White Plains Public Schools

Infinite Campus
for Elementary Teachers

Attendance, Rosters
Viewing an IEP and Report Cards

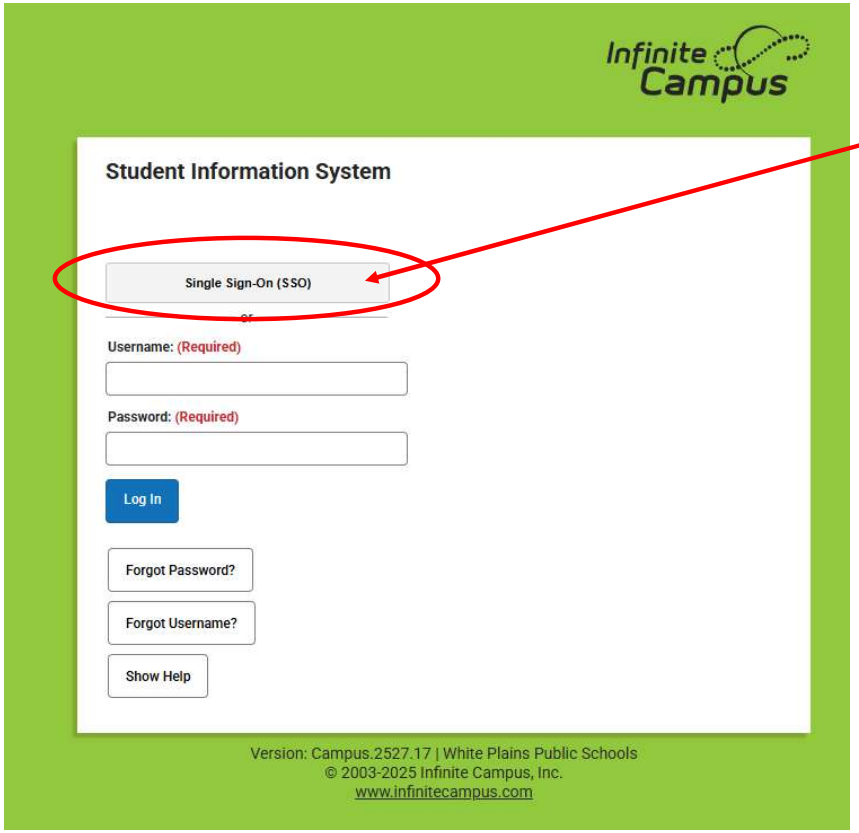
https://whiteplainsny.infinitecampus.org

Note: There will be an Infinite Campus shortcut link on your classroom desktop PC or your school iPad.

Sept 2025

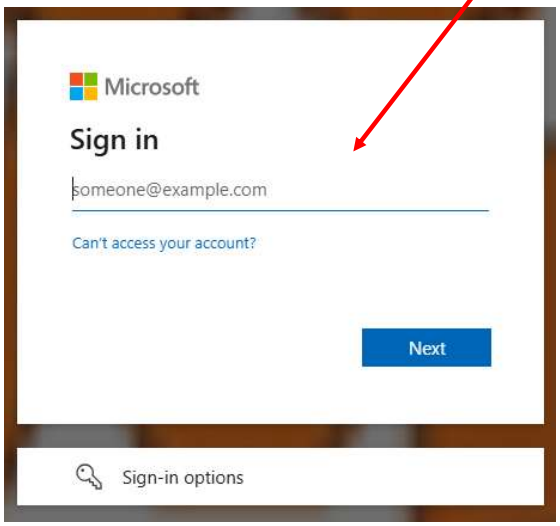
Logging into Infinite Campus

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



Click/Tap Single Sign-On (SSO)

Depending on the device and/or your location, you may be prompted to login with your Microsoft 365 Username and Password.



Note: Typically, when using a school desktop PC, you will **not** be prompted to enter your Microsoft 365 username and password.

