



***Washoe County School District***

**Every Child, By Name And Face, To Graduation**

# **CAMPUS INSTRUCTION HIGH SCHOOL**

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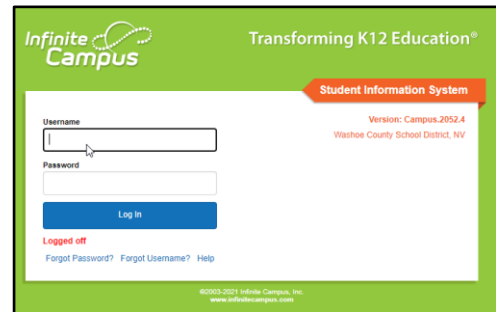
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## CAMPUS INSTRUCTION

Washoe County School District's Infinite Campus is at <https://washoenv.infinitecampus.org/campus/washoe.jsp> and can also be found on the district web site under **Departments > Infinite Campus > Staff Login.**

Enter the username and password provided to you by the district. Note that this may be different from your WCSO computer or email username and password.

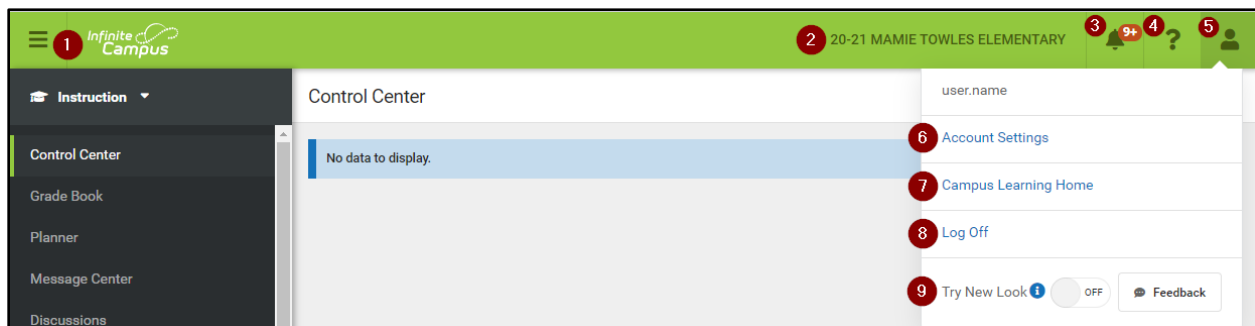
Click **Log In.**



Infinite Campus accounts should be requested by your supervisor or school secretary. If you cannot log into your existing Infinite Campus account, submit an assistance request into Web Help Desk (<https://webhelpdesk.washoeschools.net>) or call the **IT Service Desk** at 789-3456 to request assistance.

The first page that loads when you log into your account contains the Navigation Bar, the Action Bar, and the Control Center. These are the modules that encompass the teacher tools that are assigned to you as a user. Each module has a link to a particular function and allows you to add, change and manipulate data.

## NAVIGATION BAR



The green Navigation bar holds the links that allow you to open and close the action bar, change schools and years, read notifications, access documentation, change account preferences and log out of the program.

1. Click on the **Menu** icon to hide and restore the action bar. Hide the bar when working in your grade book to have additional screen space.
2. Click on the **Context Switcher** to change the school year to previous or future years. Teachers that are assigned additional schools may also change to a different school.
3. Click on the **Notifications** icon to see notifications from within the Infinite Campus messaging system and Process Inbox.
4. Click on the green question mark icon for the Infinite Campus documentation on the gradebook.

5. Click on the **User Menu** icon to change the account settings or choose **Log Off** to exit Campus.

6. Select **Account Settings** from the list and select **Preferences**.

6.1. Select whether you'd prefer the **Campus Instruction** (the teacher gradebook) or **Campus Tools** (the administrative Campus interface) to be the default when you log in.

6.2. Former students will not be shown when **Show Active Students Only** is checked. Uncheck this to access grades and other information issued to students who have changed classrooms or schools.

6.3. Check **Show Student Number** to see student numbers following the student's name in some sections of the gradebook.

6.4. Check **Show Student Picture** to see student photos in some sections of the gradebook.

6.5. Check this preference to set the default seating chart as the default view when taking attendance, rather than a roster list.

6.6. **Use Canned Comments** has to be checked to choose the WCSD comments to insert alongside posted grades.

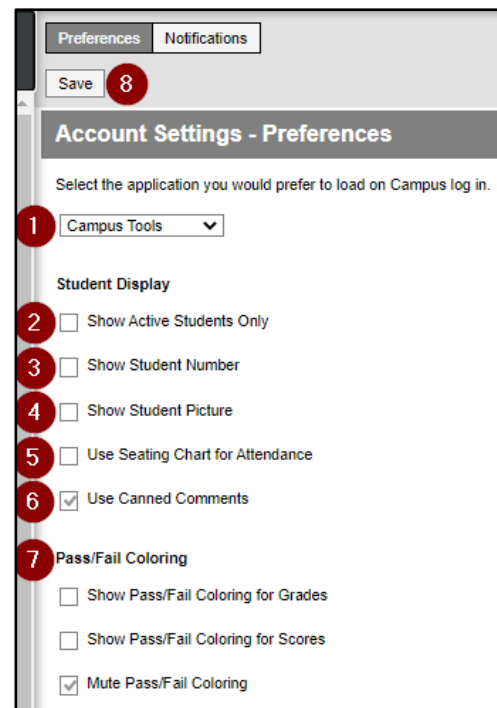
6.7. **Pass/Fail Coloring** options control color coding grades and scores. **Show Pass/Fail Coloring for Grades** turns on color coding for students' In Progress Grades and Proficiency Estimates, with passing grades indicated in green and failing grades in red. Grades are considered passing based on the Grading Scales or Rubrics selected in the Grade Calculation Options. **Show Pass/Fail Coloring for Scores** turns on color coding for student's scores on individual assignments. **Mute Pass/Fail Coloring** uses lighter shades to color code student grades and scores. Some users find the muted colors less intrusive, but color-blind users may find these shades more difficult to distinguish.

6.8. Click **Save** to save your preferences.

7. **Campus Learning** takes you to the Infinite Campus website describing their Learning Management System.

8. Choose **Log Off** to log out of Infinite Campus.

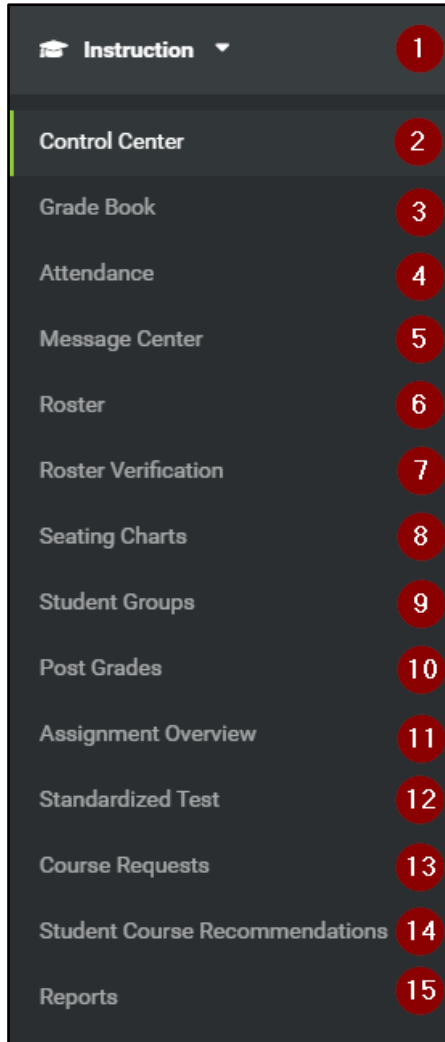
9. **Try New Look** turns on a preview version of the upcoming interface to Infinite Campus. This new interface is not finished and does not currently provide access to all of the Infinite Campus and WCSD reports and tools. Turn off the **Try New Look** if tools, reports, or features of Infinite Campus appear to be missing.



Use **Log Off** to exit the Instruction interface.

## CAMPUS INSTRUCTION ACTION BAR

The Campus Instruction Action Bar lists the tools available in Campus.



