

# Instruction and Infinite Campus

## New Teacher Induction

### Campus Overview

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Highlighted below are reminders and features available to teachers.

#### **Reminders:**

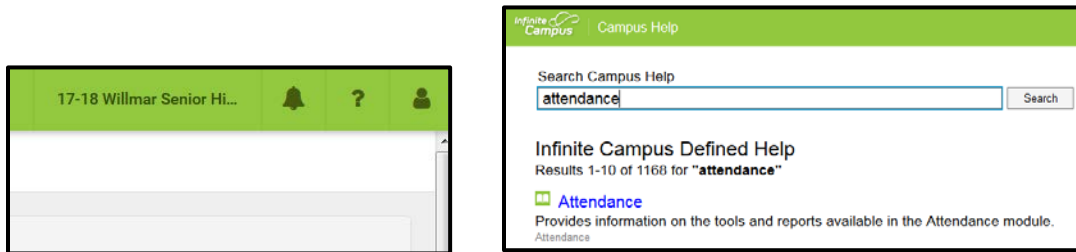
- Always check your Year, School, Calendar and Section settings when entering Campus.**
- Always LOG OFF to exit instead of X to close browser window to free server resources.**
- save, Save, SAVE!**

#### **Agenda:**

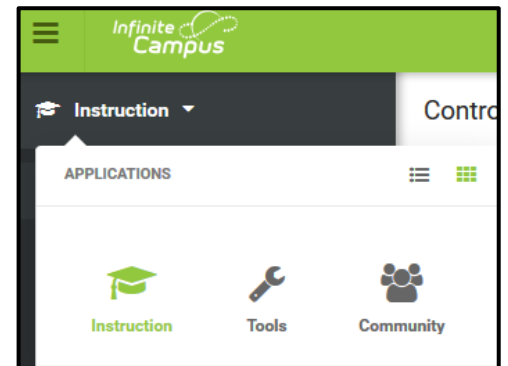
- What is Campus? <https://wilmarmn.infinitecampus.org/campus/willmar.jsp> (link on district website)
- Navigation Window – Left Index
- Working Window – Space to the right of the index
- Campus Tool Bar: tools assigned to teachers
- End User Help: ? in top right corner, District Website and Campus Community
- Accessing Campus Instruction & Make Campus Instruction your default Application (*if it's not already*)
- 5 Easy Steps to First Day Attendance
- Other tools for Instruction
  - Campus Community, Message Center, Planner, Roster, Seating Chart, Lockers, Reports
- Student Info, Search, and Bus Home info in Campus Tools, use App Switcher
- Log Off
- Teacher Tips
- Questions???

## --- End User Help ---

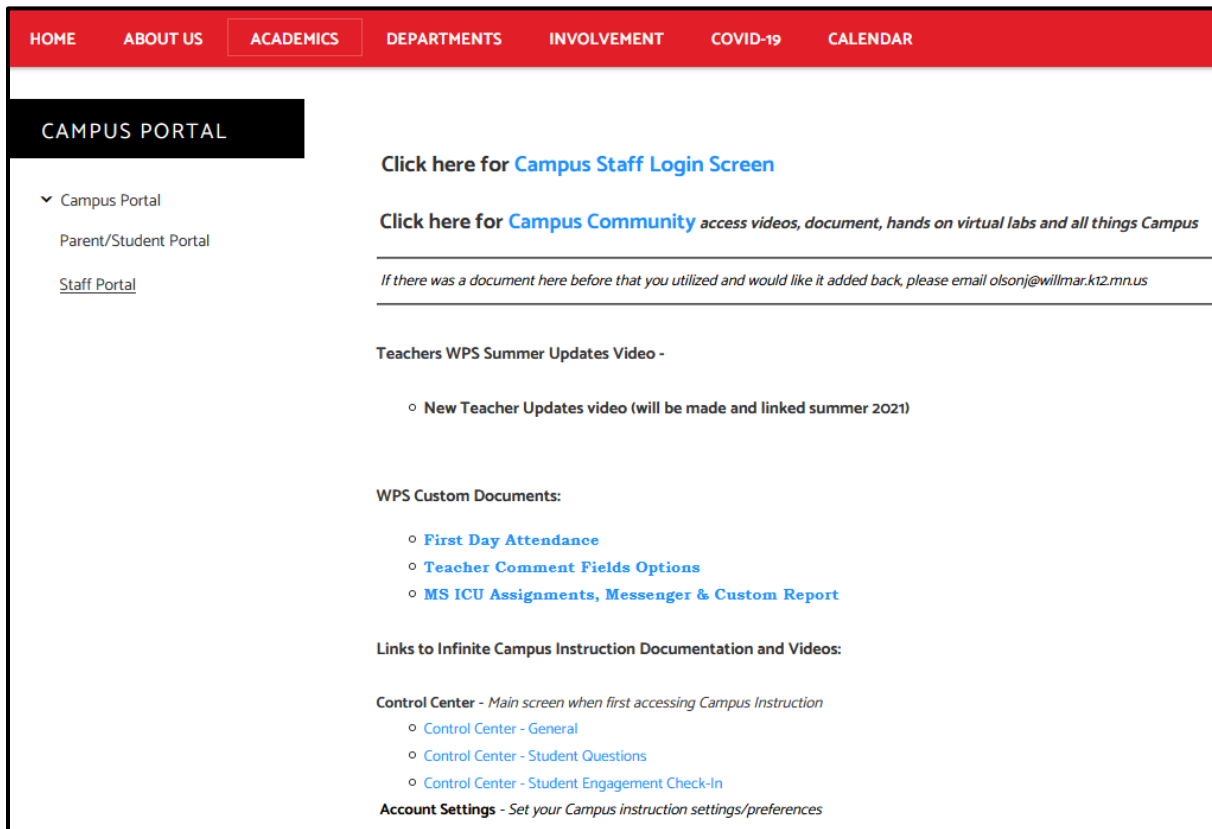
1.) **Help ?** – just click on the “?” in the top right hand corner and then in the new window type in what you are looking for and documentation will be displayed to select.



