

# MS ICU and Infinite Campus

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The tools in Campus to help with the ICU initiative are based off of the teacher's assignments/grade book and which assignments are marked as missing (excluding exempted assignments). In order for Campus tools to help ICU be successful, teachers need to maintain their grade books on a regular basis.

## Campus and ICU Agenda:

- Maintain Missing Assignment flags (ICU triggered by missing flag, not exempt)
- Missing Assignments Messenger
- Advance Search for ICU Students
- Custom Report for ICU students and missing assignments

## Instruction Tools:

- Assignments –
- Marking/Unmarking Assignments Missing** Flagging/unflagging an assignment as missing for an individual student will automatically load/unload the student into the ICU tools that have been created. Assignment missing flags need to be maintained to make the Campus ICU tools accurate and successful.
  - o Student **Assignment is Missing** and need **To Flag:** *Instruction > Click Assignment ">>" Click "M" or Enter "M" for a grade to trigger missing flag > Save*
  - o Student **Assignment is Turned in** and need **To Un Flag:** *Instruction > Click Assignment ">>" Enter Score and/or click on "M" to remove missing flag > Save*

The screenshot shows the Infinite Campus interface for a student's grade record. At the top, there are dropdown menus for 'Section' (1) J5540-1 Math Fundamentals 8, 'Term' (1), and 'Task' (Grade), along with a '+ Add' button. Below this is a 'Settings' sidebar with a 'Save' button and a 'Students' dropdown. The main area is a table with columns for 'Grade Totals' (Post Grade) and 'Categories' (Class Participation, Homework, ICU, Tests). The student's name is '08 SISTeststudent, Ernie'. The 'Post Grade' column shows 'F', 'Class Participation' shows '0.00%', and the 'ICU' column shows 'M'. To the right, there is a 'D1R: Day One Review' section with 'Seq: 1.00', 'Due: 07/25', 'Class Participation', and 'Points: 100'. At the bottom right, there are 'T' and 'M' buttons.

Settings	Save	Students	Grade Totals	Categories				D1R: Day One Review
			Post Grade	Class Participation	Homework	ICU	Tests	Seq: 1.00 Due: 07/25 Class Participation Points: 100
		08 SISTeststudent, Ernie	F	0.00 %		M		0 1 T M

❑ **Missing Assignments Messenger – Campus Instruction**

- Message Center
- New
- Message Type > Missing Assignment Message
- User/User Group > User
- Template
  - If template already created: Select Template saved
  - If not template created yet:
    - Delivery Devices: check all (Inbox, Email, Text)
    - Enter Delivery Date
    - Inbox/Email: Set Delivery Time (after end of school day)
    - Voice/Text: Set Delivery Time (after end of school day)
    - Click “Save As”
    - Enter Name for Template
    - Save
- Test if desired or click Next

The screenshot shows a web application interface for creating a message. At the top, there are tabs for 'All Items', 'Process Alerts', and 'Notices'. Below these are buttons for 'New', 'Select All', 'Remove', 'Search', and a 'Sort by' dropdown menu set to 'Sticky'. The main heading is 'Message Center (33)'. The form is titled 'Missing Assignment Message: Step 1' and contains the following fields:

- Message Type:** A dropdown menu with 'Missing Assignment Message' selected.
- User/User Group:** A dropdown menu with 'User' selected.
- Template:** A dropdown menu with 'MS missing assignments' selected.
- Delivery Details:**
  - Delivery Devices:** Three checkboxes for 'Inbox', 'Email', and 'Text', all of which are checked.
  - Delivery Date:** A date input field showing '07/28/2014' with a calendar icon.
  - Inbox/Email Delivery Time:** A time input field showing '5:00 pm'.
  - Voice/Text Delivery Time:** A time input field showing '5:00 pm'.
  - Sender's Email:** A text input field containing 'messenger@willmar.k12'.

At the bottom right of the form, there are five buttons: 'Save', 'Save As', 'Delete', 'Test', and 'Next'.

