

Description: This course will cover an overview of Campus, Student Information, adding courses and sections, AdHoc Reporting
 Time: 4 hours

Campus Overview (30 minutes)	<ul style="list-style-type: none"> • Learn to navigate the title bar drop down menus • Learn to use the help options • Learn search procedures • User Communication- learn to create a user notice
Student Information > General (1.5 hours)	Understand and learn how to enter all applicable information available in Student Information > General tabs <ul style="list-style-type: none"> • Summary – view information • Enrollment – enter data • Schedule – use Walk-in Scheduler • Attendance – view information • Programs *note: create flags only • Grades – view information • Transcript – enter data • Credit Summary – view information • Assessment – view information • Behavior – enter data • Transportation – enter data • Fees – enter data • AdHoc Reports – view information Learn to generate relevant Student Information Reports
Scheduling (45 minutes)	<ul style="list-style-type: none"> • Learn to • Add Courses • Add Sections
AdHoc Reporting (45 minutes)	<ul style="list-style-type: none"> • Learn the basics of 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 & Activities • Complete Training Survey

1. Should a class ever be deleted from a student's schedule? Explain.
2. What is the difference between Load, Unload, End and Restore in the Walk-in Scheduler?
3. Is it possible to track both positive and negative behaviors in Campus?

Campus Key Words

Load/unload

End/restore

Get Sched Reqs

Behavior Event

Behavior Admin Staff

Behavior Referral Staff

Behavior Resolution

Variable Fee

Exempt Fee

4. Why would you want to us “add a student” to a fighting event instead of creating separate behavior events for each student?
5. What is the best way to bring up all students who have been marked absent by teachers who have not been processed by the attendance secretary for period 1?
6. How is it possible to mark all students in fifth grade absent exempt for a week long class trip?
7. Name 5 things you can learn from the classroom monitor
8. Describe 3 places where the attendance secretary can edit attendance information.

Behavior Activity

- 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

Walk In Scheduler Activity

- Add yourself as a student into Campus
- Add an enrollment record for your student
- Give yourself a full schedule using the Walk-in Scheduler

LOGGING IN & NAVIGATION

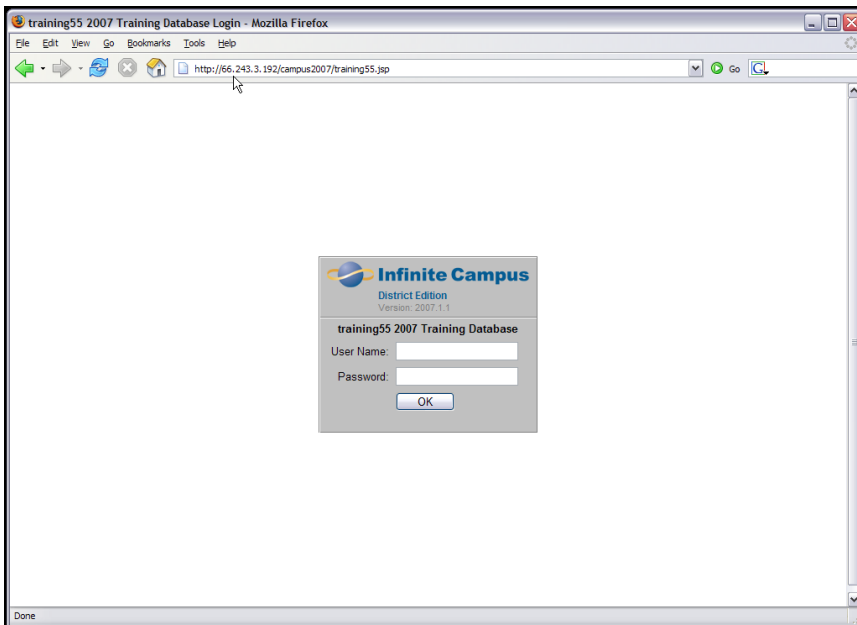
OVERVIEW

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.

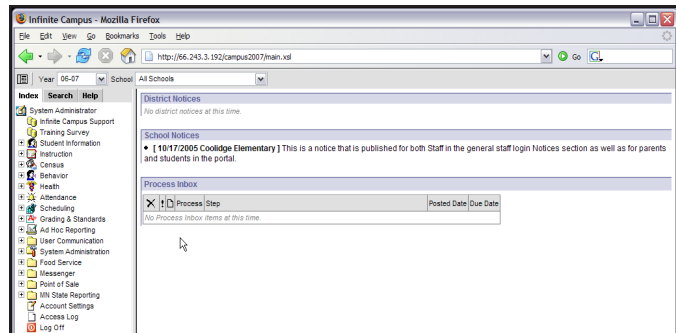
Schedule Structure- a sub-division of a calendar for the purposes of setting up a group of students on a different scheduling pattern, such as different terms, periods or set of instructional days.

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



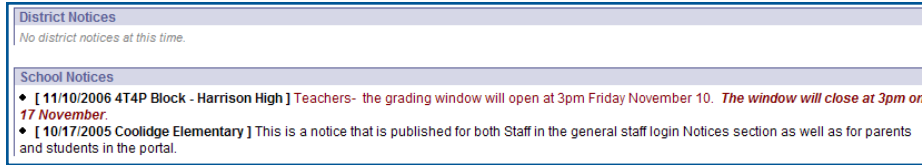
- section you are working with. **Your account's rights will determine which schools and what years' data you can access.**
2. The space to the lower left contains three tabs. The first tab, the Index tab, contains all your tools in Campus. The tools you have rights to will vary from user to user. The 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 of the help article.
 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.

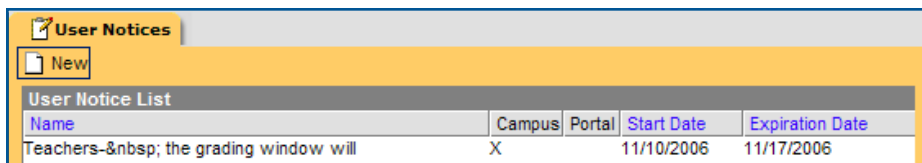
Overview

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.



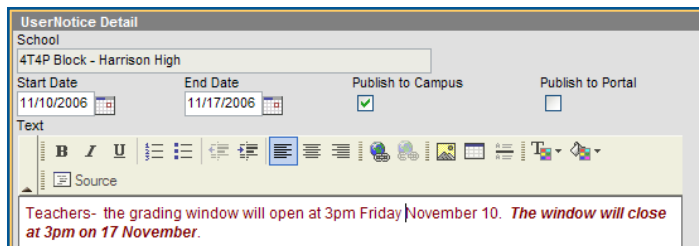
Objective

- 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.



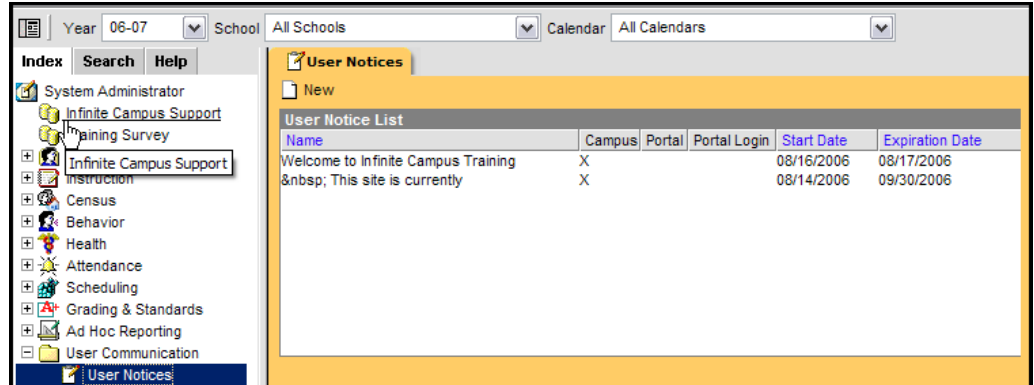
To create a user notice:

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.



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

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

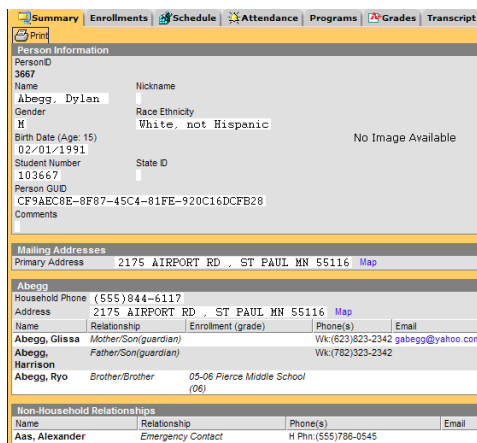
Abegg Jr., Dylan  HS Graduation  Legal
 Grade:10 #103667 DOB:02/01/1991 Gender:M Counselor:Counselor HS, Susan

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 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 Abegg, Glissa (Mother/Son/guardian), Abegg, Harrison (Father/Son/guardian), and Abegg, Ryo (Brother/Erother).
- Non-Household Relationships:** Lists relationships with other individuals, such as Aas, Alexander (Emergency Contact).

