Infinite Campus
Basic Application
Navigation/Student Information
Logging and 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 into 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

Since Infinite Campus is a web-based product, it can be accessed through a web browser such as Internet Explorer or Firefox. Your supervisor will request the type of rights you will be assigned based on your job and job description. When you are at work, you will be accessing Infinite Campus by typing this web address into your browser: campus.washoeschools.net (notice there is no www).

By using this address, you will be using the “internal” web address. You cannot use this address when you are at home. Also, if you are the parent of a student enrolled in the district, you should have ONE username and password which will work for logging on at work and for logging into the parent portal from home (or work).

To access the portal from home, you must go to the district’s website (www.washoe.k12.nv.us) and follow the links from there. (Note: If you have more than one login, please call the Help Desk 789-3456 We can combine them into one.) Once you enter the web address (URL) and go, it will take you to the login screen.
Navigation

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

1. The gray header **Infinite Campus Toolbar** contains drop down menus to select which year, school, calendar, and for teachers, which section you are working with.

2. The space to the lower left of your screen contains three tabs.
   - The first tab, the **Index** tab, contains all your tools in Campus.
   - The tools are collected into groups called modules. To open a module, click on the plus sign or the name of the module. When the tools are completely open, it reveals the user’s complete list of tools. The variety of tools available will depend on rights assigned to you as a user.

3. The space on the right is your main **Workspace**. The tools that you select on the Index will load into this space. When you first start Campus, you will see announcements and reminders posted by your district or school. This space will contain notices about training opportunities with links to register.
Logging Out of Campus

When you are finished with your Infinite Campus session, or when you will be away from your computer for more than a few minutes, you should end your Campus session by clicking on Log Off at the bottom of the Index. Your session will close and you will then be back at the login screen. You may then close your browser. Infinite Campus automatically logs you out if your session has been idle for an extended period of time. We do not have any control over how much time is “extended” so you may have to log back in a number of times during the course of a day.

NOTE: If you try logging in with the incorrect password 5 or more times, your account will be locked and you will need to ask your school secretary or registrar to unlock it and change the password.

Student Information

Overview  Data in Student Information>General is based on being enrolled in a specific school in 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 dropdown menus at the top.

Objectives

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

Navigating to a Student’s File

- In the Index outline on the left side of the window, expand Student Information.
- Select General.
- Search for a student.
- 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 Flag in Campus and is designed to call your attention to an issue or concern about this child. Hovering over the icon with your cursor will open a pop-up with more information about the child.

The team and counselor for the student may also appear in the header.
Summary Tab

- The summary tab is a read-only view of the data that was created for the demographic information in the Census module.
- The top sections hold personal identification information for the student.
- The mailing addresses for the student will show below the student’s information.
- The households memberships for a student will display below the mailing addresses. All members of the household and their relationship to the selected student will display in this area.
- Relationships that are made to people outside of the household, such as emergency contacts will display in the “Non-Household Relationships” area below the household.

Enrollment Tab

The Enrollment 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.

- The general enrollment information determines what school and grade the child is enrolled in as well recording their enrollment dates and status for state reporting.
- The graduation area will hold the graduation and diploma information on the twelfth grade enrollment.

See example on next page:
The most current line of enrollment will appear at the top of the enrollment list until the New Year Roll. After the New Year Roll there will be a current line of enrollment and a future line of enrollment.

Schedule Tab

- The schedule tab will show the courses that the student is taking. The terms (divisions of the year) will be across the top and the periods (divisions of the day) will be down the left side.
- To switch to a different view of the schedule, choose a different option in the left drop down menu.
- To print the student’s schedule in the on-screen layout, click the print icon.

You may also print a 1st or 2nd term schedule by clicking in the Choose a Report window and selecting the appropriate report. A PDF version of the schedule will appear.

Depending on user rights, you may see a red grade book icon on each entry in the schedule. If the teacher is using the Campus grade book, click on this icon will take you to a read-only summary of the student’s assignments and progress in that course.
Attendance Tab

- The attendance tab will show the student’s attendance history in the selected year.
- The left side of the attendance tab will show a summarized view of the student attendance, showing attendance history by term at the top and a history by course at the bottom.
- On the right side will be a line-by-line record of the student’s attendance for a the selected year. The events are color coded according to the key at the top of the tab. The codes are district defined elements.

Flags Tab

- 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), any comments that were made when the event was created, and the user who entered the attendance event.

Flags Tab

- The programs tab is where more information can be found out about the (Alert Flag) that is seen next to the student’s name above the tabs. Many users will not have access to this tab, Access depends on district policy and procedure.

- To find out more information about a particular Flag, click on the item in the Editor. Details will open on screen and provide more information about the item.
Grades Tab

- The Grade tab will display all grades that have been submitted (posted) for a student for the year. This will include report card grades and/or standards and may also include mid-term progress marks.

- To obtain a copy of a report card:
  1. Elementary schools: teachers print their report cards and the secretary has the ability to create a report card copy.
  2. Middle and High School report cards are created by IT and a copy of the file is sent to the school. You can obtain a copy by contacting the office.

- Down the left side will be the courses a student is in and the grading tasks the teacher was expected to turn in. Across the top will be the terms. A white cell in the table indicates that this particular grade was expected to be submitted at that point in time. The grade in the white cell is the grade submitted by the teacher.

- To view a student’s overall progress in a course, click the red grade book icon below the course name.

- The term GPA will be displayed at the bottom of the Grades tab. The Term GPA is the value used in many Campus schools for their term honor roll.
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 generated by choosing a format type in the drop down.

1. High school transcripts are created by launching the HS Transcript custom report in the Index.
2. ES and MS transcript reports are created by choosing the report type in the Choose a Transcript Format drop down.

Credit Summary

The Credit Summary tab will show the total amount of credits that are listed on the student’s transcripts based upon the credit groups that are associated with the school. Clicking the student total for a credit group will show the courses that a student has taken in that area, while clicking on the credit group name will show where the credit could be earned in the selected school and calendar.
Assessment

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

Behavior

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

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

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. It will also track multiple locations for those lockers, such as senior hallway.
Athletics

The athletics tab holds basic information about the student’s athletic eligibility.

We use HS and MS Athletic tabs.

Ad Hoc Letters

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

Student graduation data is used for both state and federal reporting. This tab includes read only historical data and editors to enter relevant graduation information.

The editors available on the graduation tab include:

- **Enrollment data**—displays ninth grade enrollment data if the student has not graduated and twelfth grade data if the student has graduated end status selected on the enrollment lab.
- **Enrollment History Data**—displays ninth grade enrollment data if the student has a graduated end status selected on the enrollment tab.
- **General Graduation Information**—displays graduation data, including the student’s Diploma date, Diploma Type, Diploma Period, Date First Entered the 9th Grade, NGA Cohort Year, NCLB Cohort Year, Post Grad Location and Post Grad Plans, and or Transition Status.
- **State Reporting Graduation Fields**—displays graduation data required the State of Nevada.
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