by Student

The grading tabs on a section allow for changes to be made to submitted grades in the case of teacher error. The fields are available at any time, irregardless of the grading window (active mask) being open or closed.

1215y-1 IB English I2B
Teacher: Mason, David

Section | **Roster** | **Attendance** | **Grading By Task** | Grading By Student | Roster Setup

Save

1 - Quarter Grade

Name	Percent	Score	Comments
10 Aldred, Sandor #103854	90	A	
10 Alton, Milos #103953	100	A	
10 Amelung, Rose #103982	100	A	
10 Aves, Eiko #104462	100	A	

Course & Section Setup with a Catalog

To change a grade for a student:

On grading by task;

1. Select the grading task that needs to be changed.
2. Change the score and percent for the correct student.
3. Enter any new comments if needed.
4. When finished, click save.

On grading by student:

1. Select the student whose grade needs to be changed.
2. Change the score and percent (if needed) for the particular grading task or standard.
3. Enter any new comments if needed.
4. When finished, click save.

Roster Setup

The Roster Setup tool allows a section roster to quickly be created by selecting students and adding them to a course.

This tool is often used in elementary schools to create the roster for a particular teacher's home-room course.

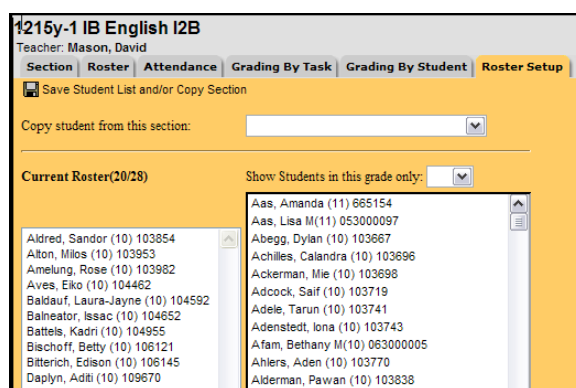
To manually build a roster for a section:

1. Search for the course and select the proper course from the search results.
2. Click the Sections tab.
3. Select the section you wish to build a roster for.
4. Click the Roster Setup tab.
5. In the text field on the right, click the student's name you wish to add to the section. To reduce the amount of scrolling you may filter the list to a particular grade level by selecting that grade level at the top of the text field.
6. When finished, click Save Student List.

The roster setup also allows a roster to be copied from one section to another. This functionality is often used in an elementary school to create the rosters for music, art or physical education teachers if they teach one homeroom at a time.

To copy a roster from one section to another:

1. Search for the destination course and section.
2. Click the Roster Setup tab.
3. In the Copy Student from this section drop down, select the source section.
4. When finished, click Save Student List.



Current Roster(20/28)
Aldred, Sandor (10) 103854
Alton, Milos (10) 103953
Amelung, Rose (10) 103982
Aves, Eiko (10) 104462
Baklauf, Laura-Jayne (10) 104592
Batheator, Issac (10) 104652
Battala, Kadri (10) 104955
Bischoff, Betty (10) 106121
Bitterich, Edison (10) 106145
Daplyn, Aditi (10) 109670
Aas, Amanda (11) 665154
Aas, Lisa M(11) 053000097
Abegg, Dylan (10) 103667
Achilles, Calandra (10) 103696
Ackerman, Mie (10) 103698
Adcock, Saif (10) 103719
Adele, Tarun (10) 103741
Adenstedt, Iona (10) 103743
Afam, Bethany M(10) 063000005
Ahlers, Aden (10) 103770
Alderman, Pawan (10) 103838



Roster setup should only be used prior to the start of school to build rosters for courses;

it should not be used once the section has started to change the roster, as it will remove all traces of the student being in that course in Campus.

OVERVIEW

The AdHoc Reporting allows a user to create reports and run queries for various types of data in Campus. AdHoc queries may be used to find data relating to students, staff, all people, as well as courses. These queries may be exported out of Campus or used to filter canned reports throughout the product.

In addition, a tool is available in the AdHoc module to create form letters and complete a mail merge using fields from the Campus database

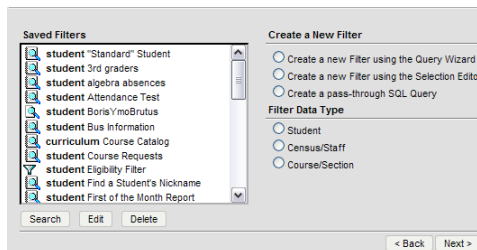
OBJECTIVES

At the end of this lesson, learners will be able to:

- Create an AdHoc filter using the Query Wizard
- Create and save an AdHoc Selection Editor list
- Utilize an AdHoc filter elsewhere in the product.
- Create a form letter using the AdHoc Report Designer
- Complete a mail merge using AdHoc Report Builder
- Export an AdHoc filter as a CSV file.

