### Description:
This training session will cover searching student information, entering school notices, sending email and phone messages using Campus Messenger and entering behavior events.

### Time: 3 hours

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<td>Learn to:</td>
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<td>Learn how to:</td>
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<td>Messenger</td>
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<td>• Learn to send messages to parents, students, and staff using Campus Messenger.</td>
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<td>• Campus Key Words and Review Questions</td>
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Review Questions

1. How can you look at a student’s assignments and scores in a particular class? (2 possible answers)

2. Who might show up under a non household relationship?

3. How do you create a user notice that only lasts for one week that is published to the Portal?

4. What is the difference between selecting a person in the drop down list under Behavior Admin Staff Name in comparison to Referral Name on an event?

5. Where does a building administrator go to create a Behavior Event? A Resolution?

Campus Key Words

- User Notice: Start Date
- User Notice: End Date
- Non-Household Relationship
- Flag or Program
- Absence types (U, E, X)

Practice Activities

1. Enter a user notice for all staff at your school.

2. Enter a user notice for parents and students to see on the Portal.

3. Enter a behavior event for a student with a specific role.

   - Add other students to the behavior event you created.

   - Enter a different role for the other students.

   - Enter two resolutions for one student.

   - Enter a different resolution for another student.

   - Generate a behavior report for a defined event or resolution.
**Office: School/District Notices**

**Intended Audience:** District/School Staff who create and communicate notices to staff who will not be attending the school administrator course

**Description:** This course will cover how to enter school and district wide notices that may appear for the Campus user and/or in the portal for parents and students to view.

**Time:** 30 minutes

| **Campus Overview** (5 minutes) | • Learn navigation  
|                              | • Learn search procedures  
|                              | • Learn help options  
| **Adding User Notices** (20 minutes) | • Learn to create school and district level notices.  
|                              | • Learn best practices and tips & tricks for User Communication.  
| **Review** (5 minutes) | • Q & A with the trainer  
|                              | • Complete training survey.  

**Review Questions**

1. How do you create a user notice that only lasts for one week that is published for staff only?

2. How is a district-wide notice created?

3. What is the difference between Publish to Portal and Publish to Portal Login?

**Campus Key Words**

- Load/Unload
- End/Restore
- Get Sched Reqs
- @ red, yellow, blue
- Sn#
- Lock
- Requested units
Overview
In this lesson, you will be introduced to the Infinite Campus system.

Objectives
At the conclusion of this lesson, you should be able to:
- Log in to Campus
- Know and accurately describe the three tabs in your outline.
- Know and accurately describe the three areas of the window.
- Log out of Campus

Access & Logging In
Each district’s data is stored in a different location on the Internet and is accessed through a Web browser such as Internet Explorer, Firefox or Camino. The web address used in training will be different than the address you will use in your everyday use of your school’s Campus application.

1. Launch a web browser such as Internet Explorer, Firefox or Camino on your computer.
2. Enter the web address (URL) provided by your trainer in the location bar of your browser.
3. When the page loads, your screen should display the login screen for Infinite Campus.
4. Enter the user name and password provided by your trainer.
5. Click OK.

Since Campus is a web-based product, it is accessible anywhere in the world. Since it is accessible anywhere, the data within the system is protected with passwords and security measures. In many districts Campus passwords are “strong passwords.” A strong password is at least eight characters long with a combination of letters, numbers, or special characters.

In all districts, if your password is entered incorrectly five times, the account will be disabled. You will then need to contact a designated individual in your school or district office to have your password reset.

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Navigation

Once you have logged into the Campus application, you will notice your screen is divided into three main areas.

1. The gray **header**
   - **Infinite Campus Toolbar** contains drop down menus to select which year, school, calendar, schedule structure, and if you are a teacher, which section you are working with. *Your account's rights will determine which schools and what years' data you can access.*

2. The space to the lower left contains three tabs. The first tab, the **Index tab**, contains all your tools in Campus. The tools you have rights to will vary from user to user. The tools are collected into groups called modules. To open a module, click on either the plus sign or the name of the module. When the tools are completely open, it reveals the user’s complete **Outline**.

3. The second tab, the **Search tab**, allows you to quickly find particular pieces of information, such as student information, course information, and help topics.

