Campus Instruction

Access through "Rubik's Cube" and then click "Campus Instruction"

The Left-hand Menu:

1. **Message Center**- *All items* shows all messages, or you can sort between *Process Alerts or Notices*. You can create messages as well by clicking on NEW, follow prompts

2. **Discussions- NEW** in 2016. Allows you to create and manage discussions in your classes. Students can respond to thread created by you, create their own, or comment on others' depending on discussion set-up. If interested, here is link to more: *https://content.infinitecampus.com/sis/1625/documentation/discussions/*

3. **Planner**- *My Curriculum* - Shows Courses during the current day
   Clicking on the name of the course allows you to manipulate Categories and Assignments (Must be on WEEK or DAY view to do this)

   My Schedule is your academic schedule by month, week, or day

   Other Schedules allows you to view other teacher schedules

   Settings allows you to pick preferences for viewing the calendar

   To Do List (lower right)- allows you to create a "to do" list until task is completed.

4. ***Grade Book***- MOST TIME WILL BE SPENT HERE! Choose from top menu the correct section, term and task *(the term to which the FINAL grade is attached is the one to select for editing)*
   +**Add** button below term drop menu in upper left allows you to add assignments in this utility (You will add assignments only after creating categories - see below)

   SETTINGS- (upper left of gradebook- Click on arrow to open; you will see "Grade Book Set-up," "Grade Book Totals," "Other," and "Preferences" as heading. See below for utilities in each.)

   Grade Book Set-up – The one place to do all set-up for grading
   Curriculum List - Shows assignments in list form and allows editing assignments
   Assignment Marks- Shows the grading scales available
   Categories- Shows categories and allows for editing categories – Do SECOND
   Filter Defaults- Allows search for specific assignments based on criteria selected.

> ***Grade Calc Options***- You will attach scale and weighting here- DO FIRST (Important- your grades will not "total" in gradebook if you do not)
> ***Grading Scales***- Similar to Asg Marks- shows scales
>
> **Grade Book Totals-** ***New*** *in 2016*
>
> ***Assignment Copier***- Allows you to copy assignments to multiple sections (careful with due dates)
> ***Category Copier***- Allows you to copy categories from another source
> ***Multi-Post Grades***- Allows you to post grades for multiple tasks or standards at once; we will not use since we post only grades at specific times of the year.
>
> **Other- Help:** intuitive
> **Website Address-** Class website address if you have one
>
> **Preferences**- Check boxes which apply to your gradebook preferences; see what you like, what you don't. Can always uncheck if you do not like.
>
> ***Grade Totals*** (in blue panel just right of SAVE button)- click to collapse, click again to reopen
>
> ***In students column***- Click on name to see picture of student (after preferences set) and other data, including personal data summary.
>
> > **Click on blue arrow to right of student name to see student photo and utility for grades (photos coming soon!)

5. ****Attendance****- This is where daily attendance will be taken.

6. **Positive Attendance**- Allows editing of real attendance (we don't use)

7. **Roster**- View roster by active or dropped, click on student name for summary data; some reports available through *Report Options* button.

8. **Roster Verification** – Allows teachers to indicate time spent with students; some estates are requiring this. To this point, we are not so this utility will not be used.

9. **Seating Charts**- Click "New" and follow prompts.

10. **Student Groups**- create groups within the class; click "New" and follow prompts.

11. **Class Serve -** This is an Elementary Class function for lunch count

12. ****Post Grades**** - Go here to view previously posted or post by student (when window is open) or edit grades and comment for posting.

13. **Assignment Overview**- See assignment tree with edit-only ability (cannot ADD) for categories or assignments

14. **Lockers**- See student locker and combination

15. **Standardized Test-** not populated at this time

16. *Course Requests*- *Allows teacher to set future student requests* ***(inactive at this time)***

17. *Student Course Recommendations*- *Similar* ***(inactive at this time)***

18. **Reports (Attendance)-** Allows you to generate attendance reports- use drop menu to select section and type of report, then click "Generate Report:" at top. Most popular is *Attendance Register*.

19. **Reports (Grade book)-** allows you to run various reports under drop menu; most popular is the one we use for progress reports: *Student Summary*

20. **Reports (Planner)-** blank spreadsheets can be found here

21. **Reports (Roster)-** blank spreadsheets, portal usage, and roster labels here

    NOTE ON REPORTS- You can play with these to find possibilities; you will not damage any data in the reports utilities.

22. **Custom Links and Reports-** Asks for authentication- unknown.

23. *****Account Settings*****- Choose preferences such as dropped students appearing in gradebook and student pictures here. Intuitive except for the last one: *Used Canned Comments*. Your administrator may create canned comments so you may attach those to grade reports. If they are available at your school, check this box if you'd like to use them.