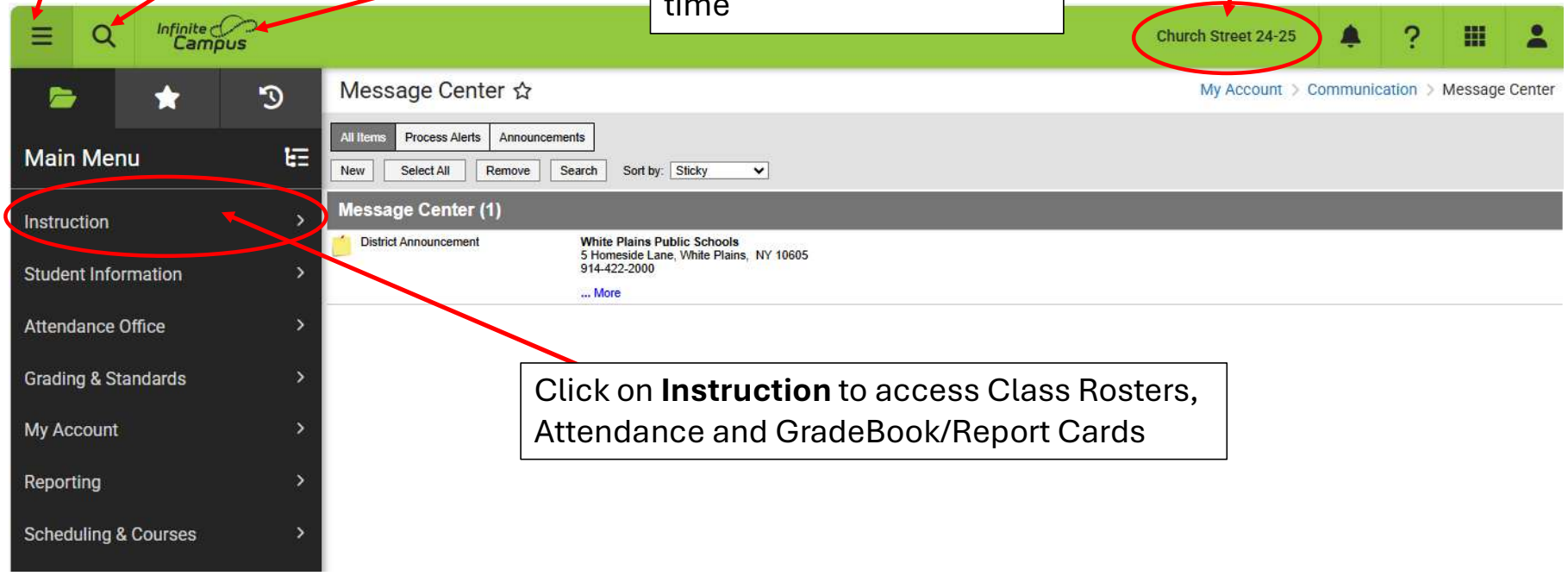
Infinite Campus Main Screen

Click/Tap menu icon to open and close main menu at any time.

Click/Tap Magnifying Glass icon to search for an individual student.

