

# SECONDARY TEACHER COACH

**Description:** This course will cover Navigation, Attendance, inquiry of Student Information, and Reports for teacher coaches that will teach the rest of the teaching staff how to complete these tasks.

**Time:** 2 hours

Campus Overview (15 minutes)	Learn how to: <ul style="list-style-type: none"><li>• Navigate</li><li>• Use help options</li><li>• Use search procedures</li></ul> Discuss the importance of: <ul style="list-style-type: none"><li>• Account settings</li><li>• Logging off</li></ul>
Attendance (15 minutes)	Learn how to: <ul style="list-style-type: none"><li>• Take attendance from the home page</li><li>• Edit attendance during the day within acceptable time frame as defined by P&amp;P</li></ul>
Admin (20 minutes)	Understand the options and how to set up teacher: <ul style="list-style-type: none"><li>• Preferences</li><li>• Seating Charts</li></ul>
Roster (20 minutes)	Learn about the information available in the Roster <ul style="list-style-type: none"><li>• Shortcuts to Student Information&gt;General for more information.</li></ul>
Grading Process (15 minutes)	Learn two ways to submit student scores for grades and/or standards: Grading by Task Grading by Student
Reports (15 minutes)	Learn information available in Reports: <ul style="list-style-type: none"><li>• Attendance Register</li><li>• Attendance Summary</li><li>• Blank Spreadsheet</li><li>• Roster Label</li><li>• Teacher Schedule</li></ul>
Review (20 minutes)	<ul style="list-style-type: none"><li>• Campus Key Words and Review Questions</li><li>• Complete Infinite Campus training survey</li></ul>

## Review Questions

1. Where can you view any flags students have?
2. Name two paths that a teacher can access attendance.

## Campus Key Words

[Process Inbox](#)

[Flag](#)

[IEP/PLP](#)

[Lab Chart](#)



# LOGGING IN & NAVIGATION

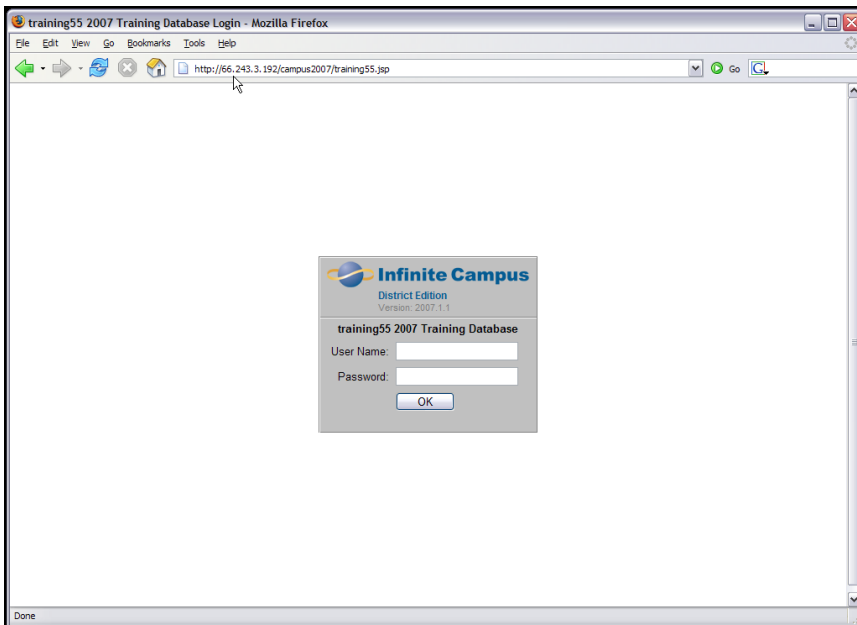
## OVERVIEW

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.

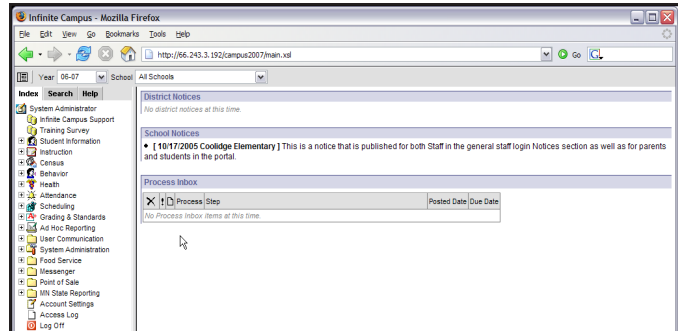
**Schedule Structure-** a sub-division of a calendar for the purposes of setting up a group of students on a different scheduling pattern, such as different terms, periods or set of instructional days.

