Washoe County
School District

Infinite Campus
Basic Application
Navigation/Student Information

Logging In/Out and Navigation

Infinite Campus is a web-based product which can be accessed through the preferred web browser Google Chrome, but you can also use Microsoft Edge and Firefox. Type the following web address into the Google Chrome browser to access Infinite Campus from your work location. **Internet Explorer is no longer supported**.

To access Infinite Campus staff or the Parent Portal, go to the district's website.

WWW.WASHOESCHOOLS.NET

Select Departments > Infinite Campus > Quick Links > select Staff Login or Parent Portal and the login screen will display.

Remember to create a bookmark instead of adding a shortcut to your desktop using the ⭐ on the upper right side. They usually break or cause problems.

- Note that your Infinite Campus login information should never be shared. If your colleagues need access, a ticket should be entered into the Web Help Desk.

- You will be prompted to change your password from the temporary password issued by IT to your own password. If you receive a data breach warning that your password has been exposed, it is referring to an exposure elsewhere not Infinite Campus or WCSD (Washoe County School District).

- You will be prompted, then enter your WCSD email address for the password reset emails and account notifications.

- If you are the parent of a student enrolled in the district, you should have ONE username and password which will work for both logging on at work and into the parent portal.
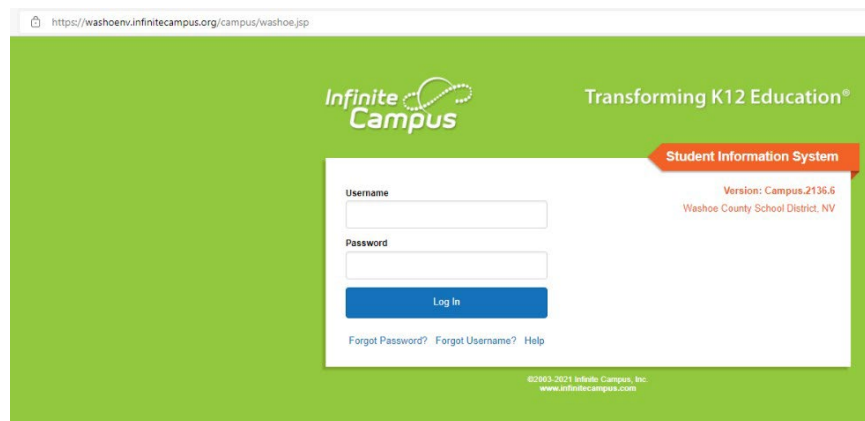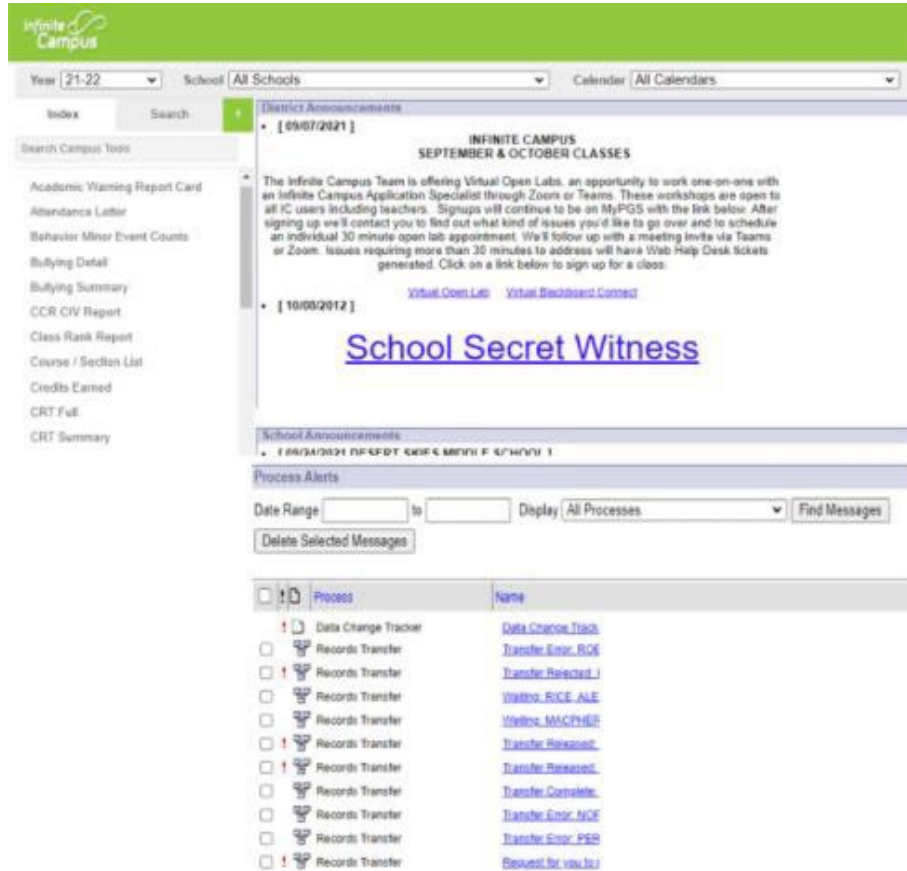