Click/Tap the Infinite Campus logo to return to the main screen at any time

Click/Tap here to change the school and/or year

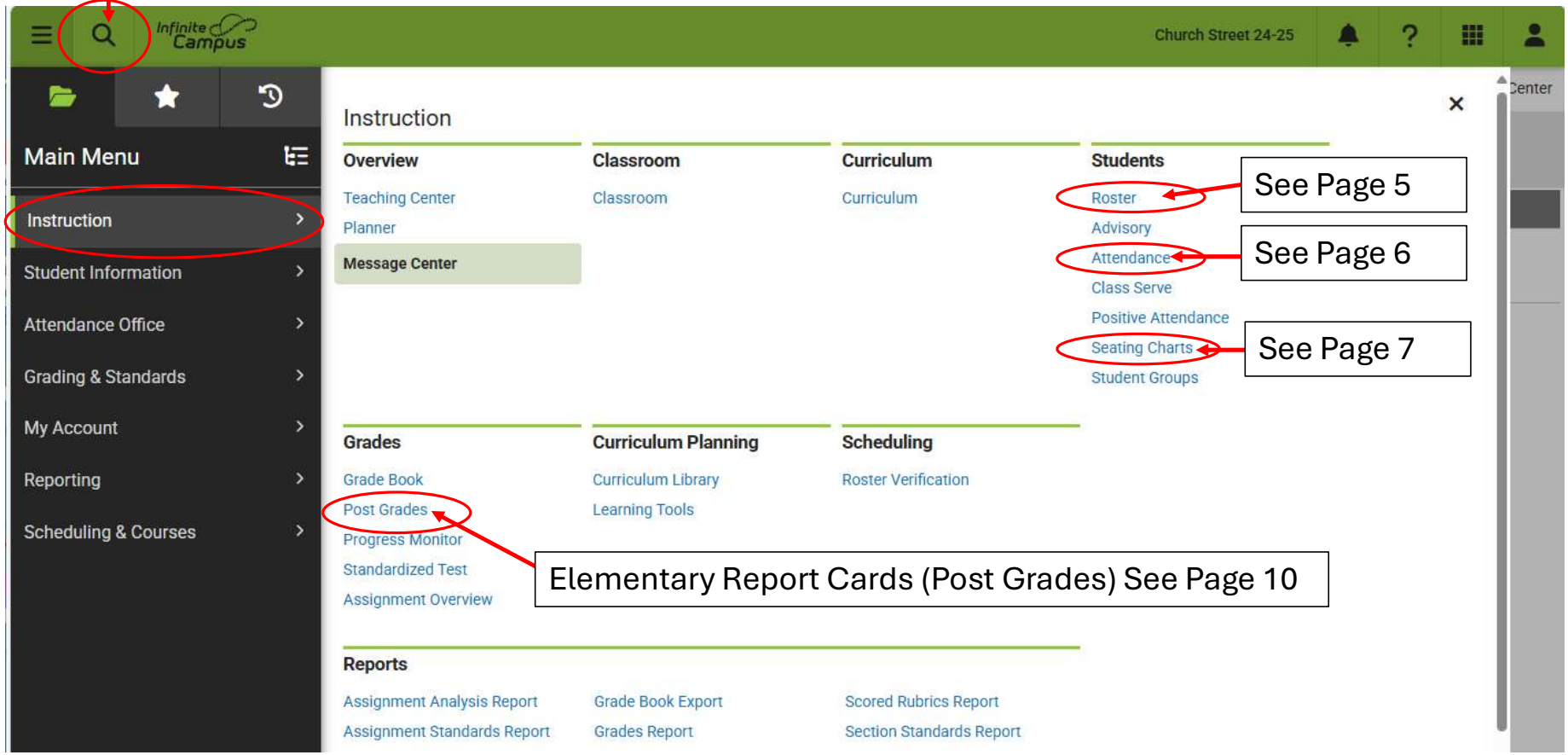


Click on **Instruction** to access Class Rosters, Attendance and GradeBook/Report Cards