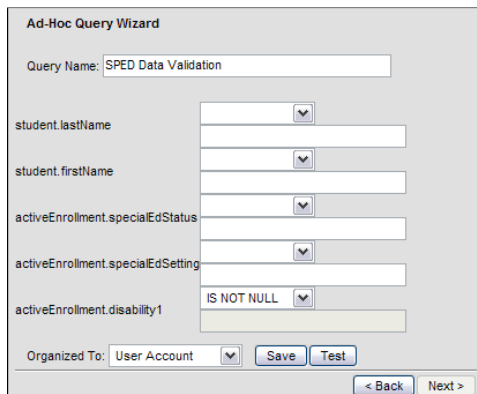
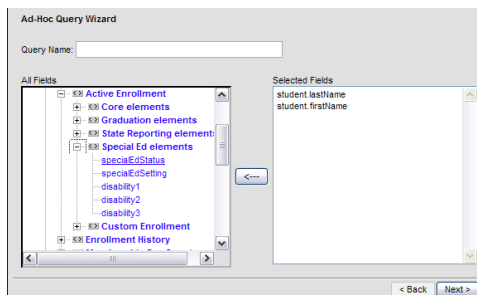
Navigating to the Filter Designer

1. From the Index, expand the Ad Hoc Reporting folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. Select the Filter Designer option from within that folder.



Using the Query Wizard

1. From the main Filter Designer screen, select the first radio button option, Create a New Filter Using the Query Wizard.
2. Select a Filter Data Type - Student, Census/Staff or Course/Section.
3. Click the Next button. The screen will display a list of items to select in order to create the filter.
4. Enter a Query Name for this filter. The Query Name should be task descriptive.
5. In the All Fields table, expand the headers to select the fields to be included in the filter by clicking the field. This will move



AdHoc **Query Wizard** allows a user to generate dynamic custom searches on any data type.

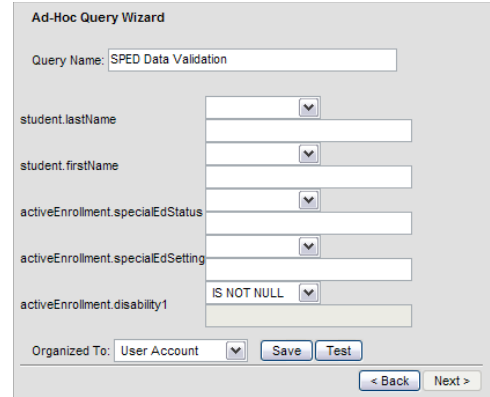
Selection Editor is a static list of user-selected students. The list is static and changes must be made manually.

A **pass-through SQL** filter can be created on any data type. To use this query you need to reference the schema and understand SQL, the database language used by Campus.



Queries for students and course/section data will pull from the school and calendar selected on the gray header bar. Census/Staff data will pull from the entire Campus database. Queries should be created in such a way to avoid large results. Large queries being ran may cause performance issues district wide.

- the field to the Selected Fields list.
- When finished selecting the fields, click the Next button. The screen will list a summary of the chosen fields, with the ability to set a filtering condition on a certain field with a particular operator and criteria.
 - To test the query, click Test. The query will run and results will display in a new window.
 - Click the Save button when finished. The new filter will be listed in the Saved Filters list on the main page of the Filter Designer.



http://66.243.3.192 - Mozilla Firefox

Students with a SPED disability Records:41

student.lastName	student.firstName	activeEnrollment.specialEdStatus	activeEnrollment.disability1
Aas	Amanda	1	00
Aas	Lisa	1	00
Abegg	Dylan	4	07
Ackerman	Mie		07
Afam	Bethany	1	00
Alman	Niall	4	05
Ball	Girl	1	00
Barth	Katy	1	00
Bfam	Xavier	1	00
Bibbey	Cherry		1
Cfam	Michael	1	00
Dfam	Montell	1	00
Divorce	Bobby	1	00
Efam	Akira	1	00
Ffam	Li	1	00
Gfam	Naomi	1	00

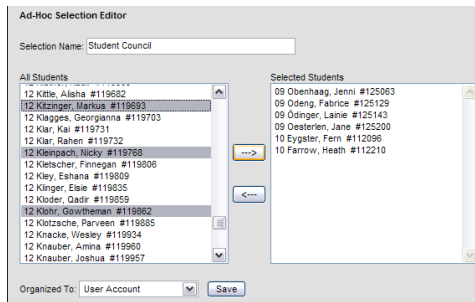


When querying text fields using the inequality operators, less than or equal to (<=) functions exactly the same as less than (<).