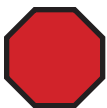


There are two print options on the Student summary tab: Print and Print with Picture. Print with Picture is a separate distinct user right. Depending on your rights, you may not have the right to print the summary with picture in your district's live site.



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

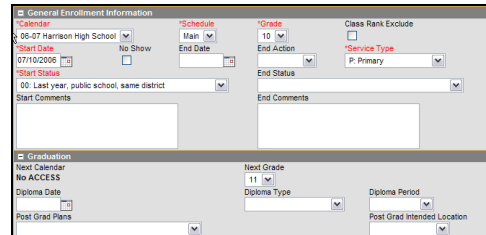
The enrollments tab will list all enrollments for the child that have been created in Campus. Many pieces of data used for state reporting are stored here and are tied to an enrollment. To view this data, click on the enrollment in the Enrollment Editor.

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.



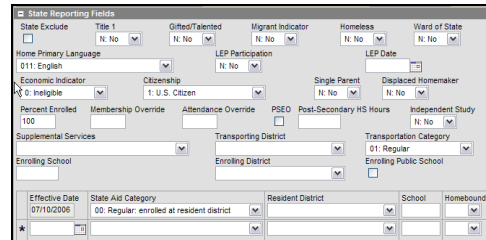
General Enrollment Information

Calendar: 06-07 Harrison High School | Schedule: | 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: (No)



State Reporting Fields

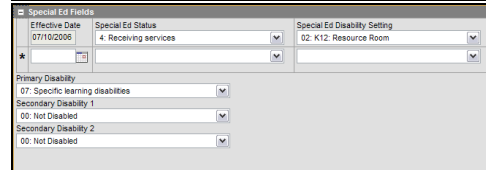
State Exclude: Title 1: N: No | Gifted/Talented: N: No | Migrant Indicator: N: No | Homeless: N: No | Ward of State: N: No

Home Primary Language: | LEP Participation: N: No | LEP Date: | Economic Indicator: | Citizenship: | Single Parent: | Displaced Homemaker: | Ineligible: | 1: U.S. Citizen: 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 School: | Enrolling District: | Enrolling Public School:

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

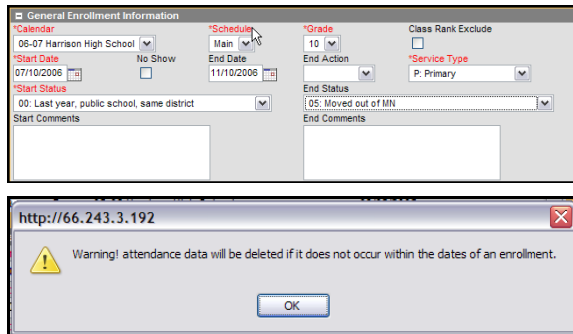
Adding historical enrollment data (not in your district)

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.

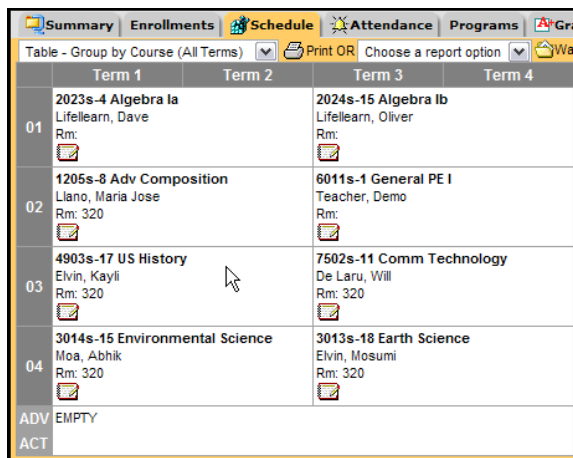


The top screenshot shows the 'General Enrollment Information' form with fields for Calendar, Schedule, Grade, End Date, End Status, and Start Status. The bottom screenshot shows a warning dialog box: 'Warning! attendance data will be deleted if it does not occur within the dates of an enrollment.' with an 'OK' button.

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

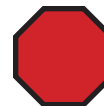
- The schedule tab will show the courses that the student is registered for. The terms (divisions of the year) will be across the top and the periods (divisions of the day) will be down the left side.
- To switch to a different view of the schedule, choose a different option in the left dropdown menu.
- 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

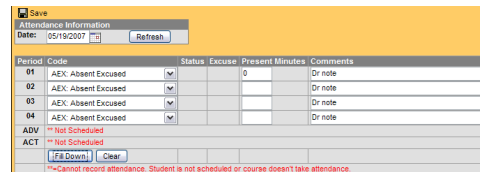
- The attendance tab will show the student's attendance history in the selected year.
- The left side of the attendance tab will show a summarized view of the student attendance, showing attendance histories by term and by course.
- On the right is a line-by-line record of the student's attendance for 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			

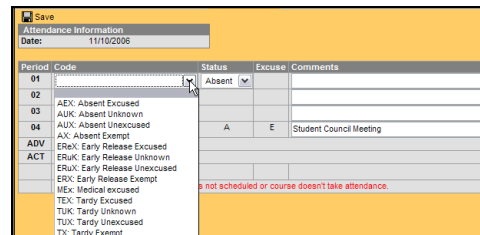
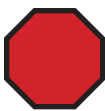
To add a new attendance event:

- 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

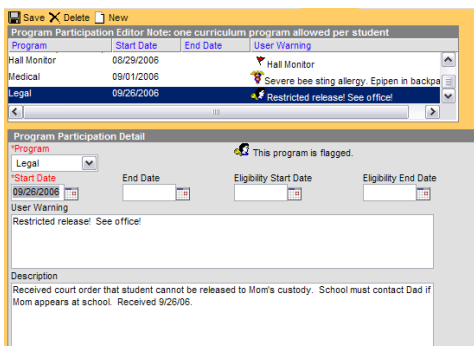
- Click on the date of the attendance event in the daily event summary.
- Change the attendance code for the period which needs to be changed. (The blank at the top of the dropdown will indicate the student was present).
- Delete or change the comment as needed.
- Click save when finished.

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

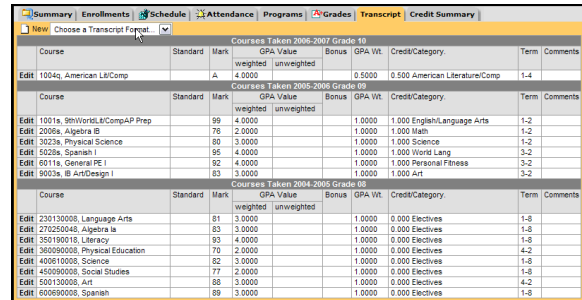
- The Grades tab will display all grades that have been submitted for a student for the year. This will include report card grades and/or standards and may also include mid-term progress marks and weekly eligibility grades.
- The report card format dropdown allows the user to select a defined template 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 40099000a, 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	