Look up a student
See Pages 8-9

Instruction Main Screen

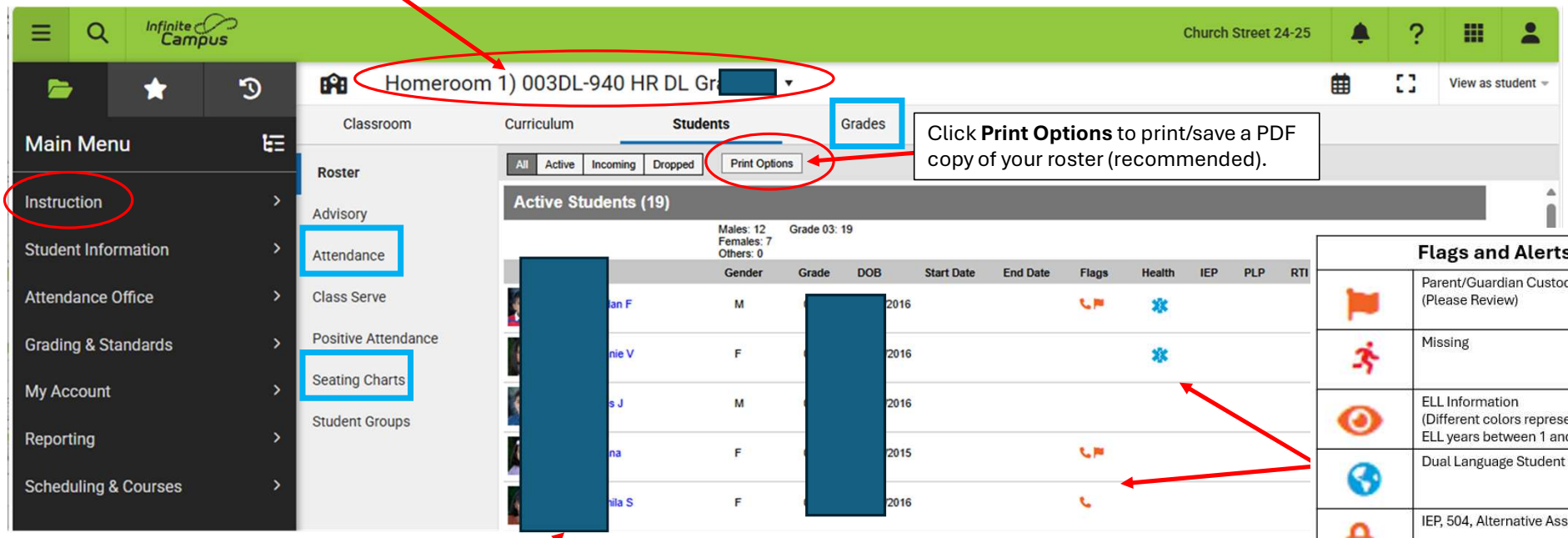
Circled below are the most common links you will access



Instruction Main Screen

Select the class to review.

Rosters



Click **Print Options** to print/save a PDF copy of your roster (recommended).

Flags and Alerts	
	Parent/Guardian Custody Issue (Please Review)
	Missing
	ELL Information (Different colors represent number of ELL years between 1 and 3 or more)
	Dual Language Student
	IEP, 504, Alternative Assessment
	Home Language is Spanish
	HS Administrator
	Medical Alert

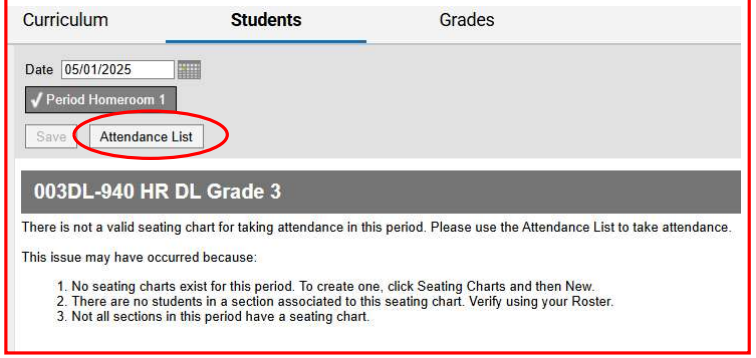
Student Pictures and Names.
If you click on a student name (blue link) you will see the individual student profile information.