Operator	Function	Example
Equals (=)	An exact match of the user specified value	<i>Student.Grade=12 will return all seniors</i>
Does Not Equal (<>)	Will return all results that do not equal the user-specified value	<i>Student.Gender<>M will return all females or student's whose gender field is null.</i>
IN	Includes	<i>Student.Grade IN 9,10 will return all 9th and 10th grade students</i>
NOT IN	Does not include	
LIKE	Searches for the text string in the field	<i>A course with name LIKE hist will return all "history" classes</i>
SOUNDS LIKE	Soundex search. Names that have similar Soundex pattern	<i>Last name SOUNDS LIKE "Ball" will return "Bell" and "Boll"</i>
> and >=	Greater than (or equal to)	<i>Students 16 and older could be found with Student.Age >= 16.</i>
< and <=	Less than (or equal to)	<i>Students with last names A through Lon could be found with student.lastname<Loo</i>
IS NULL	Searches for empty fields.	<i>StateID IS NULL will find all students without a stateID</i>
IS NOT NULL	Returns all records that have data in the field.	<i>student.SSN IS NOT NULL will return all students who have a Social Security Number entered in Campus.</i>

Using the Selection Editor

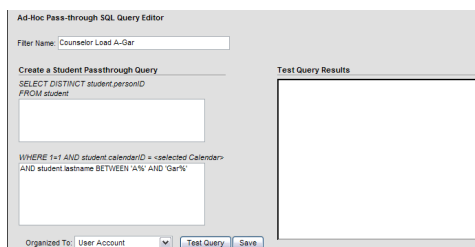
- From the main Filter Designer screen, select the second radio button option, Create a New Filter Using the Selection Editor.
- Select Student as the data type.
- Click the Next button. The screen will display a list of students to select in order to create the filter.
- Enter a name of the Selection Wizard. This name will appear in the Saved Reports lists.
- Select the students from the All Students list on the left by highlighting the name and clicking the right-pointing arrow key. To remove a student from the selected students list, click the left-pointing arrow key.
- Click the Save button when finished. The new filter will be listed in the Saved Filters list on the main page of the Filter Designer feature.



Using the Pass-Through Query

This option requires a basic knowledge of the Campus database schema and SQL terminology.

- From the main Filter Designer screen, select the third radio button option, Create a pass-through SQL Query.
- Select a Filter Data Type.
- Click the Next button.
- Enter a name for the query in the Filter Name field.
- In the text fields on the left-hand side of the screen, enter any join statements needed for the query. The beginning part of the query is already written (Select DISTINCT...) for the user.
- In the second text field, enter conditions to filter the query. For example, if a query is desired that will list all students with the first name of Ashley, the text in this field would be 'and student.first-Name = 'Ashley'.
- Click the Test Query button to verify that the data returned is the data needed.
- Click the Save button when finished.
- The new filter will be listed in the Saved Filters list on the main page of the Filter Designer feature. Once this filter is saved, it can be used to generate custom reports.



Report Designer is used to create custom letters that will pull data entered into Campus using a WYSIWYG editor. Used in conjunction with a custom filter, it allows you to build a custom report that will import specified data elements for all individuals who meet the filter criteria.

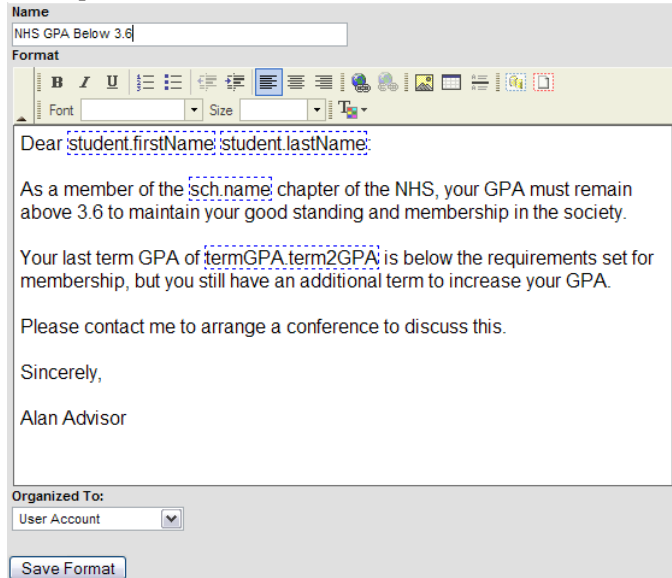
REPORT DESIGNER

Navigating to Report Designer

From the Index, expand the Ad Hoc Reporting folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. Select the Report Designer option from within that folder.