2.) Campus **Community Forums, Outline, Self-Paced tools** – Infinite Campus has created a customer support website that you can access from your login to utilize group discussions for all other schools that are IC users, documentation, and self-paced videos on the different tools in Campus. *Top Right Corner App Switcher > Campus Community*

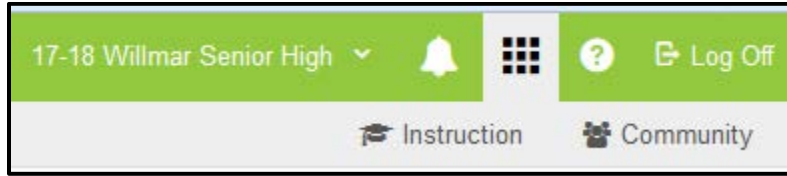


3.) Go to **District webpage** > Staff > Campus area for teachers



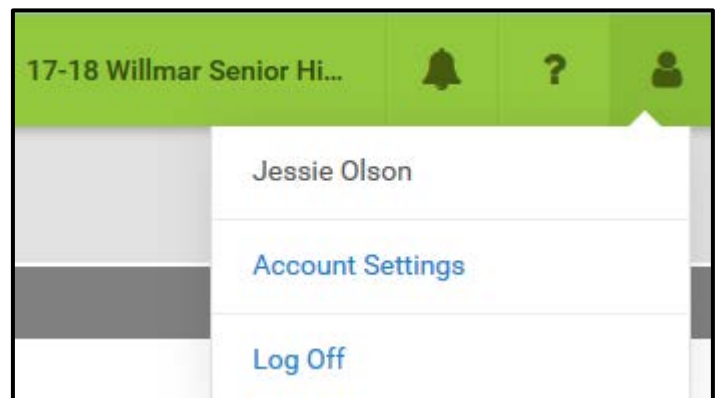
## --- To Access Campus Instruction ---

- Login**
- If not automatically logged into Campus Instruction,
  - o **Locate** and click the App Switcher at the Top Right corner Next to Log Off
- Click** on Campus Instruction



## --- To make Campus Instruction your default Application---

- When in Campus Instruction, in the top right hand corner click the person icon then **Account Settings**
- Set the application to load to **Campus Instruction**
- While you are here**, select any of the other preferences you have
- Click **Save**
- To return to Campus Tools, click the **App Switcher drop down** in the upper left corner & choose **Tools**



## --- Five Easy Steps to Take Attendance ---

- ❑ **Login to Campus** (if Campus Instruction is not your default, click App Switcher > Campus Instruction)
  - In the **Control Center** Screen that comes up when logged in, in the attendance column next to the course you need to take attendance for click **“Take”**
  - **Mark** students Absent or Tardy, all default to Present and click **SAVE** in the bottom of the box

The screenshot shows the 'Control Center' interface for '21-22 SIS Test School (Elementary) - 1'. The left sidebar has 'Control Center' highlighted in yellow. The main area shows 'AM' (3 sections, 5 students) and 'PM' (14 sections, 14 students) sections. Below each section are icons for attendance: a person icon (highlighted in red), a document icon, a speech bubble icon, and a smiley face icon. On the right, the 'Attendance' section for 'AM) 2001-1 Grade 2 Homeroom' shows a 'Lunch Count' of 0. Below this, two student rows are shown, each with a person icon (highlighted in red) and three buttons: 'P' (Present), 'A' (Absent), and 'T' (Tardy). The first student is 'SISTeststudent, Andrea' and the second is 'SISTeststudent, Molly'.