1. The **Instruction** dropdown provides a toggle between Instruction and Campus Tools, the administrative interface to Campus.
2. The **Control Center** provides convenient access to the most common actions in day-to-day use of Campus Instruction including attendance and scoring assignments.
3. **Grade Book** accesses the grade book and assignment section of Campus.
4. **Attendance** allows you to use seating charts for attendance or to update attendance previously taken.
5. **Message Center** shows all district and school messages.
6. **Roster** contains all the student lists for each assigned section.
7. **Roster Verification Events** track the amount of contact teachers have with students.
8. **Seating Charts** displays room setups and allows you to quickly change seats for students.
9. **Student Groups** allows you to group students together for specific teaching needs. You can assign assignments to groups by selecting the group name when creating assignments.
10. **Post Grades** allows teachers to quickly add, review, and alter grades by student or by task.
11. **Assignment Overview** shows your assignments organized by standards and term.
12. **Standardized Test** displays students' assessments information for standardized tests aligned to the course. Select the columns you want to view from the dropdown lists at the top of the screen.
13. **Course Requests** tool allows teachers to determine the next course each student should take during the next school year.
14. **Student Course Recommendations** tool allows teachers to recommend courses for student course plans.
15. **Reports** contains the available reports for Attendance, Grade Book and Rosters.

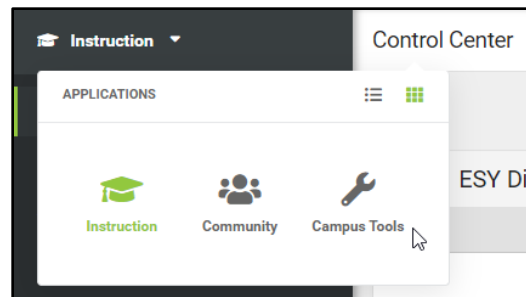
## INSTRUCTION DROPDOWN & CAMPUS TOOLS

**Instruction** contains the grade book and attendance tools.

**Community** links to Infinite Campus resources.

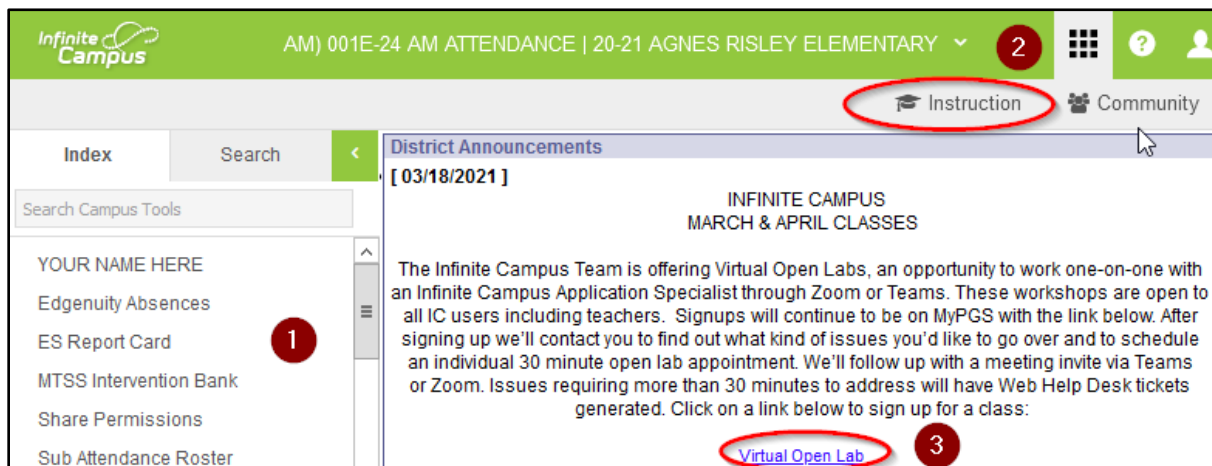
**Campus Tools** switches to the administrative tools section of Campus. This includes:

- Report Cards and other WCS D reports.
- Student, census, and household information.
- MTSS, Implementation Probes, and other custom tools for specific programs.



## CAMPUS TOOLS INTERFACE

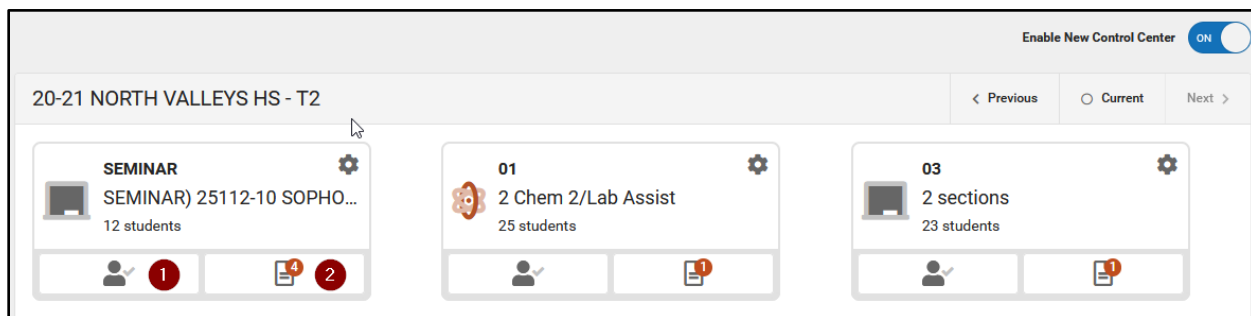
A full explanation of Campus Tools is beyond the scope of this manual. Our [Basic Apps](#) course and manual provide an overview of Campus Tools.



1. WCS D custom reports and tools are at the top of the Index menu. These include the ES Report Card, the MTSS Intervention Bank tool, Sub Attendance Roster, and others. Reports that request a username and password use a shared username of 'reportreader' and a password 'a@1b@2c@3' instead of your Campus or Windows login credentials.
2. Click the square grid App Switcher icon and choose **Instruction** to return to the Campus Instruction interface.
3. Sign up for Infinite Campus classes. The link will take you to MyPGS. Our Open Labs are available for quick answers and specific trainings. We often offer Teacher Tools Open Labs at the beginning of the year and end of each school year to assist with grading and other issues that come up. Teacher Tools Open Labs are scheduled later in the day to accommodate teacher's schedules, check MyPGS for dates and times.

# CONTROL CENTER

The **Control Center** allows teachers to quickly 1. take attendance and 2. score assignments.



## TAKING ATTENDANCE

Attendance for the end of the current period and later periods will appear under the Attendance heading as a grey checkbox.



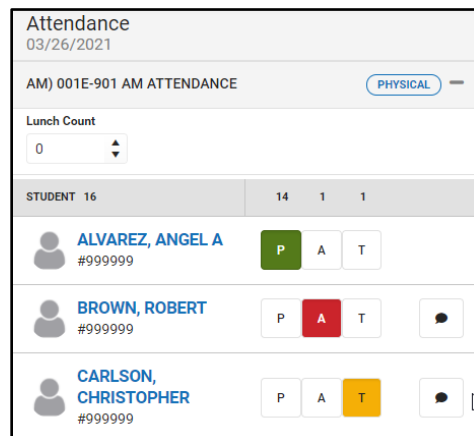
Periods that have ended without attendance taken appears as a grey check.



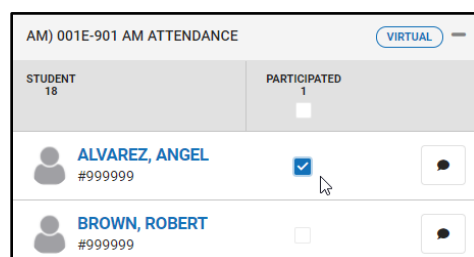
Periods with completed attendance appears as a green check.

Click the student icon to enter student attendance. The module defaults to all students present. Click on **A** for absent and **T** for the appropriate students.

The comment bubble button allows an attendance comment to be entered.



Virtual attendance is listed below the physical attendance section. Virtual attendance defaults to students having not participated, the checkbox must be checked to have their participation counted and to not be subsequently marked absent because their virtual participation was not confirmed.



Click **Save** when attendance is complete.

