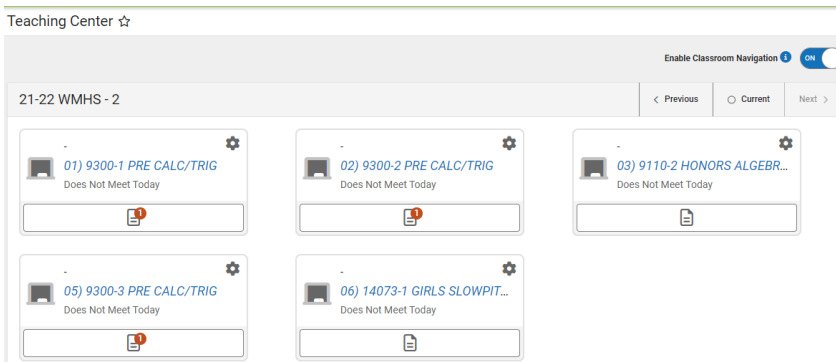
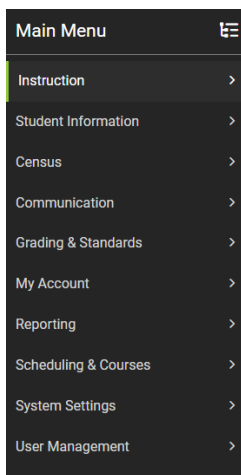


Infinite Campus - Teacher Training

Accessing Infinite Campus

1. Open browser, from the MPS district website go to "Staff" in the top navigation to find the Infinite Campus link or type the following URL in the address bar: <https://campus.mooreschools.com>.
2. User name is your 6-digit district ID number. First log in requires a password change and entering district email for security settings to retrieve forgotten passwords.
3. **REMEMBER:** Log off IC **OR** lock computer when computer is unattended. Otherwise anyone can access grade book.

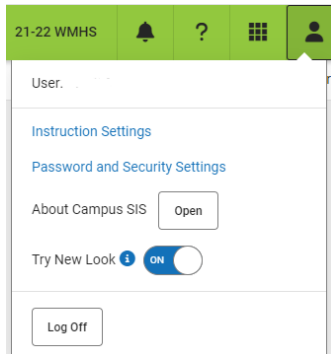
Instruction:



The Teaching Center allows teachers to view current tasks at a glance. Current day attendance and assignments to be score are sorted by period.

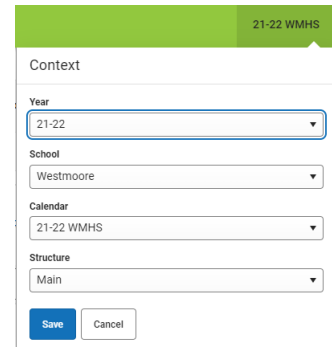
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User Menu: User account settings to set application page and student display preferences.



The screenshot shows the User Menu interface. At the top, there is a green header bar with the text '21-22 WMHS' and several icons: a bell, a question mark, a grid, and a user profile. Below the header, the menu is organized into sections. The first section contains 'User.' followed by a dropdown arrow. The second section has two links: 'Instruction Settings' and 'Password and Security Settings'. The third section has 'About Campus SIS' with an 'Open' button. The fourth section has 'Try New Look' with a blue 'i' icon and a toggle switch labeled 'ON'. At the bottom, there is a 'Log Off' button.

Context Switcher: Select Year, School and Calendar

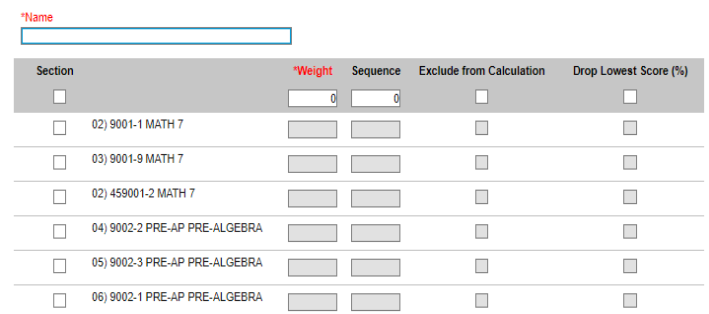


The screenshot shows the Context Switcher interface. It has a green header bar with the text '21-22 WMHS'. Below the header, the word 'Context' is displayed. There are four dropdown menus: 'Year' (set to '21-22'), 'School' (set to 'Westmoore'), 'Calendar' (set to '21-22 WMHS'), and 'Structure' (set to 'Main'). At the bottom, there are two buttons: 'Save' and 'Cancel'.

