

Section Creation, Rostering, and Adding a Course:

This 6-page guide will provide the steps necessary creating a section and adding a course within Infinite Campus for Summer Intersession. If you have any questions or concerns, please log a ticket into Web Help Desk at <https://webhelpdesk.washoeschools.net/>

SECTION CREATION FOR AM AND PM ATTENDANCE SECTIONS:

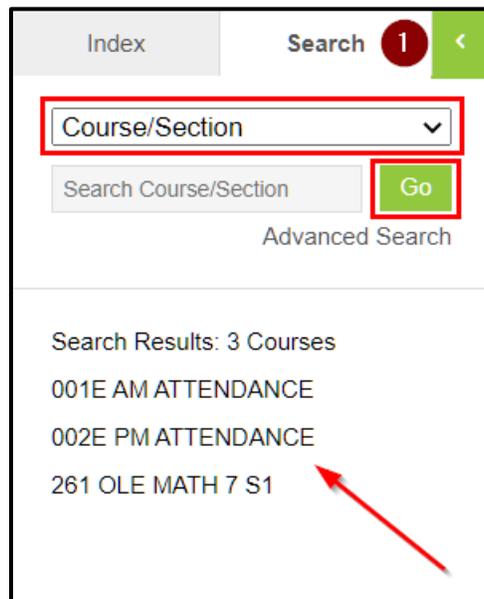
Path: Search > Course/Section > Courses

1. Change the **Year**, **School**, and **Calendar** to indicate the Intersession Calendar.



Year 22-23 School INTERSESSION Calendar 22-23 Intersession Brown

2. Search for the course you wish to create a section for under '**Course/Section**' in the dropdown menu in '**Search**' and click '**Go**'. Courses will appear below.



Index Search 1

Course/Section

Search Course/Section Go

Advanced Search

Search Results: 3 Courses

001E AM ATTENDANCE

002E PM ATTENDANCE

261 OLE MATH 7 S1

3. To create a new section, navigate to the course by searching for the course in the search tool.

- Select the **Sections** tab.
- Click the blue link to **Add a Section**
- Enter the **Section Number (The Section Number should be the same for both AM/PM Attendance with the same teacher)**
- Enter the **Teacher Display Name**
- Enter a **Maximum Number of Students for this section**
- Select the **Room** that the course will meet in.
- For **AM Attendance**, select the checkbox under **SS1**.
- Click on **Create Section**

Index Search < **001E AM ATTENDANCE**

Curriculum Planner Grade Calc Options

Fees Build Constraints Assessments

Course **Sections** 2 Grading Tasks

Course/Section

Search Course/Section Go

Advanced Search

Section Teacher Room Term Schedule Period

Add a Section 3

Search Results: 3 Courses

001E AM ATTENDANCE 1

Create a new Section

This tool will create a new section.

Section Editor

*Section Number 4

Teacher Display Name 5

Max Students 6

Room 7

Hide Standards On Portal

Online Learning (Override)

Primary Teacher

There is no active primary teacher for this section.

Lunch Count

Milk Count

Adult Count

Custom Count 1

Custom Count 2

Custom Count 3

Skinny Seq

Advisory

External LMS Exclude

Homeroom

Section Schedule Placement

Main

SS1 8

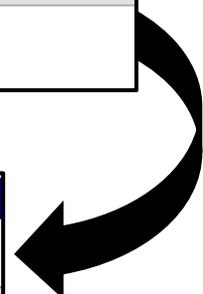
Period AM

Period PM

Period C

Period IP

Create Section 9

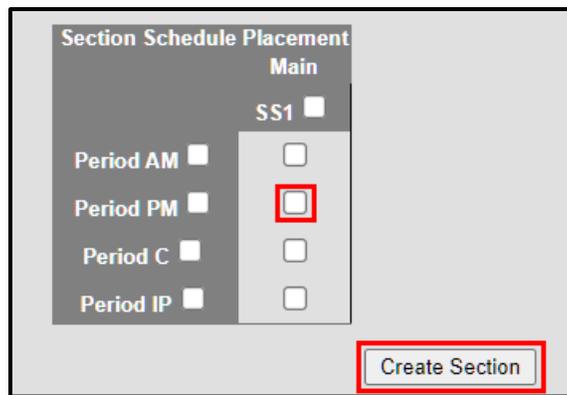


4. Navigate to the **Staff History Tab**
 - Click on **New Primary Teacher**
 - Under the **Staff History Detail** box, select the teacher name from the dropdown. If a teacher is not listed, please log a ticket to have the teacher added.
 - For **District Assignment** dropdown, choose Teacher.
 - Under **Assignment**, enter the start and end date for the summer term.
 - Leave everything else as is and click **Save**

The screenshot shows the 'Staff History' tab selected. The interface includes a top navigation bar with tabs for 'Section', 'Staff History', 'Roster', 'Attendance', and 'Grading By Task'. Below the navigation bar are buttons for 'Save', '+ New Primary Teacher', 'New Teacher', and '+ New Section Sta'. The main content area displays a message: 'There is no active primary teacher for this section.' Below this message is the 'Staff History Detail' form for a 'Primary Teacher'. The form includes the following fields and options:

- Name:** TESTING, TEACHER (dropdown menu)
- District Assignment:** Teacher (dropdown menu)
- Role:** (dropdown menu)
- Assignment:** Start Date and End Date (calendar pickers)
- Access to Section Dates:**
 - Unrestricted
 - Date Range
- Comments:** (text input field)
- Teacher Display Name on Section:**
 - Continue using the current Teacher Display Name from the Section tab: TESTING, TEACHER
 - Use a new Teacher Display Name on the Section tab: TESTING, TEACHER

5. For **PM Attendance**, follow the same steps as Step 3 and 4. This time, select **Period PM** for the Section Schedule Placement. (**The Section Number should be the same for both AM/PM Attendance with the same teacher**)



ROSTERING STUDENTS TO A SECTION:

Path: Search > Course/Section > Courses

1. Select the course you would like to roster students by clicking on the **Roster Setup Tab**
 - Select students to move into the section by clicking on their name in the right hand column. Their name will then be displayed in the Current Roster column.
 - Click the Save Student List and/or Copy Section icon when finished.
 - If the section is for a specific grade level (i.e., Health is only for 9th grade students), select the grade level from the dropdown list. Only students in that grade level will be available for selection.

0003-1 Skills Seminar A I

Teacher: Administrator, System

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup**

Save Student List and/or Copy Section

Current Roster(33/12)

Student, Cody (09) 123456 (End Date: 09/13/2013)

Student, Frazier(09) 23456

Student, Dean (09) 345678

Student, Ellen (10) 456789

Student, Andrea (10) 567890 (End Date: 08/29/2013)

Student, Belinda (11) 678901

Student, Wanda (12) 789012

Click on a student to remove from list.

Show Students in this grade only: **9** ▼

Student, Oliver (11) 987654

Student, Tula (11) 876543

Student, Esteban (10) 765432

Student, Sylvia (10) 654321

Click on a student to add to section.

Warning: All existing grading scores and attendance records for this class will be deleted if you remove a student.

Note: Inactive students are highlighted in red in the Current Roster list. Use the walk-in scheduler to schedule inactive students into this section.

Path: Index > Student Information > General > Schedule Tab > Walk-in Scheduler

REMOVING STUDENTS FROM A SECTION:

1. Click the student's name to remove from the Current Roster column. This will remove the student from the left-hand column and place it in the right-hand column.
2. Click the Save Student List and/or Copy Section icon.

COPY STUDENTS FROM AN EXISTING SECTION:

1. Navigate to PM Attendance and select the appropriate section once you have rostered students in AM Attendance.
2. Select the Save Student List and/or Copy Section. Students in the selected section will be copied into this section. Student names will only appear AFTER the information has been saved.

Index Search Help <

0003-1 Skills Seminar A I

Teacher: Administrator, System

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup**

Save Student List and/or Copy Section

Copy student from this section: 0097 ABC Lab-1

Current Roster(33/12)

Student, Cody (09) 123456 (End Date: 09/13/2013)
Student, Frazier(09) 23456
Student, Dean (09) 345678
Student, Ellen (10) 456789
Student, Andrea (10) 567890 (End Date: 08/29/2013)
Student, Belinda (11) 678901
Student, Wanda (12) 789012

Show Students in this grade only:

Student, Oliver (11) 987654
Student, Tula (11) 876543
Student, Esteban (10) 765432
Student, Sylvia (10) 654321

Click on a student to remove from list.

Click on a student to add to section.

Warning: All existing grading scores and attendance records for this class will be deleted if you remove a student.

Note: Inactive students are highlighted in red in the Current Roster list. Use the walk-in scheduler to schedule inactive students into this section.

Path: Index > Student Information > General > Schedule Tab > Walk-in Scheduler

ADDING A COURSE IN INFINITE CAMPUS:

Path: Index > Scheduling > Add Course

1. Navigate to **Scheduling**
2. Click on **Add Course**



3. Search for the course you are looking for and select the course

The screenshot shows the 'Course Creation' window. At the top, it says 'Your district has defined a district-wide Course Catalog for your school to use. To create a Course, you...'. Below this, there are two main sections: 'Select Course' and 'Course Master Record'. The 'Select Course' section contains a list of courses, with the first one, '0189 - MYP Design Intro Com Sci Gw', highlighted in blue. A red box highlights the text 'CTRL-click and SHIFT-click for multiple' above the list. The 'Course Master Record' section shows details for the selected course, including 'Number', 'Name', 'NCES Code', 'Department', 'State Code', 'Transcript Posted', 'GPA Weight', 'Activity', and 'Type'. A red arrow points from the 'Select this Course Master' button in the 'Course Master Record' section to the text 'CTRL+Click for Multiple Courses:' in the instructions to the right.

Number	Name
0189	MYP Design Intro Com Sci Gwy 6
NCES Code	Department
	Other
State Code	Transcript Posted
	No
GPA Weight	Activity
0.0	:
Type	Honors
:	:

- Click the **Select this Course Master button**. An **Add Course Editor** will appear.
- Everything will be populated.
- Click the **Save** button when finished.
- Navigate to the **Course/Section dropdown** under **search** and click **Go**. The newly added course will appear.

CTRL+Click for Multiple Courses: Multiple courses can be selected at one time. This changes the Select this Course Master button to Batch Add these Course Masters. When the course masters are finished being added, a pop-up displays noting how many courses were added.