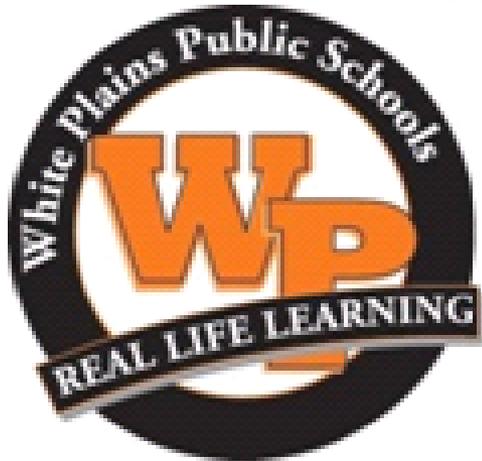


# White Plains Public Schools

## Infinite Campus for Elementary Teachers

### Attendance, Rosters Viewing an IEP and Report Cards



<https://whiteplainsny.infinitecampus.org/campus/whiteplains.jsp>

Nov 2019

# Logging into Infinite Campus

Infinite Campus Website <https://ic.wpcsd.k12.ny.us/campus/wp.jsp>  
Available from home, school or anywhere with internet access

Infinite Campus Transforming K12 Education®

District Edition

Version: E 4517.3

Username

Password

**Sign In >>** Logged off

Trouble accessing your account? Contact your administrator.

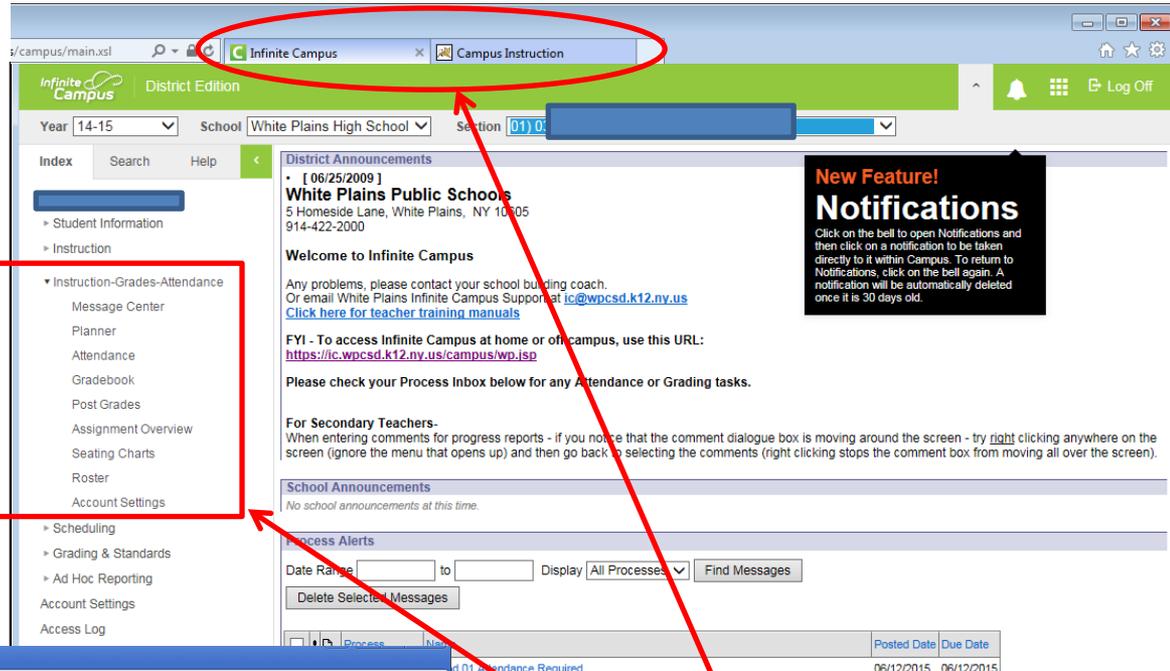
©2003-2015 Infinite Campus, Inc.  
www.infinitecampus.com

There is also a shortcut on your desktop computer screen and a link on the district website.

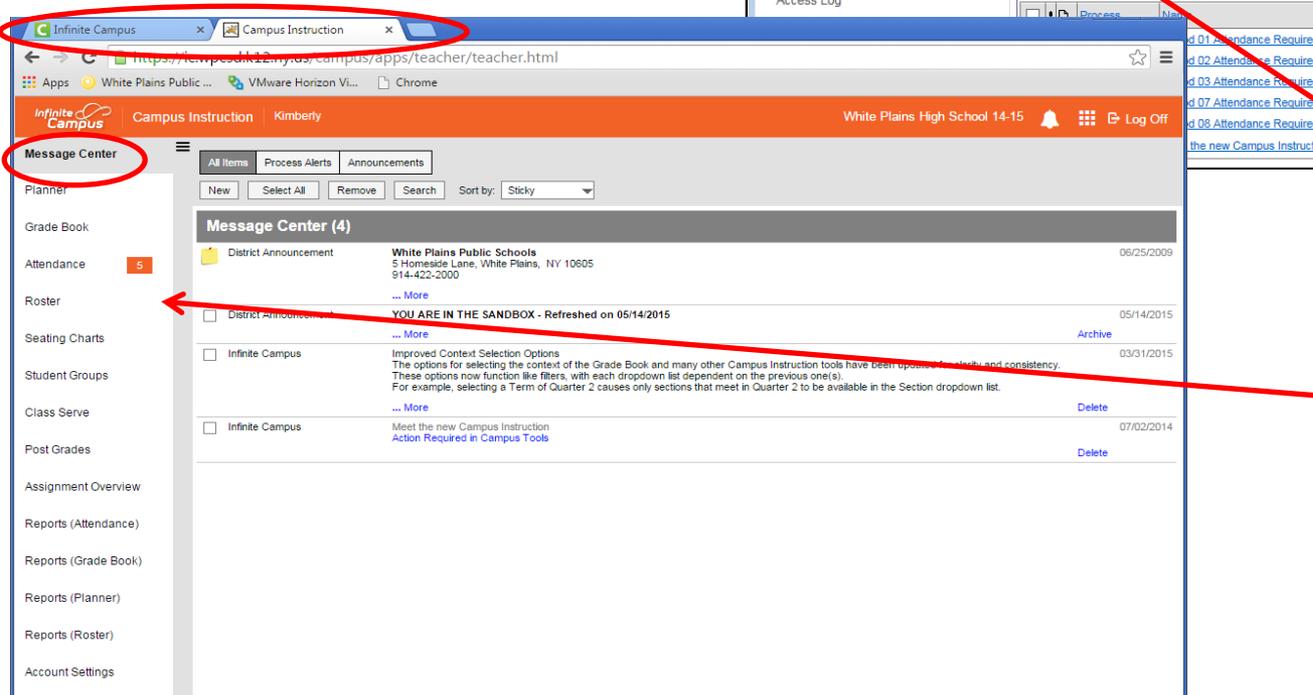
**NOTE: You do not need to use the District's Remote Access Portal to access the Infinite Campus website. Website is available 24 hrs/day.**

**If you any problems or issues with Infinite Campus, please contact your teacher coach (Dept coordinators, etc.) , building coach (usually office manager or AP) or email [ic@wpcsd.k12.ny.us](mailto:ic@wpcsd.k12.ny.us) .**