## 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

The Instruction module of Campus holds the tools commonly used by a classroom teacher. These tools interface with the student schedule and attendance components of the system allowing for one-time entry of student information. This lesson will cover the administrative tools for taking attendance, generating a roster and creating a seating chart.

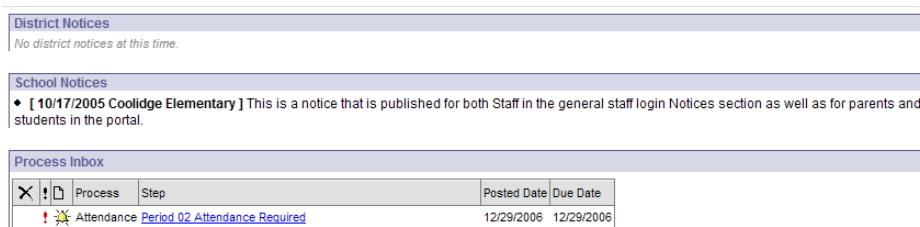
## OBJECTIVES

In this lesson you will learn:

- How to take attendance in the instruction module.
- Setting preferences in Instruction>Admin>Preferences.
- How to create and print multiple seating charts for a section.
- How to use seating charts when taking attendance.
- How to view and print class rosters.

## ATTENDANCE

There are two paths to accessing the attendance tool in Campus, the Process Inbox and the Attendance tool in the instruction module.



District Notices  
No district notices at this time.

School Notices  
• [ 10/17/2005 Coolidge Elementary ] This is a notice that is published for both Staff in the general staff login Notices section as well as for parents and students in the portal.

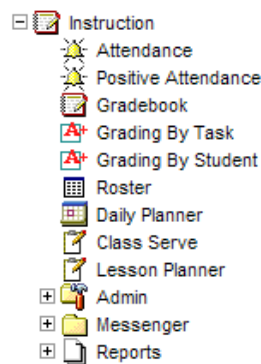
Process Inbox

Process	Step	Posted Date	Due Date
Attendance	Period 02 Attendance Required	12/29/2006	12/29/2006

### To access attendance from the Process Inbox

To access attendance from the Process Inbox, click on the link “Period \_\_ Attendance Required.”

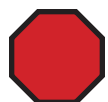
Once attendance is saved for a particular period, the reminder will disappear from the Process Inbox. If the teacher has taken attendance for all periods, the Process Inbox will be empty at the end of the day.



- Instruction
  - Attendance
  - Positive Attendance
  - Gradebook
  - Grading By Task
  - Grading By Student
  - Roster
  - Daily Planner
  - Class Serve
  - Lesson Planner
  - Admin
  - Messenger
  - Reports

### To access attendance from the Index Outline

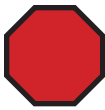
1. To access attendance from the Index Outline, expand the Instruction module and select attendance.
2. Select the tab for the period to take attendance in.



*Teachers are only allowed to enter attendance for the current day until midnight. After that time, attendance must be entered by the Attendance Office. In addition, teachers can only change attendance up to the point that the attendance office processes the events. Since the time frame will vary from school to school, check with your district's policy and procedure for more information.*

**Process Inbox-** a tool found on the user's home page in Campus listing items that need the user's attention. On school days, the teacher's process inbox will have a reminder to take attendance for each period that attendance should be taken in.

**Positive Attendance-** a model of attendance taking or clock hours used in some alternative learning centers. Students are not expected in a course at a given time, rather they clock in and clock out when they work on a course.