Navigation

Once you have logged in, you should see your school's name and the school year in the upper right corner of the green bar OR you may see the school year and school name below the green bar in the upper left.
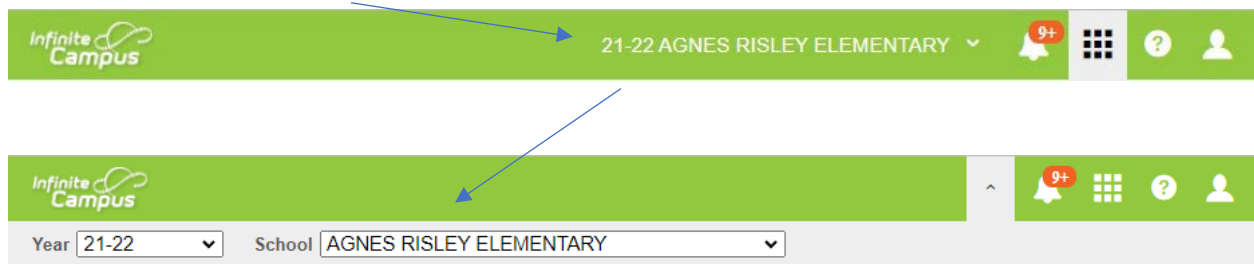
You will notice your screen is divided into three primary areas.

- The green header **Infinite Campus Toolbar** contains drop down menus to select which year, school, calendar.

- The space to the lower left of your screen contains two tabs.

    - The first tab, **Index**, contains all your tools in Infinite Campus.

    - The tools are collected into groups called modules. To open a module, click on the > or the name of the module. When the tools are completely open, it reveals the user's complete list of tools.

    _ The second tab, **Search**, for students, all people, etc.

    - Depending on your job title, it determines how many rights you have assigned to you.

- The space on the right is your **Desktop.** 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 and process Alerts. This space also contains notices about training opportunities with links to register.

Logging out of Campus

When you are finished with your Infinite Campus session, or when you are away from your computer for more than a few minutes, you can end your Campus session by clicking on [icon] then click **Log Off** located on the upper right-hand corner of the toolbar, or use this [Windows logo key + L — Lock your PC or switch accounts.] if you are stepping away for a few minutes Remember to not use the **X** in the upper right corner to log out of Infinite Campus. Infinite Campus automatically logs you out if your session has been idle for 60 minutes.

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 green 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.

Navigating to a Student's File

•	In the Index outline on the left side of the window Click>Student Information>General.

•	From the Search tab, type in a student name, select the student by clicking on student's name.

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 household's memberships for a student will display below the mailing addresses. All members of the household and their relationship with the selected students 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.

Profile Tab

The Student Profile tab displays a current snapshot of the student's grades, attendance data, behavior incidents and course work. This is a read only tab.

Enrollment Tab

The Enrollment tab will list all enrollments for the child that have been created in Campus. To view this data, click on the enrollment in the Enrollment Editor. 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 allows users to view and print the student's scheduled courses in multiple formats. To switch to a different view of the schedule, choose **Calendar, Term or Walk-in scheduler** at the bottom right corner of the screen. To print the student's schedule, click the print icon to choose several types of views.

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 the selected year. The events are color coded according to the key at the top of the tab. The codes are district 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), any comments that were made when the event was created, and the user who entered the attendance event.

Blended Learning Assignment

The Blended Learning Group Assignments tool provides a list of the selected student's current and previous Blended Learning Groups. The earliest group assignment displays first in the list, with the most recent group displaying at the end of the list.

Flags Tab

Flags provide a way of labeling students for things such as legal documentation and contact restrictions. The flag is seen next to the student's name above the tabs, some may not have access to this tab, access depends on your user rights. Not all flags display an image next to the student's name, the text displays when hovering over the flag. To find out more information about a particular Flag, click on the item in the Editor. Details will be 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. Final grades (Green), In-Progress Grades and Future In-Progress Grades (Yellow) display here. In-progress grades are calculated from entered scores on classroom assignments.

To view Detailed grade information, a grade book icon displays on the Grades tool for staff in the school.

- **Grading Task Summary** - lists the student's overall performance for each term and grading task
- **Grading Task Detail** - lists the student's performance on each grading task, including the total possible points and the student's score and letter grade.
- **Assignment Detail** - lists the activities and assignments given in the course, noting the student's score and percentage.
- Click the **Back to Grades Summary** to return to the main view of the Grades tool.

Transcript Tab

- The transcript tab holds the permanent academic record for the student. A user with proper rights can also manually add or adjust grades to the student transcript if needed.

- High school transcripts are created by launching the HS Transcript custom report from the Index Outline.