# Main Screen of Infinite Campus



## Campus Instruction Screen Instruction, Gradebook and Attendance



Main Infinite Campus screen

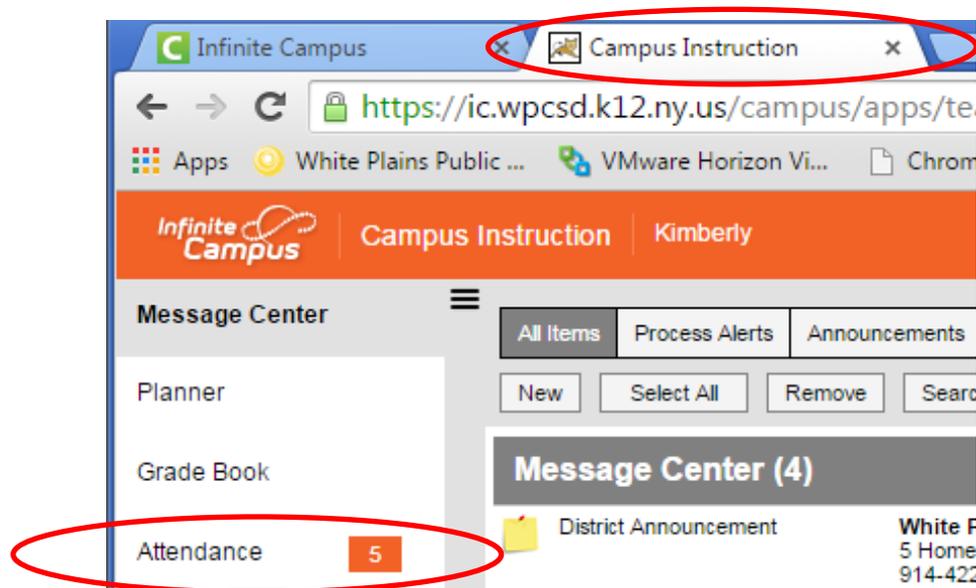
Under **Instruction-Grades-Attendance**  
Clicking on any of these links will open a new tab for the Campus Instruction screen at the top of your browser.

On the **Campus Instruction** screen, the same links will appear on the left menu (plus additional tools and reports).

You can toggle between the browser tabs to go back and forth between the Infinite Campus screen and the Campus Instruction screen.

## Campus Instruction Screen

# Attendance





Campus Instruction Screen

# Rosters

Click to print roster report  
Note: In the print options you can select to display guardian information (phone, email, address).

Name	Gender	Grade	DOB	Start Date	End Date
[Redacted]	M	09	04/27/2000		
[Redacted]	F	09	11/27/2000		
[Redacted]	F	09	04/15/2000		
[Redacted]	M	09	07/28/2000		
[Redacted]	F	09	05/29/2000		
[Redacted]	M	09	05/17/2000		
[Redacted]	M	09	12/11/1999		
[Redacted]	F	09	03/01/2000		
[Redacted]	M	09	03/29/2000		
[Redacted]	F	09	07/14/2000		
[Redacted]	F	09	11/29/2000		
[Redacted]	F	09	10/20/2000		

Click on the student name to display student info (see below).

Student Details - To Student Information

Gender:  
Birth Date:  
Student Number:  
Nickname:  
Grade:  
Enrollment:

Contact Information  
Email:  
Preferred Language:  
Primary Household: All...

Household Phone:  
Address(es):  
Members:

Non-Household Relations  
Other Contacts:

Print Print with Picture Close

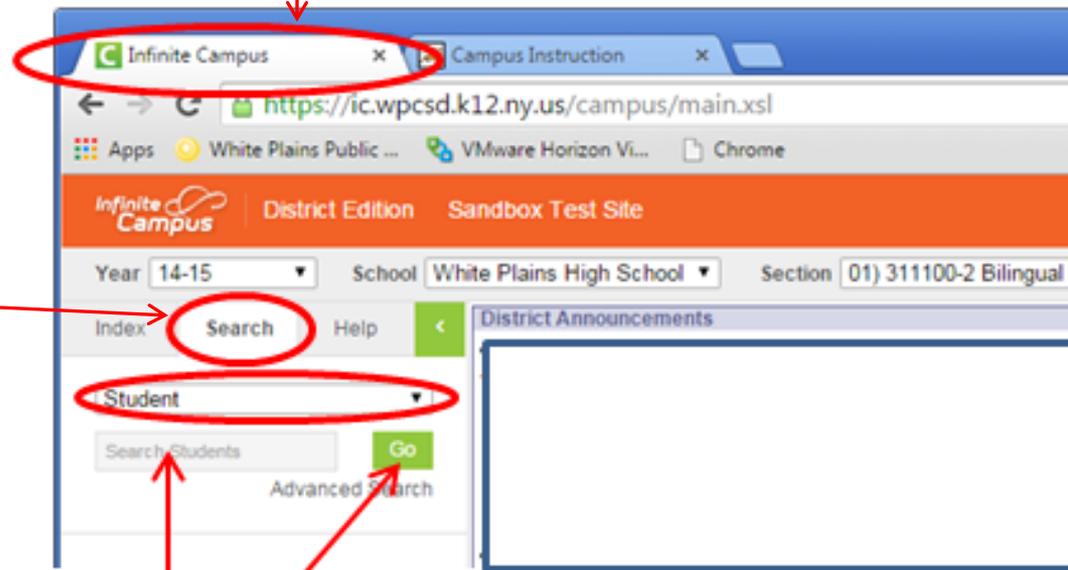
Click "To Student Information" link to open all the student information tabs and/or to view an IEP.

Common Flag Symbols	
	Home Language = Spanish
	Special Ed or 504
	Current LEP
	Former LEP – Year 1 or 2
	Former LEP >= Year 3
	Guardian/Custody issue
	Medical Alert

## Looking up student information and viewing an IEP

Note: Same process can be achieved by clicking on a student name on the teacher roster screen from page 8

Click on the main Infinite Campus tab

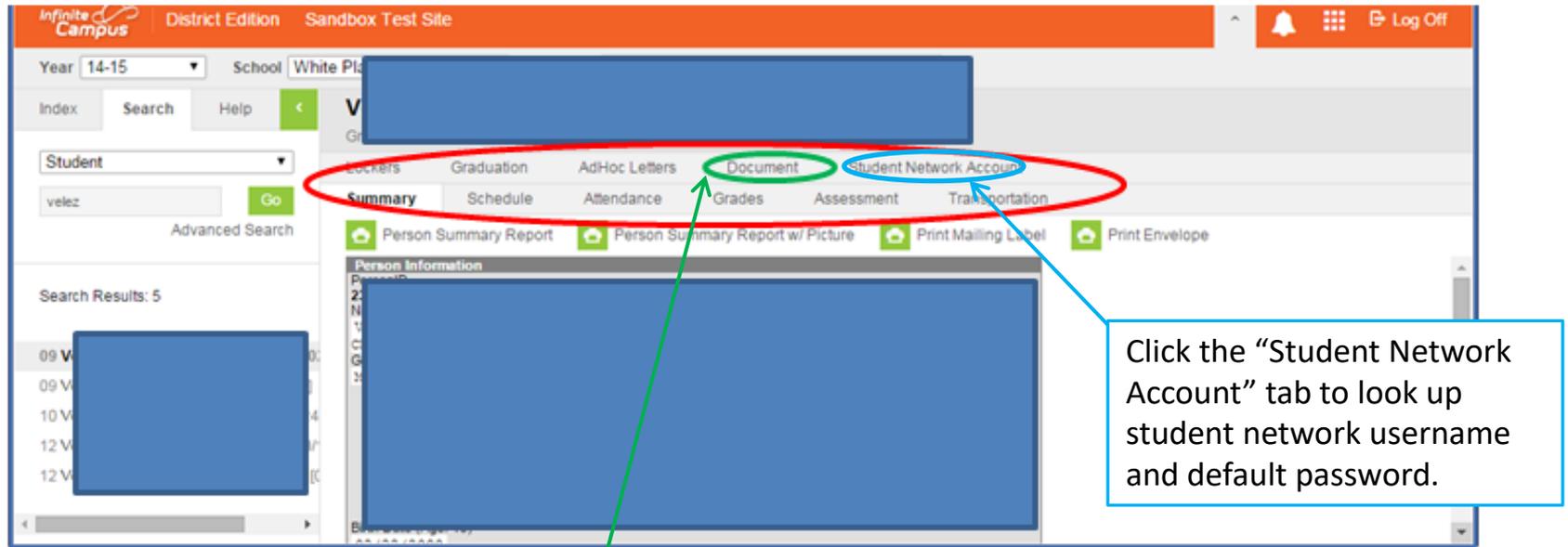


Click Search

Enter a few letters of the student's last name and click Go.