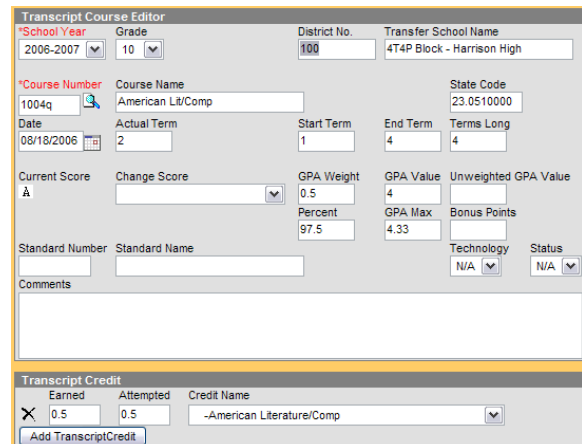


The transcript is permanent academic record of the student's academic work and

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

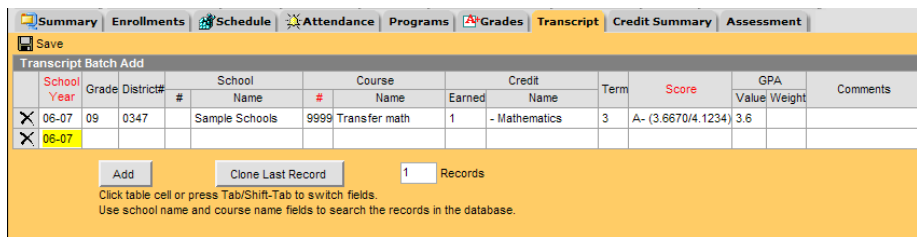
Grades that the student has earned at your school are added to the transcript using the Post To Transcript tool found in System Administration module. To avoid duplicate items on the transcript, the following process should be used only when adding credits that were earned outside of your district, such 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			
Cum GPA: 3.385	Rank: 10 of 487		
	08	09	10
Default			
Electives	0.0		0.0
American Literature/Comp		0.5	0.5
Total	0.0	0.0	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	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 with a toolbar containing 'New' and 'Print' buttons. A 'Test Scores' window is open, displaying a tree view of tests and subtests. The subtests listed include Astronomy (CRCT:A), Computation&Estimation (CRCT:CE), Critical Analysis (CRCT:CA), Economics (CRCT:E), ELA (CRCT:ELA), Geography (CRCT:GR), Geology (CRCT:GL), Geometry&Measurement (CRCT:GEO), and Grammar&Mechanics (CRCT:GM). Each subtest entry shows its raw score, scale score, and result.

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 includes fields for 'Date' (05/15/2005), 'Raw Score' (4), and 'Scale Score' (338). There is also a 'Comments' text area.

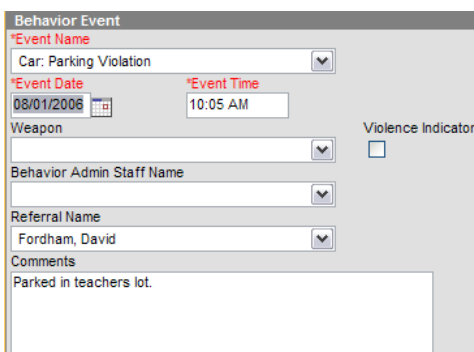
BEHAVIOR

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 year and school. The events listed include 'Outstanding Student of the Week - 09/29/2006' with participants Abegg, Dylan and Adenstedt, Iona, and 'Disrespectful to Staff - 09/28/2006' with Abegg, Dylan as the offender and a detention for disrespectful behavior.

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 Event

*Event Name
Car: Parking Violation

*Event Date
08/01/2006

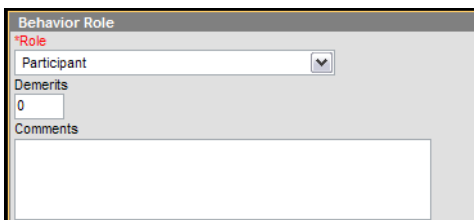
*Event Time
10:05 AM

Weapon
Violence Indicator

Behavior Admin Staff Name

Referral Name
Fordham, David

Comments
Parked in teachers lot.



Behavior Role

*Role
Participant

Demerits
0

Comments



Resolution / Car: Parking Violation - 08/01/2006 / Dylan Abegg

*Behavior Resolution
Car: Revocation of driving/parking privileges

*Resolution Date
08/01/2006

*Resolution Time
10:05 AM

End Date
08/08/2006

Comments
Loss parking privileges for one week.

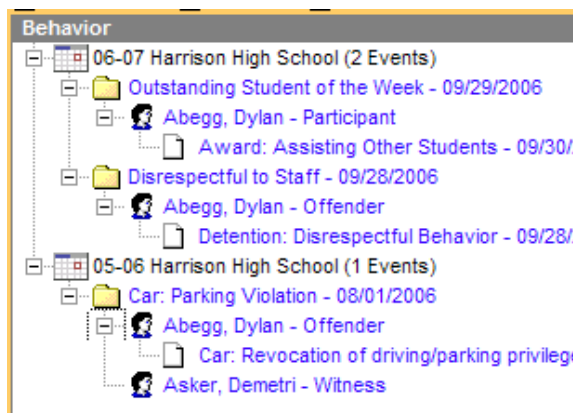
Behavior Admin Staff- the principal, dean of students, or other staff member who met with the student to deal with the behavior event. The names in this list are based on that person's staff assignment being marked with the behavior checkbox.

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.

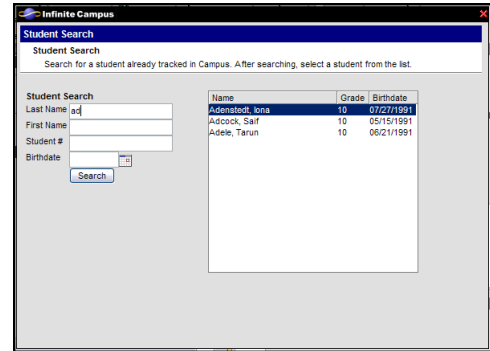


Behavior

- 06-07 Harrison High School (2 Events)
 - Outstanding Student of the Week - 09/29/2006
 - Abegg, Dylan - Participant
 - Award: Assisting Other Students - 09/30/2006
 - Disrespectful to Staff - 09/28/2006
 - Abegg, Dylan - Offender
 - Detention: Disrespectful Behavior - 09/28/2006
- 05-06 Harrison High School (1 Events)
 - Car: Parking Violation - 08/01/2006
 - Abegg, Dylan - Offender
 - Car: Revocation of driving/parking privilege
 - Asker, Demetri - Witness

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

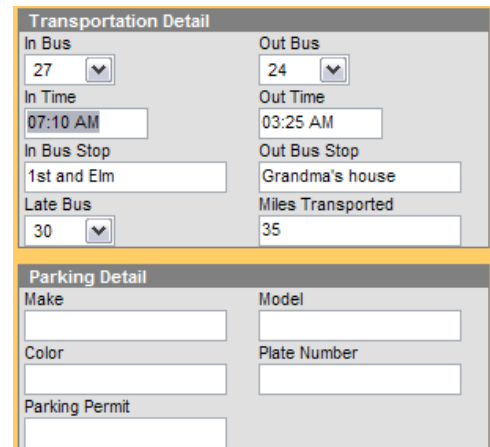
If the behavior event will have multiple consequences, more than one resolution may be added.

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



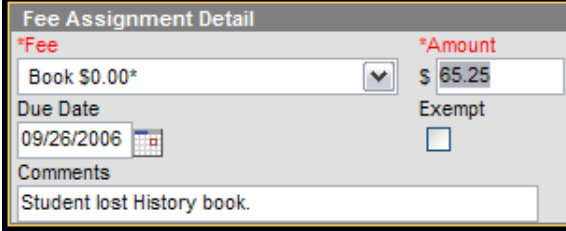
FEES

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.

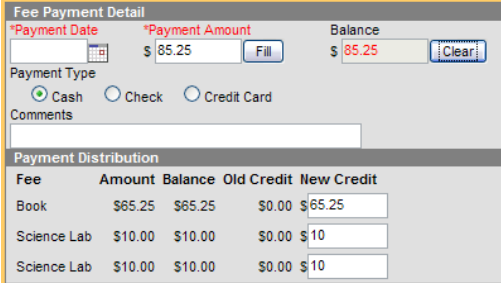


The screenshot shows the 'Fee Assignment Detail' form. It includes fields for '*Fee' (Book \$0.00*), '*Amount' (\$65.25), 'Due Date' (09/26/2006), and an 'Exempt' checkbox. A 'Comments' field contains the text 'Student lost History book.'

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 radio buttons for 'Payment Type' (Cash, Check, Credit Card) and a 'Comments' field. Below is a 'Payment Distribution' table.

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



The screenshot shows the 'Fee Assignment List' table with columns: Due Date, Description, Type, Debit, Credit, and Balance Due.

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

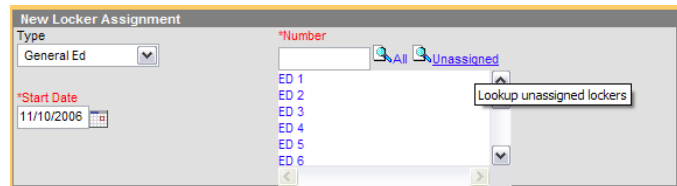
LOCKERS

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.

