

**Description:** This training session will cover searching student information, entering school notices, sending email and phone messages using Campus Messenger and entering behavior events.

**Time:** 3 hours

Campus Overview (30 minutes)	Learn to: <ul style="list-style-type: none"> <li>• Navigate</li> <li>• Search</li> <li>• Use the Help documents</li> <li>• Create and modify User Notices</li> </ul>
Student Information General (Read-only) (45 minutes)	Learn about the information contained in Student Information>General. <ol style="list-style-type: none"> <li>1. Navigate to the tabs for specific student information</li> <li>2. View particular information</li> </ol>
Behavior (45 minutes)	Learn how to: <ul style="list-style-type: none"> <li>• Enter behavior referrals</li> <li>• Events, roles, resolutions</li> <li>• Create &amp; generate a letter using behavior letter wizard</li> <li>• Generate behavior reports</li> </ul>
Messenger (45 minutes)	<ul style="list-style-type: none"> <li>• Learn to send messages to parents, students, and staff using Campus Messenger.</li> </ul>
Review (15 minutes)	<ul style="list-style-type: none"> <li>• Review Campus key words</li> <li>• Complete practice activities</li> <li>• Complete training survey</li> </ul>

## Review Questions

1. How can you look at a student's assignments and scores in a particular class?
2. Who might show up under a non household relationship?
3. How do you create a user notice that only lasts for one week that is published to the Portal?
4. What is the difference between selecting a person in the drop down list under Behavior Admin Staff Name in comparison to Referral Name on an event?
5. Where does a building administrator go to create a Behavior Event? A Resolution?
6. Where does a teacher go to create a Behavior Referral?

## Campus Key Words

User Notice: Start Date

User Notice: End Date

Non-Household Relationship

Flag or Program

Absence types (U, E, X)

**Campus Key Words**

[Behavior Referral](#)

[Behavior Event](#)

[Behavior Resolution](#)

[Behavior Roles](#)

**Practice Activities**

1. Enter a user notice for all staff at your school.
2. Enter a user notice for parents and students to see on the Portal.
3. Enter a behavior event for a student with a specific role.
  - Add other students to the behavior event you created.
  - Enter a different role for the other students.
  - Enter two resolutions for one student.
  - Enter a different resolution for another student.
  - Generate a behavior report for a defined event or resolution.

# LOGGING IN & NAVIGATION

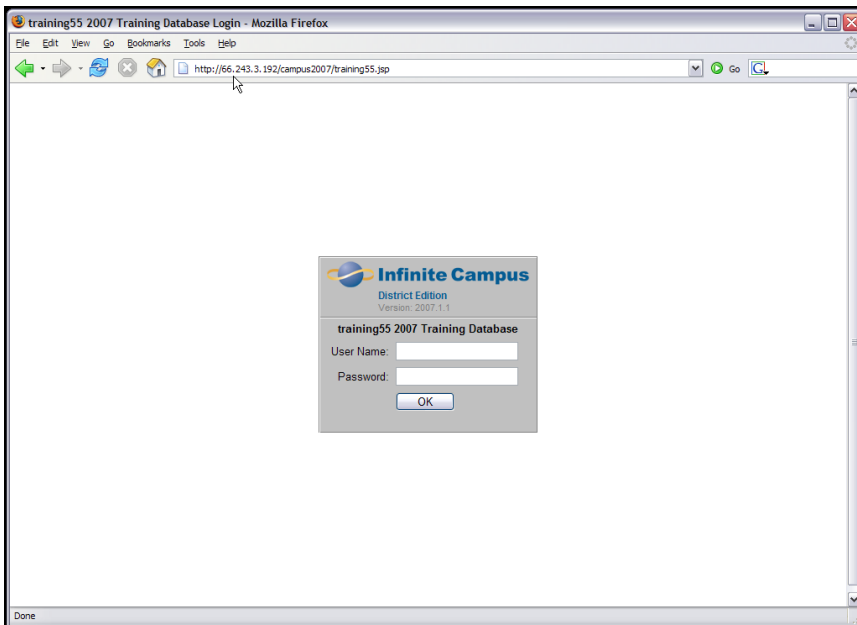
## OVERVIEW

In this lesson, you will be introduced to the Infinite Campus system.

## OBJECTIVES

At the conclusion of this lesson, you should be able to:

- Log in to Campus
- Know and accurately describe the three tabs in your outline.
- Know and accurately describe the three areas of the window.
- Log out of Campus
- 



## Access & Logging In

Each district's data is stored in a different location on the Internet and is accessed through a Web browser such as Internet Explorer, Firefox or Camino. The web address used in training will be different than the address you will use in your everyday use of your school's Campus application.

1. Launch a web browser such as Internet Explorer, Firefox or Camino on your computer.
2. Enter the web address (URL) provided by your trainer in the location bar of your browser.
3. When the page loads, your screen should display the login screen for Infinite Campus.
4. Enter the user name and password provided by your trainer.
5. Click OK.

Training Site:

User Name:

Password:



*Since Campus is a web-based product, it is accessible anywhere in the world.*

*Since it is accessible anywhere, the data within the system is protected with passwords and security measures. In many districts Campus passwords are "strong passwords." A strong password is at least six characters long with a combination of letters, numbers, or special characters. In all districts, if your password is entered incorrectly five times, the account will be disabled. You will then need to contact a designated individual in your school or district office to have your password reset.*

**Calendar-** a data element in Campus that defines the terms, periods, instructional days and grade levels at a school for a year. State reporting data is extracted and aggregated out of a particular calendar.