Click on the student name from the left side.

Student information tabs will then display. Click on a particular tab for specific information.



If student has an IEP – Click “Document” tab.

A new browser tab will open called IEP Portal. Click Open IEP Document.  
IEP will open in separate browser tab (which cannot be printed).



Warning: Be careful that a classroom projector is not in use while viewing an IEP.

Close the IEP window when done.

# Elementary Report Cards

- Homeroom and Self-Contained homeroom teachers - **Select** the HR Grade # course  
**(Note: Dual Language Teachers: Please select homeroom sections 940 or 950 only)**  
Click **Post Grades** (on left menu)  
Click Student Name from drop down
- Enter Scores for each grading item (select rubric score using the drop down)
  - Listening [LIS], Speaking [SP], Reading Level [RL], Reading [RD], Writing [WR], Math [MA], Science [SC], Social Studies [SS], Approaches to Learning [APL], Social Development [SD], Physical Development [PD], Information about Self [IS]
  - Promotion in Doubt (Semester 2 Yes/No; Yes = in Doubt, No=not in doubt)
  - Promotion to Next Grade (Semester 3 Yes/No; Yes=promoted, No=not promoted)
  - Elementary Pass/Fail (SED Reporting for semester 3 – if student will be moving to next grade, select Pass. If students is being retained, select Fail)
  - Comments – can only be entered in the last grading item on the list that is labeled “Comments” (see graphic below)  
Only Homeroom teachers can enter comments
- Click Save when done (click save frequently)
- **Special area teachers** (Art, Music, PE) – click the Art, Music or PE section  
Click **Post Grades** (on left menu)  
Click Student Name from drop down  
Enter Scores  
Click Save when done (click save frequently)

See screen shots on next page →

# Post by Standard (default view)

Select the term and Homeroom course

(Note: Dual Language Teachers: Please select homeroom sections 940 or 950 only)

Message Center  
Planner  
Grade Book  
Attendance 3  
Roster  
Seating Charts  
Student Groups  
Class Serve  
Post Grades  
Assignment Overview  
Reports (Attendance)  
Reports (Grade Book)  
Reports (Planner)

Term: 3rd (03/03/15 - 06/25/15) Section: Homeroom) 004-300 HR Grade 4 Task: LIS: [LIS]Listens in an active and respectful manner, and responds appropriately

Save Post by Student Fill Percent, Grade, Comment

Students	Percent	Grade	Report Card Comments
04 B	<input type="text"/>	4	<input type="text"/>
04 B	<input type="text"/>	3	<input type="text"/>
04 C	<input type="text"/>	4	<input type="text"/>
04 C	<input type="text"/>	3	<input type="text"/>
04 C	<input type="text"/>	4	<input type="text"/>
04 C	<input type="text"/>	3	<input type="text"/>
04 C	<input type="text"/>	2	<input type="text"/>
04 C	<input type="text"/>	4	<input type="text"/>
04 F	<input type="text"/>	4	<input type="text"/>

Select the standard to enter rubric grades for.

**DO NOT** enter comments on the individual standards. See next page for comments.

Click Post by Student to enter rubric scores for one student at a time. See next page.

Select the rubric grade

Click SAVE when done

# Post by Student

Select the term and Homeroom course  
(Note: Dual Language Teachers: Please select homeroom sections 940 or 950 only)

Select the student

The screenshot shows a web interface for posting grades. At the top, there are dropdown menus for 'Term' (3rd (03/03/15 - 06/25/15)), 'Section' (Homeroom) 004-300 HR Grade 4, and 'Student' (a student name). Below these are buttons for 'Save', 'Filter', 'Post by Standard/Grading Task', and 'Fill Percent, Grade, Comment'. The main area is a table of standards with columns for 'Standard', 'Grade', 'Rubric Score', and 'Comment'. The 'Rubric Score' column contains dropdown menus with the number '3' selected. A 'Comments' field is at the bottom right. Red callouts point to the term and section dropdowns, the student dropdown, the 'Fill Percent, Grade, Comment' button, the rubric score dropdowns, and the comments field.

Standard	Grade	Rubric Score	Comment
3rd APL: [APL]Monitors and self-corrects work	3	3	
3rd APL: [APL]Seeks help at appropriate times	3	3	
3rd SD: [SD]Accepts responsibility for own behavior	3	3	
3rd SD: [SD]Exercises self-control	3	3	
3rd SD: [SD]Shows respect for adults and peers	3	3	
3rd SD: [SD]Organizes and manages personal belongings	3	3	
3rd SD: [SD]Demonstrates appropriate social skills	3	3	
3rd SD: [SD]Follows school rules (Code of Conduct)	3	3	
3rd Promote: [Promote]Promoted to next grade	3	Y	
3rd com: Comments	3		

Click for mass fill of grade.

Select the rubric scores

Comments are **ONLY** to be entered under the last grading items. Comments are only available to the homeroom teacher. **See pages 15-23 for new process on entering comments.**

Note: When selecting a student, it takes about 30 seconds for the screen to display all of the standards.

## Entering Elementary Report Card Comments in Infinite Campus

The elementary report card comments are separated out into the following areas:

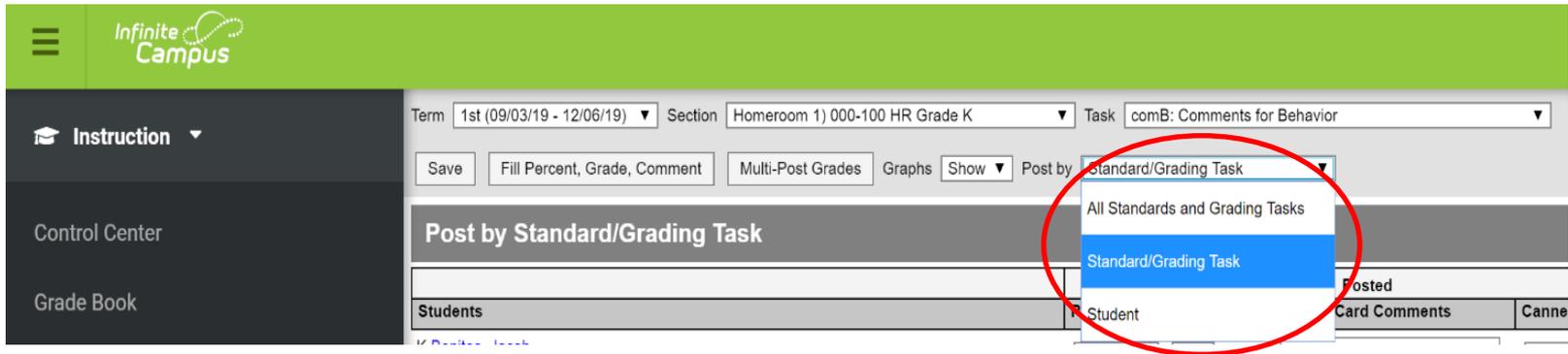
- Behavior (teachers will select from a scripted set of comments – between 1 to 3 comments)
- Reading (teachers will select from a scripted set of comments – between 1 to 3 comments)
- Writing (teachers will select from a scripted set of comments – between 1 to 3 comments)
- Math (teachers will select from a scripted set of comments – between 1 to 3 comments)
- General Comments (teachers are able write their own personalized free form comments between 1 and 2 sentences)

