Infinite Campus
Census Creation
Census Overview

Census is the core of the Infinite Campus application. The census data contains three key data elements: people, households and addresses.

The Census module tracks every person in Infinite Campus including staff, parents, students, emergency contacts, etc. Data for each person is used throughout the different modules, utilizing historic details of each person. A single record is added for each person then changed if needed. A person may be a student as well as a parent and staff member.

Example: Dawn Johnson is entered into Infinite Campus as a student. She graduates and attends college and gets her teaching degree. Dawn becomes an elementary teacher in our district. Her person record is modified to show a district employment record and a staff assignment. Dawn gets married and her name is changed in Identities, all person history follows with her new name. Dawn becomes a parent and her children attend schools in our district. They are connected to her as a member of her household and by relationships created between her and her children. When her children grow up and have children, she can be marked as an emergency contact for her grandchildren. This is still just one person record with changes. Once you are established as a student in Infinite Campus, you will always appear as a student.

In the following documentation you will explore how to create new or change existing data elements. This will include adding people and/or creating or modifying households and creating or changing relationships between people.

The primary level of data in Infinite Campus is a person.

Objectives

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

- Search for a person.
- Search for a student.
- Add a person using the Add Person Wizard.
Census>People

All persons entered into Infinite Campus have a Person record. This record holds the basic personal information about each person.

The program allows you to search for all People who have been entered into the system.

Person ID—the unique number assigned to each person entered into Infinite Campus. This ID is used by the program to attach records to the individual.

Student Number—The unique district created number assigned to students upon enrollment allowing records to be queried and reports run.

GUID—the Global Unique Identifier that may be used as the registration key to create a portal account for an individual.

Contact Information—additional phone numbers, cell phone numbers and email addresses where persons may be contacted. The phone numbers are not the same as the home phone which is entered and maintained on the household.

Private checkbox—marking this box will not hide data from a user, rather it is designed to be used when extracting data in an AdHoc report. The user can specify that the data marked as private should not be exported.
1. Expand the Census module by clicking on either Census or the + sign. Choose Census>People.

2. Search for the person by entering the last name, comma and first name. You can use a portion of each name or can search for just the first or the last name. To search for a first name, enter a comma and the first name.

Demographics holds all identifying and contact information.

Identities holds the name information. A person can go through a name change and this is where you will make name changes for marriages, adoptions, legal name changes, etc.

Household lists all the households that a person is a member of. You will also be able to see all other members of the household.

Relationships links people together. You will be able to see relationships between siblings, parents, guardian and emergency contacts.

Enrollments lists all the schools that a person has attended in WCSD. The most current enrollment information will appear at the top of the list and be bold if it is an active enrollment. Pay close attention to the enter dates as you can have more than one active enrollment at a time. This can occur with a concurrent enrollment as well as a future enrollment when the next year’s information has been rolled forward.
**District Employment** houses data for school district employees for reporting and data analysis.

**District Assignment** tab ties the person to a particular school and adds their name to areas of functionality in the product such as **Teacher**, **Behavior**, **Health**, etc.

You may see additional tabs depending on your rights in Infinite Campus.

**What do the different person icons mean?**

When you search for a person, you may see three different icons next to their name. These indicate information about the person:

- Indicate the person is a student. An enrollment and a student number makes a student. Once you are a student in Infinite Campus, you will always show as a student. Make sure you check birthdates when searching records.

- Indicates the person is a staff member with a staff number and district employment start date. The staff number must be entered before the Icon will appear.

- Indicates any other person which could be a parent, emergency contact, etc.

- Indicates that the person is a Guardian of a student.

**SEARCHING FOR A PERSON**

From the **Index** click **Search>All People**

1. Click the **Search** tab. Make sure **All People** is in the search field.
2. Enter the name of the person you are searching for by last name, [comma] first name. If you are not exactly sure how to spell the name you can enter the first part of each name followed by % and it will bring up matches containing the letter combinations. Search, Search, Search. The search results will appear in a list below the search criteria.

3. Click on the name of the person in the list and their personal information will appear. To see their Census data, click on Index, Census, People.