Creating a New Report

1. From the main Report Designer view, select the header format from Blank Form Letter or Addressed Form Letter.
2. Click the New Format button in the lower right-hand corner.
3. On the Ad Hoc Report Format



- Editor, enter a Format Name for the new report. This name will be displayed in the Saved Reports box.
4. Select the Font, Size and Font Color.
5. Type the layout of the letter in the white text field. Select the Campus Fields and Subreports to aid in the collection of Data. These are the last two icons in the first row of the WYSIWYG editor.
6. Select which users should be seeing this report in the Organize To dropdown list – to the user account currently building the report, any person with rights to the selected calendar or teachers.
7. Click the Save button when finished. The new report is listed in the Saved Reports box. Users will need to re-select the Report Designer tool in the outline.
8. Once the reports have been saved, users can use the Report Builder tool to generate the printed version of the report.

REPORT BUILDER

Saved Filters and Saved Reports are joined together in two ways using Set Operations. A variety of sort options are available for easy distribution and mailing.

From the Index, expand the Ad Hoc Reporting folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. Select the Report Builder option from within that folder.

The **Report Builder** is used to complete a mail merge to send a form letter created in Report Designer to students on one or more AdHoc filters.

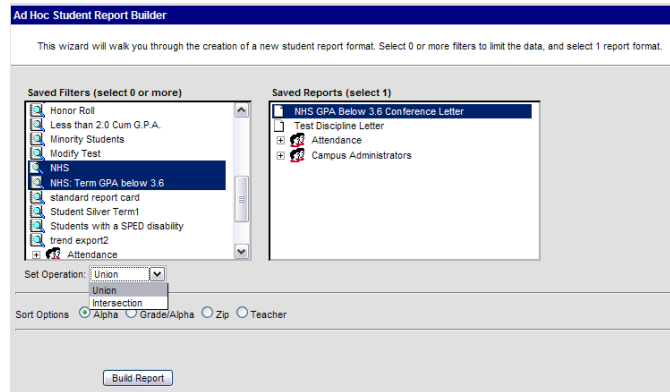
The **union** operation combines two queries by performing the equivalent of appending one query onto the other.

An **intersection** operation is used to generate a report to students who make up the “overlap” of multiple AdHoc filters.

AdHoc Reporting

Generating a Report in the Report Builder

1. Select the Filter from the list of saved filters in the left-hand window. At least one filter needs to be selected.
2. Select the Report from the Saved Reports window on the right-hand side of the screen.
3. Select the Set Operation from the dropdown list – union or intersection.
4. Select the appropriate Sort Options – alphabetical, by Grade/Alpha or by Teacher.
5. Click the Build Report button. The report will display in PDF (Adobe) format, listing the students in the filter who were chosen and the report that was built.



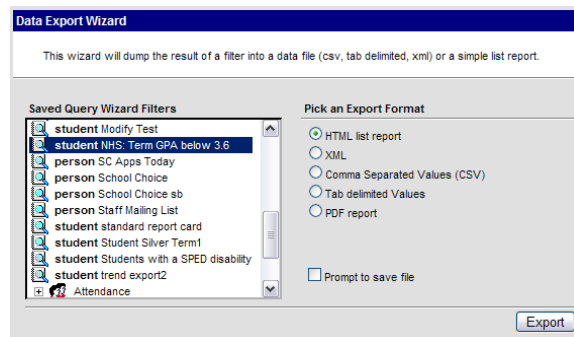
DATA EXPORT

Navigating to the Data Export Tool

From the Index, expand the Ad Hoc Reporting folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. Select the Data Export option from within that folder.

Export a Report in the Data Export

1. Select the Filter from the list of saved filters in the left-hand window. At least one filter needs to be selected.
2. Select the Export Format in which to display the filter.
 - HTML list report – opens report in new Web window;
 - XML - shows HTML coding values;
 - Comma Separate Values (CSV) - Excel spreadsheet; or
 - Tab delimited Values - Excel spreadsheet
 - PDF Report
1. Check the box to have the system prompt the user to save the file.
2. Click the Export button. The report will display in the format chosen.