Under **Post By**, select (depending on your personal preference for entering comments):

**Option 1: Standard/Grading Task** (see page 17 for more info)

Or

**Option 2: Student** (see page 19 for more info)



# Option 1

Post By: **Standard/Grading Task** is selected

Under Task – select comment area you want to work on for the entire roster (scroll to the bottom of list). There are 5 areas to select from: Behavior, Reading, Writing, Math and General Comments

The screenshot shows the Infinite Campus interface. The top navigation bar is green with the Infinite Campus logo. The left sidebar is dark grey with various navigation options. The main content area is white and shows the 'Post by Standard/Grading Task' interface. The 'Task' dropdown menu is open, showing a list of comment areas. The 'comB: Comments for Behavior' option is highlighted with a red box. The 'Post by Standard/Grading Task' table is visible in the background.

Students	Percent
K B	<input type="checkbox"/>
K B	<input type="checkbox"/>
K B	<input type="checkbox"/>
K C	<input type="checkbox"/>
K D	<input type="checkbox"/>
K G	<input type="checkbox"/>
K H	<input type="checkbox"/>
K J	<input type="checkbox"/>
K K	<input type="checkbox"/>
K M	<input type="checkbox"/>
K M	<input type="checkbox"/>

Task: comB: Comments for Behavior

- LB: Organizes materials and belongings
- LB: Works independently
- LB: Works cooperatively with peers and adults
- LB: Attends to task and uses time effectively
- LB: Puts forth effort in work
- SD: Displays appropriate behavior in a variety of ...
- SD: Interacts and plays well with others
- SD: Respects and shows concern for other people an...
- SD: Assumes and shares responsibilities
- SD: Displays self-control
- SD: Shows self-confidence
- PD: Uses scissors correctly
- PD: Grips and controls a writing or drawing tool c...
- PD: Uses computer mouse correctly
- PD: Dresses independently

comB: Comments for Behavior  
comR: Comments for Reading  
comW: Comments for Writing  
comM: Comments for Mathematics  
com: General Comments

Option 1 continued

Double check the comment area that you selected.

Next to each student's name – click on **Manage** (this will display the canned comment dialog box – see page 20).

For the **General Comments** area – teachers are able write their own personalized free form comments.

**Between 1 and 2 sentences.** Recommend typing the comment in MS Word first and then copy/paste into the box.

The screenshot shows the Infinite Campus interface. At the top, the 'Task' dropdown menu is set to 'comB: Comments for Behavior' and is circled in red. Below this, the 'Post by Standard/Grading Task' section contains a table with the following columns: 'Students', 'Percent', 'Grade', 'Report Card Comments', and 'Canned Comment'. The first row of the table has a 'Manage' button circled in red, with a red arrow pointing to it from the right. A large blue rectangular area obscures the student names in the first column of the table.

## Option 2

Post By: **Student** is selected

Select the student you want to work on

Scroll down to the bottom of screen to locate the comment areas.

Click **Manage** for Behavior, Reading, Writing and Math comments area (this will display the canned comment dialog box – see page 20).

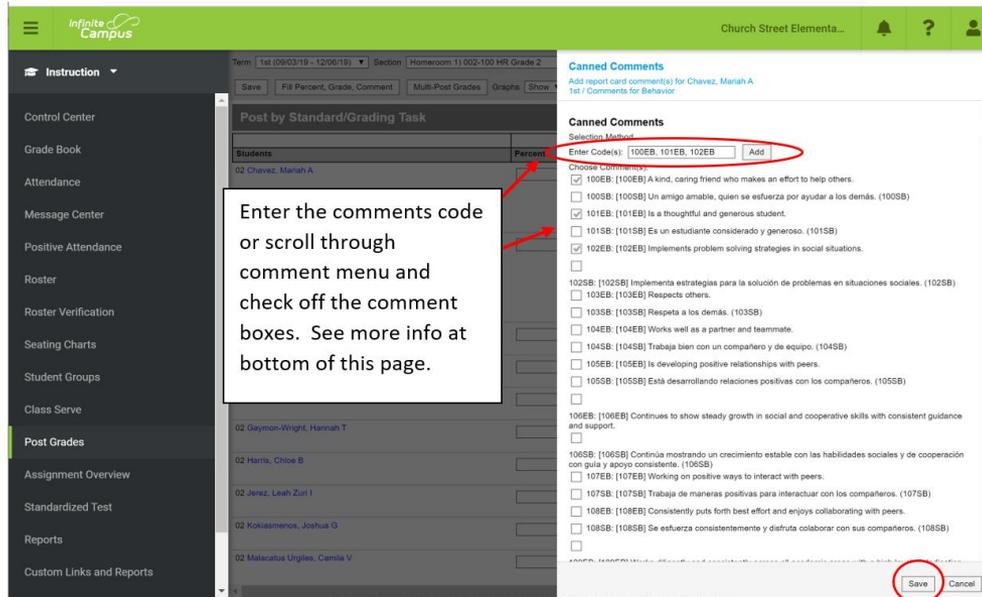
The screenshot shows the Infinite Campus interface for 'Church Street Elementa...'. At the top, there are navigation options for Term (1st 09/03/19 - 12/06/19) and Section (Homeroom 1) 000-100 HR Grade K. A dropdown menu for 'Student' is highlighted with a red circle. Below this, there are buttons for 'Save', 'Filter', 'Fill Percent, Grade, Comment', 'Multi-Post Grades', 'Graphs', 'Show', and 'Post by Student'. The main table is titled 'Post by Student' and has columns for 'Term', 'Standard/Grading Task', 'Percent', 'Grade', 'Posted' (with sub-columns for 'Report Card Comments' and 'Canned Comment'), and 'In Progress' (with sub-columns for 'Grade' and 'Evidence'). The table lists various standards and tasks, including 'SD: Respects and shows concern for other people and things', 'SD: Assumes and shares responsibilities', 'SD: Displays self-control', 'SD: Shows self-confidence', 'PD: Uses scissors correctly', 'PD: Grips and controls a writing or drawing tool correctly', 'PD: Uses computer mouse correctly', 'PD: Dresses independently', 'comB: Comments for Behavior', 'comR: Comments for Reading', 'comW: Comments for Writing', 'comM: Comments for Mathematics', and 'com: General Comments'. Each row has a 'Manage' button. A red box highlights the 'comB: Comments for Behavior', 'comR: Comments for Reading', 'comW: Comments for Writing', and 'comM: Comments for Mathematics' rows. A red circle highlights the 'Manage' button for the 'com: General Comments' row. A red arrow points from the 'Manage' button for 'com: General Comments' to a text box below.

**General Comments** area – teachers are able write their own personalized free form comments.

**Between 1 and 2 sentences.**

Recommend typing the comment in MS Word first and then copy/paste into the box.

# Scripted Comments Screen



Enter the comments code or scroll through comment menu and check off the comment boxes. See more info at bottom of this page.