4. The third tab is context-sensitive help. As you are working with certain tools in Campus, related help articles can be found by switching to the help tab. As an example, if a question arises during taking attendance, clicking the help tab will pull up an article describing how to take attendance in Campus. In addition, related topics will be linked at the bottom of the help article.

5. The space on the right is your main **Workspace**. The tools that you select on the index tab will load into this space. When you first start Campus, you will see announcements and reminders posted by your district or building. This space may include notices about campus updates and/or other announcements that have been posted by your school. At the bottom of your workspace is an item called the process inbox—your "to do" list in Campus today. Depending on your role and tools, different items will appear in this area to remind you to complete particular tasks in Campus.

Logging Out of Campus

When finished with your Campus session, or when you will be away from your computer for an extended amount of time, you should end your Campus session by clicking on log off. Your session will close and you will then be back at the login screen. You may then close your browser.
STUDENT INFORMATION

OVERVIEW
Data in Student Information>General is based on being enrolled in a specific school for a year. Much of the data, such as schedules, attendance, and grades are for the year selected in the grey menu bar at the top of the screen. To access information from prior years, select the relevant year and school combination in the drop down menus at the top.

OBJECTIVES
• Navigate to the tabs for specific student information
• View particular information

Navigating to a Student’s file
1. In the Index outline on the left side of the window, expand Student Information.
2. Select General.
3. Search for a student.
4. Select a student.
   • The Student Information>General file is subdivided into separate tabs for commonly used information.
   • The name of the student you are working with will show above the tabs. Next to the student name you may notice an icon. This icon is known as a program in Campus and is designed to call your attention to an issue or concern about this child. Hovering over the icon with your cursor will open a pop-up with more information about the child.
   • The team and counselor for the student may also appear next to the student name if that information is being tracked in Campus.

Summary Tab
• The summary tab is a read-only view of the data that was created for the student in the Census module.
• The top section will be personal identification information for the student.
• The mailing addresses for the student will show below the student’s information.
• The households that a student is a member of will display below the mailing addresses. All members of the household and their relationship to the selected student 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.

There are two print options on the Student Summary tab: Print and Print with Picture. Print With Picture is a separate distinct user right. Depending on your rights, you may not have the right to print the summary with picture in your district’s live site.
Enrollment tab

The Enrollment tab will list all enrollments for the child that have been created in Campus. Many pieces of data used for state reporting are stored here and are tied to an enrollment. To view this data, click on the enrollment in the Enrollment Editor.

- The general enrollment information determines what school and grade the child is in and also records their enrollment dates and status for state reporting.
- The graduation area will hold the graduation and diploma information on the twelfth grade enrollment.

Schedule tab

- The schedule tab will show the courses that the student is taking. The terms (divisions of the year) will be across the top and the periods (divisions of the day) will be down the left side.
- To switch to a different view of the schedule, choose a different option in the left dropdown menu.
- To print the student’s schedule in the on-screen layout, click the print icon. Your district may also have created a template that will be available in the “Choose a report option” dropdown. Campus will then create an Adobe PDF version of the schedule that can be printed, saved to a local drive, or emailed as needed.
- Depending on user rights, you may see a red gradebook icon on each entry in the schedule. If the teacher is using Campus gradebook, clicking on this icon will take you to a read-only summary of the student’s assignments and progress in that course.
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 a year. The events are color-coded according to the key at the top of the tab. The codes are school 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), and any comments that were made when the event was created.

Programs Tab
- The programs tab is where more information can be found out about the “warning flag” that is seen next to the student’s name above the tabs. Many users will not have access to this tab, but you may have access depending on district policy and procedure.
- To find out more information about a particular warning program, select the program in the editor list. The details will open on screen and provide more information about the concern.

Color-Coded Key
- **Yellow – unknown**
  Teacher attendance records that have not been verified.
- **White – excused**
  Attendance records that have a code applied that is mapped to a status of excused.
- **Red – unexcused**
  Attendance records that have a code applied that is mapped to a status of unexcused.
- **Green – exempt**
  Attendance records that have a code applied that is mapped to a status of exempt.