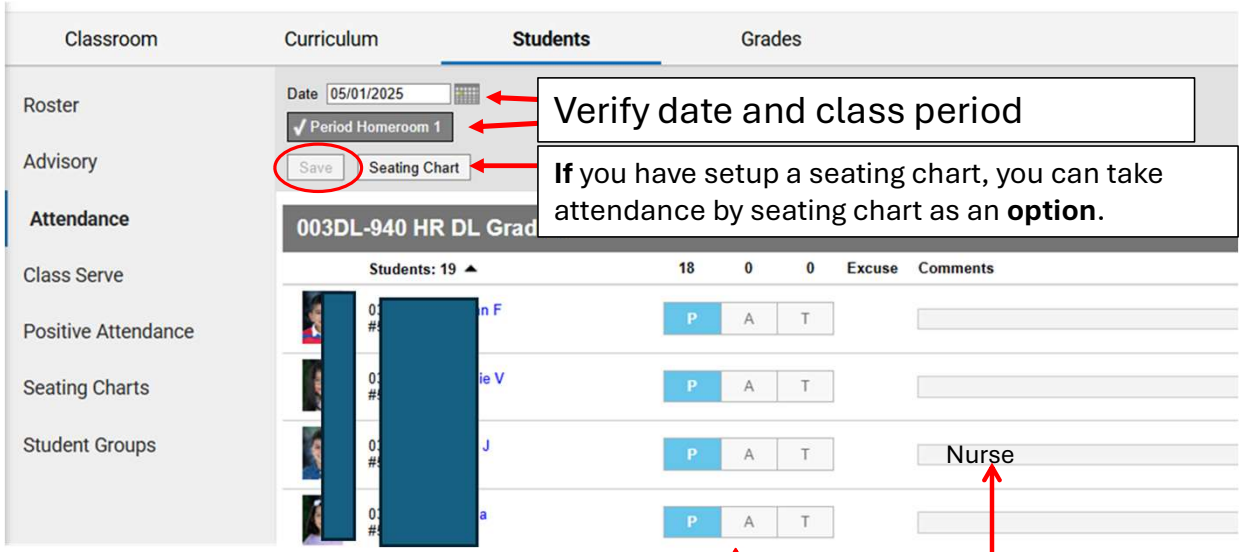
Note: Links outlined in blue are additional shortcuts to commonly items used.

Instruction Main Screen

Attendance

If your screen has this error, then click **Attendance List**.





Verify date and class period

If you have setup a seating chart, you can take attendance by seating chart as an **option**.

ALL homeroom teachers must take Homeroom attendance and period by period attendance for ELA, Math, Science and Social Studies.
All non-homeroom teachers must take period by period attendance for all the classes they have been assigned to as the primary teacher by the school.

Note: A student should be marked present if they have attended at least half of the class.

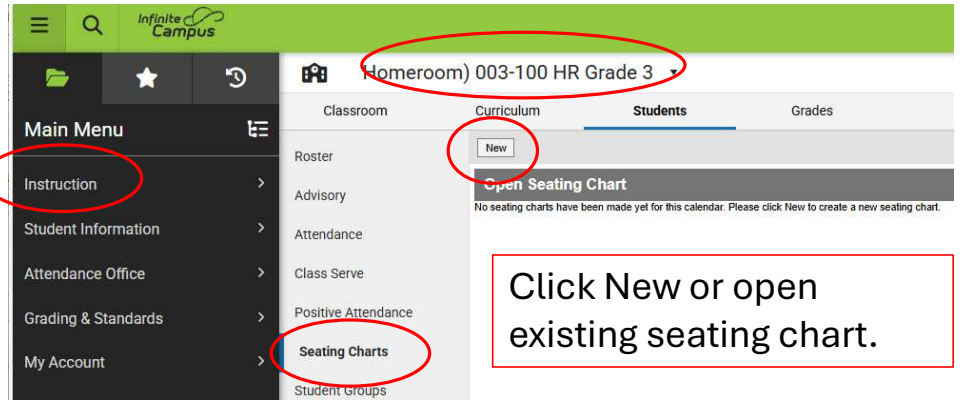
By default, ALL students are marked (P) Present.
Click on the appropriate button (A) for Absent or (T) for Tardy.