Two options to select scripted comments

1. Enter the code numbers (**separate each code with a comma**) and click **Add**. The comment choices will get a check box. **Please select between 1 to 3 scripted comments per area (Behavior, Reading, Writing, Math)**  
**Click Save**

or

2. Scroll down the list and click the check boxes. Each comment is listed in English and then Spanish (the corresponding comment code will have an E for English and S for Spanish). Comment codes in the 100s are for Behavior; Comment codes in the 200s are for Reading; Comment codes in the 300s are for Writing; Comment codes in the 400s are for Math.

**Please select between 1 to 3 scripted comments per area (Behavior, Reading, Writing, Math)**

**Click Save**

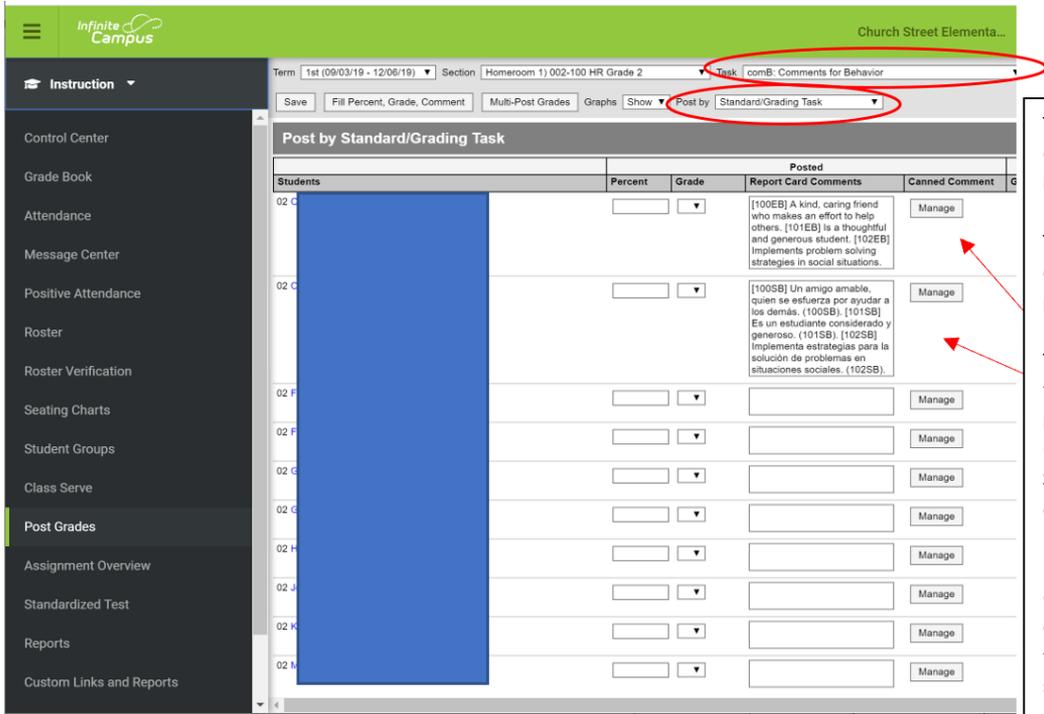
The comments will then display in the comment boxes on the screen.

The brackets [ ] with the comment code will **not** print on the report card.

The parenthesis ( ) with the comment code will print on the report card (only used for the Spanish version of the comments).

Example:

### Option 1: Post by Standard/Grading



The scripted comments display in the comment boxes on the screen.

The brackets [ ] with the comment code will **not** print on the report card.

The parenthesis ( ) with the comment code will print on the report card (only used for the Spanish version of the comments).

If you made a mistake, delete the comments out of the box and redo the comments for the specific area per the directions on the previous pages.

Example:

## Option 2: Post by Student

The scripted comments display in the comment box on the screen.

The brackets [ ] with the comment code inside will not print on the report card.

The parenthesis ( ) with the comment code inside will print on the report card (they only used for the spanish version of the comments).

If you made a mistake, delete the comments out of the box and redo the comments for the specific area per the directions on previous

Term	Standard/Grading Task	Percent	Grade	Report Card Comments	Canned Comment
1st	comB: Comments for Behavior			[100EB] A kind, caring friend who makes an effort to help others. [101EB] is a thoughtful and generous student. [102EB] Implements problem solving strategies in social situations.	Manage
1st	comR: Comments for Reading			[200SR] Lee y analiza texto independiente al nivel del grado. [200SR]. [201SR] Las evaluaciones de lectura muestran crecimiento en todas las áreas. [201SR]. [202SR] Las evaluaciones de lectura reflejan algunas inconsistencias. [202SR].	Manage
1st	comW: Comments for Writing			[301EW] Consistently uses the writing strategies taught in class. [302EW] Beginning to incorporate writing strategies taught. [303EW] Beginning to incorporate writing strategies taught and maintain stamina.	Manage
1st	comM: Comments for Mathematics			[400SM] Distata matemáticas y continus siendo exitoso. [400SM]. [401SM] Acepta situaciones de solución de problemas con confianza. [401SM]. [402SM] Necesita desarrollar la auto-confianza al aceptar riesgos. [402SM].	Manage
1st	com: General Comments			For the general comments area this is a free form area for teachers to enter in their own comment. This box will auto expand when typing. Recommend to type the comments into MS Word first and the copy/paste into this box. <u>Exampal</u> of bad spelling.	Manage

**General Comments** area – teachers are able write their own personalized free form comments.

**Between 1 and 2 sentences.**

Recommend typing the comment in MS Word first and then copy/paste

For mis-spelled words in the General Comments area – they will display with a red squiggle line. Right click on the word and the spell checker will appear and you can select the correct spelling or manually fix it.

Page 1 remains the same

Comment boxes will appear at the end of page 2 and go into page 3

Page 2 of 3

SOCIAL DEVELOPMENT	VISUAL ARTS	Comments for Reading
O=Often S=Sometimes R=Rarely	Term 1st 2nd 3rd	<b>Term 3:</b> Reads and analyzes grade level text independently. Reading assessments show growth in all areas. Due to an extended absence, the student's performance cannot be evaluated at this time.
Displays appropriate behavior in a variety of settings. Interacts and plays well with others. Respects and shows concern for other people and things. Assumes and shares responsibilities. Displays self-control. Shows self-confidence.	Promotes to next grade in doubt	
O=Often S=Sometimes R=Rarely	Term 1st 2nd 3rd	<b>Term 2:</b> Would benefit from reading for at least 30 minutes daily to ensure growth in stamina, fluency, and comprehension. Would benefit from reading daily to ensure growth in stamina, fluency, and comprehension. Utilizes reading strategies with confidence and consistency.
Uses scissors correctly. Grips and controls a writing or drawing tool correctly. Uses computer mouse correctly. Dresses independently.	Promoted to next grade	
O=Often S=Sometimes R=Rarely	Term 1st 2nd 3rd	<b>Term 1:</b> Requires significant teacher support to practice strategies taught. Improving analysis of text. Working on reading carefully to ensure understanding of both text and questions about it.
Demonstrates effort and responsible behavior. Identifies physical activities that can be enjoyed outside of class. Demonstrates a willingness to participate in new or challenging activities. Displays competency in motor skills and movement patterns. Demonstrates, develops & understands the components of health related fitness, including nutrition, strength & endurance.	Comments for Behavior	
O=Often S=Sometimes R=Rarely	Term 1st 2nd 3rd	<b>Comments for Writing</b> <b>Term 3:</b> Consistently uses the writing strategies taught in class. Beginning to incorporate writing strategies taught. Needs support to incorporate writing strategies taught.
Participates in music activities. Demonstrates proper attitude and cooperation.	Comments for Mathematics	
O=Often S=Sometimes R=Rarely	Term 1st 2nd 3rd	<b>Term 2:</b> Needs support to incorporate writing strategies taught and maintain stamina. Uses anchor charts and available resources to revise and edit writing. Independently chooses to revise writing based on rubrics and feedback.
General Comments	Comments for Reading	
O=Often S=Sometimes R=Rarely	Term 1st 2nd 3rd	<b>Term 1:</b> Needs teacher support to complete writing tasks. Requires some prompting and support to complete writing tasks. Organizes writing effectively.
General Comments	Comments for Writing	

This example has 3 scripted comments selected for each term. You may select between 1 and 3 scripted comments per comment area.