The Period and Daily Detail reports do not calculate attendance based on Kentucky FTE regulations.
Grades Tab

- The Grades tab will display all grades that have been submitted for a student for the year. This will include report card grades and/or standards and may also include mid-term progress marks and weekly eligibility grades.
- The report card format dropdown allows the user to select a defined template and generate a report card for one student if needed.
- Down the left side will be the courses a student is in and the grading tasks the teacher was expected to turn in. Across the top will be the terms. A white cell in the table indicates that this particular grade was expected to be submitted at that point in time. The grade in the white cell is the grade submitted by the teacher.
- To view a student’s overall progress in a course, click the red gradebook icon below the course name. If the teacher is using the Campus gradebook, the student’s individual scores on assignments in that class can be seen.
- At the bottom of the grades tab will be the students term GPA for that term. Term GPA is the value used in many Campus schools for their term honor roll.

Transcript Tab

The transcript tab holds the permanent academic record for the student. The grading system in Campus is set up by the district to indicate which grading tasks are posted to the transcript. A user with proper rights can also manually add or adjust grades to the student transcript if needed. A printed version of the transcript may be generated by choosing a format type in the dropdown. A PDF version of the transcript will then display in a new window and can be printed or saved as needed.
Credit Summary
The Credit Summary tab will show the total amount of credits that are listed on the student’s transcripts based upon the credit groups that are associated with the school. Clicking the student total for a credit group will show the courses that a student has taken in that area, while clicking on the credit group name will show where credit could be earned in the selected school and calendar.

Assessment
The student Assessment tab will show the scores a student has earned on district, state, or national standardized tests. A test may have subtests that are organized beneath the top level test. To see scores on these subtests, click on the plus sign to the left of the assessment name.

Behavior
The behavior tab can be used to track student behavioral events, the student’s role in the event, and the resolution that occurred as a result of the event. Behaviors may be positive or negative events. Events will be organized by the school and year they occurred in—depending on user rights, you may be able to see previous years’ events.

The Event Name, Event Date and Event Time are mandatory fields. The Demerits field is 4-digit alpha-numeric.
Transportation
The transportation tab can be used to store and organize both bus information and parking information, including parking permit and vehicle information.

Fees
The fees tab will show all fees that have been assessed to a student, the payments that have been made and their current balance. The Print icon will generate a billing statement for the student.

Lockers
The lockers tab will show all lockers that the student has been assigned to. Campus supports multiple types of lockers, such as academic and gym, and multiple locations for those lockers, such as the senior hallway.

Athletics
The Athletics tab holds basic information about the student's athletic eligibility. Your school may add additional fields or areas to the athletics tab to track specific sports or participation as needed.

AdHoc Reports
An AdHoc Report is a form letter generated in Campus using a tool available in the AdHoc Reporting module. The AdHoc Reports tab allows one of these created form letters to be generated for one particular student.
The behavior tab can be used to track student behavioral events, the student's role in the event, and the resolution that occurred as a result of the event. Behaviors may be positive or negative events.

To create a new behavior event & resolution:
1. Click New Event
2. Select the event name from the drop-down list. This list of events is created and maintained in the System Administration module.
3. The date and time will pull current time from the server’s internal clock. This field may be changed if needed to reflect when the behavior happened.
4. The weapon field and violence indicator are used to supply further data to state reporting.
5. The comments field can be used to provide more information about the behavior event. These comments are visible on the Portal if the school is sharing behavior data on the Portal, so school and district policy regarding student data privacy should be followed.
6. Enter a role for this student in the behavior event.
7. If tracking demerits, enter a number of demerits to assign for this behavior event. This is a four-digit numeric field.

Behavior Admin Staff - the principal, dean of students, or other staff member who met with the student to deal with the behavior event. The names in this list are based on that person’s staff assignment being marked with the behavior checkbox.

The Referral Name is the building staff member who reported the event. All people with a district assignment to that school will show in this list unless “exclude from behavior referral” was checked.
8. Enter any clarifying comments in the behavior role. Again, these comments are visible on the Portal if the school is sharing behavior data on the Portal, so school and district policy regarding student data privacy should be followed.

9. Select a resolution for this event. The resolution date and time should be when this resolution will begin and the end date is the last day the resolution will be in effect.

### Adding an involved student

If a specific behavior event has multiple students involved (as in the case of a fight), other students may be linked to the same behavior event.

1. Select the event in the list of behavior events.
2. Click the Add Student button.
3. In the pop-up window, search for the student who was also involved in the behavior event.
4. Select the correct student from the search results on the right side of the pop-up window.
5. Select the role for the involved student and enter any comments or demerits (up to four digits).
6. Click Save.

Administrators may wish to consult the involved student’s behavior tab to complete the resolution process for the behavior event.

### Adding a Second Resolution

If the behavior event will have multiple consequences, more than one resolution may be added.

1. In the student’s list of behavior events, select the student’s name that is attached to the behavior event.
2. Click “new resolution”
3. Enter the additional resolution for the event. When finished click Save.
Overview
The Behavior Letters tool is used to create and generate behavior letters based upon a stored set of criteria. Letters can be printed for a given effective date or for a date range. If an effective date is used, a letter will be generated for students who meet trigger criteria set for events occurring on the effective date. If a date range is used, a letter will be triggered for students who meet or exceed any of the trigger criteria set for events occurring within the date range.

Objective
The learner will be able to create and generate a behavior letter.

Process
1. In the Index outline, expand the Behavior module.
2. Select the Behavior Letter Wizard.

Creating a new letter
1. Click New Letter.
2. Name your new letter using a unique name.
3. Select an Event/Resolution combination for the letter. The letter is triggered for students who meet or exceed the triggering criteria set here.
4. Enter an event/resolution count. This is the minimum number of times the student has that combination of events and resolutions entered on their behavior tab.
5. Select Additional information to print on the letter’s behavior summary by checking the options.
   - Demerits
     - Staff Name is the Behavior Administrator who assigned the resolution.
   - Referral Name is the person who reported the event.
   - Event Comments are entered on the behavior event
   - Role Comments document the student’s involvement in the event.
   - Triggering Event Only will show only the events that match the criteria. Leaving this option unchecked will print the student’s behavior record for the entire year on the letter.

Click Letter Format to continue.

In many districts, behavior letters are created at a district level and have been approved by district staff. Check with your district’s policy and procedure for the correct policy to follow when creating a new behavior letter.
Creating Letter Text
The WYSIWYG editor allows the user to create a form letter using a variety of tools and data elements. In addition to the standard word-processing options, the editor allows the following options:

- **Links** allow for the insertion of web or image links into the letter. To create a link, highlight the image or word(s) which you want to link, then click on ![link](image)

- **Images** that are loaded onto a web server or accessible via the Web may be inserted into the letter by clicking on ![image](image)

- **Tables** may be added to the letter by using the ![table](image)

- **Campus Fields** may be added to the letter to create a mail merge by clicking on ![field](image). A new window will then open that will show all fields that can be inserted. When a specific field is clicked, it is placed in the body of the letter where the cursor is located.

- **Campus Sub Reports** (pre-formatted tables of data) can be inserted by clicking on ![subreport](image). A new window will open showing available sub-reports.

When finished, click Save Format. The completed letter may be saved to a specific User Group and then printed by members of this user group by selecting the Group from the Organized To drop down.

Printing Behavior Letters
1. In the Index outline, expand the Behavior module
2. Select the Behavior Letter Wizard
3. Select the letter to print
4. Letters may be run for either an Effective Date or a Date Range
5. Select the Sort Option preferred:
   - **Student**: Printed letters are alphabetically ordered by student name
   - **Zip**: Printed letters are ordered in numeric order of ZIP code
6. Click Print Letters
Campus Messenger

The Campus Messenger allows districts to send email and/or phone messages to students and Messenger contacts based upon an AdHoc filter as well as to school staff members. Campus Messenger hardware is also used for the attendance, behavior, and teacher Messenger functionality.

Objectives

- Review the setup needed in Census for Messenger to make contact with Messenger contacts.
- Create the message text and upload a WAV file for non-English messages.
- Send a message to a specific Ad Hoc filter.
- Create and send a test message.
- Send a message to staff members.

Census Setup for Messenger

Messages are categorized into five different types:

- High Priority
- Attendance
- Behavior
- General
- Teacher

For each type of message, a person may have a preference for where the message is delivered (home phone, work phone, cell phone, other phone, or via email). An option in Parent Portal can be enabled to allow individuals to change their contact preferences, but the district may need to set district-wide preferences during the implementation process.

In addition to delivery preferences, non-students will need to be set as Messenger contacts via their relationships.
Creating a Messenger Template

The text of the message created in Campus may be personalized for each recipient using data elements from the application. The personalized message will be delivered via email or will be “read” by a text-to-speech (TTS) engine for phone calls. The TTS engine in Campus speaks US English; phone messages that should be delivered in languages other than English will need to be recorded as WAV files and uploaded to Campus. WAV files will be delivered as stand-alone messages and cannot be personalized with data elements.

To create a new message:

1. Expand the Messenger folder
2. Select Message Designer
3. Click New Template
4. Enter a name for the template. This name should be descriptive of the message as it will be selected by name when the time comes to send the message.
5. Using the WYSIWYG error, enter the text of the message as it should be formatted for email delivery. To insert data elements from Campus, click the icon and select the field from the selection window.
6. Messages may be saved to the user’s account or shared with user groups the user is a member of by selecting the group in the Organized to dropdown.
7. Click Save when finished.

Non-English Messages

A message to be delivered in a language other than English has two additional steps in Campus:

1. Upload a WAV file to be used for phone delivery of the message. The email template may be written in another language. To upload a WAV file, click upload and browse to the file. Click save when finished uploading to return to the message.
2. Select the language for the message in the Communication Language dropdown.
3. Click Save when finished.
Campus Messenger

Sending a Message
Once a Message template has been created in the Message Designer, the message can be sent to students (or their Messenger contacts) defined by an AdHoc filter.

To send a message:
1. In the Index outline, select the Message Builder
2. Select the AdHoc filter(s) that define the recipients.
3. Set the mode of operation for the AdHoc filter
4. Select the template.
5. Select the recipients (students or their Messenger contacts)
6. Filter to a particular language (if needed) by selecting the language in the Language Filter
7. Enter a subject for the message
8. Select the message type to set which contact method will be used for each individual recipient.
9. Choose the delivery devices.
10. Enter the date for the message to be delivered.
11. Enter the times for the dialing window for this message. Messenger will start to make phone calls that this time and will stop making calls at the end time.
12. Enter the time for email delivery.
13. To send a test message, select test message. The system will prompt the user for a phone number, email address, and any fields used in the selected template.
14. To continue with the message delivery process, click Preview Message.
15. The preview screen will show the message, the source of the audio, the number of distinct recipients for this message, and the number of messages that will go by each delivery method.
16. To review recipients, and remove individuals if needed, click Review Recipients. The user may then remove specific phone jobs or recipients from the queue.
17. To queue the message, click Send Message. Messages will go out at the delivery time.

Set Operation Options:
Union will combine multiple AdHoc filters into one large recipient list. For example, if one filter is the football team and the other filter is the honor society, the message will go to students who are in either group.

Intersection will create a recipient list of students who are on both lists. In the previous example, selecting intersection will send a message to those football players who are also in the honor society.
Staff Messenger

The Staff Messenger tool may be used to send messages to all staff of a building or to staff defined by an AdHoc filter.

1. Select Staff Messenger.
2. Enter the text of the message.
3. Messages may be personalized using Campus data elements.
4. Enter the subject for the message.
5. Select the message type.
6. If using an Ad Hoc filter as the recipient list, select the filter. If sending a message to all staff of a school, select the school(s).
7. Select the delivery date for the message.
8. Enter the time to send emails and enter the times for the dialer.
9. Click Preview Message to review recipients.
10. Click send message to schedule delivery.

Reviewing Reports and Status

To review the status and delivery results of messages, select Sent Messages.

From the window that opens, select the message and click view delivery report. A PDF will open showing delivery status for each recipient and totals for the Messenger job.

 Cancelling Messages

To cancel phone messages:
1. Expand phone messages and select Dialer Activity.
2. Enter the date of the messages and click Generate Report.
3. To cancel a particular job, click the checkbox and then click Cancel Selected Jobs.
4. To cancel all jobs, click Cancel All.

Email messages are sent nearly instantaneously and cannot be canceled once sent. Phone messages however may be canceled.
GRADE REPORTING

Overview
This lesson will provide an overview of the processes involved in grading and reporting. Depending on school policies and procedures regarding grading, some of these steps may be omitted at certain times (such as midterm grades will not be posted to the student transcript).

Objectives
At the conclusion of this lesson, the learner will be able to:
- Create a report card template
- Open the grading window
- Close the grading window
- Batch print report cards
- Post scores to transcripts
- Create a transcript template
- Change a report card grade
- Change a transcript grade

Report Cards
A template for a report card may be created in System Administration and then used to batch print or individually print report cards. Templates are built on a building by building basis and may be copied forward from year to year.

Two types of report cards exist in Campus, conventional secondary report cards and standards-based. Traditional report cards will show the selected grades (and standards) a student has received organized by class, while the standards-based report card (below) will show stu-
dent progress in terms of the standards bank. Classes and grades do not show on the standards-based report card.

**To create a report card template:**

1. Expand System Administration.
2. Expand Preferences.
3. Select Reports.
4. Click New.
5. Enter a name for the report card. This name will be seen in the drop down menu used to select report cards when printing, so the name should be descriptive of the setup.
6. Publish to Portal will make the report card available for parents in the Reports area of the Portal.
7. Choose the type- conventional secondary or standards-based.
8. If using the secondary report card format, select the terms the report card should include. If the report card should only include the current grades, click “Exclude all prior terms”.
9. Select the layout of the report card.
10. Select the display options needed on the report card.
11. Period will indicate the period next to the course name.
12. Score Comments are the comments teachers entered in Grading by Task or Grading by Student. Select which term(s) comments should be included on the report card.
13. Select the grading task(s) and/or standards that should be included on the report card, or you may click select all. Only the grading tasks and standards that were assigned to the classes the student has a roster entry for will show for each class.
14. To include a grading scale or rubric on the report card as a key, select a score group.
15. The School Comment will print at the bottom of the report card for all students. Common uses include announcements about parent/teacher conferences, next term’s grading dates, etc.
16. Click Save when finished.

**The Grading Window**

When aligned to courses, grading tasks and standards are assigned to a particular term or terms. By default, these grades cannot be submitted by the teacher until that task is made active for a term. Teachers may still create lesson plans and enter scores that will count towards that grade, but the entry of the grade for report cards or other reports to the office cannot be done until the Grading Window is opened. The GPA w/bonus points.

Bonus points are a method of giving students an increased GPA for taking particular courses. For a grade, a bonus value is defined in Grading & Standards>Score Group. If the course is marked as allowing bonus points, the bonus value times the GPA weight of the course is added to the student’s GPA.
grading window may be opened one course at a time, or may be opened for an entire school for a particular task/term combination.

**To open the Grading Window**
1. Expand Grading & Standards
2. Select Grading Window
3. Select the calendar(s) needed.
4. Click Next.
5. Select the Grading Task(s) and/or Standard(s).
6. Click Next.
7. Select the term(s) that should be opened.
8. Click Update Active Masks.

**To close the Grading Window:**
1. Expand Grading & Standards
2. Select Grading Window
3. Select the calendar(s) needed.
4. Click Next.
5. Select the Grading Task(s) and/or Standard(s).
6. Click Next.
7. Leave all checkboxes unchecked.
8. Click Update Active Masks.

**To Open the Window for one Course**
1. Search tab. Search for courses/sections.
2. Select the course from the search results.
3. Click the Grading Tasks Or Standards tab.
4. Select the task or standard that needs to be graded.
5. Check active mask for the term needed.
6. Click Save when finished.
Printing Report Cards

Once the window has been closed report cards may be run off for distribution.

To batch print report cards,
1. Expand Grading & Standards.
2. Expand Reports.
4. In the Report Options drop down, select the template created in System Administration. You may also create a template from this screen by clicking display options, however; the template cannot be saved.
5. Select the students by grade level or AdHoc filter.
6. The Active Only and Effective Date may be used to screen out students who have been dropped or ended their enrollment.
7. Choose the sort options from the radio buttons.
8. Click Generate Report
9. The report cards will then be created as an Adobe PDF format to be printed or saved as needed. Report cards are a complex report and depending on the other processes running on the server may take a moment to generate.

Changing Report Card Grades

If a submitted grade needs to be changed, the change may be made from the section of the course. The data as seen on this screen is available for changes at anytime, regardless of the grading window.

To change a grade for a student:
1. Search for the course.
2. Select the sections tab.
3. Click edit for the section the student is in.
4. Select either grading by task or grading by student.
5. Select the grading task that needs to be changed OR select the student with the grade change.
6. Select the correct grade in the grade dropdown. If the district uses Autograding, the percentage must also be changed.
7. Make any changes to the comments as needed.
8. Click save when finished.
Grade Reporting

**TRANSCRIPTS**

As the permanent academic record of a student, transcripts in Campus are separate from report card grades. A tool called Post to Transcript can be used to enter report card grades on the transcript; this tool is designed to avoid duplicates on the transcript. Any changes to the student’s grade after the Post to Transcript tool is run will need to be made on the transcript manually.

**To Post Grades to Transcript**
1. Expand System Administration
2. Expand Student Portfolio
3. Select Transcript Post
4. Select the calendar(s) to post grades in.
5. Select the credit group(s) that these grades are associated with.
6. Select the grade level(s).
7. Select the term(s).
8. Post Score Comments if checked will also copy the grading comments to the transcript.
9. When all options are set, click Run.

**Transcript Templates**

A template for a transcript may be created in System Administration and then used to batch print or individually print transcripts. Templates are built for each school and may be copied forward from year to year. The courses on the transcript may be grouped by year (all credits earned in 10th grade in 2006-2007) or by term (all courses in 1st term 2006-2007, 2nd term 2006-2007, etc.).
To create a transcript template

1. Expand System Administration
2. Expand Preferences
3. Select Reports
4. Click New
5. Enter a name for the transcript. This name will be seen in the drop down menu used to select the template when printing, so the name should be descriptive of the setup.
6. Select transcript in the report type options.
7. Publish to Portal will make the transcript available for parents in the Reports area of the Portal.
8. Choose how courses should be grouped, by year or by term.
9. The School Year Options dropdown may be used to exclude any grades from years after the selected year.
10. Select the GPA to include on the transcript. Once checked, a pop-up will open showing the options associated with GPA.
11. Select the credit groups that should be included on the transcript. If a group is selected, credits from other groups will be excluded. If no credit group is checked, all credits will be included.
12. Select which types of assessment scores should be included on the transcript if any.
13. Select the display options. Users are allowed four choices: No Standards Display, Display All Scores, Display Best Score Only, Display Most Recent Score Only.
14. Click Save when finished.

<table>
<thead>
<tr>
<th>Group Options</th>
<th>Grade</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year Options:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Level Options:</td>
<td>Exclude grades tagged as &quot;Exclude from GPA/CumRank&quot;</td>
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</tr>
<tr>
<td>GPA/Cum Rank Calculation Options:</td>
<td>GPA, not selected</td>
<td></td>
</tr>
<tr>
<td>Credit Groups:</td>
<td>Actual Read, Grade, HS Credit, Middle School</td>
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</tr>
<tr>
<td>Physical Education:</td>
<td>UNA/PY</td>
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<tr>
<td>Standard Groups:</td>
<td>Actual Read, Intermediate Standards, Intermediate Standards 4 &amp; 5, Middle Level Standards 6-8, 8th High Standards, Elementary School</td>
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</tr>
<tr>
<td>600-TEST-STANDARDS-GROUP:</td>
<td>Physical Fitness Assessments, CTK Test Standards, A Group of Related 4th Grade Reading Standards, ACT, Math, Algebra, Reading, Writing, Language Arts, Science, Social Studies</td>
<td></td>
</tr>
<tr>
<td>6000-2 TEACHING (Standards):</td>
<td>First Grade Math, 2nd/3rd, 4th/5th, 6th/7th, 8th, Algebra 2, Standards</td>
<td></td>
</tr>
</tbody>
</table>
Changing Transcript Grades
If a grade needs to be changed after the Post to Transcript tool has been run, the grade will need to be changed on the transcript tab of the student in Student Information>General. The process is covered in the lesson on Student Information> General.