- OR -

- **Click on Attendance** in left hand Index
- **Locate** Period (Course/Section displays at top of attendance list)
- **Mark** students Absent or Tardy, all default to Present and click **SAVE** in the bottom of the box

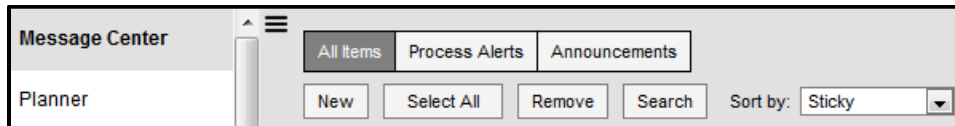
The screenshot shows the 'Attendance' interface for 'J5540-1 Math Fundamentals 8'. The left sidebar has 'Attendance' highlighted in white. The main area shows 'Lunch', 'Milk', and 'Adult' counts, all set to 0. Below this, a table shows attendance for 6 students. The first row is highlighted in red and shows a person icon, '06 SISTeststudent, Alpha A', and buttons for 'P', 'A', and 'T'. The second row shows a cartoon character icon, '08 SISTeststudent, Ernie', and buttons for 'P', 'A', and 'T'. The third row shows a person icon, '08 SISTeststudent, Georgia', and buttons for 'P', 'A', and 'T'. The table has columns for 'Students', 'Lunch', 'Milk', 'Adult', 'Excuse', and 'Comments'.

## --- Other Tools in Campus Instruction ---

### ❑ Instruction Overview *in Campus Community*

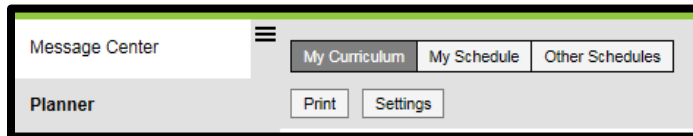
- You will need to create your user account to access. After you create your account, the HOVL has videos, simulations, how-to, and articles on all the areas of this new tool.

### ❑ Message Center –

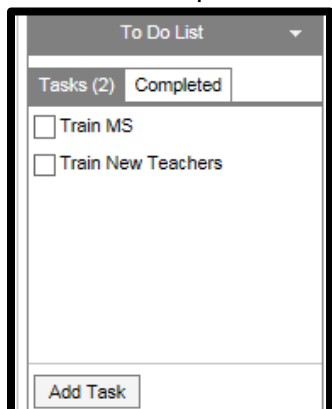


- The Message Center displays all notices and process alerts. New messages will be identified by "New" preceding the message. A numerical indicator will also be displayed how many new messages are in the Message Center.
- **Teacher Messenger** for general class message, grades messenger and missing assignments messenger is also located in this tool area. Just click new and follow through the different selections/options for each area. Test. Send.

### ❑ Planner



- **My Curriculum** – view and print your curriculum and also view and print student attendance
- **Other Curriculum** – View and create assignments from other teachers planners
- **My Schedule** – view and print teachers scheduled course/sections and school events and also view and print student attendance
- **Other Schedules** – Click search on the bottom right hand corner to search for other teachers and save their schedule to view. Nice for departments to know when other teachers are available.
- **To Do List** – To do list in your Planner! Located at the bottom right hand corner of the planner, you can make a "To Do List", check them off and drag to reorganize. View list of tasks to do and list of completed tasks.



- ❑ **Roster** – Interactive Sortable list of students on your roster for the section on the dropdown. You can select at the top to view all, active, incoming or dropped list of students and then report options will let you print your roster with many options of what to print.

The screenshot shows a web interface for a roster. At the top, there are tabs for 'All', 'Active', 'Incoming', and 'Dropped', along with a 'Report Options' button. Below this is a header for 'Active Students (5)'. A summary bar indicates 'Males: 4' and 'Grade 08: 5', with 'Females: 1' listed below. A table follows with columns: Name, Gender, Grade, DOB, Start Date, End Date, Flags, Health, IEP, and PLP. One student is listed: 'SISTeststudent, Ernie' with gender 'M', grade '08', DOB '09/21/1998', and Start Date '09/03/2013'.