Page 3 of 3

<b>Comments for Mathematics</b> <b>Term 3:</b> Enjoys math and continues to be successful. Approaches problem solving situations with confidence. Needs to develop self confidence in taking risks.
<b>Term 2:</b> Has a good attitude toward math and is making some progress. Demonstrates steady growth in math skills. Enjoys math and would benefit from practicing math strategies.
<b>Term 1:</b> Consistently applies math strategies taught. Benefits from reminders to plan, use, and monitor math strategies. Working on asking for help when appropriate.
<b>General Comments</b> <b>Term 3:</b> This would be an area for free forms comments by the teacher. This would be an area for free forms comments by the teacher. This would be an area for free forms comments by the teacher.
<b>Term 2:</b> This would be an area for free forms comments by the teacher. This would be an area for free forms comments by the teacher. This would be an area for free forms comments by the teacher.
<b>Term 1:</b> This would be an area for free forms comments by the teacher. This would be an area for free forms comments by the teacher. This would be an area for free forms comments by the teacher.

The comments will be ordered this way for each comment area (most recent comments at the top of each comment box).

- Term 3
- Term 2
- Term 1

## Kindergarten only – Stages of Writing items

Under the Stages of Writing [WR] items

Select **X** from the rubric drop down to indicate a child's current stage

Leave blank if it doesn't apply

Save

**[WR]Draws a picture to tell a story**  
Show/Hide Rubric

Term Dec

Term Mar No grade has been given.

Term Jun No grade has been given.

**[WR]Writes letter like forms**  
Show/Hide Rubric

Term Dec

Term Mar No grade has been given.

Term Jun No grade has been given.

**[WR]Writes random letters**  
Show/Hide Rubric

Term Dec

Term Mar No grade has been given.

Term Jun No grade has been given.

**[WR]Writes beginning letter sounds**  
Show/Hide Rubric

Term Dec

Term Mar No grade has been given.

Term Jun No grade has been given.

**[WR]Adds vowels to initial and ending sounds**  
Show/Hide Rubric

Term Dec

Term Mar No grade has been given.

Term Jun No grade has been given.

**[WR]Uses some conventional spelling**  
Show/Hide Rubric

Term Dec

Term Mar No grade has been given.

Term Jun No grade has been given.

## Elementary Rubrics

### Grades K-5 (Reading Level Rubric) (This is replacing the DRA scores on the report card)

Rubric List Items Detail	
Del Name	Score
<input checked="" type="checkbox"/> Above grade level	A
<input checked="" type="checkbox"/> On grade level	O
<input checked="" type="checkbox"/> Below grade level	B

#### Grade K (Standards Rubric)

Rubric List Items Detail	
Del Name	Score
<input checked="" type="checkbox"/> Exceeds Gr K Expectations	4
<input checked="" type="checkbox"/> Demonstrates consistently	3
<input checked="" type="checkbox"/> Developing	2
<input checked="" type="checkbox"/> Not Yet Evident	1

#### Grades 1 – 5 (Standards Rubric)

Rubric List Items Detail	
Del Name	Score
<input checked="" type="checkbox"/> Exceeds Proficiency Standard	4
<input checked="" type="checkbox"/> Meets Proficiency Standard	3
<input checked="" type="checkbox"/> Meets Basic Standard	2
<input checked="" type="checkbox"/> Below Standard	1
Add ScoreListItem	

#### Grade K (Approaches to Learning and Social Development Rubric)

Rubric List Items Detail	
Del Name	Score
<input checked="" type="checkbox"/> Satisfactory	3
<input checked="" type="checkbox"/> Progressing	2
<input checked="" type="checkbox"/> Not Yet Evident	1

#### Grades 1-5 (Effort Rubric)

Rubric List Items Detail	
Del Name	Score
<input checked="" type="checkbox"/> Consistently shows effort	4
<input checked="" type="checkbox"/> Frequently shows effort	3
<input checked="" type="checkbox"/> Sometimes shows effort	2
<input checked="" type="checkbox"/> No effort shown	1

#### Grade K (Info about Self Rubric)

Rubric Detail	
*Name	
Elem - Info about Self (Gr K)	
Rubric List Items Detail	
Del Name	Score
<input checked="" type="checkbox"/> X = Satisfactory	X

#### Grades 1-5 (Approaches to Learning and Social Development Rubric)

Rubric List Items Detail	
Del Name	Score
<input checked="" type="checkbox"/> Consistently	3
<input checked="" type="checkbox"/> Sometimes	2
<input checked="" type="checkbox"/> Rarely	1

## Printing Elementary Report Cards

Blank templates of the printed report cards can be found at this website:

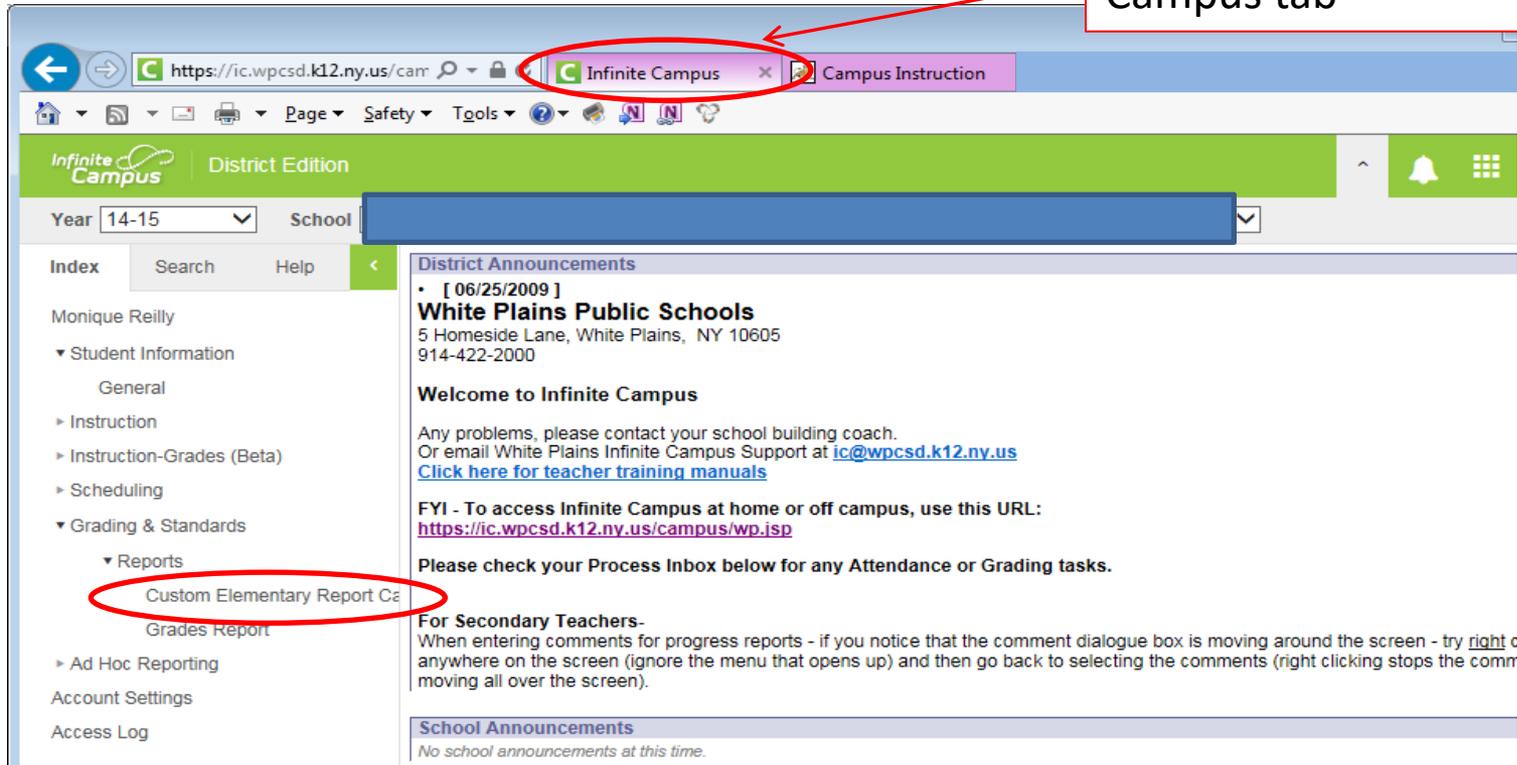
<http://www.whiteplainspublicschools.org/site/Default.aspx?PageID=660>