CLICK/TAP SAVE

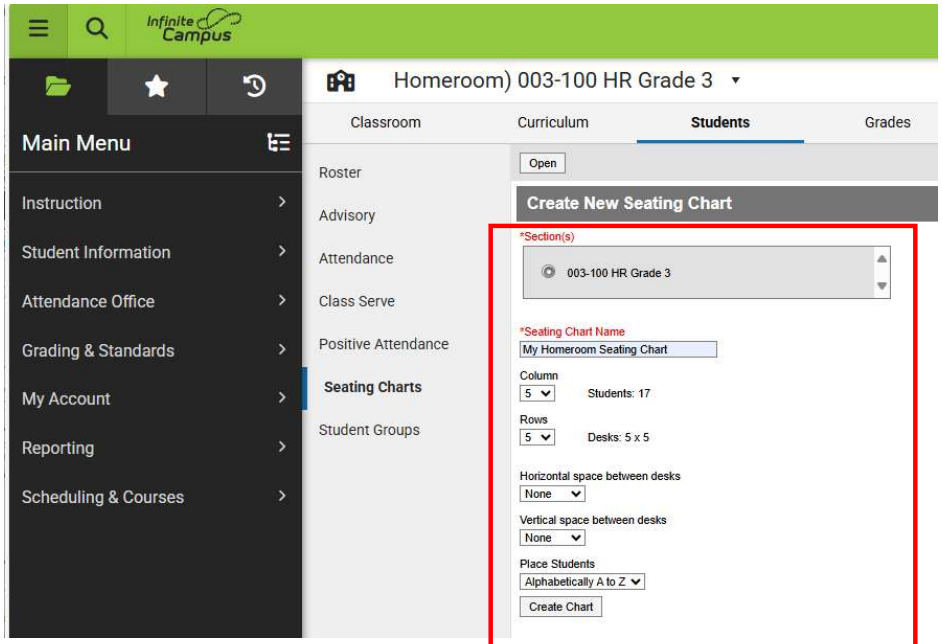
If student is tardy or absent (for the entire class period) and you know the reason – please indicate with the following info:

- Nurse
- PPS
- Music Lessons
- Admin
- Other

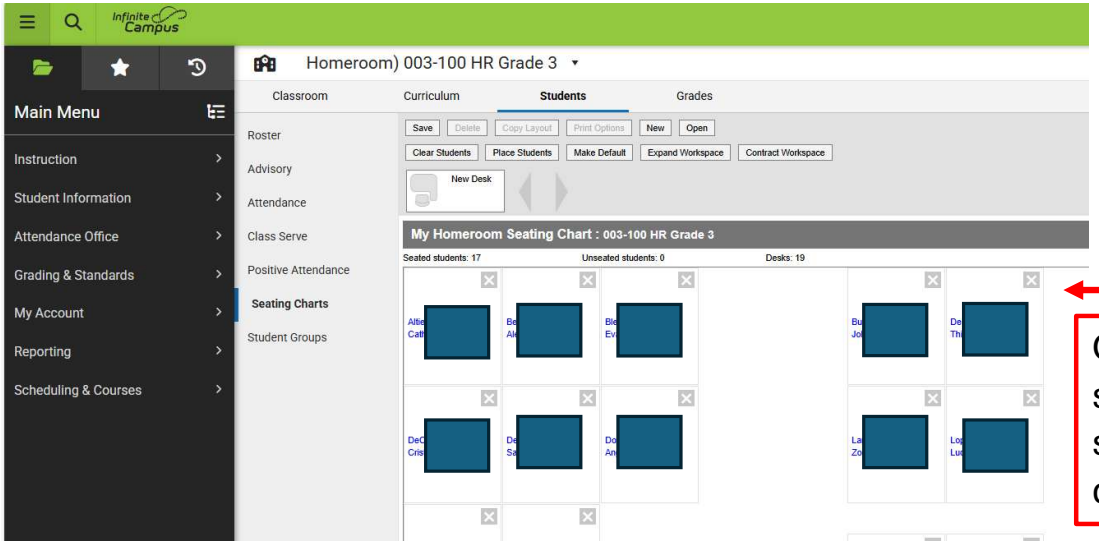
Creating a seating chart to use with Attendance (optional)