Categories:

1. Select Categories under Grade Book Setup.
2. Select Add button.
3. Enter unique name for category.
4. Select which sections to use category.
5. Enter % weight. This determines the effect of each category on the final grade, in relation to other categories.
6. Enter sequence to determine the order in which categories are listed in the Grade Book.
7. Use Exclude from Calculation if wanted.
8. Drop lowest score automatically removes the lowest score in the category by percentage from calculating into the student's grade.
9. Click save to add the category to the list

Category Detail



The screenshot shows the Category Detail form. At the top, there is a red asterisk followed by the word 'Name' and a text input field. Below this is a table with five columns: 'Section', '*Weight', 'Sequence', 'Exclude from Calculation', and 'Drop Lowest Score (%)'. The table has six rows of data. Each row starts with a checkbox in the 'Section' column. The 'Section' column contains the following text: '02) 9001-1 MATH 7', '03) 9001-9 MATH 7', '02) 459001-2 MATH 7', '04) 9002-2 PRE-AP PRE-ALGEBRA', '05) 9002-3 PRE-AP PRE-ALGEBRA', and '06) 9002-1 PRE-AP PRE-ALGEBRA'. The 'Weight' column has input fields with '0' in them. The 'Sequence' column has input fields. The 'Exclude from Calculation' column has checkboxes. The 'Drop Lowest Score (%)' column has checkboxes.

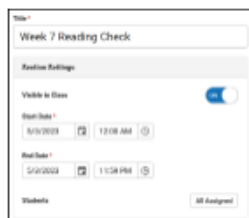
Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
☐	0	0	☐	☐
☐ 02) 9001-1 MATH 7			☐	☐
☐ 03) 9001-9 MATH 7			☐	☐
☐ 02) 459001-2 MATH 7			☐	☐
☐ 04) 9002-2 PRE-AP PRE-ALGEBRA			☐	☐
☐ 05) 9002-3 PRE-AP PRE-ALGEBRA			☐	☐
☐ 06) 9002-1 PRE-AP PRE-ALGEBRA			☐	☐

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Add new assignment:

Title and Section Settings

1. Click **Add** to open a new assignment.
2. Enter a **Title** for the assignment.
3. Indicate if the assignment should be **Visible to Class** through [Campus Student](#) and [Campus Parent](#). Click **Preview** at any point to see how the assignment displays for others.
4. Enter a **Start** and **End Date** by clicking the default date of today to open the calendar, clicking the Start Date and then the End Date without having to close the calendar.
5. By default, the assignment is assigned to all students in the section. To change this, click the **All Assigned** button next to **Students**. From here, select an existing [student group](#) or use the *Assigned* checkboxes to indicate which students should be assigned. All other students are marked *Exempt*.



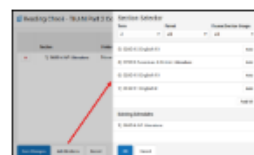
Grading

1. Toggle Grading off to make this an ungraded assignment.
2. Leave **Include in Grade Calculation** if the scores entered for this assignment should contribute to student grades.
3. The **Abbreviation** populates as you enter the title. Modify if desired. The **Sequence** autopopulates to 1; modify up to 7 digits: XXXXX.XX.
4. Select a **Category** for the assignment. [Categories](#) are groupings of related assignments, such as *Homework* or *Formative*.
5. **Standards** and **Grading Tasks** are item to which grades are posted. The Standard/Task of your current context, such what's selected in the Grade Book, is selected by default.
6. Select a **Scoring Type** to indicate how the assignment will be scored. Options are:
 - o **Points**: Enter the **Points** possible for the assignment. Defaults to a value of 100.
 - o **Marks**: Select a set of [Assignment Marks](#) created by your or your district. With Marks, the Point value entered determines the student's score based on the % entered for each mark.
 - o **Rubrics**: (Standards only) Select Rubric to use the [rubric](#) aligned to [standard](#) to score the assignment.
7. If desired, change the **Multiplier** if using points or marks, which determines how the assignment affects students' grades. For example, a 50 point assignment with a Multiplier of 2 counts as a 100 point assignment.



Other Sections/Schedules

1. Save the assignment to add it to other sections.
2. Click **Add/Edit** and then **Add Sections**.
3. Click **Add** next to any section to add it to the assignment and click **OK**.
4. Once added to the list, made any needed updates to each instance of the assignment, whether it's Visible on Campus Student & Parent, the Start/End Dates, and the Grading. By default, these fields match the original assignment.
5. Click **Save Changes** when finished. The Other Sections/Schedules area now lists other sections that include this assignment.



Infinite Campus - Teacher Training

Do not use the back button

Do not log off using the X in the upper right corner; always use "Log Off".

ALWAYS BACK UP YOUR GRADE BOOK! Checkout the MPS EdTech YouTube Channel's [Infinite Campus Playlist](#) for videos on how to back up your gradebook.