- ES and MS transcript reports are created by choosing the report type in the Choose a Transcript Format drop down.

| Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted	Credit Type	Actual Term	Terms Long	Comment
124	ELA 7	No	A	4	4	1	0.5	0.5	ENGLISH	2	4	
124	ELA 7	No	B	3	3	1	0.5	0.5	ENGLISH	4	4	
214	MATH 7	No	B	3	3	1	0.5	0.5	MATHEMATICS	2	4	
214	MATH 7	No	B	3	3	1	0.5	0.5	MATHEMATICS	4	4	
340	SCIENCE 7	No	A	4	4	1	0.5	0.5	SCIENCE	2	4	
340	SCIENCE 7	No	A	4	4	1	0.5	0.5	SCIENCE	4	4	
414	SOCIAL STUDIES 7	No	A	4	4	1	0.5	0.5	SOCIAL STUDIES	2	4	
414	SOCIAL STUDIES 7	No	A	4	4	1	0.5	0.5	SOCIAL STUDIES	4	4	
481	SPANISH 1	No	A	4	4	1	0.5	0.5	ELECTIVES	2	4	
481	SPANISH 1	No	A	4	4	1	0.5	0.5	ELECTIVES	4	4	
630	CHORUS	No	A	4	4	1	0.5	0.5	ELECTIVES	2	4	
630	CHORUS	No	A	4	4	1	0.5	0.5	ELECTIVES	4	4	
650	ART I	No	A	4	4	1	0.5	0.5	ELECTIVES	2	2	

Behavior

The Student Behavior tab provides a history of the student's major behavior events, both positive and negative. Administrators (Dean's, VP, Principals) put this information. Information about other participants is not included in this tab. Incidents appear in date order grouped by the calendar of enrollment. These entries and the details of the events are not visible to all staff.
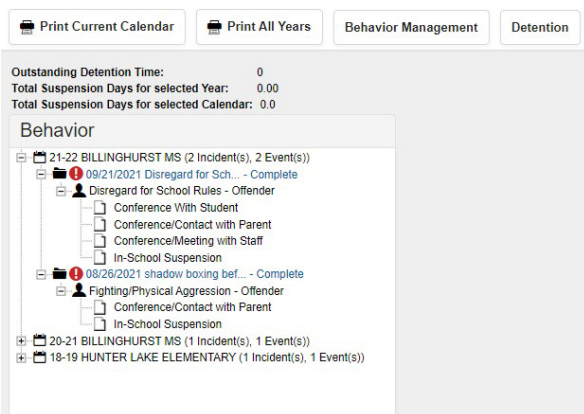
Behavior Minor

Teachers will put in the referrals for Behavior Minor which are the minor incidents. Defiance/Disrespect/insubordination, inappropriate language are a few examples of behavior minor.
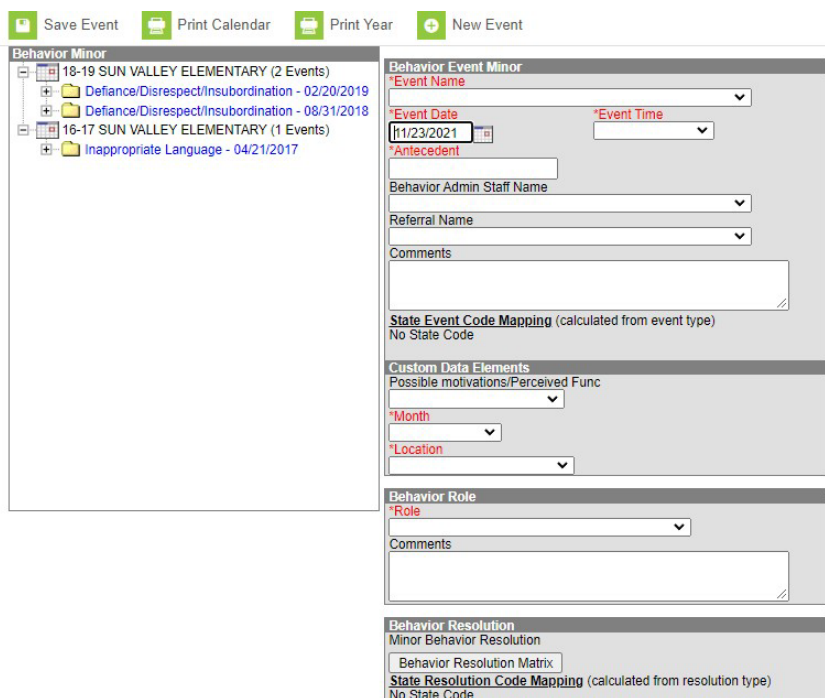
Transportation

The student Transportation tool provides a space for users to record a student's transportation information. From here, users can define a student's bus stop(s), bus(es) used during the school day, typical bus arrival/departure times. Information is imported nightly from the Transportation department.

Notes: