

School Administrators Learning Guide

Description/Objectives:

- The purpose of this lesson is to:
 - Provide tools for school administrators to retrieve student information and manage day to day school activities.
- In this lesson you will learn to:
 - Create Announcements
 - Locate Student Information
 - Administer Behavior
 - Utilize Email Messenger
 - Understand Attendance
 - Understand Course Setup and Grading Processes
 - Master Scheduling Process
 - View Portal/Mobile App
 - Run Reports
 - Create Queries for Data Analysis

Intended Audience:

- Principals and Assistant Principals

Time: 8 hours

30 minutes	INFINITE CAMPUS OVERVIEW
	<ul style="list-style-type: none"> • Infinite Campus Home Page <ul style="list-style-type: none"> ○ Services <ul style="list-style-type: none"> ▪ Training ▪ Infinite Campus University ▪ Campus Community
	<ul style="list-style-type: none"> • Create Infinite Campus University (ICU) Account • Create a Campus Community Account <ul style="list-style-type: none"> ○ Campus Community Guide
	<ul style="list-style-type: none"> • News <ul style="list-style-type: none"> ○ ICU Recordings ○ Campus Community Video • Knowledge Base <ul style="list-style-type: none"> ○ Hands On Virtual Labs ○ Curriculum (step-by-step guide) ○ Documentation ○ Videos ○ Simulations • Other Information <ul style="list-style-type: none"> ○ General Campus Information

	<ul style="list-style-type: none"> ▪ Supported Platforms ▪ Recommended Browser Settings ▪ Available Reports ▪ Release Information • Forums <ul style="list-style-type: none"> ○ Subscribe to State Forums ○ Announcements
	<ul style="list-style-type: none"> • Campus 101 - Navigation in Campus Video <ul style="list-style-type: none"> ○ Access and Log In to Campus ○ Searching in Campus • Campus Help <ul style="list-style-type: none"> ○ District Defined Help • Log Out of Campus Video
15 minutes	ANNOUNCEMENTS
	<ul style="list-style-type: none"> • Overview of User Communication Announce upcoming events, the daily school bulletin, district happenings, etc. Any user that logs into the Campus application will see the announcements. Portal users can also view announcements if the district so chooses. <ul style="list-style-type: none"> ○ District Wide Announcement ○ School Wide Announcement
2 hours	STUDENT INFORMATION
	<ul style="list-style-type: none"> • Student Information General <ul style="list-style-type: none"> ○ Summary ○ Enrollment ○ Schedule ○ Attendance ○ Flags ○ Grades ○ Transcript ○ Credit Summary • Assessment • Behavior • Transportation • Fees • Lockers • Graduation • Athletics • Ad Hoc Letters • Other Student Information Tool Sets <ul style="list-style-type: none"> ○ Counseling ○ Health Overview ○ Contact Logs
1 hour	BEHAVIOR
	<ul style="list-style-type: none"> • Behavior Overview • Behavior Admin <ul style="list-style-type: none"> ○ Preferences ○ Event Types ○ Resolution Types ○ Response Types • Linking Behavior and Attendance

	<ul style="list-style-type: none"> • Create a Behavior Referral (school staff process) • Behavior Management Tool <ul style="list-style-type: none"> ○ Process Behavior Incidents ○ Includes Referral process ○ Add additional Events and/or Participants ○ Roles and Resolutions ○ Behavior Responses • Manage Detention and Detention Tracker • Behavior Letter Wizard • Behavior Messenger • Behavior Reports
30 minutes	EMAIL MESSENGER
	<ul style="list-style-type: none"> • Email Messenger Overview <ul style="list-style-type: none"> ○ Create messages for students, guardians and staff ○ Emergency Messenger ○ Message Builder ○ Message Builder Scheduler ○ Staff Messenger ○ Sent Message Log ○ Recipient Log • Other Messenger Tools <ul style="list-style-type: none"> ○ Failing Assignment Scheduler ○ Missing Assignment Scheduler
45 minutes	ATTENDANCE OVERVIEW
	<ul style="list-style-type: none"> • Taking Attendance (Teacher View) • Daily Attendance • Classroom Monitor • Attendance Calculations • Generate Attendance Reports • Attendance Letters <ul style="list-style-type: none"> ○ If using PLP tools, a contact log entry can be automatically posted for a student indicating a letter was printed and sent. • Attendance Messenger NOTE: Once the first attendance message is sent for a student, no additional messages are sent for the student on the same day.
1 hour	SCHEDULING
	<ul style="list-style-type: none"> • Course and Section Setup <ul style="list-style-type: none"> ○ Add/Edit a course <ul style="list-style-type: none"> ▪ Grading Tasks/Standards ▪ Composite Grading ▪ Credit Groups ○ Add/Edit a Section <ul style="list-style-type: none"> ▪ Add Staff History (primary teacher)Departments ▪ Rooms

	<ul style="list-style-type: none"> ▪ Grading by Task ▪ Grading by Student <ul style="list-style-type: none"> ○ Attendance • Student Gap Scheduler <ul style="list-style-type: none"> ○ User can manually select the courses and sections for the student • Reports <ul style="list-style-type: none"> ○ Schedule Batch ○ Section Rosters
2 hours	GRADING PROCESSES
	<p>Campus Grading Terminology Review and Utilize District Structure Document</p> <ul style="list-style-type: none"> • Score Groups • Grading Scales • Grading Tasks • GPA Calculations in Campus <ul style="list-style-type: none"> ○ Term GPA ○ Cumulative GPA ○ Rolling Cumulative GPA ○ GPA Weights • Credit Groups • Credit Types • Composite Grading
	<p>Grade Submission Processes</p> <ul style="list-style-type: none"> • Open/Close Grading Window • Teacher Posted Grades <ul style="list-style-type: none"> ○ From the Grade Book ○ From the Post Grades Tool • Auto Grade Wizard (Optional) <ul style="list-style-type: none"> ○ Auto posts grades for a particular grading task across all sections ○ Prevents teacher from changing the posted grade (e.g., semester, final) • Grading and Standards Reports <ul style="list-style-type: none"> ○ Grade Book Usage ○ Grades Report ○ Class Rank ○ Term GPA ○ Missing Assignments

<p>30 minutes</p>	<p>PORTAL/MOBILE APP</p>
	<ul style="list-style-type: none"> • System Administration>Portal <ul style="list-style-type: none"> ○ Provides parents/guardians and students access to student information and school communications. • Portal for Parents and Students <ul style="list-style-type: none"> ○ Schools should only allow use of the Portal after data within Campus is accurate. (addresses, relationships, households, grades, etc) • Campus Mobile Portal <ul style="list-style-type: none"> ○ For parents and students using the Mobile Portal app on an iOS or Android device must have a Campus Portal account through their school. • Self Service <ul style="list-style-type: none"> ○ Discuss options and implications. ○ Allows districts to display and allow updates to Census data on the Campus Portal. ○ Districts are able to review all update requests submitted via the Portal prior to updating the database. • Portal Request Processor <ul style="list-style-type: none"> ○ Tool used by approved staff members to approve or deny changes made by guardians of students through the Campus Portal. • Generate Portal Reports <ul style="list-style-type: none"> ○ Portal Usage
<p>ADHOC REPORTING</p>	
	<ul style="list-style-type: none"> • Ad Hoc Reporting Overview <ul style="list-style-type: none"> ○ Filter Designer <ul style="list-style-type: none"> ▪ Query Wizard ▪ Selection Editor ○ Data Viewer ○ Data Export <p>NOTE: Refer to Available Reports for “canned” reports available in each Campus module.</p>
<p>Hands on Activities and Review</p>	
	<p>Scenario 1</p> <ul style="list-style-type: none"> ○ A parent has called with concerns about a student’s grades on particular assignments. Without involving the teacher and/or logging into their gradebook, you need to take a look at the teacher gradebook. Demonstrate how you could access this info (user rights apply) in order to answer the parents questions. <p>Scenario 2</p> <ul style="list-style-type: none"> ○ You would like to notify parents/students/staff of an upcoming event at your school. Create an announcement for your school about upcoming

	<p>Parent/Teacher conferences. (or other event of your choice)</p> <p>Scenario 3</p> <ul style="list-style-type: none">• Due to weather your district will be closing school for the day. Send a message that will go to all staff, students and parents. <p>Scenario 4</p> <ul style="list-style-type: none">• After completing student schedules you have a student that you need to move to a different class. This is for the future year, so no grades or attendance are involved. What would be the best method for making this change? <p>Scenario 5</p> <ul style="list-style-type: none">• Create an Adhoc Report for the football team, so that you could pull grades information, etc. about this group of students. (static list) <p>Scenario 6</p> <ul style="list-style-type: none">• You need to gather the following information in report form, which reports could you use to get this information?<ul style="list-style-type: none">○ List of students sorted by class rank with weighted GPAs○ You need to verify teacher usage of the gradebook○ List of students in the 9th grade that have missing assignments○ List of 12th graders term GPA for the current term
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