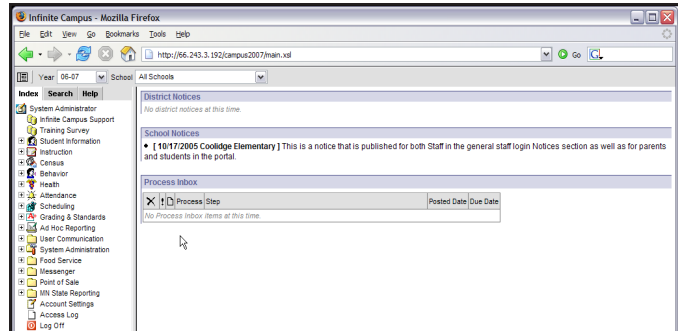
**Schedule Structure-** a sub-division of a calendar for the purposes of setting up a group of students on a different scheduling pattern, such as different terms, periods or set of instructional days.

## Logging In & Navigation

### Navigation

Once you have logged into the Campus application, you will notice your screen is divided into three main areas.

1. The gray header bar contains drop down menus to select which year, school, calendar, schedule structure, and if you are a teacher, which



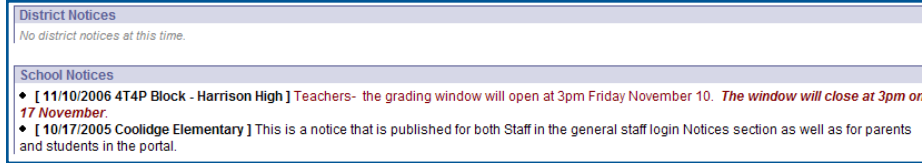
- section you are working with. **Your account's rights will determine which schools and what years' data you can access.**
2. The space to the lower left contains three tabs. The first tab, the Index tab, contains all your tools in Campus. The tools you have rights to will vary from user to user. The tools are collected into groups called modules. To open a module, click on either the plus sign or the name of the module.
  3. The second tab, the Search tab, allows you to quickly find particular pieces of information, such as student information, course information, and help topics.
  4. The third tab is context-sensitive help. As you are working with certain tools in Campus, related help articles can be found by switching to the help tab. As an example, if a question arises during taking attendance, clicking the help tab will pull up an article describing how to take attendance in Campus. In addition, related topics will be linked at the bottom and quick reference help documents in Adobe PDF can also be obtained.
  5. The space on the right is your main workspace. The tools that you select on the index tab will load into this space. When you first start Campus, you will see announcements and reminders posted by your district or building. This space may include notices about campus updates and/or other announcements that have been posted by your school. At the bottom of your workspace is an item called the process inbox—your “to do” list in Campus today. Depending on your role and tools, different items will appear in this area to remind you to complete particular tasks in Campus.

### Logging Out of Campus

When finished with your Campus session, or when you will be away from your computer for an extended amount of time, you should end your Campus session by clicking on log off. Your session will close and you will then be back at the login screen. You may then close your browser.

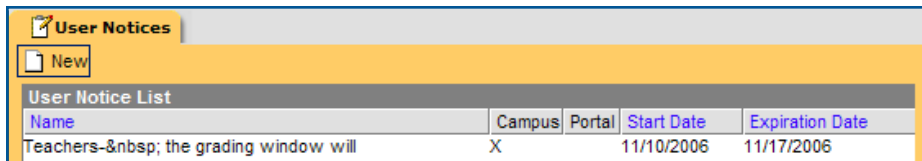
## Overview

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.



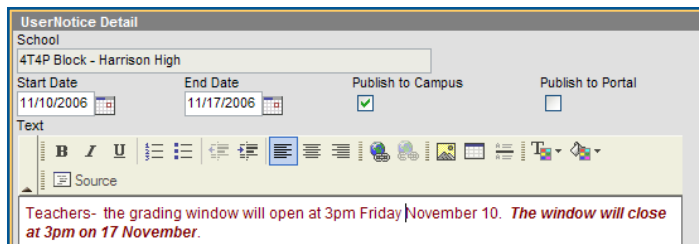
## Objective

- 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.



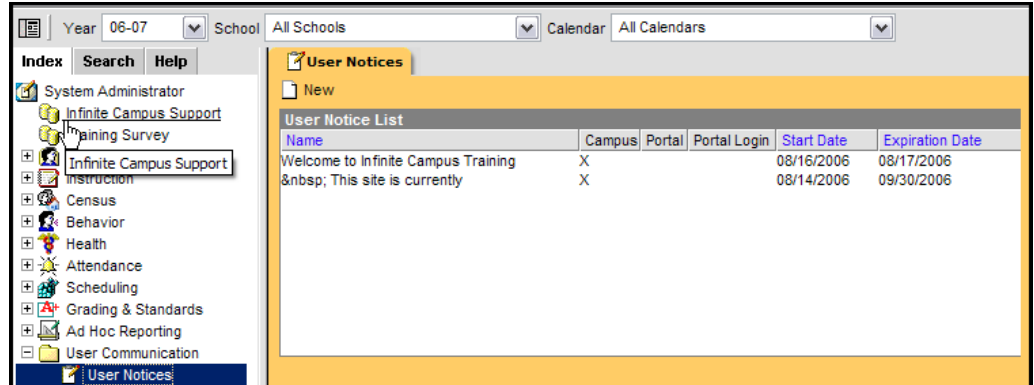
To create a user notice:

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.



Year 06-07 School All Schools Calendar All Calendars

**User Notices**

New

Name	Campus	Portal	Portal Login	Start Date	Expiration Date
Welcome to Infinite Campus Training &nbsp; This site is currently	X			08/16/2006	08/17/2006
	X			08/14/2006	09/30/2006

### 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

Data in Student Information>General 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.

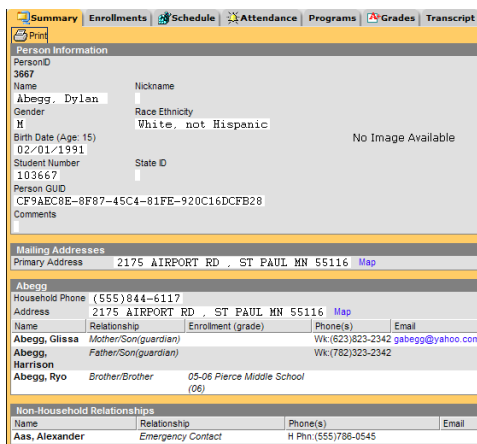
## OBJECTIVES

- 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. Hovering over the icon with your cursor will open a pop-up with more information about the child.
  - The team and counselor for the student may also appear next to in the header if that information is being tracked in Campus.



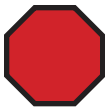
The screenshot shows the 'Summary' tab for a student. It includes sections for Person Information, Mailing Addresses, Household Information, and Non-Household Relationships. The household information lists family members: Abegg, Glissa (Mother/Son/guardian), Abegg, Harrison (Father/Son/guardian), and Abegg, Ryo (Brother/Brother). The non-household relationships section lists an emergency contact: Aas, Alexander.

## Summary Tab

- The summary tab is a read-only view of the data that was created for the student in the Census module.
- The top section will be personal identification information for that student.
- The mailing addresses for the student will show below the student's information.
- The households that a student is a member of will display below the mailing addresses. All members of the household and their relationship to the selected student will display in this area.
- Relationships that are made to people outside of the household, such as emergency contacts will display in the "non-household relationships" area below the household.



*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.*

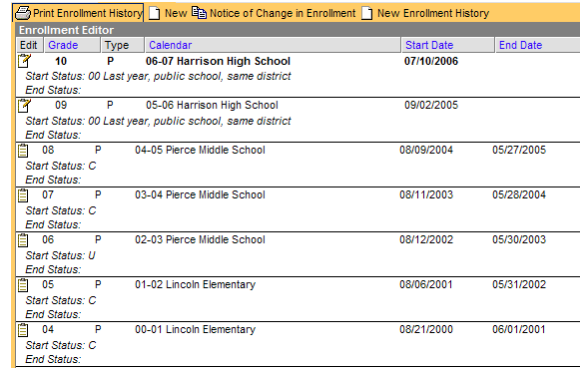


*State Reporting and Special Education fields are used in preparing extracts for the state and will vary in each state. Your training site will have a state-neutral set of data elements rather than the state reporting fields for your state.*

## Student Information (Read Only)

### 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.

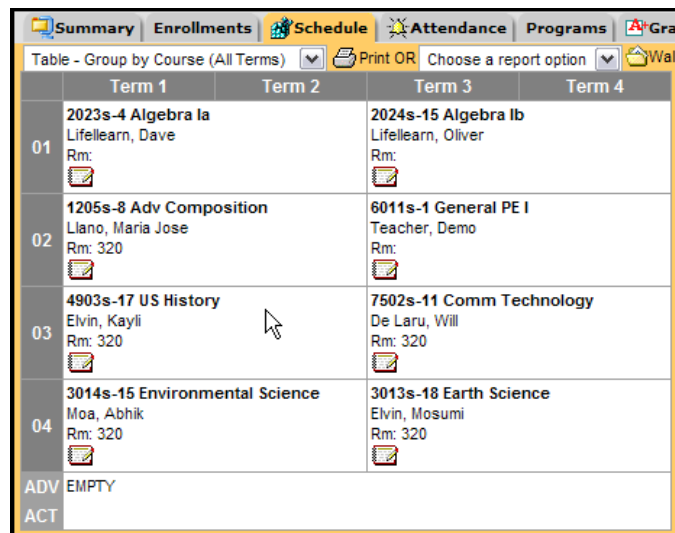










Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	10	P	06-07 Harrison High School	07/10/2006	
Start Status: 00 Last year, public school, same district End Status:					
<input checked="" type="checkbox"/>	09	P	05-06 Harrison High School	09/02/2005	
Start Status: 00 Last year, public school, same district End Status:					
<input checked="" type="checkbox"/>	08	P	04-05 Pierce Middle School	08/09/2004	05/27/2005
Start Status: C End Status:					
<input checked="" type="checkbox"/>	07	P	03-04 Pierce Middle School	08/11/2003	05/28/2004
Start Status: C End Status:					
<input checked="" type="checkbox"/>	06	P	02-03 Pierce Middle School	08/12/2002	05/30/2003
Start Status: U End Status:					
<input checked="" type="checkbox"/>	05	P	01-02 Lincoln Elementary	08/06/2001	05/31/2002
Start Status: C End Status:					
<input checked="" type="checkbox"/>	04	P	00-01 Lincoln Elementary	08/21/2000	06/01/2001
Start Status: C End Status:					

- 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 will hold the graduation and diploma information on the twelfth grade enrollment.

### Schedule tab

- The schedule tab will show the courses that the student is taking. The terms (divisions of the year) will be across the top and the periods (divisions of the day) will be down the left side.



	Term 1	Term 2	Term 3	Term 4
01	2023s-4 Algebra Ia Lifellearn, Dave Rm: 		2024s-15 Algebra Ib Lifellearn, Oliver Rm: 	
02	1205s-8 Adv Composition Llano, Maria Jose Rm: 320 		6011s-1 General PE I Teacher, Demo Rm: 	
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				

- 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.