Click New or open existing seating chart.



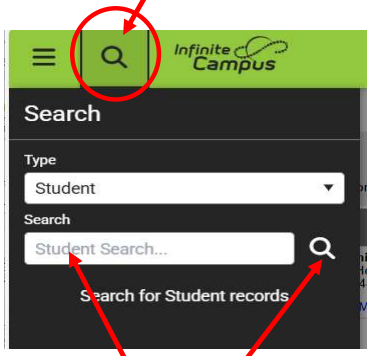
Fill in the information as needed and click **Create Chart**.



Click/Tap and hold each seat to move around screen to create a design. **Click Save.**

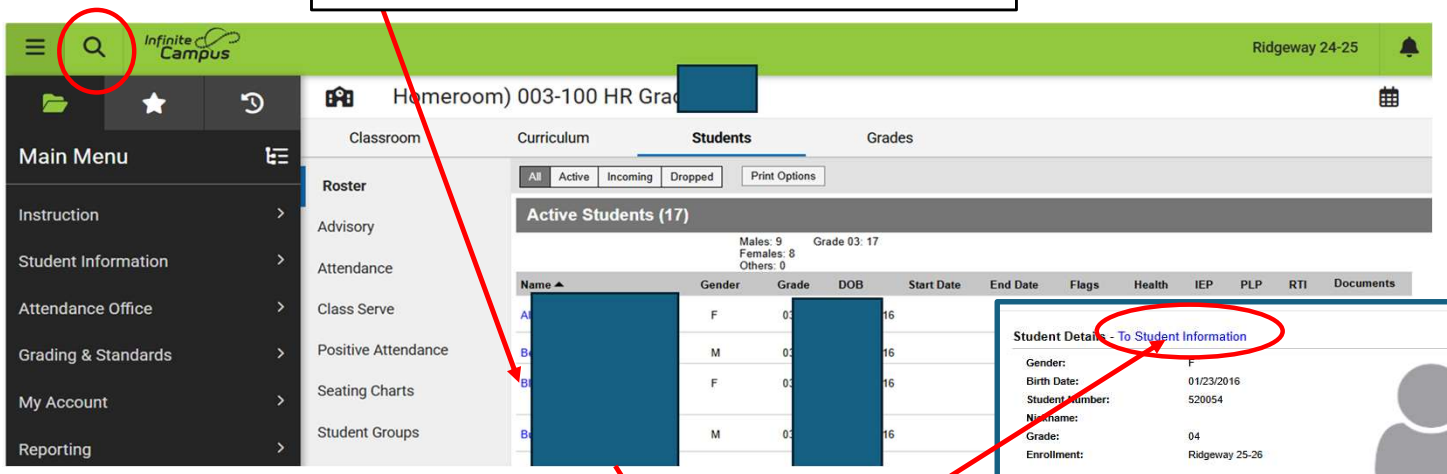
Looking up an individual student's information and viewing an IEP

To search for an individual student, click/tap the magnifying glass icon.



Type in the first few letters of the student's last name and click/tap the magnifying glass icon or press <u>enter</u> on your keyboard.
Pick the student that matches your search.

OR click/tap a student name on the roster screen.



Note: When clicking on a student name from the roster screen, a quick profile window will appear. Click: **<u>To Student Information</u>** to see the full student profile information.