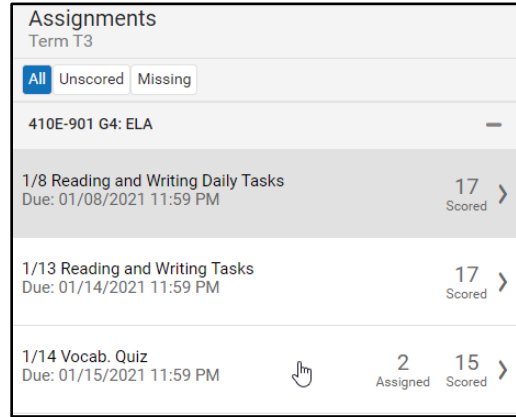
Attendance that has been recorded by the attendance office displays the attendance code and may not be changed.

## SCORING ASSIGNMENTS

Click the **Score** icon to view an assignment overview for the current term. The notification bubble indicates the number of assignments that have not been scored.



Click on an assignment to view the assigned students. The **All** view shows all scheduled students (including those with scores),



Click **All** to see all assignments, **Unscored** for assignments missing scores for some or all students, and **Missing** for assignments with students flagged as having the assignment missing.

### FILLING SCORES

Fill a common score or mark all students by using the Score Fill tool.

Click the **Turned In** check box to flag all students.

Enter a common score in the Score field to fill for all students. All scores entered in the Fill Scores area will overwrite any data entered on the current panel.

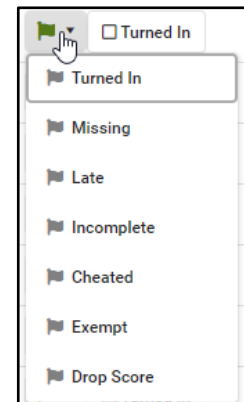
Student†	rd		Comments	Flags
	Progress	Score		
All				<input type="checkbox"/> Turned In
ALVAREZ, ANGEL A #999999	90 89.50 %	88		<input checked="" type="checkbox"/> Turned In
BROWN, ROBERT B #999998	96 95.50 %	93		<input type="checkbox"/> Turned In L
COLUMBUS, CHRISTIANA A #999997	86 86.00 %	84		<input type="checkbox"/> Turned In I

### SCORING INDIVIDUALS

Scores as well as Flags may be entered for individual students.

Enter the point value for each student in the **Score** field.

**Turned In** is the default flag for all students, click in the check box or click the down arrow next to Turned In and select the appropriate flag from the list. **Turned In** and **Missing** may not be marked at the same time. If a score is entered for an assignment marked as missing, a dialog box will display for resolving the flag.

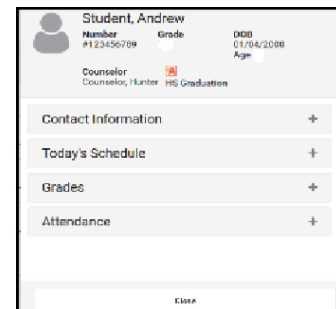


### STUDENT INFORMATION

Student information is available from the score window. The student name will appear in blue in the list. All Blue lines of information are links to specific data.

Click on the student name to view the student information panel.

The basic student information appears at the top.





Click the + next to the additional headings to expand the data displayed for the student.

Section	Description
Contact Information	Contact Information is based on the student's Household. The emergency contact priority is shown below the individual's name, if entered.
Today's Schedule	The student's schedule is listed with room numbers. The section where the student is currently scheduled is indicated with a border.
Grades	Grades are only shown for the current section, from which the student's information was accessed.
Attendance	Attendance is shown for the current month for this section only. Absences and tardies are totaled in the legend at the bottom.  Scroll within the calendar to view other months.

## GRADE BOOK

Select **Grade Book** from the **Action Bar**. Selections for term, section and task appear at the top of the window.

Term: T4 (03/29/21 - 06/07/21) | Section: C) 410E-19 G4: ELA | Task: cc.ela.2: Overall ELA Achievement

+ Add | List | Sort | Filter

Additional selections **Add**, **List**, **Sort**, and **Filter** appear below the **Term**, **Section**, and **Task** selection fields.

**+Add** is a quick link to add a new assignment to your grade book.

**List** provides quick access to existing assignments.

**Sort** and **Filter** allow you to arrange your assignments to your specifications.

C) 410E-901 G4: ELA

+ Add | Edit | Copy | Close

Search Section

Displaying items in C) 410E-19 G4: ELA

- 8/28 First of Year Writing task | Start: 08/31/2020 12:00 AM | End: 08/31/2020 11:59 PM
- 8/28 Rdg passage - Info text | Start: 08/31/2020 12:00 AM | End: 08/31/2020 11:59 PM
- 9/3 Reading Classwork | Start: 09/06/2020 12:00 AM | End: 09/06/2020 11:59 PM

The blank grade book will show the student roster and posted grades area.

### SETTING UP THE GRADE BOOK

PATH: Campus Instruction > Grade Book > Settings >

Settings

Grade Book Setup

- Categories
- Curriculum List
- Filter Defaults
- Grade Calc Options
- Section Groups

Click the chevron next to **Settings**, the **Grade Book Setup** links will appear. **Settings** allows you to set grading scales, create categories and assignments as well as other preferences and functions.

The key board command **ALT G** will also expand and collapse the **Grade Book settings** menu.

## FILTER DEFAULTS

Assignment filters may be set to view assignments in the grade book. Place a check mark in the appropriate box and **Save**.

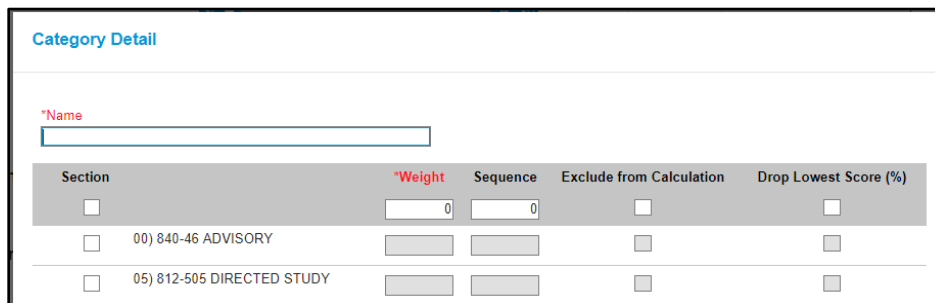
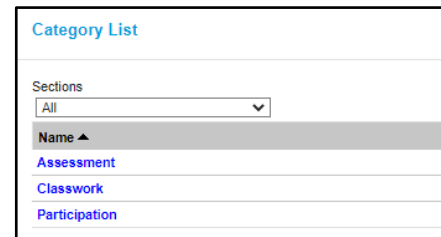
## CATEGORIES

Assignment groups (folders) are named **Categories**. Category examples: quizzes, tests, daily work, projects.

You must have at least one category or you will not be able to create an assignment.

Select **Categories** from the list. Select **Add** in the lower right corner. All red fields are required.

Enter a **Name** for the category which displays on assignments and in the Grade Book. Names must be unique and can be up to 50 characters long.



Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 00) 840-46 ADVISORY	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 05) 812-505 DIRECTED STUDY	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the appropriate sections for the **Category**. Example: if you create a category called **Tests**, you can attach all sections for any course where you would be using **Test** as a category. If a change is made to the category, the change will affect all sections that are attached. Clicking the check box in the gray area will select all sections in the list.

Enter a **Weight** for the Category. The weight of a category determines the effect of each category on the final grade, in relation to other categories.

Enter a **Sequence** for the Category to determine the order in which categories are listed in the Grade Book.

Mark the checkbox to **Exclude from Calculation**. Excluded categories are not included in grade calculation and display with an asterisk. Assignments in excluded categories still display in the Portal/Campus Student unless individually marked to be excluded.

Mark the checkbox to **Drop Lowest Score**, which automatically removes the lowest score in the category (by percentage) from calculating into the student's grade. The Drop Lowest Score feature marks as dropped the lowest scored assignment (by percentage) for a category for each student. The dropped score is determined through a series of steps:

First, the feature creates a list of possible scores to drop for each student based on the following characteristics:

- The assignment must be **active**.
- The score field must be **not null**; in other words, some kind of score must be entered, including an entered shortcut such as M: Missing.
- The score must not be flagged as **exempt**.

Click **Save** to add the category to the list.

#### DELETING A CATEGORY

From the Grade Book, open the Settings menu and click **Categories** in the Grade Book Setup section. Click on the category **Name** to open it. Click **Delete** in the bottom right corner.

Verify that you would like to delete the category in the warning message that appears. A category cannot be deleted if it already has an assignment aligned with the category.

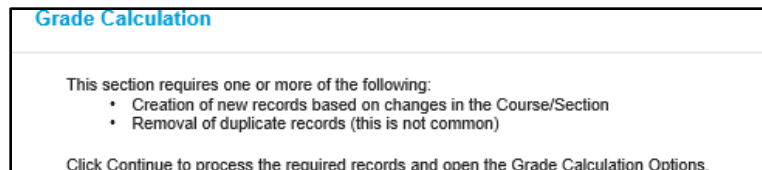
### GRADE CALC OPTIONS—GRADING SCALES

**Grade Calc Options** may be the most important part of the grade book setup. If not set up properly, the grade book will not calculate the **In Progress** grade and the teacher will have difficulty posting grades. This setup needs to be done for section where the teacher issues grades.

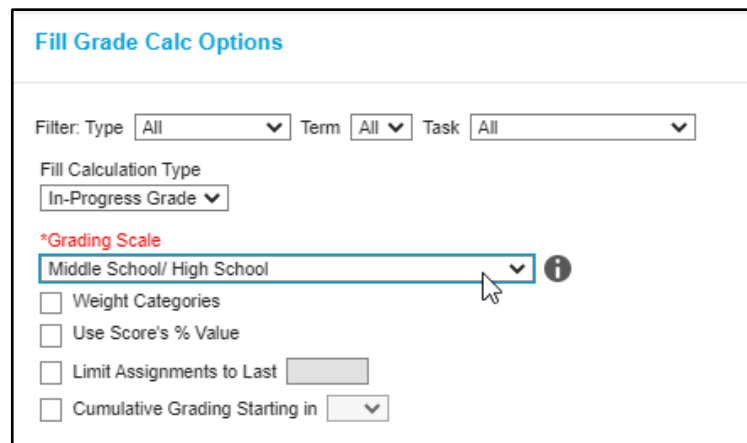
Select the **Section** to set the Grading Scale.

Select **Grade Calc Options**.

Click on **Continue** if this message displays indicating that the Grade Calculation Options need to be set up.



Choose **In Progress Grade** from the Fill Calculation Type drop down list. The Grading Scale drop down list opens up.



Select the **Middle School/High School** grading scale for all Terms. The grading scale will fill down for all terms.

If a different Grading Scale is needed for a specific task, Click the Drop Down Arrow under Grading Scale and make a different selection.

Click on the located next to the grading scale to display the Grading Scale Detail.

Check the Weight Categories check box if you are weighting categories. If the box is not checked, the program will not weight the assignments aligned to the category.

Click **Save**.

Repeat this process for each section.

## HOW SCORES CALCULATE

When using **Points** to score an assignment, the grading scale defines the grade based on the percent of total points earned out of points possible.

If **Use Score's % Value** is selected, the Grade Book calculates the percentage of each score, and then calculates the In Progress grade based on those percentages, rather than on the points earned.

Calculation when the **Use score's % value** is not checked.

Assignment 1 = 20/20 Assignment 2= 50/100.  $70/120 = 58.3\%$

Assignment 1 = 20/20 =100% Assignment 2 = 50/100 = 50% 100% + 50% divided by 2 equals 75%

Calculation when **Use Score's % Value** is checked .

The **Grade Book** has a variety of options for ordering and displaying students and scores.

The **Grade Book** opens to the Term and Task that were last opened while in the Grade Book.

## FILTERING AND SORTING THE GRADE BOOK

Filtering Options in the Grade Book controls which students, grades and score flags display in the Grade Book.

**Grade** displays students who have either a **Passing or Failing** grade, be assigned to a **Section Group**, have a specific **Score Flag**, or have the Grading Window open or closed.

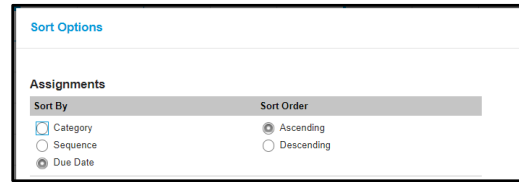
Assignment Specific Filters can be set by choosing an assignment and setting the desired filter.

The **Grade Book** view can be limited to a **Individual Student** by choosing the student from the drop down list. This is useful when meeting with the student or parents during a conference to show the student's progress and scores directly in the Grade Book.

The screenshot shows the 'Filter Options' interface in the Grade Book. It is organized into three main sections: Section Filters, Student Specific Filters, and Assignment Specific Filters. Each section has a 'Clear' button. The 'Section Filters' section includes a 'Sections' checkbox and a dropdown menu showing 'C) 410E-901 G4: ELA (17)'. The 'Student Specific Filters' section has a table with columns for 'Grade', 'Student Group', 'Score Flag', and 'Grading Window'. Under 'Grade', there are checkboxes for 'Passing (0)' and 'Failing (0)'. Under 'Student Group', the 'Student Group' checkbox is checked. Under 'Score Flag', there are radio buttons for 'No Filter', 'Turned In (0)', 'Missing (0)', 'Late (0)', 'Incomplete (0)', 'Cheated (0)', 'Exempt (0)', and 'Dropped (0)'. Under 'Grading Window', there are checkboxes for 'Open (0)' and 'Closed (17)'. Below this section is an 'Individual Student' dropdown menu. The 'Assignment Specific Filters' section has a table with columns for 'Category', 'Student Group', 'Score Flag', and 'Due Date'. Under 'Category', there is a checkbox for 'Classwork (0)'. Under 'Student Group', the 'Student Group' checkbox is checked. Under 'Score Flag', there are radio buttons for 'No Filter', 'Turned In (0)', 'Missing (0)', 'Late (0)', 'Incomplete (0)', 'Cheated (0)', 'Exempt (0)', and 'Dropped (0)'. Under 'Due Date', there are checkboxes for 'Due Last Week (0)', 'Due This Week (0)', and 'Due Next Week (0)'. Below this section is an 'Individual Assignment' dropdown menu.

Clear filters by clicking on the **Blue** links for **Section** and **Student**.

**Sorting** options appear below. Select the appropriate radio button and click **Save**.



Sort Options

Assignments

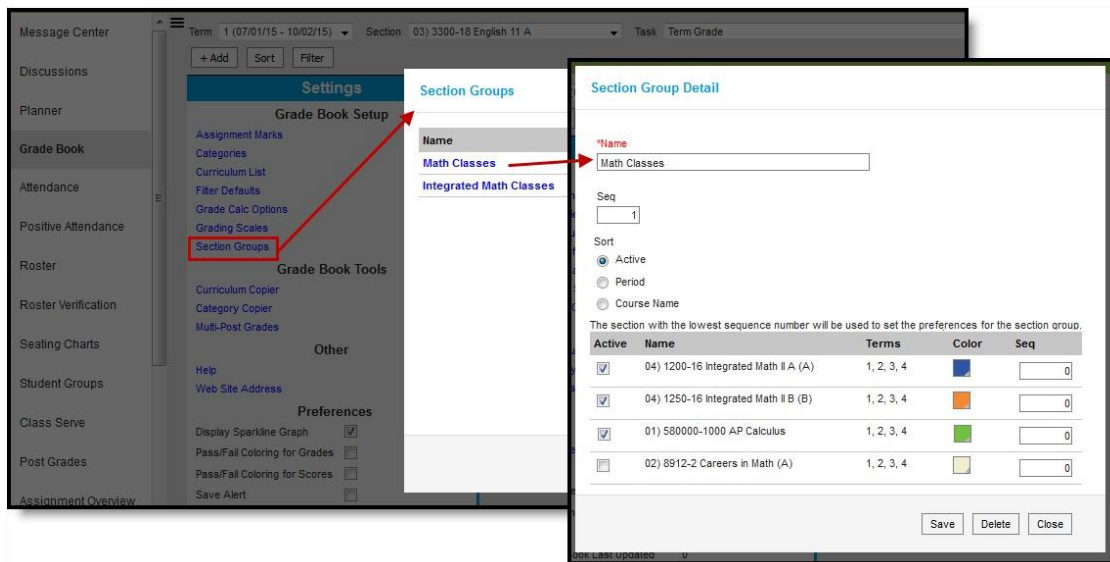
Sort By	Sort Order
<input type="checkbox"/> Category	<input checked="" type="radio"/> Ascending
<input type="checkbox"/> Sequence	<input type="radio"/> Descending
<input checked="" type="checkbox"/> Due Date	

## SECTION GROUPS

**PATH:** Campus Instruction > Grade Book > Settings > Section Groups

Section Groups allow a teacher to group similar sections together in a single grade book view. Groups make scoring assignments easier by combining matching assignments into shared columns in the grade book.

Selected groups apply to the grade book view only. However, all calculations and graphs (for Traditional Grading and Standards-Based) presented in the grade book view do cover all students in a section group.



The screenshot shows the Grade Book Settings menu with 'Section Groups' highlighted. A red arrow points from 'Section Groups' to the 'Section Group Detail' dialog box. The dialog box shows the 'Name' field set to 'Math Classes' and the 'Seq' field set to '1'. Below the dialog box is a table of section groups.

Active	Name	Terms	Color	Seq
<input checked="" type="checkbox"/>	04) 1200-16 Integrated Math II A (A)	1, 2, 3, 4	Blue	0
<input checked="" type="checkbox"/>	04) 1250-16 Integrated Math II B (B)	1, 2, 3, 4	Orange	0
<input checked="" type="checkbox"/>	01) 580000-1000 AP Calculus	1, 2, 3, 4	Green	0
<input type="checkbox"/>	02) 8912-2 Careers in Math (A)	1, 2, 3, 4	Yellow	0

When viewing the grade book for a section group, some options are not available, including some tools in the Settings menu.

## CREATING SECTION GROUPS

Click **Section Groups** from the Settings menu of the Grade Book.

Click **Add** to create a new group.

Enter a **Name** for the group.

Enter a **Sequence** for the group.

Select a **Sort** option to sort the section list by *Active* sections (those marked to be included in the group), by *Period*, or alphabetically by *Course Name*.

Mark the **Active** checkbox next to sections to include in the group. The Terms in which each section meets are provided.

Select a **Color** for each section, which displays as a small bar next to each student's name.

Enter a **Seq(ue)** to order the sections horizontally in the Grade Book.

Click **Save** to create the group.

### VIEWING AND SCORING A SECTION GROUP

Section groups are selected in the **Section** dropdown at the top of the grade book.

Settings	Save	Grade Totals	DPS.1 Seq: 1.00 Due: 04/11 Homework Points: 5	DPS.2 Seq: 2.00 Due: 04/12 Homework Points: 5	DPS.3 Seq: 3.00 Due: 04/13 Homework Points: 5	DPS.4 Seq: 4.00 Due: 04/14 Homework Points: 5	DPS.5 Seq: 5.00 Due: 04/15 Homework Points: 5	TER Seq: 5.00 Due: 04/15 Homework Points: 25
11 Student, Jordan E		▶	5	4	3	5		24
11 Student, Kyle M		▶	4	3	4	4		22
11 Student, Luke C		▶	5	5	5	5		25
11 Student, Lydia J		▶	4	4	4	3		25
09 Student, Michael		▶	4	5	5	5	5	
09 Student, Naye		▶	5	5	5	4	4	
09 Student, Oliver		▶	4	5	4	5	5	

Students are listed based on the sequence of each section within the group and whether *Section* is marked in the Sort options. Unmarking *Section* in the Sort options sorts students alphabetically without grouping them by section. Other **FILTERING AND SORTING** options are also available.

Assignments are combined if they match in **Name, Sequence, Due Date, Category, and Points**. Columns for assignments that don't match across sections show with shaded cells for sections that do not include the assignment. Note that assignments are combined only in this grade book view; the individual assignment records for each section still exist.

In the example above, both sections have a matching DP assignment each day, except for the last day when the assignments differ. Matching **Categories** are also combined. **In Progress** columns calculate based on the **GRADE CALC OPTIONS** selected for each individual section. Manually **POSTING GRADES** functions as it does for an individual section.

## GRADE BOOK TOOLS

Path: Campus Instruction > Grade Book > Settings > Grade Book Tools

### CURRICULUM COPIER

Select Grade Book from the Action Bar. Click on the chevron next to **Settings**. Select Curriculum Copier.

The screenshot shows the Curriculum Copier interface with two main sections: Source and Destination. Both sections have dropdown menus for School Year (20-21) and Section (C) 410E-901 G4: ELA for Source, and (C) 410E-25 G4: ELA for Destination. Below these are lists of assignments with checkboxes. In the Source section, 'Source Curriculum' and '8/28 First of YEar Writing task' are checked. In the Destination section, '8/28 First of YEar Writing task', '8/28 Rdg passage - Info text', and '9/3 Reading Classwork' are listed.

Select the **Source School Year** and **Section**. Assignments can be copied from previous terms and/or years.

Select the **Destination School Year** and **Section**.

The **Source Curriculum** window displays all available assignments.

All assignments will appear, the program will automatically select all the available assignments. Uncheck the box/boxes of the assignments that **will not** be copied.

Assignments already in the destination sections show in list format so that you can check to see if they might be duplicated.

Click **Next**, the review window will open showing the selected assignments.

The screenshot shows a table titled 'Curriculum in 410E-25 G4: ELA'. The table has columns for Name, Visible to Class, Start/End Date, and Grading. Three assignments are listed, all with 'Visible to Class' checked and '100 Points' in the Grading column.

	Name	Visible to Class	Start/End Date	Grading	Fill
<input checked="" type="checkbox"/>	8/28 First of YEar Writing task <small>NEW</small>	<input checked="" type="checkbox"/>	8/31/2020 - 8/31/2020	100 Points	
<input checked="" type="checkbox"/>	8/28 Rdg passage - Info text <small>NEW</small>	<input checked="" type="checkbox"/>	8/31/2020 - 8/31/2020	100 Points	
<input checked="" type="checkbox"/>	9/3 Reading Classwork <small>NEW</small>	<input checked="" type="checkbox"/>	9/6/2020 - 9/6/2020	100 Points	

Enter the **Start** and **End** dates for the assignments to be copied.

Click on **Save**. The assignments will copy, and you will get a message that the process is complete.

## CATEGORY COPIER

The **Category Copier** copies existing categories to other sections.

From Settings , click the **Category Copier**.

The **Category Copier** window opens.

Select the **Source Section** from which you'd like to copy categories in the **Copy From** list.

Select the **Categories** you'd like to copy that are listed at the bottom of the page.

Click **Next**.

Select the **Section(s)** in the **Copy To** list.

Click **Copy** to copy all selected **Categories** to the **Destination Section**.

This copies **Categories** but not **Assignments**.

## MULTI-POST GRADES

Path > Grade Book > Settings > Grade Book Tools Multi-Post Grades

Click on the **Multi-Post Grades** blue link.

Select the correct term from the **Term** drop down list.

Select the task from the **Task** field.

Select or leave blank the **Overwrite Existing Grades** check box.

The screenshot shows the 'Category Copier' window. At the top, it says 'Category Copier'. Below that is a 'Section' list with radio buttons for each item: AM) 001E-10 AM ATTENDANCE, C) 110E-10 G1: ELA (selected), C) 182E-10 G1: HANDWRITING, C) 120E-10 G1: MATH, C) 161E-10 G1: MUSIC, C) 181E-10 G1: S.L.B., C) 130E-10 G1: SCIENCE, C) 140E-10 G1: SOCIAL STUDIES, and PM) 002E-10 PM ATTENDANCE. Below the list, it says 'Number of Categories: 3 out of 3'. Underneath is a 'Category Name' section with checkboxes for 'Daily Work', 'Quizzes', and 'Tests', all of which are checked. At the bottom right, there are 'Next' and 'Cancel' buttons.

The screenshot shows the 'Category Copier' window in a different state. It displays a list of sections with checkboxes for selection. The sections listed are: C) 130E-10 G1: SCIENCE, C) 140E-10 G1: SOCIAL STUDIES, C) 161E-10 G1: MUSIC, C) 181E-10 G1: S.L.B., C) 182E-10 G1: HANDWRITING, and PM) 002E-10 PM ATTENDANCE. Below these is a section header '19-20 JESSIE BECK ELEMENTARY' followed by AM) 001E-10 AM ATTENDANCE, C) 110E-10 G1: ELA, C) 120E-10 G1: MATH, C) 130E-10 G1: SCIENCE, C) 140E-10 G1: SOCIAL STUDIES, C) 161E-10 G1: MUSIC, C) 181E-10 G1: S.L.B., C) 182E-10 G1: HANDWRITING, and PM) 002E-10 PM ATTENDANCE. The checkboxes for MATH, SCIENCE, and SOCIAL STUDIES are checked. At the bottom right, there are 'Back', 'Copy', and 'Cancel' buttons.



You can de-select any section in the list by checking next to the section name until the box is blank.

Click **Next**.

Click **Post**. You will receive a message that the grades has been posted successfully. A count of New and Updated grades will appear in the list as sell and the number of students with no grade.

Multi-Post Grades: Step 1

18-19 JESSIE BECK ELEMENTARY

Post to Filter: Term T3 Section C) 110E-10 G1: ELA Task All

Overwrite Existing Grades

Section	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/> C) 110E-10 G1: ELA	T3	cc.ela.1. Overall ELA Achievement	cc.ela.1. Overall ELA Achievement
<input checked="" type="checkbox"/> C) 110E-10 G1: ELA	T3	cc.ela.l. Language	cc.ela.l. Language
<input checked="" type="checkbox"/> C) 110E-10 G1: ELA	T3	cc.ela.rit. Reading Informational Text	cc.ela.rit. Reading Informational Text
<input checked="" type="checkbox"/> C) 110E-10 G1: ELA	T3	cc.ela.rl. Reading: Literature	cc.ela.rl. Reading: Literature
<input checked="" type="checkbox"/> C) 110E-10 G1: ELA	T3	cc.ela.rfs. Reading: Foundational Skills	cc.ela.rfs. Reading: Foundational Skills
<input checked="" type="checkbox"/> C) 110E-10 G1: ELA	T3	cc.ela.sl. Speaking and Listening	cc.ela.sl. Speaking and Listening
<input checked="" type="checkbox"/> C) 110E-10 G1: ELA	T3	cc.ela.w. Writing	cc.ela.w. Writing

Next Close

WEB SITE ADDRESS

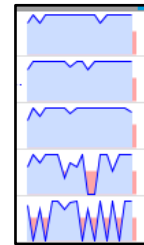
Use the **Web Site Address** option to include a link to a course web site viewable on the Portal. Web sites must begin with http:// or https:// to save properly.

## PREFERENCES

DISPLAY SPARKLINE GRAPH

Displays a **Sparkline Graph** next to each student's name. The sparklines are a condensed view of student scores displayed chronologically.

Blue Line represents **Point/Mark** based scoring.



PASS/FAIL COLORING FOR GRADES

Check this option to turn on **Coloring Coding** for student's In Progress Grades.

Passing grades are **Green** and Failing grades are **Red**.

PASS/FAIL COLORING FOR SCORES

Check this option to turn on **Coloring Coding** for student's Scores on Individual Assignments.

SAVE ALERT

Check this option to receive a message each time you **Save** the gradebook - "Gradebook has been saved"

## ASSIGNMENTS

Assignments can be created from several of the screens in the gradebook with the **+Add** button.

1. Enter the assignment **Title**.
2. Set the **Section Settings**.
  - a. **Visible to Class** toggles visibility to your students and parents in the Portal.
  - b. **Start Date** and **End Date** set the dates the assignment is visible and the due date for the assignment.
  - c. **All Students** get the assignment by default. Click the button to select a Student Group or individual students to receive the assignment instead of all students.
3. Set up the **Grading** for the assignment.
  - a. The **Abbreviation** is generated automatically from the Title. This abbreviation can be changed if desired.
  - b. Set the **Category** for the assignment.
  - c. Set the **Standard/Grading Task** for the assignment.
  - d. Set the **Scoring Type** to **Points**.
  - e. Set the **Points** and the **Multiplier** to your preferred values for the assignment.
  - f. The assignment can be aligned with additional **Standards/Tasks** by clicking the **+Add Standard/Task** button.

C) 410E-901 G4: ELA > \*Untitled

Title \*

1 Assignment Title

Section Settings 2

Visible to Class

Start Date \* 3/8/2021

End Date \* 3/11/2021

Students All

Grading 3

Include in Grade Calculation

Abbrev \* AT Seq \* 1.00

cc.ela.rf1: Reading: Foundational Skills  
Total Points: 100

Category \* Classwork

Standard/Grading Task \* cc.ela.rf1: Reading: Foundational Skills

Scoring Type \* Points Marks Rubrics

Points \* 100 Multiplier \* 1.000

+ Add Standard/Task

Other Sections/Schedules

Available to edit after saving.

Save Preview Cancel 4

The section you are connecting to the assignment will appear in the Sections list. You will be able to add additional sections to the assignment after clicking **Save** to create the assignment.

Other Sections/Schedules

Add/Edit

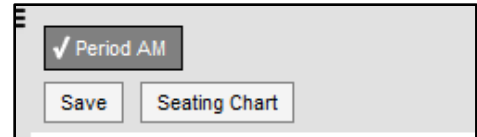
Click Add/Edit to add to more sections

## ATTENDANCE

**Course** and **Section** appear at the top of the Attendance List.

Mark attendance, add comments if needed and **Save**.

Once attendance has been saved, a check mark appears by the completed **Period Attendance**.



When multiple teachers are on a section in the same period, all teachers will see the period marked with the checkbox indicating attendance has been taken.

Click on a student's name to view their demographic and contact info.

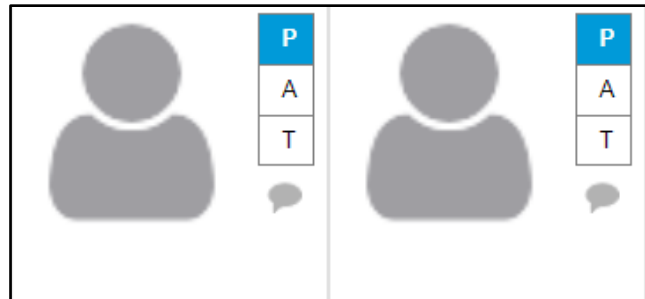
Navigate between periods at the top of the screen to mark attendance for other periods.

#### TAKING ATTENDANCE WITH A SEATING CHART

Attendance is recorded for the **Period** marked in gray.

**Course** and **Section** display at top of the seating chart

Mark **Present (P)**, **Absent (A)**, or **Tardy (T)**, the totals calculate at the top of the seating chart.



Click on the **Speech Bubble Icon** to enter a comment about an attendance event.

Click Save.

When an **Attendance Event** has been recorded by the school office, the information loads automatically with the **Excuse Type** and **Comment** displayed beneath the student name.



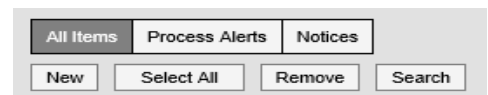
## MESSAGE CENTER

Path: Campus Instruction > Action Bar > Message Center

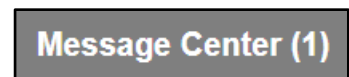
The Message Center collects all messages, including process alerts and district and school notices.

#### NEW MESSAGES

**Process Alerts** are sent automatically based on processes in Campus, such as records transfer or responses to behavior referrals.



**Message Center** messages have a number next to the message type indicating how many **Messages** are new/unread.



Once the **Messages** are read, the number disappears.

**Messages** with a yellow note icon are designated as **Sticky**. These messages appear at the top of your inbox and can't be deleted.

The Sticky Messages will disappear once they reach the end date used when the message was created.

To view a message, click on the blue link. The message opens in Campus Tools.

### SEARCHING FOR MESSAGES

To search for specific messages by date and type, click **Search** on the task bar.

Enter a **Date Range** to view messages sent to you.



Select which types of messages you want to **Display** from the dropdown list.

To **Include archived items**, mark the checkbox.

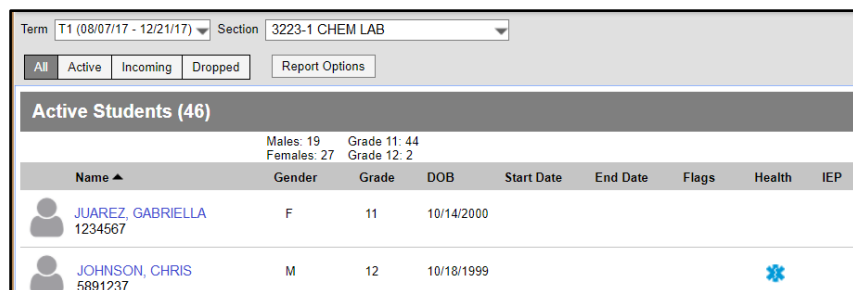
Click **Search**. Only messages that meet your criteria appear.

## ROSTER

Path: Campus Instruction > Action Bar > Roster

Student rosters list all students scheduled into the **Section** selected. This tool is read-only.

The **Roster** is sorted into three sections: **Incoming**, **Active** and **Dropped students**.

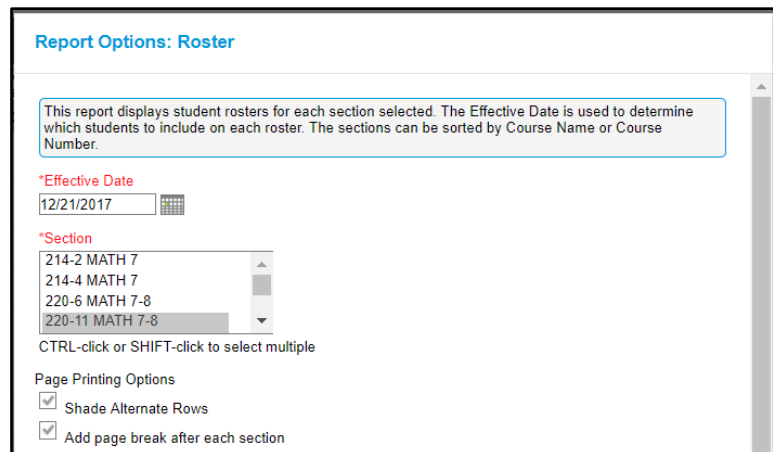


Name	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP
JUAREZ, GABRIELLA 1234567	F	11	10/14/2000					
JOHNSON, CHRIS 5891237	M	12	10/18/1999					

Click any item listed under the **Flags, Health, IEP, and PLP** to display additional information.

The **Report Options** will print out a report based on the options selected.

Click on a student name from the **Roster** to view student demographic information.



## SEATING CHARTS

Path: Campus Instruction > Seating Charts

Click **New** in the top corner of the seating chart list.

Select the **Section** you're creating a chart for.

Enter a **Name** for the chart.

Select the number of **Columns** and **Rows** to indicate how many desks to include in the chart.

The number of students in the section appears below the **Seating Chart Name**.

Indicate the default **Space Between Desks**.

Select an option to **Place Students**. Alphabetically A to Z, Alphabetically Z to A, or Random.

To fill desks manually select **Do Not Place**.

Students names display in a list from which you can place them in desks.

Click **Create Chart** to create a chart based on the parameters you selected and view the chart.

The seating chart fills based on the parameters selected.

To move students in the seating chart, click and drag to the new position.

Sections assigned to multiple teachers or multiple sections assigned to one teacher will appear at the bottom of the section list.

### MODIFYING SEATING CHARTS

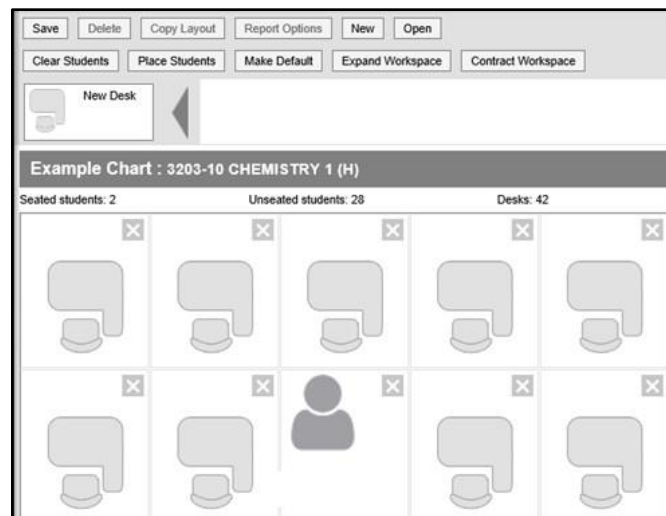
Modify seating chart by using **click and drag** to change desks into a different configuration.

### CLICK AND DRAG LOGIC

The following logic applies to manually placing students in the seating chart.

Desks can be arranged in any configuration but cannot overlap.

The screenshot shows a web form titled "Create New Seating Chart". It features a list of sections with radio buttons: "214-2 MATH 7" (selected), "214-4 MATH 7", "220-11 MATH 7-8", and "220-6 MATH 7-8". Below the list is a text input field for the "Seating Chart Name". There are dropdown menus for "Column" (set to 5) and "Rows" (set to 5), with a label "Desks: 5 x 5". There are also dropdowns for "Horizontal space between desks" and "Vertical space between desks", both set to "None". A "Place Students" dropdown is set to "Alphabetically A to Z". A "Create Chart" button is at the bottom.



Click and drag the **New Desk** icon to add an empty desk to the chart.

Click and drag unseated students from the list at the top into empty spaces.

Click the X on a student to move them to the unseated list.

Click the X on a desk to remove that desk from the chart.

Moving a student to a space without a desk also moves the student's desk.

Moving a student to another desk leaves an empty desk behind.

- Moving a student to a space where there isn't a desk adds another desk to the chart.
- Moving an unseated student (A) to a desk that already has another student (B) moves student B to the unseated list.

If students A and B are both seated, they'll trade desks.

## ADDITIONAL OPTIONS AT THE TOP OF THE SEATING CHART

**Copy Layout** - Copies this desk layout to a new chart.

**Report Options** - Opens the *Printing Options* for the chart.

**Clear Students** - Moves all students to the unseated student list.

**Place Students** - Places all unseated students into empty desks based on the option selected,

**Make Default** - Makes this desk layout the default layout for the room. Use for setting up additional sections held in the same

room.

**Expand Workspace** - Expands the scrollable area of the chart, useful for larger classrooms.

**Contract Workspace** - Contracts the scrollable area of the chart.

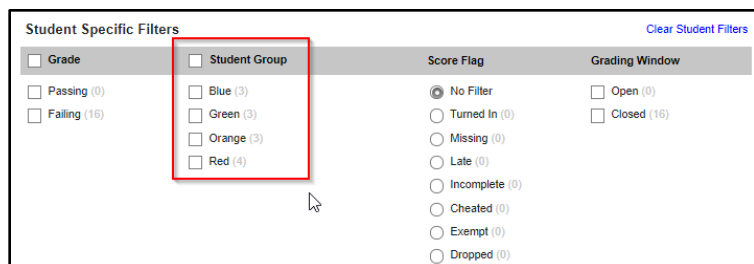
## STUDENT GROUPS

Path: Campus Instruction > Student Groups

Student Groups allow teachers to sort students into specific learning groups within a section.

The assignment only appears for the students in the selected group; all other students are automatically marked as exempt in the **Grade Book**.

The **Grade Book** can be filtered to show only students who have been assigned to a **Student Group**.



Student Specific Filters		Clear Student Filters	
<input type="checkbox"/> Grade	<input type="checkbox"/> Student Group	Score Flag	Grading Window
<input type="checkbox"/> Passing (0)	<input type="checkbox"/> Blue (3)	<input checked="" type="radio"/> No Filter	<input type="checkbox"/> Open (0)
<input type="checkbox"/> Failing (16)	<input type="checkbox"/> Green (3)	<input type="radio"/> Turned In (0)	<input type="checkbox"/> Closed (16)
	<input type="checkbox"/> Orange (3)	<input type="radio"/> Missing (0)	
	<input type="checkbox"/> Red (4)	<input type="radio"/> Late (0)	
		<input type="radio"/> Incomplete (0)	
		<input type="radio"/> Cheated (0)	
		<input type="radio"/> Exempt (0)	
		<input type="radio"/> Dropped (0)	

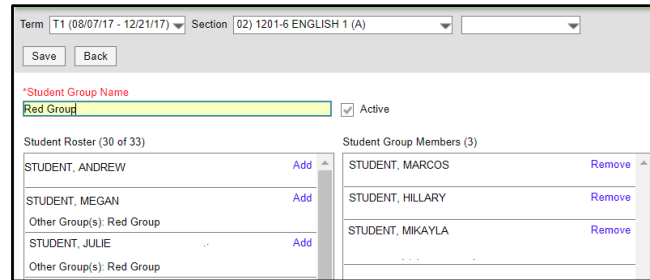
## CREATING STUDENT GROUPS

Open the Student Groups tool and select the section that the group is being created for from the Section dropdown list.

Click **New** to create a new group.

Add Group Name. This name appears in the Assignments and Grade Book.

Groups will always default to Active. Uncheck box if you do not want the group to be active yet. Click on **Add** from the student roster list to move the student into the **Group**. **Remove** a student from the **Group** by clicking on **Remove** next to the student's name. Click **Save** to create the group.



## SCORING ASSIGNMENTS

Path: Campus Instruction > Grade Book

**Assignments** are scored in the Grade Book. The Grade Book view that opens is based on the Section, Term and Task selected at the top of the Grade Book.

The **Term** selected filters which Assignments

The **Task** selected filters the Assignments displayed in the Grade Book based on the Scoring Alignment.

Click in the **Score Field** and enter the **Points** earned. The assignment heading shows the points possible.

Use the Arrow Keys, Tab and Enter to navigate the Score Cells.

**Inactive Assignments** display with an **Asterisk**. If scores are entered for these assignments, the score is not included in the Grade Calculation.

Access additional scoring functions by clicking the **Chevron Tab** on the Header or in the Scoring Grid or by using the ALT A key command.

Within the expanded view, you can enter **Comments for Scores**, **Add Flags to Scores**, and apply different scoring options, like

Filling and Multi Score.

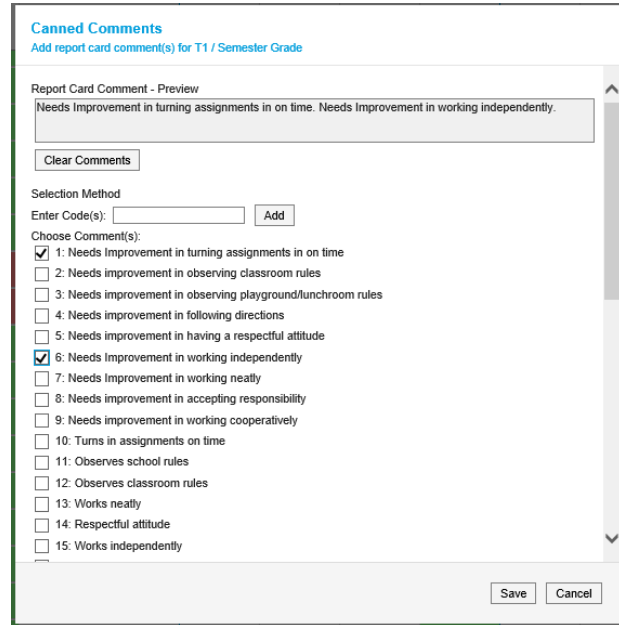
Enter Canned Comments For a Single Student

Enter comments in the **Report Card Comments** column by clicking the **CC** link to open the comments window next to the student name.

Select comments in any of the following ways:

Place a check in the appropriate box under **Choose Comments**. The **Comments** will appear in the **Report Card Comment—Preview** field at the top of the window.

Enter a numeric **Code** in the **Enter Codes** field and click **Add**. The **Comments** will appear in the **Report Card Comment—Preview** field at the top of the window. Click **Save** to save **Comments**.



Click the **Clear Comments** button to clear all comments.

#### ENTER COMMENTS FOR MULTIPLE STUDENTS

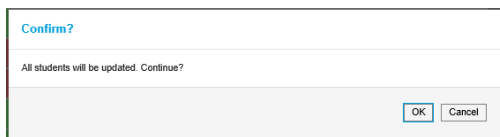
Click the blue **Fill** link to add **Comments** to all students or students without **Comments**. Select the comments using one of the processes above.



Click the down arrow in the **Students** field and select either **All** or **Empty**.

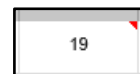
**All** fills for every student in the section, **Empty** fills for all empty comment fields.

The following message will appear:

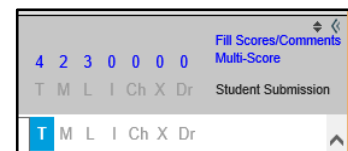


Click **OK** to complete process and click **Save**.

If a **Comment** is entered on a score, a red indicator displays in the top right corner of the score grid. Hovering over the score displays the comment.



Click a **Flag** in the assignment header to mark all assignments with that flag.



**Turned In**, **Missing**, **Late**, **Incomplete**, **Cheated**, **Exempt**, **Dropped**. Missing and Cheated are counted as a zero.



Mark the checkbox to fill **Scores** or **Comments** or both. The score and the comment will fill with the chosen data.

Enter the **Score** and/or **Comment** to add.

Select which students should be given the score and/or comment. Select **All**, **Empty** or **Present** and **Empty**.

Click **Fill** to fill scores and/or comments.

The **Score Interface** can also be displayed by clicking on **Score** at the bottom of any existing assignment in the **Curriculum List**.

### MULTI-SCORE STUDENTS

Click on the blue **Multi-Score** link to enter scores for multiple students. The score window will open showing all students in the section.

Att 04/21	GT1 (35 pts)	Dr	Assignment Comments
	33	Dr	Review held in class
	33	Dr	Review held in class
	33	Dr	Review held in class
	33	Dr	Review held in class

Enter appropriate data.

Save.

## POST GRADES

**Post Grade** allows you to enter grades for your students either by grading task or by standard. You may over-ride a grade already posted or enter and entire classes grades from this link.

Click on the **Post Grades** link in the **Action Bar**.

Select the appropriate section from the list.

Select the appropriate tasks from the lists provided.

Enter the grade and percent. Both are required for the grade book to work properly. The grade book does not understand what a B means, it must have a numerical value to calculate.

Posted			
Percent	Grade	Report Card Comments	Canned Comment
100.00	S+ ▼	Turns in assignments on time. Works neatly. Respectful attitude.	Manage
100.00	S+ ▼	Respectful attitude. Works independently.	Manage

Click on **Manage** under **Canned Comment** to enter comments that will appear on the report card. Note that Canned Comments must be turned on in the Account Settings for these to appear.

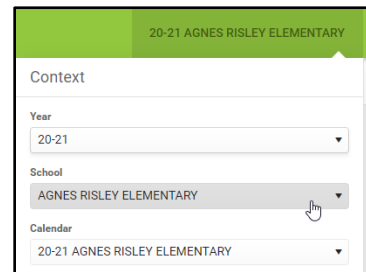
Click **Save**.

Make sure that you have entered and posted all grades before you make any changes to grades in **Post Grades**. If you post grades in your grade book after you have used the **Post Grade** function it will overwrite this process.

## TROUBLESHOOTING, QUESTIONS, AND ANSWERS

I LOGGED IN TO A NEW COMPUTER OR BROWSER AND CAN'T SEE MY CLASSROOM IN THE GRADEBOOK, WHAT IS WRONG?

Check that the 'Context Switcher', the school and school year dropdown near the top right of the screen is set to the correct school and year. This dropdown can default to an ESY or Intersession school instead of your usual calendar on your first login to a new browser.



I CAN'T SEE AN ASSIGNMENT I CREATED, WHERE DID IT GO?

- Check Terms and the Standard or Grading Task the assignment is aligned to. One easy way to see this at a glance is to check the **Assignment Overview** section of the gradebook.
- Confirm that no filters are set in the gradebook.
- Check the Category the assignment is attached to.
- Review the grade book setting for Assignments Per Page. There could be multiple pages of assignments

WHAT BROWSERS ARE SUPPORTED BY CAMPUS?

Campus supports the current and most recent previous version of Google Chrome, Mozilla Firefox, Microsoft Edge, and all versions of Safari currently supported by Apple on MacOS. Notably, Internet Explorer is no longer supported by Campus. Occasionally browser issues can interfere with Campus, we recommend trying another browser if you encounter unexpected behavior.