# Printing Elementary Report Cards

Under Grading & Standards

Click Reports → Custom Elementary Report Card

Click on the Infinite Campus tab



## Custom Elementary Report Card

### Parameters

Choose from the list of parameters below.

<b>Calendar:</b>	Post Road Elementary 18-19 ▼ !
<b>Grade Level:</b>	***SELECT*** ▼ !
<b>Term:</b>	***SELECT*** ▼ !
<b>Homeroom Teacher:</b>	***SELECT*** ▼ !
<b>Homeroom Section:</b>	***SELECT*** ▼ !
<b>Student:</b>	▼
<b>Enrollment End Date:</b>	3/12/2019  !
<b>Sort By:</b>	Student Name Alpha ▼
<b>Language:</b>	English Only ▼
<b>Display Attendance</b>	Yes ▼
<b>Check Roster End Date:</b>	Yes ▼

#### Note:

! Required Value.

### Output

Choose from the list of output choices below and select 'Submit Request'.

Adobe Acrobat  Preview Output

Submit Request

Custom Computer Specialists, Inc. ©2008 All Rights Reserved.

See next page for the definitions of each item

## Screen definitions

- **Calendar:** Verify the correct Calendar Year is selected
- **Grade Level:** Select the Grade Level
- **Term:** select the term (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)
- **Homeroom Teacher:** Select teacher name or select All
- **Homeroom Section:** Select All **(Dual Language Teachers: Please select 940 or 950 only)**
- **Student:** Select student name or select All
- **Enrollment Date:** Leave default date
- **Sort By:** Select
  - Student Name Alpha (teachers should leave this choice selected)
  - Homeroom Teacher, Student Name Alpha (use if printing entire grade level from main office).
- **Language:** select
  - English only (System will print out an English report card for all students on roster regardless of home language).
  - Home Primary Language (System will print out a Spanish Language report card ONLY for students whole home language is indicated as Spanish. FYI – home language information is indicated on the student roster screen on Infinite Campus).
  - English and Spanish (System will print out English and Spanish report cards at same time)
- **Display Attendance:** default is Yes (please do not change it, unless main office wants that)
- **Check Roster End Date:** Default Yes

Click **Submit Request** – PDF file will generate (which you can save, print, etc.)

## **Newcomer Report Cards**

Only applies if you have students assigned to you under a Newcomer course #  
9000, 9001, 9002, 9003, 9004, 9005

If you are missing a student on your Newcomer roster, please speak with your office manager.

# Newcomer Report Cards

## Post by Standard (default view)

On the Campus  
Instruction Screen  
Click **Post Grades**  
(on left menu)

Select the term and Newcomer course

The screenshot shows a web application interface for entering report card grades. On the left is a vertical navigation menu with items: Message Center, Planner, Grade Book, Attendance, Roster, Seating Charts, Student Groups, Class Serve, **Post Grades** (circled in red), Assignment Overview, Reports (Attendance), Reports (Grade Book), Reports (Planner), Reports (Roster), Custom Links and Reports, and Account Settings. The main content area has a header with filters: Term (3rd (03/07/16 - 06/24/16)), Section (Other) 9001-200 Newcomer Grade 1 (A), and Task (NCELA: [NCELA]Listens attentively and effectively). Below the header are buttons for 'Save' and 'Post by Student' (both circled in red), and a text input field 'Fill Percent, Grade, Comment'. A table below has columns: Students (with a dropdown arrow), Percent, Grade (with a dropdown arrow circled in red), and Report Card Comments. The first row shows '01' in the Students column. A red box with the text 'Select the rubric grade' points to the Grade dropdown. Another red box with the text 'Select the standard to enter rubric grades for.' points to the Task dropdown. A third red box with the text 'Click Post by Student to enter rubric scores for one student at a time. See next page.' points to the 'Post by Student' button. A fourth red box with the text 'Click SAVE when done' points to the 'Save' button. A fifth red box with the text '**DO NOT** enter comments on the individual standards. See next page for comments.' points to the Report Card Comments column.

Select the  
standard to  
enter rubric  
grades for.

Select the  
rubric grade

**DO NOT** enter  
comments on the  
individual standards.  
See next page for  
comments.

Click Post by Student  
to enter rubric scores  
for one student at a  
time.  
See next page.

Click SAVE when done

# Newcomer Report Cards

## Post by Student

Select the Term and the Newcomer course

Select the student

Click for mass fill of grade.

The screenshot shows the 'Post Grades' section of a software interface. At the top, there are dropdown menus for 'Term' (1st (09/02/15 - 12/04/15)) and 'Section' (Other) 9001-200 Newcomer Grade 1 (A), and a 'Student' dropdown. Below these are buttons for 'Save', 'Filter', 'Post by Standard/Grading Task', and 'Fill Percent, Grade, Comment'. The main area contains a table of standards with columns for 'Standard', 'Grade', 'Rubric', and 'Comment'. The 'Rubric' column has a dropdown menu for each row, which is circled in red. A red oval highlights the 'Fill Percent, Grade, Comment' button. A red arrow points from the 'Fill Percent, Grade, Comment' button to the 'Rubric' dropdown menu. A red arrow points from the 'Rubric' dropdown menu to the 'Comment' column of the last row.

Standard	Grade	Rubric	Comment
1st NCWRK: [NCWRK]Works cooperatively with adults			
1st NCWRK: [NCWRK]Completes class work assignments			
1st NCWRK: [NCWRK]Completes homework			
1st NCWRK: [NCWRK]Shows effort			
1st NCWRK: [NCWRK]Behaves well			
1st NCWRK: [NCWRK]Works well independently			
1st NCCOM: [NCCOM] Comments (Comentarios)			

Select the rubric scores

Comments are **ONLY** to be entered under the last grading item called: "NCCOM: [NCCOM] Comments (Comentarios)".  
*Press CTRL + Shift + L for spell check.*

Note: When selecting a student, it takes about 30 seconds for the screen to display all of the standards.

# Printing Newcomer Report Cards

Under Grading & Standards

Click Reports → Custom Elementary Newcomer Report Card

Click on the Infinite Campus tab

The screenshot shows the Infinite Campus web application interface. At the top, the browser tab 'Infinite Campus' is circled in red. A red arrow points from a text box above to this tab. The interface includes a navigation sidebar on the left with 'Grading & Standards' circled in red. Under 'Reports', 'Custom Elementary Newcomer Report' is also circled in red. The main content area displays district announcements for White Plains Public Schools, including a welcome message and a URL for accessing Infinite Campus at home.