## Student Information (Read Only)

### Attendance tab

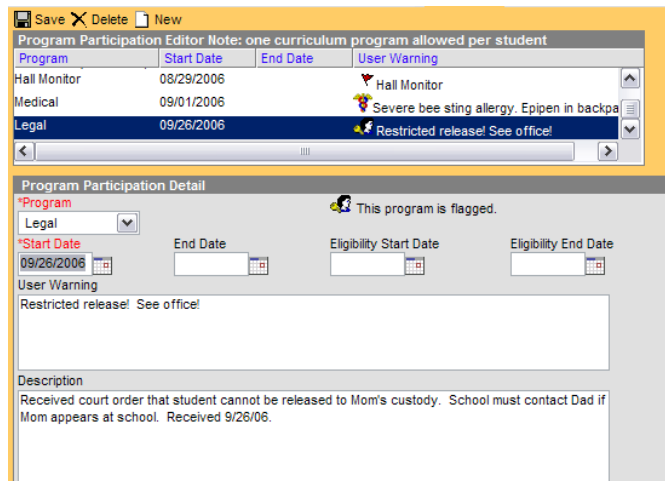
- The attendance tab will show the student's attendance history in the selected year.
- The left side of the attendance tab will show a summarized view of the student attendance, showing attendance history by term at the top and a history by course at the bottom.
- On the right side will be a line-by-line 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							ACT
	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				

### 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.



Save X Delete New

Program Participation Editor Note: one curriculum program allowed per student

Program	Start Date	End Date	User Warning
Hall Monitor	08/29/2006		Hall Monitor
Medical	09/01/2006		Severe bee sting allergy. Epipen in backpack
Legal	09/26/2006		Restricted release! See office!

Program Participation Detail

\*Program: Legal This program is flagged.

\*Start Date: 09/26/2006 End Date: Eligibility Start Date: Eligibility End Date:

User Warning: Restricted release! See office!

Description: Received court order that student cannot be released to Mom's custody. School must contact Dad if Mom appears at school. Received 9/26/06.

## Student Information (Read Only)

### 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. The grade in the white cell is the grade submitted by the teacher.
- 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 student's term GPA for that term. Term GPA is the value used in many Campus schools for their term honor roll.

Class	Task	Terms 1	Terms 2	Terms 3	Terms 4
1205s-8 Adv Composition Llano, Maria Jose	Mid Term Progress	D			
	Trimester Grade	B	B-		
2023s-4 Algebra Ia Liflearn, Dave	Quarter Grade	B+	B-		
	Semester		B		
2024s-15 Algebra Ib Liflearn, Oliver	Quarter Grade				
	Mid Term Progress				
	Semester Exam				
	Semester				
Term GPA		3.33	2.67		
Rolling Cumulative GPA		3.332571	3.24975	3.24975	3.24975

Grades shown in Gray do not contribute to a Term GPA

### 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 Wt.	Credit/Category	Term	Comments
			weighted	unweighted					
Edit 1004q, American Lit/Comp		A	4.0000			0.5000	0.500 American Literature/Comp	1-4	
Courses Taken 2005-2006 Grade 09									
Course	Standard	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category	Term	Comments
			weighted	unweighted					
Edit 1001s, 9thWorldLit/CompAP Prep		99	4.0000			1.0000	1.000 English/Language Arts	1-2	
Edit 2006s, Algebra IB		76	2.0000			1.0000	1.000 Math	1-2	
Edit 3023s, Physical Science		80	3.0000			1.0000	1.000 Science	1-2	
Edit 5028s, Spanish I		95	4.0000			1.0000	1.000 World Lang	3-2	
Edit 6011s, General PE I		92	4.0000			1.0000	1.000 Personal Fitness	3-2	
Edit 9003s, IB Art/Design I		83	3.0000			1.0000	1.000 Art	3-2	
Courses Taken 2004-2005 Grade 08									
Course	Standard	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category	Term	Comments
			weighted	unweighted					
Edit 230130008, Language Arts		81	3.0000			1.0000	0.000 Electives	1-8	
Edit 270250048, Algebra Ia		83	3.0000			1.0000	0.000 Electives	1-8	
Edit 350190018, Literacy		93	4.0000			1.0000	0.000 Electives	1-8	
Edit 360090008, Physical Education		70	2.0000			1.0000	0.000 Electives	4-2	
Edit 400610008, Science		82	3.0000			1.0000	0.000 Electives	1-8	
Edit 450090008, Social Studies		77	2.0000			1.0000	0.000 Electives	1-8	
Edit 500130008, Art		88	3.0000			1.0000	0.000 Electives	4-2	
Edit 600690008, Spanish		89	3.0000			1.0000	0.000 Electives	1-8	

## Student Information (Read Only)

Transcript Credit Summary				
Cum GPA: 3.385	Rank: 10 of 487			
	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

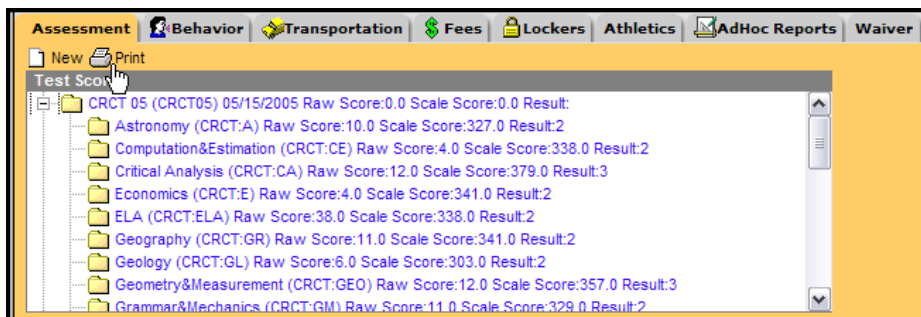
### Credit Summary

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

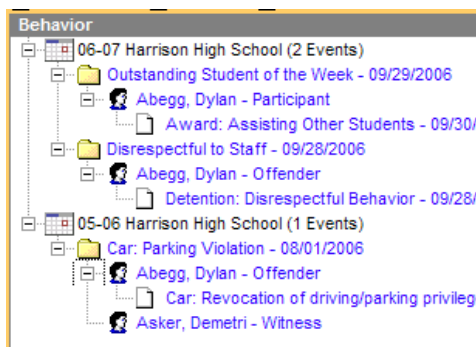
### Assessment

The student 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.