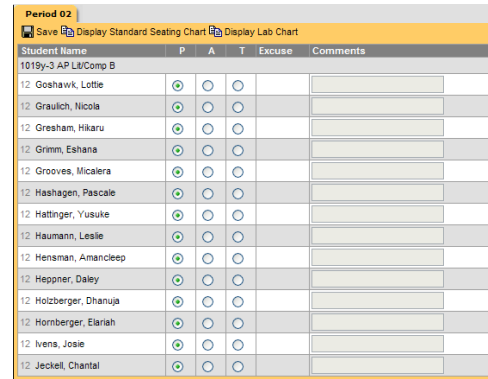


*Teachers CANNOT excuse an absence or a tardy; teachers may only report the attendance. Excusing is done by the attendance office. Students who have been already marked absent by the attendance office will have their attendance pre-marked and greyed out. If the student is marked absent but is in class, consult with your district's policy and procedures for the way to address this issue.*

## Instruction: Attendance, Roster, Seating Chart

### Taking Attendance

1. To mark a student absent, select the A for absent,
2. To mark a student tardy, select the T for tardy. The comment box for each student can be edited once a child is marked absent or tardy.
3. Comments become part of the students attendance records and are visible in the attendance tools that are used to process attendance by the attendance clerk.
4. When finished taking attendance, click Save.



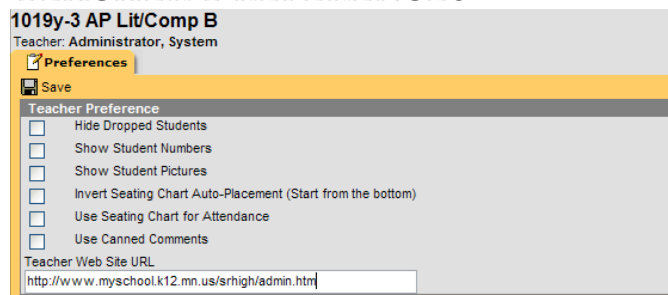
Student Name	P	A	T	Excuse	Comments
12 Goshawk, Lottie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Graulich, Nicola	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Gresham, Hikaru	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Grimm, Eshana	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Grooves, Micalera	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Hashagen, Pascale	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Hattinger, Yusuke	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Haumann, Leslie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Hensman, Amandeep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Heppner, Daley	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Holzberger, Dhanuja	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Hornberger, Elariah	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Ivens, Josie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Jeckell, Chantal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

### Editing Attendance

If attendance needs to be changed after it is submitted, attendance must be accessed from the attendance tool in the Instruction module.

1. Select the period that needs to be edited and make any changes as needed.
2. When finished click Save.

## TEACHER PREFERENCES



1019y-3 AP Lit/Comp B  
Teacher: Administrator, System

**Preferences**

Save

**Teacher Preference**

Hide Dropped Students

Show Student Numbers

Show Student Pictures

Invert Seating Chart Auto-Placement (Start from the bottom)

Use Seating Chart for Attendance

Use Canned Comments

Teacher Web Site URL

Preferences are section-specific options to set how the Campus system will work for the teacher. Each section may have different options set.

### Navigating to Preferences.

1. In the Section dropdown on the grey header bar, select the section.
2. In the Instruction Module, expand the Admin sub-folder.
3. Select Preferences.
4. Click save when finished.

**Hide Dropped Students** will remove the student from a teachers view in the Gradebook. Normally, a student that has dropped a class will appear in the teachers' Gradebook in red. The scores will be preserved behind the scenes.

**Show Student Numbers** will include the Student ID number on the attendance tools.

**Show Student Pictures** will display the students picture for attendance.

**Invert Seating Chart Auto-Placement:** Applies to both the Standard and the Lab Seating Chart. When creating a seating chart the student names will populate the chart from the bottom up.

**Use Seating Chart for Attendance:** Changes the default attendance view to the Standard Seating Chart. The teacher can switch the attendance view by selecting the Display Lab Chart or Display Atten-

dance Roster buttons on the top of the tab.

**Use canned comments:** When Grading By Task or Grading By Student this options allows the teacher to select from a list of canned comments that were entered in System Administration>Grading & Standards> Grading Comments.

**Teacher Website URL:** A teacher can enter the URL for a class website for display on the portal.

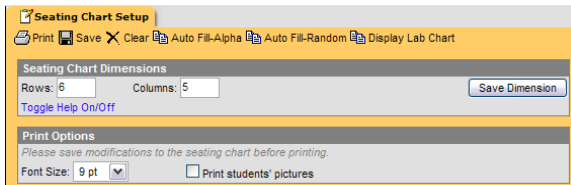
## Instruction: Attendance, Roster, Seating Chart

### SEATING CHARTS

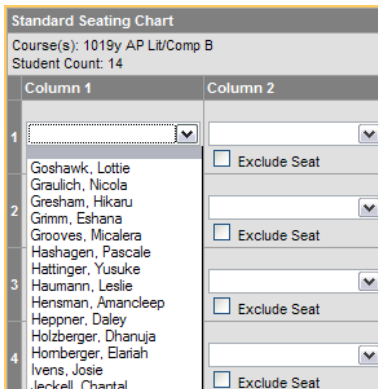
Teachers can set up two Seating Charts per section, a Standard Chart and a Lab Chart. The options set in Admin>Preferences apply to both charts.