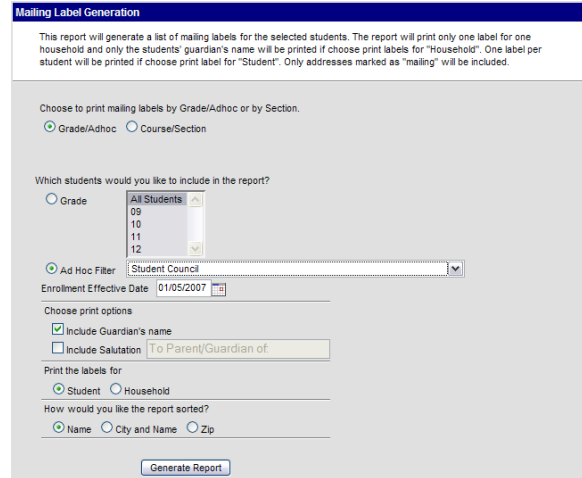


The **Data Export** tool is used to export the filters that were created in the Filter Designer in different formats, depending on what needs to be done with them.

Using AdHoc Filters in Reports

To generate a list of mailing labels based on the AdHoc filter:

1. From the Index, expand the Census folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. From the Index, expand the Reports folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
3. Select the Mailing Labels option from within that folder.
4. Select your filter.
5. Click Generate Report to see a preview of your labels.



Mailing Label Generation

This report will generate a list of mailing labels for the selected students. The report will print only one label for one household and only the students' guardian's name will be printed if choose print labels for "Household". One label per student will be printed if choose print label for "Student". Only addresses marked as "mailing" will be included.

Choose to print mailing labels by Grade/Adhoc or by Section.
 Grade/Adhoc Course/Section

Which students would you like to include in the report?
 Grade Ad Hoc Filter

Grade: All Students (dropdown)
 Ad Hoc Filter: Student Council (dropdown)

Enrollment Effective Date: 01/05/2007 (calendar icon)

Choose print options
 Include Guardian's name
 Include Salutation To Parent/Guardian of (text field)

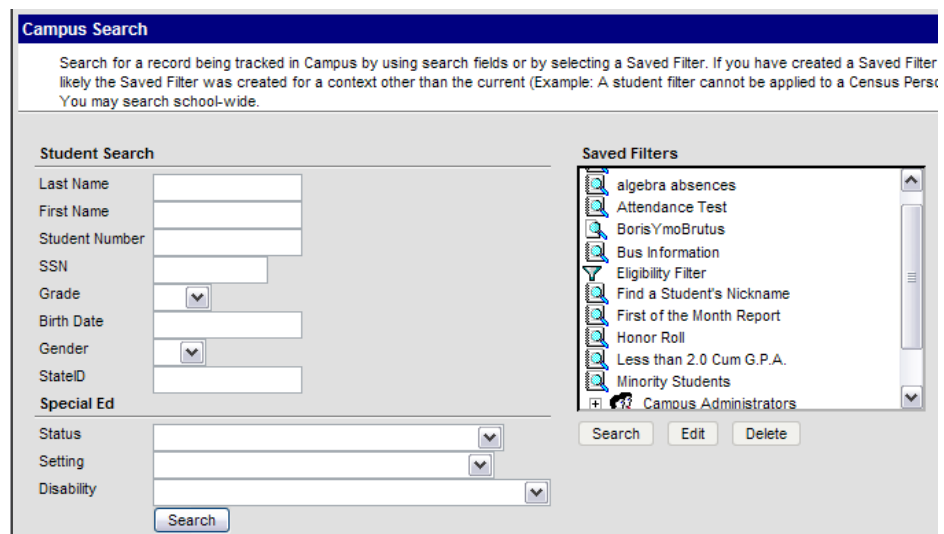
Print the labels for
 Student Household

How would you like the report sorted?
 Name City and Name Zip

Using AdHoc Filters in Searches

AdHoc filters can be used as part of a search on the search tab. Student Adhoc filters may be found in the student search, Census searches may be utilized when searching for a person, and course/section searches may be used when searching for a course or section.

1. Select the Search tab.
2. Choose the type of data to search for.
3. Select Advanced Search from the Search.
4. Select your filter from the list of Saved Filters and click Search.
5. Display results will appear on the left side of the Campus session.



Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Perso You may search school-wide.

Student Search

Last Name: [text field]
 First Name: [text field]
 Student Number: [text field]
 SSN: [text field]
 Grade: [dropdown]
 Birth Date: [text field]
 Gender: [dropdown]
 StateID: [text field]
Special Ed
 Status: [dropdown]
 Setting: [dropdown]
 Disability: [dropdown]

Saved Filters

- algebra absences
- Attendance Test
- BorisYmoBrutus
- Bus Information
- Eligibility Filter
- Find a Student's Nickname
- First of the Month Report
- Honor Roll
- Less than 2.0 Cum G.P.A.
- Minority Students
- Campus Administrators