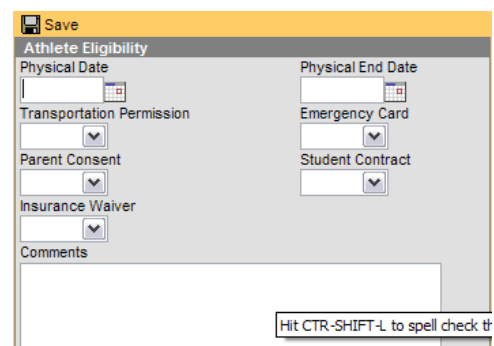


Ending a locker assignment

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

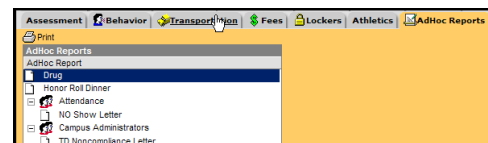
ATHLETICS

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.



OVERVIEW

The Walk-in Scheduler allows a counselor or secretary to build a schedule for a student from a blank or make changes to an existing schedule. The moment that changes are made in the walk-in scheduler, the change is made to the teacher's roster and in the teacher's gradebook, thus minimizing the amount of time spent in duplicate data entry.

OBJECTIVES

1. Create a full schedule for a student to include the required courses and "electives" to fill the time slots.
2. Change a student's schedule for a current term in the proper way—preserving all grading and attendance data from the old section and the dates of the change.
3. Change a student's schedule for a future term in the proper way.
4. Given a student schedule with an empty period, fill the gap with a course that is available at that given time.
5. Given a student who has withdrawn from school, restore their schedule to put them back into their sections.

Accessing the Walk-In Schedule

1. Expand Student Information.
2. Select General
3. The Student Information for the last student whose data you worked with will display. If this student is the correct, skip to step four. If the incorrect student displays, click on the search tab. Select Student as the search type, and search for the student using part of their last name [comma] first name.
4. Click on the schedule tab to bring up the current schedule for the student.
5. On the schedule tab, click Walk-in Scheduler.

Student, Sample
 Grade: 11 #12017414 DOB: 05/05/1990 Gender: F

Behavior Transportation Fees Lockers Athletics AdHoc Reports Activities Waiver Records Transfer

Summary Enrollments **Schedule** Attendance Programs Grades Transcript Credit Summary Assessment

Table - Group by Course (All Terms) Print OR Choose a report option Walk-in Scheduler

Load Unload End Restore Search Save Reqs Clear Reqs Get Sched Reqs

Effective Date Terms 1 2 3 4

	1	2	3	4
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY

Requested Units: (0/28)

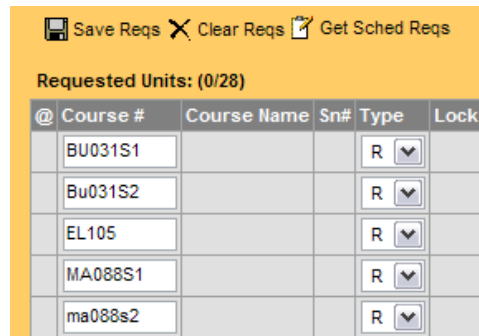
@	Course #	Course Name	Sn#	Type	Lock
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼
	<input type="text"/>			R	▼

Building a schedule from scratch for a new student.

There are two methods to find courses for a student.

Method 1: Request Based.

1. Enter the course numbers for the courses the student needs to take in the fields in the walk-in scheduler.
2. The Sn# (Section Number) will fill in once the requests are loaded into the schedule.
3. The type indicates the source of the request. There are three types of requests:



Save Reqs ✕ Clear Reqs ✓ Get Sched Reqs

Requested Units: (0/28)

@	Course #	Course Name	Sn#	Type	Lock
	BU031S1			R	
	Bu031S2			R	
	EL105			R	
	MA088S1			R	
	ma088s2			R	

- A Required request (R) is a request entered by a school staff member through Campus. These requests will be loaded by Campus.
- An Elective Request (E) is a request that is entered by the parent or the student from the Portal for on-line registration. These requests will be loaded by Campus.
- An Alternate Request (A) is a request that will NOT be fulfilled by Campus automatically, but it can be scheduled by hand as needed.

1. Click Save Reqs. Campus will look up the course numbers and if a match is found will display the course name. It will also total the number of units requested based on the terms, schedules and periods defined on the course.
2. If the school is divided into teams and the student should be placed on a particular team, select the relevant team from the drop down at the top of the requests.
3. To load requests for a student into a particular part of the year (as in a student who enrolled at midyear) uncheck the boxes for the terms that should not be scheduled
4. To load all requests for a student, click the load button at the top of the student's schedule.

Request. A piece of data in Campus that is used by the system when scheduling students based on how well they can be met based on the master schedule created by the school scheduler. These requests may be fulfilled (or loaded) into the student schedule by the Schedule Wizard for an entire school population or for one student at a time via the walk-in scheduler.

Requested Units will show the number of units of time that the student has requested over the possible number that can be scheduled. The total number of possible units is based upon the school's calendar, specifically the product of the number of terms multiplied by the number of period schedules times the number of periods on the longest day. For example, in a four-by-four block schedule, the number of units possible to be scheduled is 16, while in a trimester based, 2 day rotation, 8 period day, the number of units possible is 48 (3*2*8)

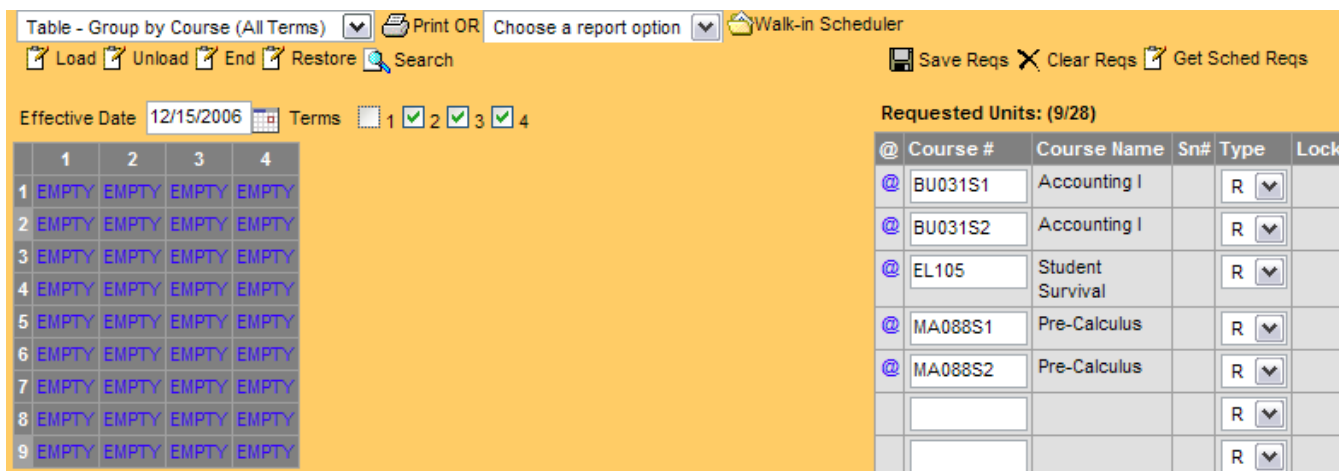


Table - Group by Course (All Terms) | Print OR | Choose a report option | Walk-in Scheduler

Load Unload End Restore Search | Save Reqs ✕ Clear Reqs ✓ Get Sched Reqs

Effective Date: 12/15/2006 | Terms: 1 2 3 4

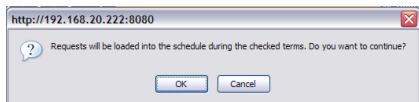
	1	2	3	4
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY

Requested Units: (9/28)

@	Course #	Course Name	Sn#	Type	Lock
@	BU031S1	Accounting I		R	
@	BU031S2	Accounting I		R	
@	EL105	Student Survival		R	
@	MA088S1	Pre-Calculus		R	
@	MA088S2	Pre-Calculus		R	
				R	
				R	

Walk-In Scheduler

	1	2	3	4
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EL105-233 Student Survival	EMPTY
4	EMPTY	EMPTY	BU031S2-24 Accounting I	BU031S2-24 Accounting I
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	MA088S2-26 Pre-Calculus	MA088S2-26 Pre-Calculus
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY



The @ sign next to the course may be used to find when a course is offered if the scheduler wishes to build the student schedule manually, or find sections of a course that were not placed. When using the @ sign functionality, the student schedule grid may show 1 of 3 colors:

- Red-shows a section exists during that time on the schedule, but is at capacity.
- Blue-shows a section exists during that time and has open seats.
- Yellow-the student is currently scheduled into the course at that time.

To add a student into a section using this method, click on the cell for the term and period you wish to add that course in for the student.