SEARCHING FOR A STUDENT

Search>Student

1. Click the Search tab. Make sure Student is in the search field.

2. Enter the name of the person you are searching for by last name, [comma] first name. If you are not exactly sure how to spell the name you can enter the first part of each name followed by % and it will bring up matches containing the letter combinations. Search, Search, Search. The search results will appear in a list below the search criteria.

3. Click on the name of the student and their personal information will appear.
ADDING A PERSON

1. From the Index, click on Census > Add Person.

2. Check the results area and make sure that there are no possible matches. **Search and compare data! This is a most critical step in this process and keeps us from duplicating person records in the system.**

3. Type in the name of the person that you are searching for. Be sure to add the Gender as that will significantly reduce the search time and results. The only field that is required is the Last Name field it may be best to only enter the last name and first initial of the person you are searching for. **Make sure you Search, Search, Search and match birth dates, etc. Thousands of people have already been added to Infinite Campus, your person could already be included disguised as a student!**

4. Review the possible matches.

5. Click the Search button and review the person matches that appear in the right field. If you find a match, do not create another record. To check personal information, click on the Details link to the left of her person name and ID number. **Remember: a person who had been a student in Infinite Campus will always appear as a student! Compare birthdate and relationship data before creating a new person record.**
6. If no person matches are found, and you have searched all possible name combinations, click **Create New Person**.

7. The **person Creation** window will show fields for additional personal information. **Student records require Birthdate, Race, Ethnicity and Home Language. You do not have to create a student number for entering students at this time. The enrollment process will create a student number for the person.**

   *The slide box on the side of the window indicates that there are additional data fields. Slide the bar down to see the fields.*
8. Click **Save**.

9. The **New Person** window will appear with the newly created person record in the list. To review the person data, click on the name.

The **Demographics** tab is the area for viewing person information. All people entered into the system, including students, staff, parent/guardian, household members, etc., have a **Demographics** tab.

The tab is divided into four distinct areas.

**Person Information**

**Person Information** shows the general information about the chosen person. It contains the name, birthdate, gender, race/ethnicity, birth information as well as language spoken by student and language spoken at home.

If a picture is available, it will appear in the upper right corner of the page.

A record of the person who last modified the record will show in the lower right corner of the window.
Person Identifiers

This area holds all the assigned numbers.

Local Student number is the assigned student ID. You can generate a student ID by clicking in the Generate Number check box and click Save.

Student State ID is created when the student number is assigned.

Local Staff Number is where the Employee Number is entered.

Person GUID is the distinct number assigned to the person that allows the creation of a portal account.

Person Contact Information

1. Enter all available data such as additional phone numbers, email addresses and any needed comments.

2. Select the types of messages the parent/guardian wishes to receive.

Parents will not receive any messenger messages if the check boxes are not marked! This includes messages sent by the teachers to email addresses.
District Defined Elements

This area holds information pertaining to permissions from parent/guardians as well as Connect Ed Emergency numbers and the preferred language for attendance calls and report cards.

During the OLR process the Connect Ed Emergency numbers are entered into the Student’s record. **If you are entering the data manually, you must enter it into the student record.**

The ConEdLang field drives which language the parent will receive attendance calls as well as in what language the report cards are printed.
Section Review

1. Search for yourself as a person. What happened?
2. Search for yourself as a student. What happened?
3. Create yourself as a person.
4. Change your last name to Anderson.
5. You only know the last name of a student and that the first name starts with a D. How do you find the student?
6. A student name is in red, what does that mean?
**Household Overview**

A household is a group of related people living at the same address. It is possible to have more than one household connected to the same address or have one person living in more than one household. A child that is living part time in both households would be marked as **Primary** in one household and **Secondary** in the other.

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

- Search for a Household in Census.
- Add a Household using the Census Wizard.

**ADDING A HOUSEHOLD**

1. From the Index, choose **Census > Census Wizard**.

The Census Wizard is a three-step process that allows the user to assemble the household, add persons as members to that household and modify relationships.

   - **Step 1: Assemble New or Select Existing Household**
   - **Step 2: Edit Membership and Mailing Information**
   - **Step 3: Define Relationships**
Census data may be searched by entering person information, address information or household information. At least one field needs to be entered in order to search.