### Behavior



The behavior tab can be used to track student behavioral events, the student's role in the event, and the resolution that occurred as a result of the event. Behaviors may be positive or negative events. Events will be organized by the school and year they occurred in—depending on user rights, you may be able to see previous years' events.



## Student Information (Read Only)

### Transportation

The transportation tab can be used to store and organize both bus information and parking information, including parking permit and vehicle information.

Transportation Detail	
In Bus 27	Out Bus 24
In Time 07:10 AM	Out Time 03:25 AM
In Bus Stop 1st and Elm	Out Bus Stop Grandma's house
Late Bus 30	Miles Transported 35

### 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.

Parking Detail	
Make	Model
Color	Plate Number
Parking Permit	

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
<b>Net Payment: \$0.00</b>			<b>\$85.25</b>	<b>\$0.00</b>	<b>\$85.25</b>

### Lockers

The lockers tab will show all lockers that the student has been assigned to.

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

Campus supports multiple types of lockers, such as academic and gym, and multiple locations for those lockers, such as the senior hallway.

### 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.

Athlete Eligibility	
Physical Date	Physical End Date
Transportation Permission	Emergency Card
Parent Consent	Student Contract
Insurance Waiver	
Comments	

Hit CTR-SHIFT-L to spell check th

### AdHoc Reports

An AdHoc Report is a form letter generated in Campus using a tool available in the AdHoc Reporting module. The AdHoc Reports tab allows one of these created form letters to be generated for one particular student.

## OVERVIEW

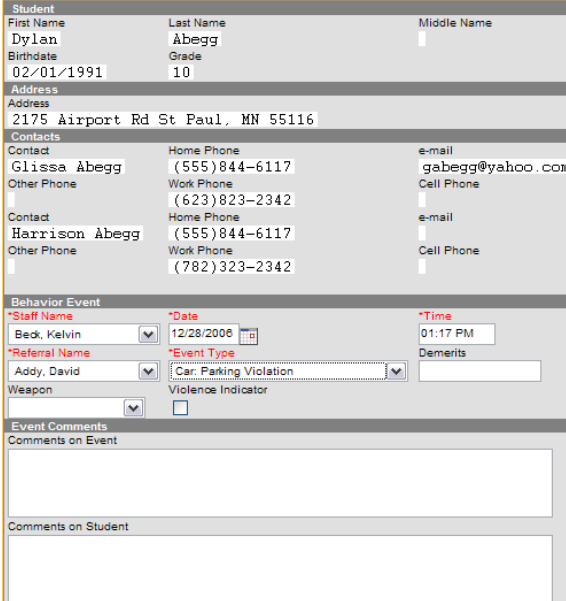
The Behavior Referral Form allows school staff members to complete an online referral for a student behavior event and submit it to a staff member such as a dean of students or assistant principal for further action.

## OBJECTIVES

At the conclusion of this lesson, the learner will be able to complete the behavior referral form and submit it to a behavior administrator for further action.

### Filling Out a Behavior Referral

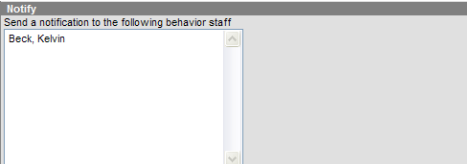
- In the Index outline, expand Behavior.
- Select Behavior Referral.
- The last student whose data was viewed will display. If this is the correct student, proceed to step four. Otherwise, click the search tab on the left side of the screen to search for the student you wish to refer.
- A new behavior referral form will appear on the right side of the screen with summary information on that student.
- In the Behavior Event section, select the Staff Name. This name should be the Principal or Dean of Students who will be dealing with the behavior event.
- Date and time stamps can be modified if needed.
- Select the individual reporting the event in the Referral Name field.
- Select an Event Type from the district-defined drop down list.
- Enter any demerits if used.
- If a weapon was involved, select it from the drop down list.
- The Violence indicator is used for state and federal reporting.  
**Check with district policy and procedure for the scenarios to use this checkbox.**
- The comments on the event and on the student are optional fields used to provide more information about the particular behavior event and the student's involvement.
- The Notify field can be used to send a notice is sent to the selected individual's process inbox in Campus.
- To submit the referral, click Save.



Student		
First Name Dylan	Last Name Abegg	Middle Name
Birthdate 02/01/1991	Grade 10	
Address		
Address 2175 Airport Rd St Paul, MN 55116		
Contacts		
Contact Glissa Abegg	Home Phone (555) 844-6117	e-mail gabegg@yahoo.com
Other Phone	Work Phone (623) 823-2342	Cell Phone
Contact Harrison Abegg	Home Phone (555) 844-6117	e-mail
Other Phone	Work Phone (782) 323-2342	Cell Phone
Behavior Event		
*Staff Name Beck, Kelvin	*Date 12/28/2008	*Time 01:17 PM
*Referral Name Addy, David	*Event Type Car Parking Violation	Demerits
Weapon	Violence Indicator	
Event Comments		
Comments on Event		
Comments on Student		

**Staff Name** – the person who is assigned to handle and assign consequences or rewards for student behavior, such as an assistant principal or dean of students.

**Referral Name** – the person who is reporting the student's behavior. The Staff name and Referral name can be the same person is reporting and handling the event.