A particular user right exists to be able to overload full sections in the walk-in scheduler. Depending on user rights, you may be able to click on a section and overload the course or you will get an error message if you do not have the rights for this.

Table - Group by Course (All Terms) Print OR Choose a report option Walk-in Scheduler

Load
 Unload
 End
 Restore
 Search

 Save Reqs
 Clear Reqs
 Get Sched Reqs

Effective Date: Terms: 1 2 3 4

Manual Mode: Add

Click a blue or red highlighted cell to place the section using the manual mode options.

	1	2	3	4
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EL105-233 Student Survival	EMPTY
4	EMPTY	EMPTY	BU031S2-24 Accounting I	BU031S2-24 Accounting I
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	MA088S2-26 Pre-Calculus	MA088S2-26 Pre-Calculus
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY

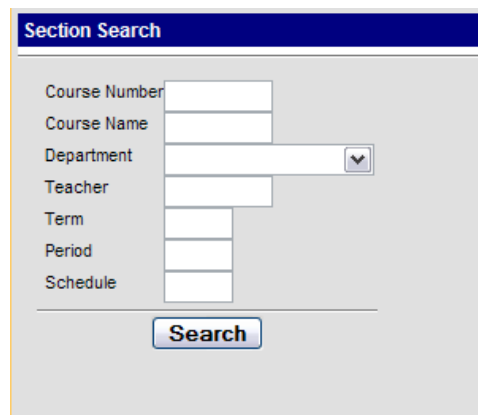
@	Course #	Course Name	Sn#	Type	Lock
@	BU031S1	Accounting I		R	<input type="checkbox"/>
@	BU031S2	Accounting I	24	R	<input type="checkbox"/>
@	EL105	Student Survival	233	R	<input type="checkbox"/>
@	MA088S1	Pre-Calculus		R	<input type="checkbox"/>
@	MA088S2	Pre-Calculus	26	R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>

Walk-In Scheduler

Method 2: Search mode.

The second method uses a course search functionality to add courses to the schedule.

1. To load this mode of scheduling, click the search button at the top of the student schedule tab.
2. You may then search for courses using any of the fields provided.
3. Search results will appear below the section search in the white area.
4. The search results will show course number, section number, current student count/maximum, teacher, term, period, and the number of students currently in that section with a locked (active) IEP.
5. To add a course using this method, click on the section in the search results.



Section Search

Course Number

Course Name

Department

Teacher

Term

Period

Schedule

Changing a course for a student in the current term

If a student has attended the class even once, it is critically important to preserve any and all data associated with that roster entry, such as grades in the teacher grade book and attendance data. Preserving this information will be done if a drop date is added to the section the student is dropping and a start date is put on the course they will be attending. There are two ways to accomplish this:

Drop and Add mode using the @ Sign.

1. To automatically drop a student and add them to a new section, change the Manual Mode to “Drop & Add” and enter the date that the student will be attending the new course in the Effective Date field.
2. The course that was in that time will be dropped as of the previous day, indicating their last day of attending that section.

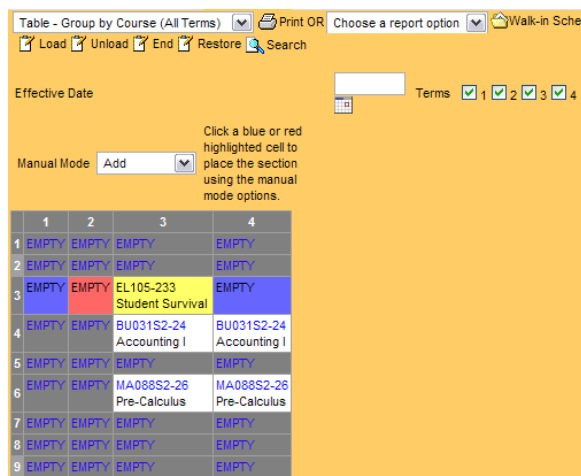


Table - Group by Course (All Terms) Choose a report option

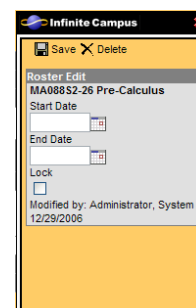
Effective Date Terms 1 2 3 4

Manual Mode Click a blue or red highlighted cell to place the section using the manual mode options.

	1	2	3	4
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EL105-233 Student Survival	EMPTY
4	EMPTY	EMPTY	BU031S2-24 Accounting I	BU031S2-24 Accounting I
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	MA088S2-26 Pre-Calculus	MA088S2-26 Pre-Calculus
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY

Manual drop dates.

To manually add a start or end date for a student for a section, click the section number in the student’s schedule. This will open a new window where these dates can be entered. When finished, save the dates by clicking save.



Infinite Campus

Roster Edit
MA088S2-26 Pre-Calculus

Start Date

End Date

Lock

Modified by: Administrator, System
12/29/2006

Changing a course for a student in a future term

If a student has NEVER attended a course, and there are no grades or attendance data, a course may be deleted off the child's schedule.

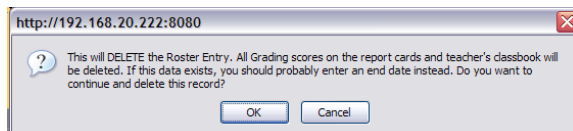
There are two ways to accomplish this:

Replace mode using the @ Sign

To automatically drop a student and add them to a new section, change the Manual Mode to "Replace." When a schedule change is made, the course that was in that time will be deleted.

Manual delete

To manually delete a section from the schedule, click the section number in the student's schedule. This will open a new window where the roster entry can be deleted.



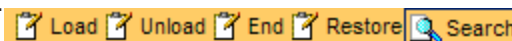
Filling an empty hole in the schedule

When scheduling students in either of the previously described methods, it may not be possible to fulfill all requests. In the case of filling empty holes in the schedule, clicking on the word "EMPTY" in a particular term and period will automatically do a search for the sections that meet during that time. Search results will show in the white area in the lower right. To add a course from the search results, click on the section.

Restoring a schedule for a re-enrolled student.

If a student has left the school and an end date was put on their enrollment, the schedule will automatically be ended. If the student returns to school, their schedule can be restored once a new enrollment in the same school and year is created. To restore a schedule:

1. Open the walk-in scheduler.
2. Enter the effective date
3. Click Restore.



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

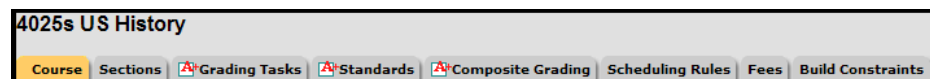
Adding a New Course

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. The course tab holds fields that define the course for both scheduling and grading. Sections will be created based upon requests and plans for the master schedule. Grading tasks and standards will define how the course is assessed, while rules govern the fulfillment of student requests by the Schedule Wizard.

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.

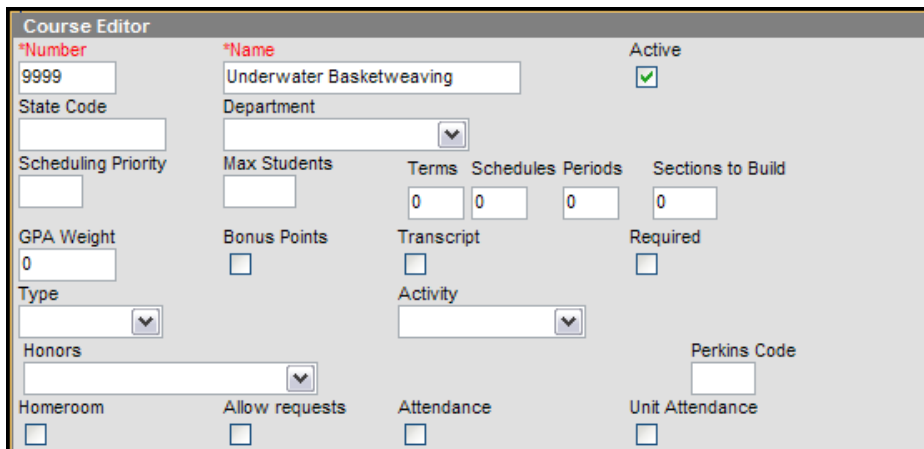
Courses that have sections attached to them will have the plus sign to the left of the name. Expanding the search result (by clicking on the plus sign) will then display all sections of the course and the teacher assigned to that course.