#### To Create a Seating Chart

1. Enter the dimensions of the classroom by entering the row and column numbers and save the dimension.
2. If a new chart is desired the Clear button can be used to remove the current arrangement of students from the existing chart.
3. The Exclude Seat checkbox is used to leave empty seats on the chart during the Auto-fill process. It can be used to group desks into table-like arrangements.
4. Seats can be filled one at a time using the drop down lists on the chart, alphabetically by selecting the Auto Fill-Alpha button, or randomly by selecting the Auto Fill-Random button.
5. When the layout is complete click save.
6. The Display Lab Chart button allows the setup of a second seating chart for the same group of students. It is saved separately and can have different dimensions than the Standard Chart.



The screenshot shows the 'Seating Chart Setup' window. It has a title bar with 'Seating Chart Setup' and several icons. Below the title bar are buttons for 'Print', 'Save', 'Clear', 'Auto Fill-Alpha', 'Auto Fill-Random', and 'Display Lab Chart'. The main area is divided into two sections: 'Seating Chart Dimensions' with input fields for 'Rows: 6' and 'Columns: 5', and a 'Save Dimension' button; and 'Print Options' with a 'Font Size: 9 pt' dropdown and a checkbox for 'Print students' pictures'.



The screenshot shows the 'Standard Seating Chart' window. It displays 'Course(s): 1019y AP Lit/Comp B' and 'Student Count: 14'. The chart is a 4x2 grid. The first column lists student names: Goshawk, Lottie; Graulich, Nicola; Gresham, Hikaru; Grimm, Eshana; Grooves, Micalera; Hashagen, Pascale; Hattinger, Yusuke; Haumann, Leslie; Hensman, Amancleep; Heppner, Daley; Holzberger, Dhanuja; Homberger, Elariah; Ivens, Josie; Jeckell, Chantal. The second column has 'Exclude Seat' checkboxes for each row.

#### To Print a Seating Chart

1. Select the Font Size in the Print Options box and then click the Print button.
2. Select the option to Print Student Pictures, if desired. Choose the size of the pictures in the dropdown menu.
3. Click Print.
4. The chart will be displayed in a new window. Any students missing from the chart will be listed at the top of the Seating Chart.

06-07 4T4P Block - Harrison High 585 Resolute Parkway, Metro City MN 55436 Generated on 12/29/2006 02:07:28 PM Page 1 of 1		Seating Chart Report For Administrator System 1019y-3 AP Lit/Comp B Seating Chart: 4 * 4 Period - Time - Font Size: 9pt Students in Seating Chart: 14/14			
	1	2	3	4	
1	Hornberger, Elariah Grade:12	Grooves, Micalera Grade:12	Holzberger, Dhanuja Grade:12	Graulich, Nicola Grade:12	
2	Ivens, Josie Grade:12	Heppner, Daley Grade:12	Hensman, Amancleep Grade:12	Hattinger, Yusuke Grade:12	
3	Grimm, Eshana Grade:12	Goshawk, Lottie Grade:12	Hashagen, Pascale Grade:12	Haumann, Leslie Grade:12	
4	Jeckell, Chantal Grade:12	Gresham, Hikaru Grade:12			

## Instruction: Attendance, Roster, Seating Chart

### ROSTERS

The roster lists the students who are scheduled into the section selected in the section dropdown on the grey header bar. In addition to the name and contact information for the student, three additional columns on the right of the roster provide additional information.

