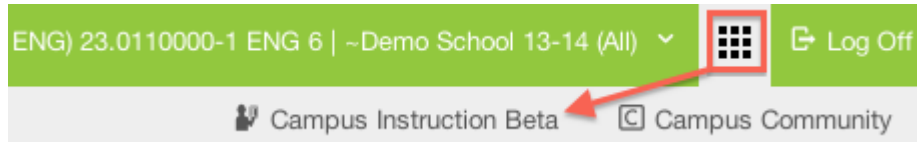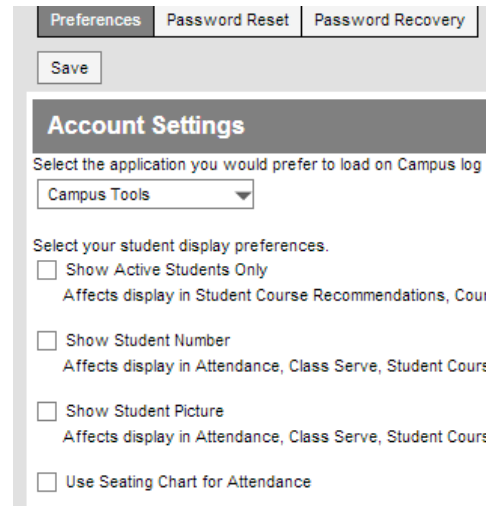# Campus Instruction

Find a link to the Infinite Campus Staff Portal on the school web site in the Useful Links section
    Bookmark/Favorite the login site

Getting to Campus Instruction

- Go to **Campus Instruction** using the **App Switcher** in the upper right corner of the screen

- If you would like to make **Campus Instruction** your default application
    - Open the Campus Instruction Beta
    - Choose **Account Settings** (at the bottom left)
    - Set the application to load to **Campus Instruction**
    - Most of you will want to Check **Show Active Students Only** and **Show Student Number**
    - If desired, also check **Show Student Picture** and **Use Seating Chart for Attendance**
    - You can also reset your password in this window
    - Click **Save**
    - To return to the regular Campus index at any time, click the **App Switcher** in the upper right corner of the screen and choose **Campus Tools**

Attendance

- Open the Campus Instruction Module
- Click on Attendance
    - Your classes will show up with hyperlinks
- Click on the class to take attendance
- Mark those who are absent
- Do NOT mark tardy here
- Click on Save

Initial Grade Book Setup for Grades 4-12

- Go to **Grade Book**
- Select a **Section** from the drop-down
- Click the **Settings** bar to expand options
- In the **Grade Book Setup,** choose **Grade Calc Options**
    - If prompted, click **Continue** to process standards and grading tasks aligned to the course
    - Enter the following details:
        - **Type** = In Progress Grade
        - **Grading Scale** = NUMERIC
        - Check **Weight Categories**
        - DO NOT check Use Score's % Value
    - Click **Save**

Initial Grade Book Setup for Grades K-3

- Go to **Grade Book**
- Select a **Section** from the drop-down
- Click the **Settings** bar to expand options
- In the **Grade Book Setup,** choose **Grade Calc Options**
    - If prompted, click **Continue** to process standards and grading tasks aligned to the course
    - Enter the following details:
        - **Type** = In Progress Grade
        - **Grading Scale** = STANDARDS K-3
        - Option: Check **Weight Categories**
        - DO NOT check Use Score's % Value
- Leave the "**Grading Tasks**" alone
    - Click **Save**

To set Categories, in the **Grade Book Settings** area **(All Grades):**

- Choose **Categories**
    - Click **Add** to create a new category (bottom right)
        - **Name** = Category name such as Classwork, Homework, Tests, etc.
        - **Weight** = Percentage weight for category (1-99) or 0 if un-weighted; all categories must add up to 100 if using weights
        - **Sequence** = Leave all at 0 for an alphabetic list or enter a number to create an alternate sorting
        - **Exclude from Calculation** = UNCHECKED for a graded category or CHECKED to create a category that does not affect the student averages
        - **Drop Lowest Score (%)** = Check to have Infinite Campus drop the lowest percentage based score in the selected category (not recommended)

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- ■ **Category Placement** Check all sections for the course in which the category should be listed
- ■ **Grading Task** Check mark the Term or Semester Grade task, NOT the Mid Term or Progress task.
  - ○ Click **Save**
  - ○ Repeat for all desired categories
  - ○ Click **Close** to exit category setup
  - ○ You can use the **Category Copier** to copy those categories to other classes
  - ○ NOTE: Certain details can be edited/saved from the Category List - OR - click on the Category name to see the full editor screen

**Category Placement**

Select which Sections will use this category

Teachers	Section	Term	☑
	450709_F-2 HUMAN GEOGRAPHY	S1	☑
	450709_F-5 HUMAN GEOGRAPHY	S1	☑
	450709_F-6 HUMAN GEOGRAPHY	S1	☑
	450709_F-7 HUMAN GEOGRAPHY	S1	☑

Select which Grading Tasks will use this category

Grading Task	☐
Progress	☐
Semester Grade	☑

Create Assignments

- ○ You can create assignments from the **Settings** area of the grade book, OR you can simply click on the **Add** button right next to the Task at the top of the grade book window
  - ○ **Name** the assignment (required)
  - ○ Enter an **Abbreviation** (required – no more than 5 characters)
  - ○ The date **Assigned** is required and shows up in the portal
  - ○ The **Due** date is required and also shows up in the portal
  - ○ The **GB Seq** is a number that puts your assignments in order in the grade book. It is also required
  - ○ Check the Scoring Alignment Detail to "**Align to Grade Book**"
  - ○ Check mark the **Term or Semester Grade** NOT the Mid Term or Progress grade
  - ○ In the Information for Students, Add Description, Objectives, References that will show up on the Portal – *this is a great way to communicate to students and parents*
  - ○ You may add files to the assignment that can be accessed through the portal
  - ○ You can enable online Student Submission and/or Online Assessment
- ○ These steps must be completed in every section (even if the course number is the same)

Task | Term Grade ▼ | + Add

Save

Percent | Grade
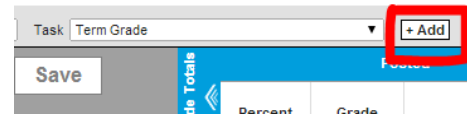
☑ Align to Grade Book

Grading Tasks

Select which grading tasks get this assignm

Grading Task	Scoring Type
☐ Progress	
No Categories	
☑ Semester Grade	
No Categories	

Information for Students

Add Description

Add Objectives

Add References

Add Files | Maximum File Size: 10MB

Section Placement

Section	Term	Active	Campus Portal	*Assigned		*Due		*GB Seq	Student Group
☑		☑	☑						
☑ 904020_F-3 LEADER PREP	S1	☑	☑	08/01/2014		08/01/2014		1.00	No Groups

- Campus Instruction does not use java applets and can run on most Android and iOS tablet devices
- Want just a little bit more real estate? Click the three bars just below the banner to collapse the Index
- Click the Chevron symbol (◀) to expand/collapse sections
- Items that are blue and underlined are linked to related details or actions; for example,
  - Clicking the Category name in the grade book takes you to the Category editor
  - Clicking the Assignment abbreviation in the grade book takes you to the Assignment Detail
- Click the Sort symbol (⬍) once for ascending, again for descending, and a third time to return to the normal sort