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 & Section Setup with a Catalog



The screenshot shows the 'Course Editor' interface. It contains the following fields and controls:

- *Number:** Text input with value '9999'.
- *Name:** Text input with value 'Underwater Basketweaving'.
- Active:** Checkmark box, checked.
- State Code:** Text input.
- Department:** Dropdown menu.
- Scheduling Priority:** Text input.
- Max Students:** Text input.
- Terms:** Text input with value '0'.
- Schedules:** Text input with value '0'.
- Periods:** Text input with value '0'.
- Sections to Build:** Text input with value '0'.
- GPA Weight:** Text input with value '0'.
- Bonus Points:** Checkmark box, unchecked.
- Transcript:** Checkmark box, unchecked.
- Required:** Checkmark box, unchecked.
- Type:** Dropdown menu.
- Activity:** Dropdown menu.
- Honors:** Dropdown menu.
- Perkins Code:** Text input.
- Homeroom:** Checkmark box, unchecked.
- Allow requests:** Checkmark box, unchecked.
- Attendance:** Checkmark box, unchecked.
- Unit Attendance:** Checkmark box, unchecked.

Course Tab Setup for Scheduling

Several fields on the Course tab will have a critical role in scheduling the course for the next year. These fields will affect the ability of students to request the course as well as how the course is loaded by the Schedule Wizard.

Fields Impacting the Request Process

Eight fields play a critical role in the request entry and reporting processes.

- Students will search for courses by either **course name** or number on the Portal. Naming courses with complete names (and having a numbering scheme that is easily discernible) will help students in making requests.
- The **Allow Requests** checkbox will allow students to enter requests for this course via the Portal. If this box is not checked, student requests for this course would need to be entered by a staff member through the Campus application.
- The **terms/schedules/periods** fields will play an important role in the request process, as the product of these fields multiplied together tells Campus how much time the course takes out of the student schedule. This is key for student request entry through the Portal as well as request reports. See page 28 for more information about Terms, Schedules, and Periods.
- The **required** checkbox has no impact on loading of student requests. Rather it is used as a filter in some request reports. If this box is checked, the course is seen as a required course on the requests satisfied report.
- The **Description** field will be seen by students (or parents) when completing Registration in the portal. This section should be filled out to define what concepts are taught in the course.

Areas of Impact on Scheduling

Seven fields play a critical role in the functionality of the Schedule Wizard when loading requests and creating or moving sections.

- **Department**- courses in the Wizard will be organized by department. This allows the user to hide a department at a time OR to load all requests for courses in a department. If this is not set, the

Course & Section Setup with a Catalog

course will appear at the top of the Wizard.

- **Scheduling Priority** will tell the Schedule Wizard when to load this course in the full load. Particular courses that will “drive the schedule” can have a priority set on them and then they will go in order of priority. Multiple courses may have the same priority, and the priority levels can go from 1-5, with blank being a part of the full load.
- The Wizard will load sections of the course to the maximum defined in the **Max Students** field. If a large influx of students is expected next fall, many schools will schedule low by setting this value to a number below the absolute capacity of a classroom.
- **Sections to Build** is used in conjunction with any constraints defined on the course. This field defines the number of sections the Schedule Wizard will create of the course when the “Load Course” command is used on a course. If a scheduler elects not to use the constraints to create sections, this field may be left blank.
- The **Terms/Schedules/Periods** will tell the Schedule Wizard how long a section of this course should be in the master schedule. If a section is moved or created in the Wizard, the section will be drawn on the schedule grid according to the dimensions set in these three fields.

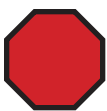
Terms-Schedules-Periods

The Terms/Schedules/Periods field have a major impact on the scheduling process. These fields together tell the system how many units of time (out of the total available) a course takes up as well as the dimensions of the section in the Schedule Wizard.

Setting the fields correctly on a course is dependent on the underlying grid that was created in the calendar for the school (System Administration > Calendar > Calendar). In a four term, A/B day rotating seven-period schedule, there are 56 possible units of time:

	T1		T2		T3		T4	
	A	B	A	B	A	B	A	B
1								
2								
3								
4								
5								
6								
7								

- A Course that meets for two terms, every day for 1 period a day would be set up as a 2T, 2S, 1P course.
- A course that meets all year every other day for one period a day would be set up as a 4T, 1S, 1P course.
- A “blocked” (2-period) course that meets for a term every day would be set up as a 1T, 2S, 2P course.



Improper setup of the terms/schedules/periods on a course will cause student request units to be off, as well as any sections created or moved in the Schedule Wizard to be setup incorrectly.

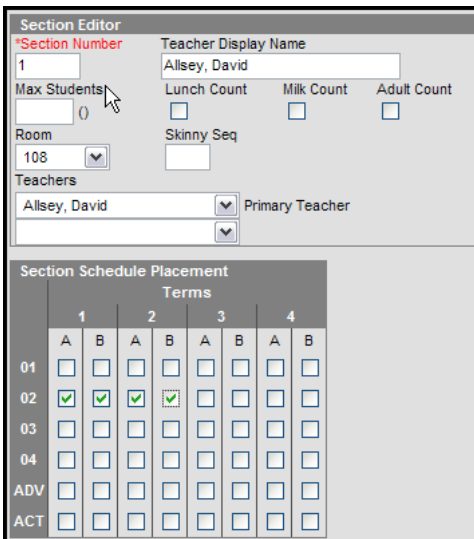
SECTIONS

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.



The screenshot shows the 'Section Editor' form. It includes fields for 'Section Number' (1), 'Teacher Display Name' (Allsey, David), 'Max Students' (0), 'Room' (108), and 'Teachers' (Allsey, David). There are also checkboxes for 'Lunch Count', 'Milk Count', and 'Adult Count', and a 'Skinny Seq' field. Below these is a 'Section Schedule Placement' grid with columns for Terms 1, 2, 3, and 4, and rows for periods A and B. The grid shows checkboxes for each combination, with some checked (e.g., 02 A, 02 B, 02 A, 02 B).

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.

Skinnie- 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.

4025s-1 US History

Teacher: Teacher, Demo

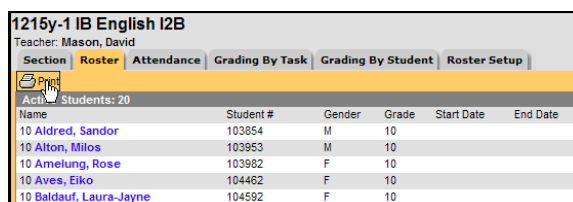
Section | Roster | Attendance | Grading By Task | Grading By Student | Roster Setup

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

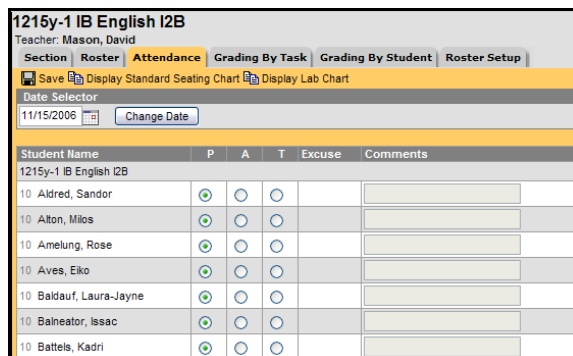
The roster will show all students who have been placed into that section. Students who are actively enrolled in the section as of that day will display in the active students section. Any students who have had a schedule change and have been dropped will automatically moved to the Dropped Students.



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

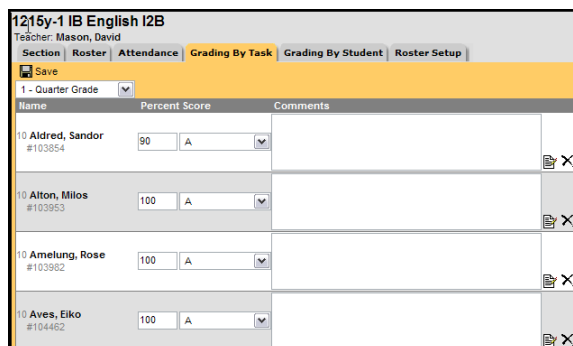
The attendance tab presents a view of the teachers attendance tool for that section. This tool allows attendance data for a section to be viewed or changed for any attendance date. All attendance events that are created here will be an unknown type—excusing absences is done via tools found in the Attendance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



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 Balheator, Issac	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Bateis, 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.



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.