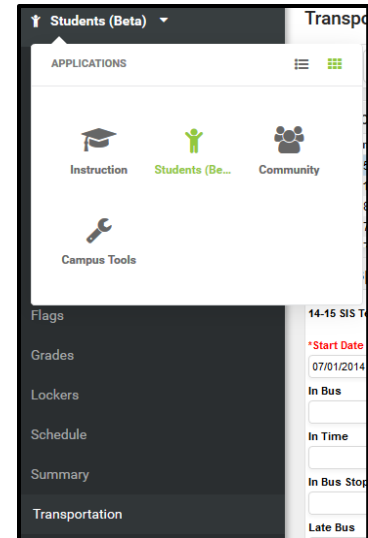
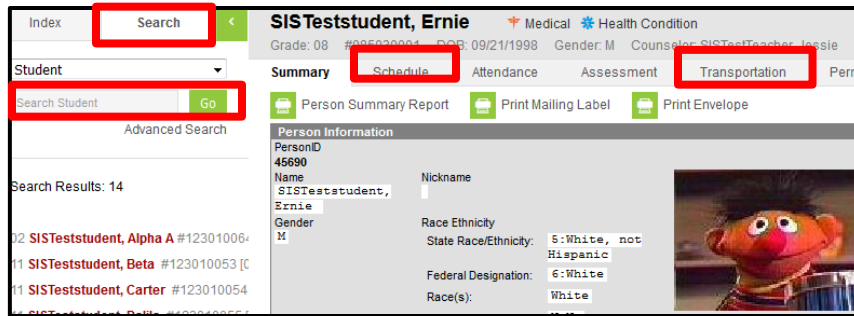
Name ▲	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP
SISTeststudent, Ernie	M	08	09/21/1998	09/03/2013					

- ❑ **Seating Chart** – Click New and then edit/select the options to create a seating chart. Click Create Chart then use the options at the top to fill seat, move students, clear or use drag and drop to place seats where ever you wish to have them.

The screenshot shows a 'Seating Chart' interface for 'Math 1 : J5540-1 Math Fundamentals 8'. At the top, there are buttons for 'Save', 'Delete', 'Copy Layout', 'Report Options', 'New', and 'Open'. Below these are 'Clear Students', 'Place Students', 'Make Default', 'Expand Workspace', and 'Contract Workspace'. A 'New Desk' button with a desk icon and navigation arrows is also present. The main area shows 'Seated students: 5', 'Unseated students: 0', and 'Desks: 5'. Five student cards are displayed on desks, each with a close button (X) in the top right corner. The students are: '08 SISTeststudent, Ernie', '08 SISTeststudent, Georgia', '08 SISTeststudent, Henry', '08 SISTeststudent, Jesse', and '08 SISTeststudent, Isaac'.

- ❑ **Lockers** – List of students and their locker information.
- ❑ **Reports** – click on each report and see a description on the top of each screen relating to Attendance, Grade Book, Planner and Roster information.

- ❑ Student Info, Search, and Bus Home info in Campus Tools, use App Switcher and in New Student App (Beta).
- ❑ New Student Pickup Dropoff Inclement Weather tab
- ❑ Log Off



### --- Teacher Tips ---

- ❑ Use keyboard shortcut Cntrl +/- to change the size of Campus Instruction.
- ❑ Remove Index to show more of the grade book by clicking the triple lines icon next to the Message Center.
- ❑ Click the Chevron symbol to expand/collapse sections in the index.
- ❑ Use categories so it is easy to identify at a quick glance where students are struggling (i.e. tests, homework, projects, class participation).
- ❑ In the Grade Book header rows, click the Sort Symbols (⬆) next to each item to sort ascending, click again for descending and then again to return to the original sort order.
- ❑ Items that are blue and underlined are linked to the related details, for example, in the roster, click on student name and it brings up their relationship and demographic data.
- ❑ For Student Submissions (electronic) have the students add their name to the file name when uploading so you can compare if the name on the upload is the same as the creator of the file, also it makes it easy to identify whose assignments are whose.
- ❑ Keep in mind that the Portal for Students and Parents is a “BEFORE” tool, not an after tool. Set up assignments so parents/students can use it to plan and prepare...no excuses.
- ❑ For use with Parents:
  - Use last login (in the Grade Book, click on the students name to expand and look at the date next to Login:, that is the last time a parent logged into Portal) to introduce or ask why they are not utilizing it.
  - Pictures say a lot for some parents so utilize Sparkline or Box and Whiskers but leave it simple such as “This is the top score, this is the bottom score, the dot is your student”.
  - Sparkline graph is ALWAYS in date order so when looking at the Sparkline graph, sort assignments by date also so they correspond.
  - Get many phone calls/emails/questions that an assignment is past due but no grade is entered because you just haven’t had the chance to enter them, use the “Turned In” flag to let parents/students know you have it just haven’t entered the grade.