Notify

Send a notification to the following behavior staff

- Beck, Kelvin



# BEHAVIOR LETTER WIZARD

## OVERVIEW

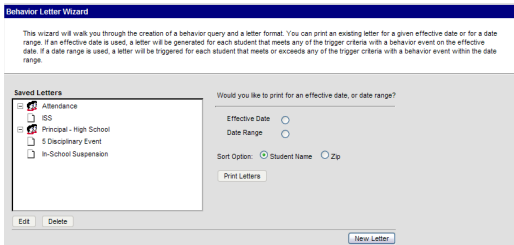
The Behavior Letters tool is used to create and generate behavior letters based upon a stored set of criteria. Letters can be printed for a given effective date or for a date range. If an effective date is used, a letter will be generated for students who meet trigger criteria set for events occurring on the effective date. If a date range is used, a letter will be triggered for students who meet or exceed any of the trigger criteria set for events occurring within the date range.

## OBJECTIVE

The learner will be able to create and generate a behavior letter.

## PROCESS

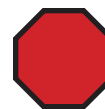
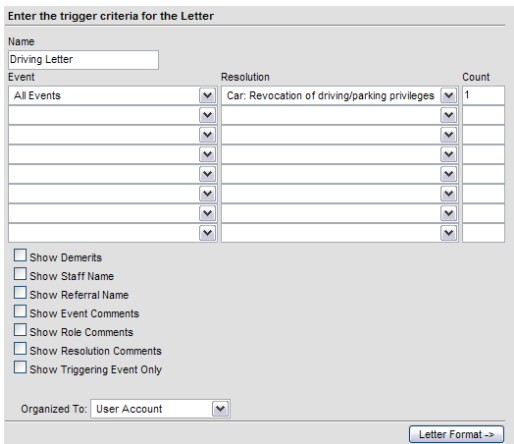
1. In the Index outline, expand the Behavior module.
2. Select the Behavior Letter Wizard.



## Creating a new letter

1. Click New Letter.
2. Name your new letter using a unique name.
3. Select an Event/Resolution combination for the letter. The letter is triggered for students who meet or exceed the triggering criteria set here.
4. Enter an event/resolution count. This is the minimum number of times the student has that combination of events and resolutions entered on their behavior tab.
5. Select Additional information to print on the letter's behavior summary by checking the options.
  - Demerits
  - Staff Name is the Behavior Administrator who assigned the resolution.
  - Referral Name is the person who reported the event.
  - Event Comments are entered on the behavior event
  - Role Comments document the student's involvement in the event.
  - Triggering Event Only will show only the events that match the criteria. Leaving this option unchecked will print the student's behavior record for the entire year on the letter.

Click Letter Format to continue.








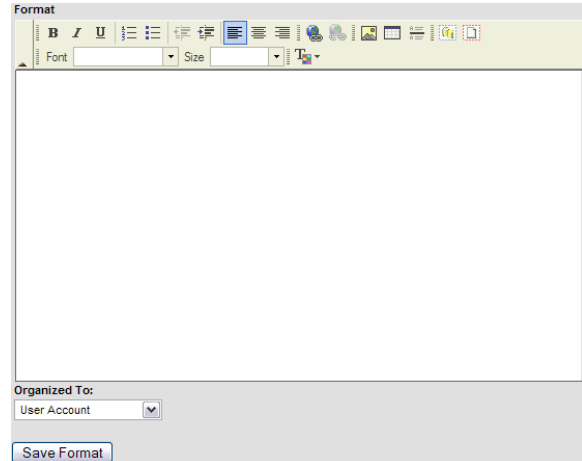
*In many districts, behavior letters are created at a district level and have been approved by district staff. Check with your district's policy and procedure for the correct policy to follow when creating a new behavior letter.*

## Behavior Letter Wizard

### Creating Letter Text

The WYSIWYG editor allows the user to create a form letter using a variety of tools and data elements. In addition to the standard word-processing options, the editor allows the following options:

- **Links** allow for the insertion of web or image links into the letter. To create a link, highlight the image or word(s) which you want to link, then click on .
- **Images** that are loaded onto a web server or accessible via the Web may be inserted into the letter by clicking on .
- **Tables** may be added to the letter by using the .
- **Campus Fields** may be added to the letter to create a mail merge by clicking on . A new window will then open that will show all fields that can be inserted. When a specific field is clicked, it is placed in the body of the letter where the cursor is located.
- **Campus Sub Reports** (pre-formatted tables of data) can be inserted by clicking on . A new window will open showing available sub-reports.



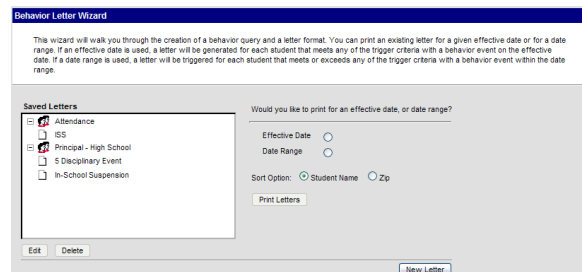
When finished, click Save Format. The completed letter may be saved to a specific User Group and then printed by members of this user group by selecting the Group from the Organized To drop down.

**Effective Date-** If an effective date is used, a letter will be generated for each student that meets or exceeds any of the trigger criteria with a behavior event on the effective date.

**Date Range-** If a date range is used, a letter will be triggered for each student that meets or exceeds any of the trigger criteria with a behavior event within the date range.

### Printing Behavior Letters

1. In the Index outline, expand the Behavior module.
2. Select the Behavior Letter Wizard.
3. Select the letter to print.
4. Letters may be ran for either an Effective Date or a Date Range
5. Select the Sort Option preferred:
  - Student: Printed letters are alphabetically ordered by student name
  - Zip: Printed letters are ordered in numeric order of ZIP code.
6. Click Print Letters



The Campus Messenger allows districts to send email and/or phone messages to students and Messenger contacts based upon an AdHoc filter as well as to school staff members. Messenger functionality is also used for the attendance, behavior, and teacher Messenger functionality.

## Objectives

- Review the setup needed in Census for Messenger to make contact with Messenger contacts.
- Create the message text and upload a WAV file for non-English messages.
- Send a message to a specific AdHoc filter.
- Create and send a test message.
- Send a message to staff members.

## Census Setup for Messenger

Messages are categorized into five different types:

- General
- Attendance
- Behavior
- High Priority
- Teacher

For each type of message, a person may have a preference for where the message is delivered (home phone, work phone, cell phone, other phone, or via email).

An option in Parent Portal can be enabled to allow individuals to change their contact preferences, but the district may need to set district-wide preferences during the implementation process.

In addition to delivery preferences, non-students will need to be set as Messenger contacts via their relationships.

Contact Reason	High Priority	Attendance	Behavior	General	Teacher
* Abegg Household: (555)844-6117	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


\* Household phone preferences apply to all active members of this household.

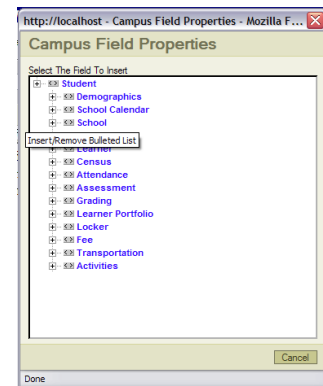
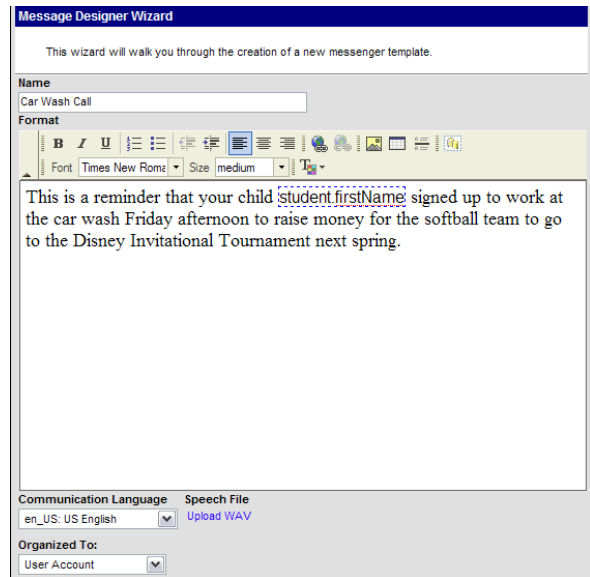
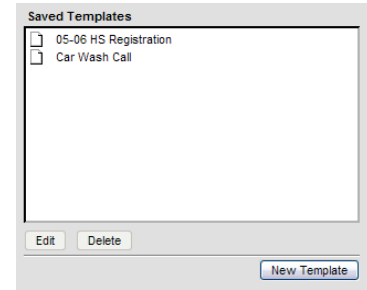
Name	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Abegg, Glissa	F					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abegg, Harrison	M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abegg, Ryo	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Creating a Messenger Template

The text of the message created in Campus may be personalized for each recipient using data elements from the application. The personalized message will be delivered via email or will be “read” by a text-to-speech (TTS) engine for phone calls. The TTS engine in Campus speaks US English; phone messages that should be delivered in languages other than English will need to be recorded as WAV files and uploaded to Campus. WAV files will be delivered as stand-alone messages and cannot be personalized with data elements.

To create a new message:

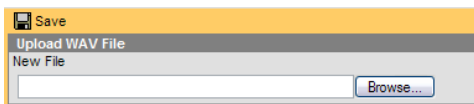
1. Expand the Messenger folder
2. Select Message Designer
3. Click New Template
4. Enter a name for the template. This name should be descriptive of the message as it will be selected by name when the time comes to send the message.
5. Using the WYSIWYG error, enter the text of the message as it should be formatted for email delivery. To insert data elements from Campus, click the  icon and select the field from the selection window.
6. Messages may be saved to the user’s account or shared with user groups the user is a member of by selecting the group in the Organized to dropdown.
7. Click Save when finished.



## Non-English Messages

A message to be delivered in a language other than English has two additional steps in Campus:

1. Upload a WAV file to be used for phone delivery of the message. The email template may be written in another language. To upload a WAV file, click upload and browse to the file. Click save when finished uploading to return to the message.
2. Select the language for the message in the Communication Language dropdown.
3. Click Save when finished.

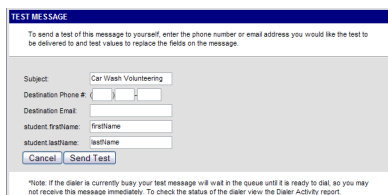
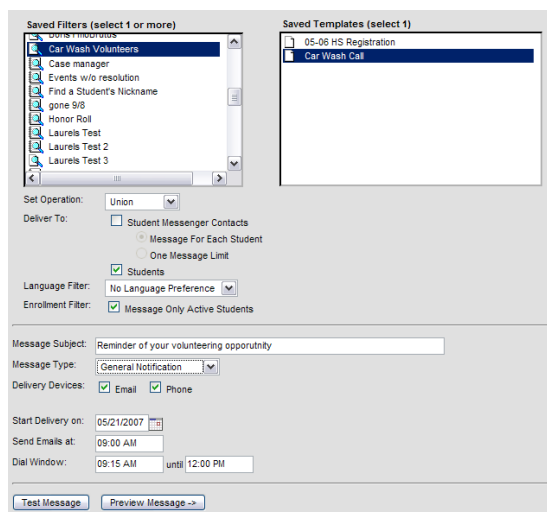


## Sending a Message

Once a Message template has been created in the Message Designer, the message can be sent to students (or their Messenger contacts) defined by an AdHoc filter.