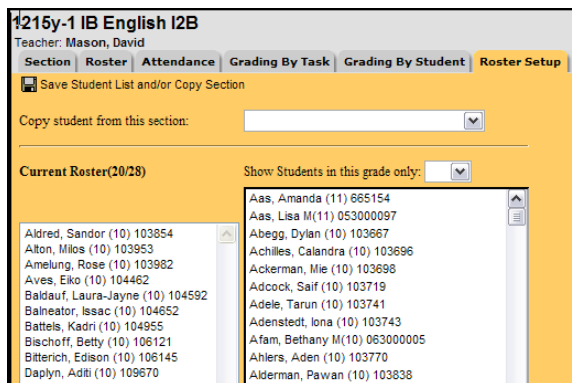
To manually build a roster for a section:

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)	Show Students in this grade only:
Aldred, Sandor (10) 103854	Aas, Amanda (11) 665154
Alton, Milos (10) 103953	Aas, Lisa M(11) 053000097
Amelung, Rose (10) 103982	Abegg, Dylan (10) 103667
Aves, Eiko (10) 104462	Achilles, Calandra (10) 103696
Baklauf, Laura-Jayne (10) 104592	Ackerman, Mie (10) 103698
Batheator, Issac (10) 104652	Adcock, Saif (10) 103719
Battala, Kadri (10) 104955	Adele, Tarun (10) 103741
Bischoff, Betty (10) 106121	Adenstedt, Iona (10) 103743
Bitterich, Edison (10) 106145	Afam, Bethany M(10) 063000005
Daplyn, Aditi (10) 109670	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

This lesson will cover the process of defining how a course is graded or scored in terms of traditional grades and standards-based grading.

OBJECTIVES

By the conclusion of this lesson, learners will be able to:

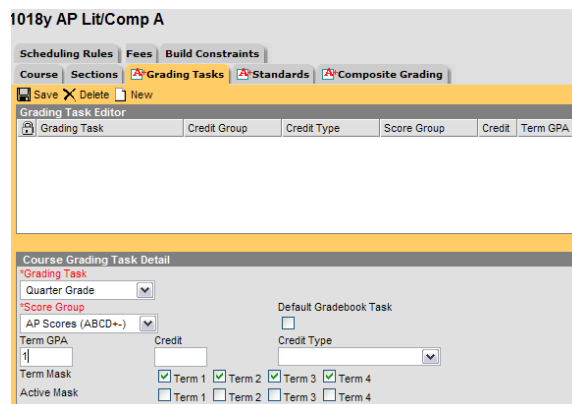
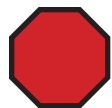
- Define terms associated with course grading.
- Associate grading tasks with a course.
- Align standards with a course for standards-based instruction.
- Create a composite grading task for Auto Grading.

Navigating to a Course:

1. Search tab.
2. Search for a course
3. Enter part of the name or the course number.
4. Select course from Search Results

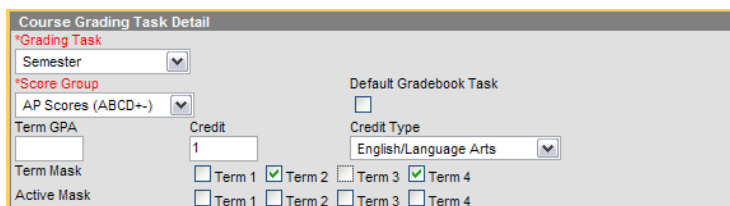
To assign grading tasks to a course:

1. Click on Grading Tasks Tab.
2. Click New.
3. Select the task in the Grading Task drop down.
4. Select the score group that will be used when teachers submit marks.
5. If the grade will be used in calculating a Term GPA, enter the Term GPA weight.
6. If the grade should be transcribed, enter a credit amount and credit type.
7. Check the term mask boxes for when the grade should be collected from teachers.
8. Click Save.
9. Repeat steps 2 through 8 until the course has all grading tasks it needs.

Three things must be set correctly for a course to correctly appear on a student's transcript.

1. *The grading task must be set to "Post to Transcript". This is done in Grading & Standards> Grading Tasks.*
2. *The course must be marked as transcribed on the course tab.*
3. *A credit amount and type must be chosen on the grading task detail.*



Grading Task-an item that the school is expecting teachers to submit student marks for, such as term grade, semester exam, or weekly eligibility.

Score Group- a list of scores and the GPA values associated with each score. Determines the set of possible values when teachers submit grades.

Default Gradebook Task-this checkbox will cause the teacher gradebook to open to assignments linked to this task automatically.

Term GPA- the grade point average earned by student in a given term. On a course, the Term GPA field is a weight for how much the grade a student earns is worth in the Term GPA calculation.

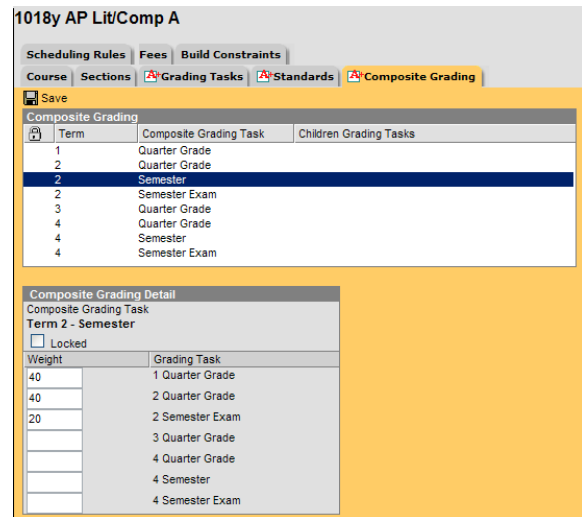
Term Mask-sets when a grade is to be collected. Terms are based upon the setup of the school's calendar. For example, if a school is a 4-term school, a semester grade would be collected for term 2 and 4, so the term mask would be set to 2 and 4.

Active Mask-when active mask is checked, it allows the teachers to submit grades. If unchecked, the grades cannot be submitted at this time.

Composite Grading- a way to create a mathematical relationship between grading tasks so a tool called Auto Grade may be used to calculate grades. As an example, a semester grade could be composited from two term grades and a semester exam.

To create a composite grading relationship:

1. Select the Composite Grading Tab.
2. Select the composited task (the task that will be the product of other grading tasks calculated together).
3. Enter the weight on the tasks you wish to have added to create the composite task.
4. An identical tool for defining a composite grade exists in the Instruction modules for teachers to define the composite grading setup for their sections. If the composite formula set on the course is district policy, it may be locked by checking the locked box.
5. Click Save when finished.



1018y AP Lit/Comp A

Scheduling Rules | Fees | Build Constraints

Course | Sections | Grading Tasks | Standards | Composite Grading

Save

Term	Composite Grading Task	Children Grading Tasks
1	Quarter Grade	
2	Quarter Grade	
2	Semester	
2	Semester Exam	
3	Quarter Grade	
4	Quarter Grade	
4	Semester	
4	Semester Exam	

Composite Grading Detail

Composite Grading Task

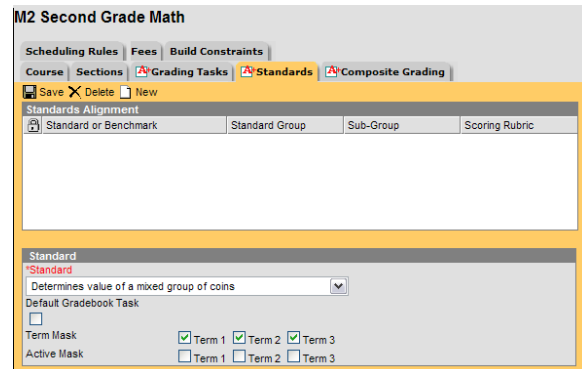
Term 2 - Semester

Locked

Weight	Grading Task
40	1 Quarter Grade
40	2 Quarter Grade
20	2 Semester Exam
	3 Quarter Grade
	4 Quarter Grade
	4 Semester
	4 Semester Exam

To align standards to a course:

1. Select the Standards Tab.
2. Click new.
3. Select the standard in the standard drop down menu.
4. Set the term mask(s) for which term(s) students should be assessed for this particular standard.
5. Click save.
6. Repeat steps 2-5 until all standards aligned with the course are listed in the standards detail.



M2 Second Grade Math

Scheduling Rules | Fees | Build Constraints

Course | Sections | Grading Tasks | Standards | Composite Grading

Save X Delete New

Standard or Benchmark	Standard Group	Sub-Group	Scoring Rubric

Standard

*Standard

Determines value of a mixed group of coins

Default Gradebook Task

Term Mask Term 1 Term 2 Term 3

Active Mask Term 1 Term 2 Term 3

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

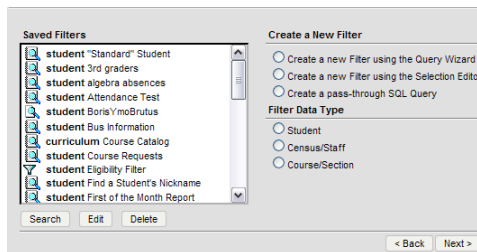
OBJECTIVES

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.