- Select Section
- Select All Assignments for Grade

### Missing Assignment Message: Step 2

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**Students**

Section  
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All Students  Specific Students

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**Recipient Criteria**

Message sent to guardians of selected students that meet criteria below:

Select Term 1 Assignments

Select All [Collapse All](#)

- Grade
  - Class Participation
  - D1R: Day One Review
- Mid-Term Grade

Allow Repeat Messages

- Next
- Review Recipients
  - Click on Student Name for contact info
  - Click Preview to see message
  - Select/Unselect any students/contacts to be removed
  - Save or Close (close if no changes)

### Review Recipients

<input checked="" type="checkbox"/> Recipient Name ▲	Student Name	
<input checked="" type="checkbox"/> SISTestParent, Mary <input checked="" type="checkbox"/> Process Inbox	SISTeststudent, Ernie	<a href="#">Preview</a>
<input checked="" type="checkbox"/> SISTestTeacher, Jessie <input checked="" type="checkbox"/> Process Inbox	SISTeststudent, Georgia	<a href="#">Preview</a>

- Send
- Repeat for each Section

❑ **Ad Hoc Advanced Search** has filters created to find any student that has missing assignments according to which filter you select and will display the students in the index of Campus. Filters are available for all students, each grade and each term.

- *Search tab > Advanced Search > Saved filter folder: 5\_Power of ICU*
- *select the filter that represents the students/grade/term you want to show in the index*
- *Search under the Saved filter box*
- *Now students that match that criteria will show up in the index of Campus*

The screenshot displays the 'Campus Search' interface. At the top, there are tabs for 'Index', 'Search', and 'Help'. Below the tabs, a search dropdown menu is set to 'Student', with a 'Go' button and an 'Advanced Search' link. The search results section shows two results: '08 SISTeststudent, Ernie #085030001 [0]' and '08 SISTeststudent, Georgia #123010057'. The main search area is divided into 'Student Search' and 'Saved Filter' sections. The 'Student Search' section includes fields for Last Name, First Name, Student Number, SSN, Grade, Birth Date, Gender, StateID, Person ID, Locker Number, Special Ed, Status, Setting, Disability, and Counselor. There is also a checkbox for 'Students that you are Counseling' and an 'Effective Date' field set to '07/28/2014'. The 'Saved Filter' section shows a folder '5\_Power of ICU' containing several filters, with 'ALL Students with Missing Assignments T1' selected. Other filters include 'ALL Students with Missing Assignments T2', 'ALL Students with Missing Assignments T3', 'ALL Students with Missing Assignments T4', and various filters for 'Gr 6 Students with Missing Assignments' through 'Gr 8 Students with Missing Assignments' for terms T1, T2, T3, and T4. At the bottom of the 'Saved Filter' section, there are two more filters: '5\_Pysch Social Worker' and '5\_Registration'.

- SRS ICU MS Missing Assignments Custom Report** A custom report list students and their missing assignments. Custom Report Location:
  - o [WPS Custom Reports > ICU > ICU: MS Missing Assignments](#)
  - o [Campus Instruction > Custom Links and Reports > ICU: MS Teacher Missing Assignments](#)
- Show all content
- Select Report again
- Enter username/password
  - o **Username:** willmar
  - o **Password:** Reports1

Home > SI Student Info > ICU MS Missing Assignments Report

School	<input type="text" value="14-15 Willmar Middle School"/>	Term	<input type="text" value="1"/>
ICU Student	<input type="text"/>	Grade	<input type="text" value="06, 07, 08"/>
Teachers Assignments	<input type="text"/>	Teachers_Roster	<input type="text"/>

- Select Term(s)
- If you want all students, all courses, all assignments, click View Report
- Else select for filtered results with the filters listed:
  - o **Term:** Select which term to look at assignments in
  - o **ICU Student** – List only students that have missing assignments that are not exempted for the selected Terms
  - o **Grade** – Select a specific grade if you don't want to see students from all grades
  - o **Teachers Assignments** – Select to view only assignments from a specific teacher
  - o **Teachers Roster** – Select if you only want to see students that are rostered into a specific teacher but will show assignments from all teachers
- View Report
- Scroll to view page / >>> to next page
- To print:
  - o Select a Format (usually will be pdf or excel) > Export > Open > File Save As