2024s-3 Algebra I**b**  
Teacher: Lifelearn, Casey

Print

Active Students: 10

Name	Student #	M/F	Birth Date	Home Phone	Address	Flags	EP	PLP	Gradebook
10 Aldred, Sandor	103854	M	10/23/1991	(555)475-1424	5848 117TH St. E. Rexburg, MD 14378				
10 Ashby, Lara	104317	F	05/09/1991	(555)867-9114	9742 13TH Ave. E. Sanorot, MD 14378				
10 Bambridge, Brock	104672	M	11/04/1991	(555)751-1337	4169 3RD Ave. W. Driggs, MD 13749				Not a member of t
10 Berwick, Teah	106892	F	04/07/1991	(555)366-3555	676 AIDA Rd. Star, MD 14161				
10 Bickelhaub, Madoc	105832	M	12/30/1991	(555)889-0708	3803 ALEXANDER Rd. Nampa, MD 13749				
10 Bowen, Isaac	106831	M	07/10/1991	(555)886-1990	9207 AVON Rd. Boise, MD 15704				
10 Bream, Rea	107077	F	06/19/1991	(555)886-3123	643 BARCLAY Blvd. Wendell, MD 15704				
10 Burns, Callum	107938	M	01/06/1991	(555)886-1821	9182 BIRCH COVE Blvd. Clarkia, MD 13257				

- **Program flags** are visible from

the roster. Hovering on the will display additional information, such as medical or custody issues.

- If a student has a Locked IEP, an icon will display in the **IEP** column. If the teacher is on the students Special Education Team, they will be able to open the IEP and determine if they need to make any adaptations for the student.
- If the student has a personal learner plan (PLP), an icon will display in the PLP column.
- The **Gradebook** icon will allow the teacher to view the gradebook as it will look to the child or his/her parents through the Portal.

A paper copy of the roster can be printed using the Print button at the top of the tab. A PDF will then be generated of the roster.

Clicking on the name of a student in the roster provides a shortcut to that students Student Information>General tab set.

Teacher: Administrator, System  
Term(s): 1 2 3 4  
Period(s): 02

Section Roster Report  
1019y-3: AP Lit/Comp B

Page 1 of 1

Active Students: 14						Males:5	Females:9
Name	Student	Gender	Home Phone	Address			
12 Goshawk, Lottie	114554	F	(555)781-5142	7184 ENGLISH Ave. E. Caldwell, MD 13257			
12 Graulich, Nicola	114772	F	(555)889-2653	1276 EUROPA Ave. E. Carey, MD 14161			
12 Gresham, Hikaru	114906	M	(555)888-4468	9389 EVERTON Ave. Emmett, MD 15704			
12 Grimm, Eshana	114967	F	(555)888-9545	6713 EXECUTIVE Ave. Nezperce, MD 14161			
12 Grooves, Micalera	115044	F	(555)781-8354	2527 FAIRLANE Ave. McCall, MD 14378			
12 Hashagen, Pascale	115991	F	(555)752-6424	4140 FRANK Rd. McCall, MD 14378			
12 Hattinger, Yusuke	116044	M	(555)844-8990	6497 FRANKLIN Rd. Moscow, MD 14161			
12 Haumann, Leslie	116104	M	(555)889-2246	3450 FREMONT Rd. Shelley, MD 14378			
12 Hensman, Amancleep	116759	M	(555)319-1582	2588 Georgeson Bay Rd. Potlatch, MD 14161			
12 Heppner, Daley	116794	M	(555)664-9438	6276 Georgeson Bay Rd. Potlatch, MD 14161			
12 Holzberger, Dhanuja	117734	F	(555)663-4695	810 GRIGGS Blvd. Weippe, MD 13749			
12 Hornberger, Elariah	117863	F	(555)442-9730	7891 GROVE Blvd. Kuna, MD 14378			
12 Ivens, Josie	118430	F	(555)455-0741	6949 HATHWAY Blvd. Malad, MD 13257			
12 Jeckell, Chantal	118587	F	(555)664-9186	7780 HAZEL Blvd. Riggins, MD 13749			
Dropped Students: 0						Males:0	Females:0
Name	Student	Gender	Home Phone	Address			

## OVERVIEW

The Grading by Task/Student options give teachers an opportunity to add comments or modify percentages and letter grades. Grades can be posted from the Gradebook view as well.

Grades can only be posted to open (or active) grading tasks/standards. If a task is selected that has no visible dropdown selections, the task is not active for grading at this time. The district's Campus administrator will need to open the Grading Window before grades can be posted. Teachers can assign grades to grading tasks for the entire class roster (Grading by Task) or for one student at a time (Grading by Student).