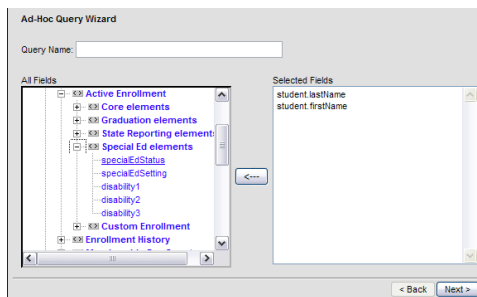
Navigating to the Filter Designer

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.

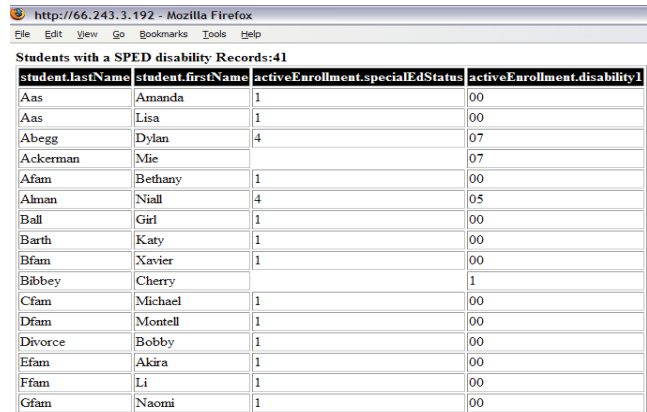
Selection Editor is a static list of user-selected students. The list is static and changes must be made manually.

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.

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

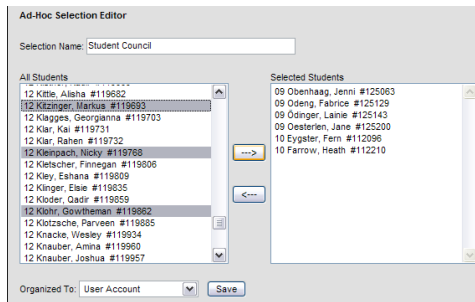


When querying text fields using the inequality operators, less than or equal to (<=) functions exactly the same as less than (<).

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

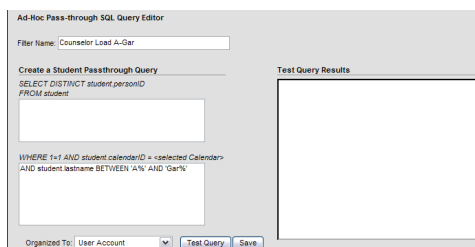
- From the main Filter Designer screen, select the second radio button option, Create a New Filter Using the Selection Editor.
- Select Student as the data type.
- Click the Next button. The screen will display a list of students to select in order to create the filter.
- Enter a name of the Selection 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.

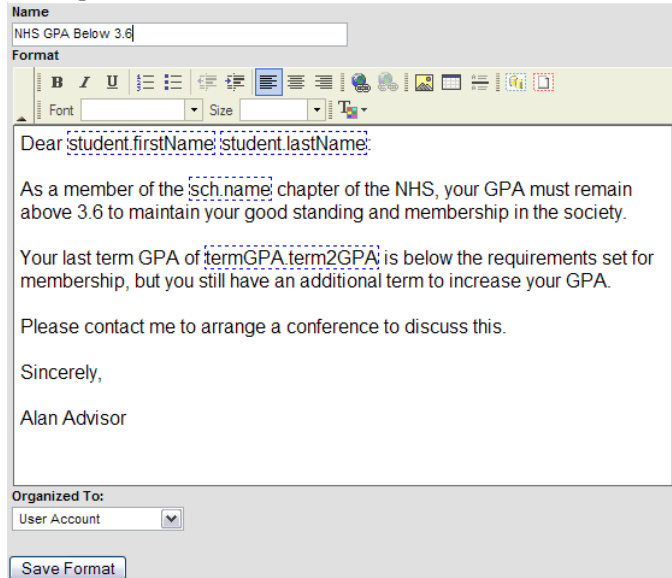
REPORT DESIGNER

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.

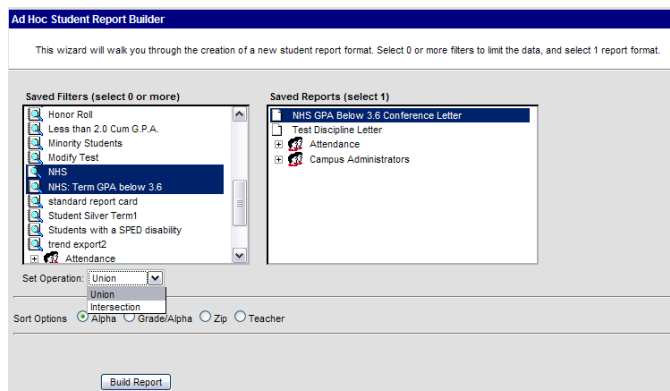
The **union** operation combines two queries by performing the equivalent of appending one query onto the other.

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.



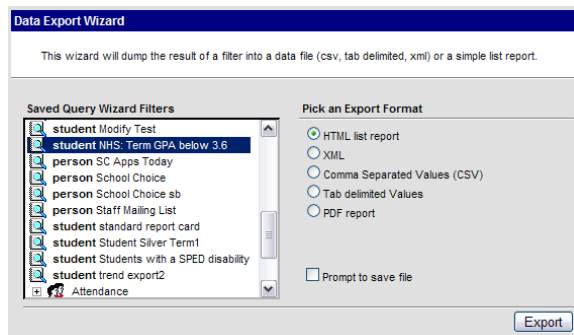
DATA EXPORT

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.

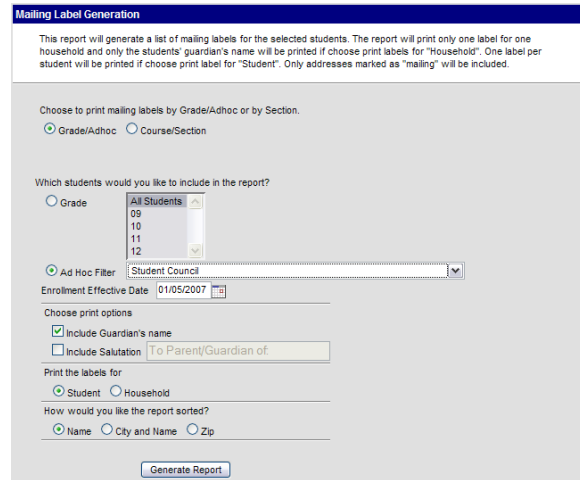


The **Data Export** tool is used to export the filters that were created in the Filter Designer in different formats, depending on what needs to be done with them.

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)

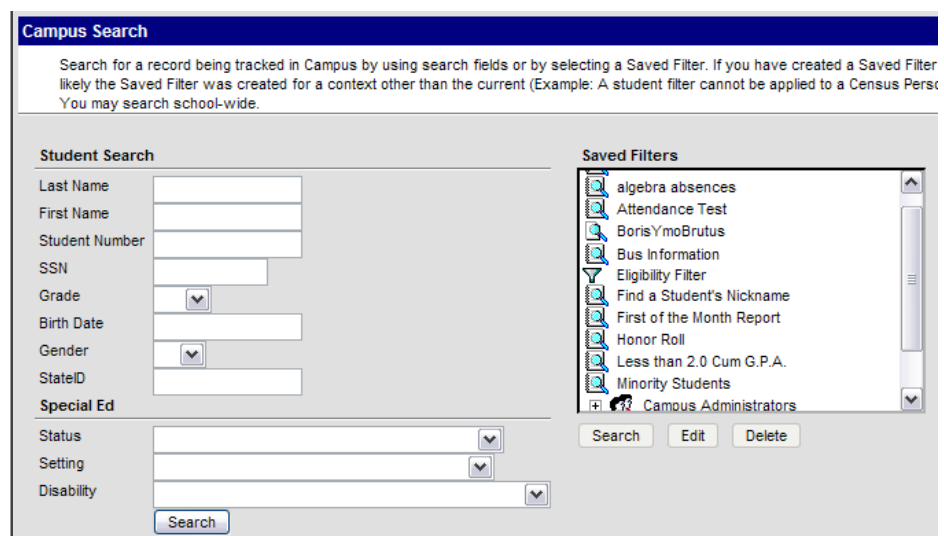
Print the labels for
 Student Household

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
- Boris'YmoBrutus
- 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