Searching Census Data

Searching for Census data does not require the selection of a school, calendar or year.

All individuals that exist in Campus will be searched. This includes past students, present students, former and current staff members and parents.

SEARCHING FOR A HOUSEHOLD

From the Index, click Search>Household

The search criteria for a Household search can be by person name, street address or Household name.

1. Enter the search criteria such as the person name in the search field.

2. Click on the name of the Household and the data will appear in the right window. You will see all the members of the household in the left of the window and the information tabs will appear in the right window. Clicking on each tab will review the information for each area. Clicking on the name of each person in the household will reveal their personal information.
Household Info contains the name of the household, as well as the household phone number. This is the number that will be called for attendance and Blackboard Connect phone calls.

Addresses contains the addresses where the household has resided showing the start and end dates.

Members shows a list of all the members of the household including their start and end dates. This is where you would mark a member as Secondary in a household.

Make sure that you review all data before adding a new household. Search household by persons, addresses, etc. Review all data and make sure that persons are not in another household or that another household exists.

ASSEMBLING HOUSEHOLDS AND ADDRESSES

1. Search for household members by entering the names of the members in the Person Search area of the Wizard. Be careful with the Gender selection since there are many person records in our database that do not have a Gender.

A list of households with members that have a matching name will appear in the search results window. Check to make sure that they are not already in an existing household.

People that are not in Households will appear in the list at the bottom of the results field.

2. Click on a person in the search results to place them into the new household assembly area. If you make a mistake and need to remove the person, click on the X in the Edit and Existing Household field.

3. If needed, people may be removed from the assembly area by clicking on the “X” next to their name.

4. Repeat the steps until all the persons in your new household are in the assembly area.
3. Clear the person information from the search area

4. Enter the address information. Entering just the address number and apartment number if applicable, will insure that all addresses with that number combination appear in the search list. All addresses that already have a household attached will appear at the top of the list. You can choose an address from an already established household by clicking on the address under the name of the household.

5. Addresses that are not attached to a household will appear at the bottom of the search list under **Addresses not in Households.**

6. Click on the address in the list and it will move to the assembly area.

7. Click **Continue—Step 2** to complete household

CLICK CLEAR HOUSEHOLD ONLY IF YOU NEED TO START OVER.

**EDITING MEMBERSHIP AND MAILING**

1. Enter the **Household Name** in the field if it is blank.

2. Enter the **Household Phone Number**.
5. Enter a start date for the **Address** and check **Mailing** if this is the address that receives mail. If there is a P. O. Box, make sure that both addresses are added in the assembly area. Mark the Street address as Secondary and the P. O. Box as mailing. The only time an address should be marked as Secondary is if there are two addresses attached to a household and one does not receive mail.

![Census Wizard - Edit Household Membership](image)

6. If the student lives in two separate households, he must be marked as **Secondary** in one of the households. The Primary household is usually designated by the address that is in the zone of the attending school. Mark the student as **Secondary**, not the address.

![Household Members](image)

7. Click **Save & Continue—Step 3**.
DEFINING RELATIONSHIPS

1. Choose the description that best defines the relationship between the pair. Remember that the relationship selected should be defined from the perspective of the person at the top of the page.

Example: The selected person is Brooks, Amanda Marie. Amanda is the Mother of Louisa.

2. Check all appropriate boxes for Guardian, Mailing, Portal and Messenger for all parents and guardians.

   Guardian: names the legal guardian of the child.

   Mailing: the non-student will receive a copy of all mailings about the student, such as report cards, behavior or attendance letters, etc.

   Portal: gives access to the student’s information in the Campus Portal.

   Messenger: Messenger is the e-mail component of Campus. A Messenger contact for a student is a person who can be designated to receive messages of a general or high priority nature.

3. Click Save & Done. The page will not change after you click Save.

4. Review the Household data. Make sure that guardians have the Guardian and Portal and Mailing check boxes checked or parents will not be able to see their students on the portal and will not receive mailings from the school.

The online registration process will create most of your households when the application has been posted. This process will be used for manual creation of households.