To send a message:

1. In the Index outline, select the Message Builder
2. Select the AdHoc filter(s) that define the recipients.
3. Set the mode of operation for the AdHoc filter (union will merge the lists into one large list, intersection will find the students who exist on both lists)
4. Select the template.
5. Select the recipients (students or their Messenger contacts)
6. Filter to a particular language (if needed) by selecting the language in the Language Filter
7. Enter a subject for the message
8. Select the message type to set which contact method will be used for each individual recipient.
9. Choose the delivery devices.
10. Enter the date for the message to be delivered.
11. Enter the times for the dialing window for this message. Messenger will start to make phone calls that this time and will stop making calls at the end time.
12. Enter the time for email delivery.
13. To send a test message, select test message. The system will prompt the user for a phone number, email



## Campus Messenger

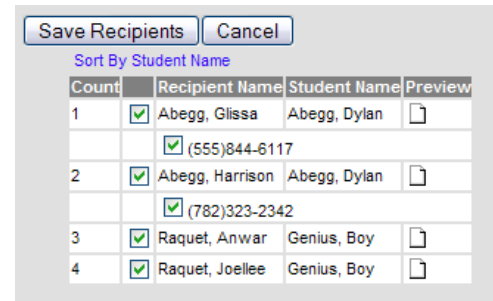
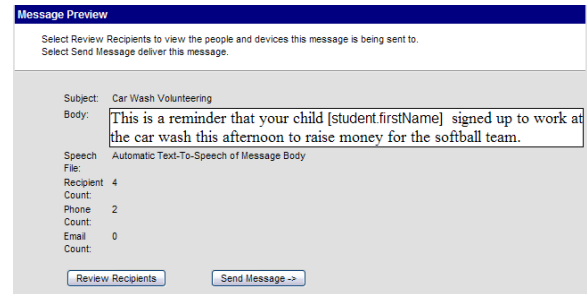
address, and any fields used in the selected template.

- To continue with the message delivery process, click Preview Message.

- The preview screen will show the message, the source of the audio for telephone calls, the number of distinct recipients for this message, and the number of messages that will go by each delivery method.

- To review recipients, and remove individuals if needed, click Review Recipients. The user may then remove specific phone jobs or recipients from the queue.

- To queue the message, click Send Message. Messages will go out at the delivery time.

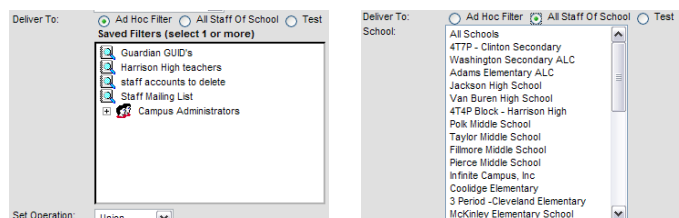
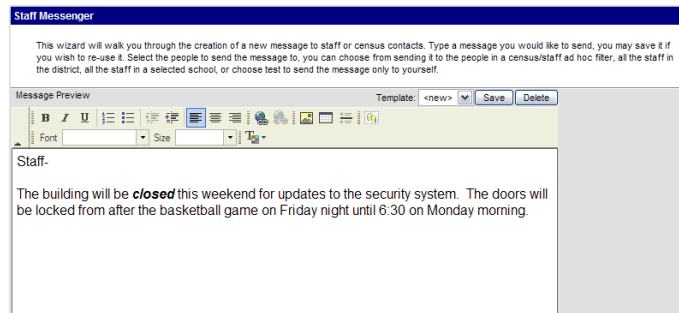


## Staff Messenger

The Staff Messenger tool may be used to send messages to all staff of a building or to staff defined by an AdHoc filter.

To create a new message to send to staff:

- Select Staff Messenger.
- Enter the text of the message using the WYSIWYG editor.
- Messages may be personalized using Campus data elements.
- Enter the subject for the message.
- Select the message type to deliver the message according to the recipients preferences.
- Select the method of determining recipients.
- If using an AdHoc filter, select the filter. If sending a message to all staff of a school, select the school(s) from the school list.

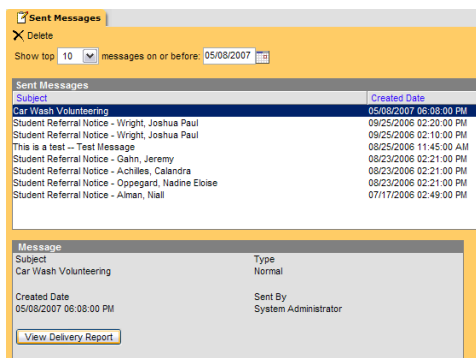


8. Select the delivery date for the message.
9. Enter the time to send emails and enter the times for the dialer window.
10. Click Preview Message to review recipients.
11. Click send message to schedule delivery.

## Reviewing Reports and Status

To review the status and delivery results of messages, select Sent Messages.

From the window that opens, select the message and click view delivery report. A PDF will open showing delivery status for each recipient and totals for the Messenger job.



## Cancelling Messages

Email messages are sent nearly instantaneously and cannot be canceled once sent. Phone messages may be canceled.

To cancel phone messages:

1. Expand Messenger Reports and select Dialer Activity
2. Enter the date of the messages and click Generate Report.
3. To cancel a particular job, click the checkbox and then click Cancel Selected Jobs.
4. To cancel all jobs, click Cancel All.