Taking Attendance

Attendance that has NOT been taken is indicated by a gray check next to the student icon.

Completed attendance is indicated with a green checkmark. Click the student icon, the first one in each tile, to enter student attendance.



AP Literature - 4	
Period 1	
STUDENT	12 1 1
Student, Andy	P A T
Student, Jordan E	A Comments College Visit
Student, Kyle M	P A T
Student, Luke C	P A T Comments Brought note from a previous class.
Student, Lydia J	P A T
Save Close	

Mark the **Present**, **Absent**, or **Tardy** buttons to record student attendance. Click



to enter a comment for absences and tardies if applicable. Comments display in Campus Student and Campus Parent. A count of all present, absent, and tardy students displays above the attendance buttons.

Click **Save** when finished.

If attendance has been recorded by the attendance office, the attendance code displays with any comments, which cannot be edited by the teacher.

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Another option for taking attendance is to use the [seating chart](#) you've created for the section. The period you're recording attendance for appears selected at the top, as with Period 1 in the example below. The Course and Section displays at the top of the attendance list. If you teach multiple sections in a period, each appears in its own section.

To use seating charts for attendance, mark the **Use Seating Charts for Attendance** option in your [Account Settings](#).

The screenshot displays the Infinite Campus attendance interface for Period 02. At the top, there are tabs for Period 01, Period 02 (selected), and Period 03. Below the tabs are buttons for 'Save', 'Attendance List', and 'Chart: 3rd Hour Calc'. The course and section information is '580511-1000 AP Calculus (A)'. The attendance summary shows 'Students: 9 Present: 6 Absent: 1 Tardy: 2'. The seating chart is organized into three columns. The first column contains two student cards: Sarah H. (Student ID 10) and Brooke J. (Student ID 09). The second column contains two student cards: Lydia J. (Student ID 12) and Bree W. (Student ID 10). The third column contains two student cards: Devin L. (Student ID 12) and Andrew T. (Student ID 11). Each student card has a row of three buttons: 'P' (Present), 'A' (Absent), and 'T' (Tardy). Sarah H., Lydia J., Brooke J., and Andrew T. have their 'P' buttons highlighted in blue. Devin L. has his 'T' button highlighted in blue. Bree W. has a green 'AE' button next to her 'A' button, indicating an excuse. Each student card also has a speech bubble icon for comments. The 'Late to class' button is visible next to Devin L.'s card.

Taking Attendance Using a Seating Chart

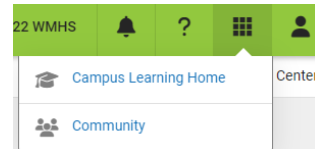
Use the **P**, **A**, and **T** buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance event by clicking the speech bubble icon and entering a **Comment**. Click **Save** to submit the attendance record to the attendance office.

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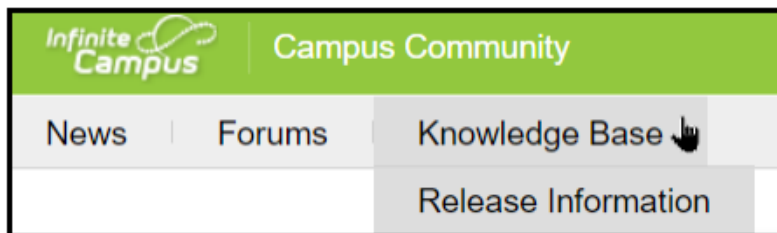
Campus Community is a place that you can find helpful documents, videos, tutorials, and simulations. It can answer just about any question you have about Infinite Campus.

Setting up Campus Community Account:

1. Log into Infinite Campus. Select Community Icon from the squares in the upper right.
2. If you do not have a Campus Community account, create one.
3. Read and agree to the Terms of Use.
4. Fill out Username and Password Information then follow screen instructions.
5. You will not be able to access the Knowledge Base area of Campus Community until you activate your account through the email you used to setup the account.



To navigate the Campus Community, use the toolbar at the top of the page to easily access the different sections.



Campus Knowledge Base

The [Campus Knowledge Base](#) contains information for end users to successfully perform job duties while using Infinite Campus. All district and school users can access the Knowledge Base through the Campus Community or by accessing the Help Articles viewable from within Infinite Campus.

- Information within the Outline is organized like the New Look of Campus for easy navigation.
- Knowledge Base articles can be downloaded into PDF format for printing.
- Study Guides contain curated content for common processes.
- Release Notes for each release package are available.
- New and Updated articles are highlighted throughout the Knowledge Base
- Comments can be left with your thoughts on how to make an article more effective.
- Users can share the link to an article to help out a coworker. If they would like to search and view additional content beyond that link, they will need to log in using a CampusID.

Articles are updated and published to the Knowledge Base regularly. Keep this in mind before printing numerous articles.