## OBJECTIVES

The learner will learn:

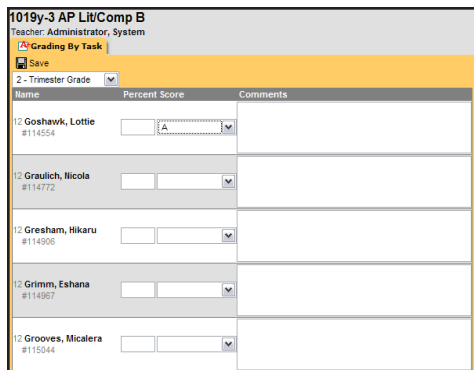
- How to enter grades and scores using Grading by Task and/or Grading by Student.
- How to enter canned comments.
- How to enter freehand comments.

## Navigating to the Grading Options

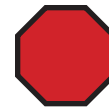
1. Select the School and Section for which to submit grades by choosing from the drop-down list
2. From the Index, expand the Instruction folder by clicking the plus (+) sign or by clicking on the name of the folder.
3. Select the Grading by Task or Grading by Student folder.

## Using the Grading by Task Option

1. After selecting the Grading by Task from the Index, select the task to be graded from the dropdown list. A list of students will appear. This list will be all students in the chosen section.
2. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.
3. Select the score to assign to the student by clicking in the dropdown box.
4. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.
5. Click the Save icon when finished entering comments or modifying grades.



Name	Percent Score	Comments
12 Goshawk, Lottie #114524	A	
12 Graulich, Nicola #114772		
12 Gresham, Hikaru #114900		
12 Grimm, Eshana #114987		
12 Grooves, Micalera #115044		

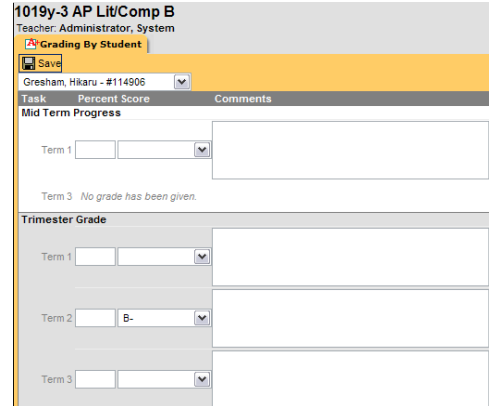


*Grades submitted by the teacher will be available for viewing on the administrative side of Campus on the students' grades tab and in the Portal as soon as it is saved. If changes are needed, Teachers can change the score as often as needed, as long as the task is still available for grading (is active) in the dropdown list.*

## Instruction: Grade Submission

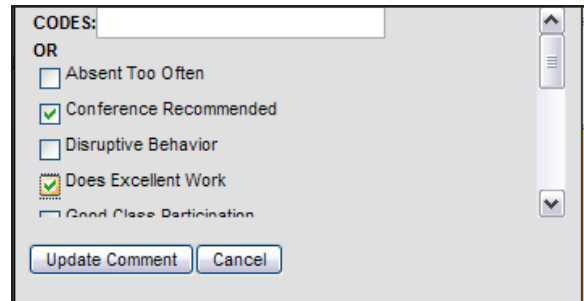
### Using the Grading by Student Option

1. After selecting the Grading by Student option from the Index, select the student to be graded from the drop-down list. Available tasks for grading will appear.
2. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.
3. Select the score to assign to the student by clicking in the dropdown box.
4. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.
5. Click the Save icon when finished entering comments or modifying grades.



### Using the Canned Comments Feature

Canned comments are available for both the Grading by Task and Grading by Student tools if the preference to use canned comments was set in Admin preferences. Comments are created by district or school administration



1. When assigning grades, select the paper icon to the right of the comments field. A Comment selection window will appear.
2. Canned comments may be selected by entering the code (if codes have been entered for the grading comments, they are listed before the text of the comment) or by selecting the checkbox to the left of the comment.
3. Click the Update Comment button to add the comment to the student's comment field.
4. To add multiple comments at one time, either select the appropriate checkboxes next to the comment OR enter the codes for the comments by typing without spaces the code number, a comma and the second code number (Example: 123,456). The related comments will display in the Comments fields.
5. Any checkboxes selected will be ignored if a code is entered into the code field.