# Printing Newcomer Report Cards

The screenshot shows a web browser window with the following details:

- Address bar: [http://10.70.0.168/CCS\\_Report/Prompt/Parameter\\_UserSpecific.aspx?ID=20&Client=wp&calendarID=332&sectionID=null&userID=145](http://10.70.0.168/CCS_Report/Prompt/Parameter_UserSpecific.aspx?ID=20&Client=wp&calendarID=332&sectionID=null&userID=145)
- Browser tabs: Infinite Campus, Campus Instruction, Reporting Portal - Report P... (circled in red)
- Page title: Custom Elementary Newcomer Report Card
- Section: Parameters  
Choose from the list of parameters below.
- Form fields:
  - Calendar: George Washington 15-16
  - Grade Level: K
  - Term: 1st
  - Teacher: All
  - Student: \*\*\*All\*\*\*
  - Enrollment End Date: 11/16/2015
  - Sort By: Student Name Alpha
  - Display Attendance: Yes
  - Check Roster End Date: No
- Note: ! Required Value.
- Section: Output  
Choose from the list of output choices below and select 'Submit Request'.  
 Adobe Acrobat  Preview Output
- Submit Request button
- Footer: Custom Computer Specialists, Inc. ©2008 All Rights Reserved.

See screen definitions on next page

# Printing Newcomer Report Cards

## Screen definitions

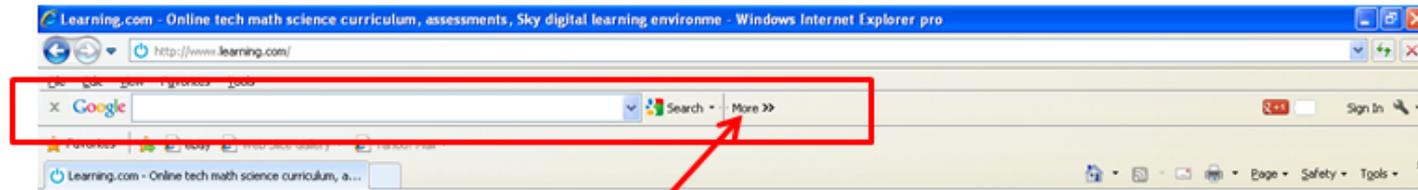
- **Calendar:** Verify the correct Calendar Year is selected
- **Grade Level:** Select the Grade Level
- **Term:** select the term (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)
- **Teacher:** Select teacher name or select All
- **Student:** Select student name or select All
- **Enrollment Date:** Leave default date
- **Sort By:** Select
  - Student Name Alpha (teachers should leave this choice selected)
  - Teacher, Student Name Alpha (use if printing entire grade level from main office).
- **Display Attendance:** default is Yes (please do not change it, unless main office wants that)

**Click Submit Request** – PDF file will generate (which you can save, print, etc.)

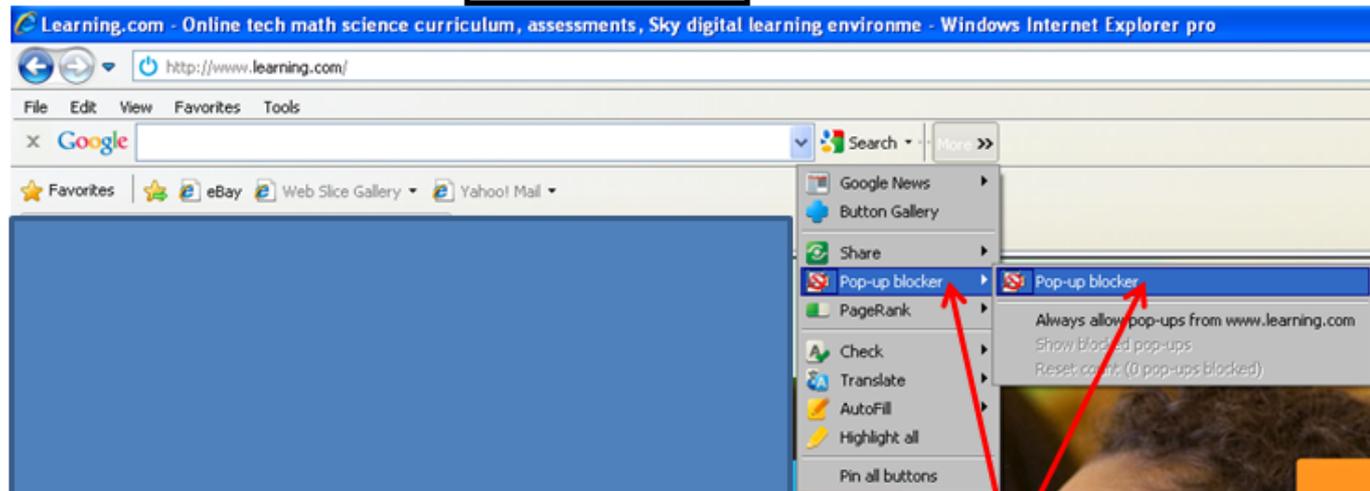
## Google Toolbar/Pop-Up Blocker Issue

Sometimes the Google Toolbar (like below) is installed on the computer (which can cause printing issues due to the pop-up blocker), you will need to turn off the Google pop-up blocker. If you do not see the Google Toolbar (like below), you do not need to do anything.

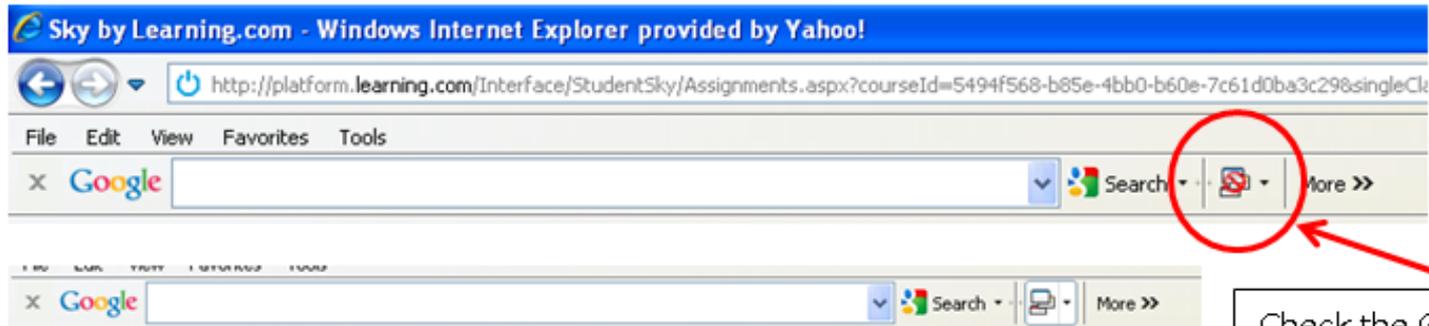
*Tech Note: The Google toolbar is not installed by default, so please do not install the Google toolbar if you are ever prompted to do so (click decline or no thanks).*



Click More



Click Pop-up blocker and Click Pop-up blocker again in the right menu that opens up.



*If you want the Google Toolbar removed completely (if you feel it's getting in the way of your teaching) – please place a helpdesk call at <http://www.whiteplainspublicschools.org/helpdesk>*

Check the Google Toolbar and if the Pop-up icon ever shows like this, then click on it once.

The icon will change to this, which is good.