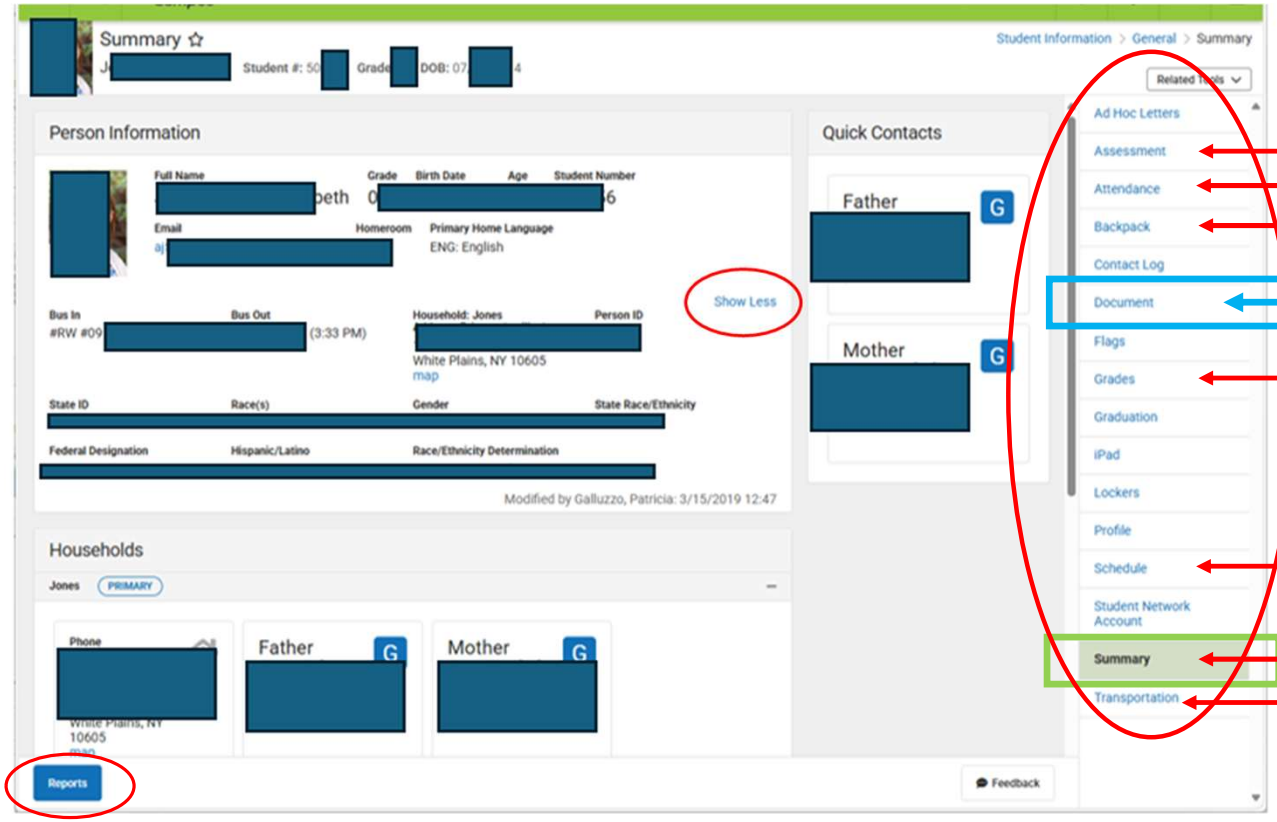
Continued on the next page →

Looking up an individual student's information and viewing an IEP Continued

Student information screen – with **Summary** selected from the right-side menu.

Click the links on the right-side menu to review specific information for the individual student.

If a student has an IEP, click the **Document** link on the right-side menu to review it.



PDF copies of the report cards

View IEP

Then click/tap the IEP Document icon

IEP DOCUMENT

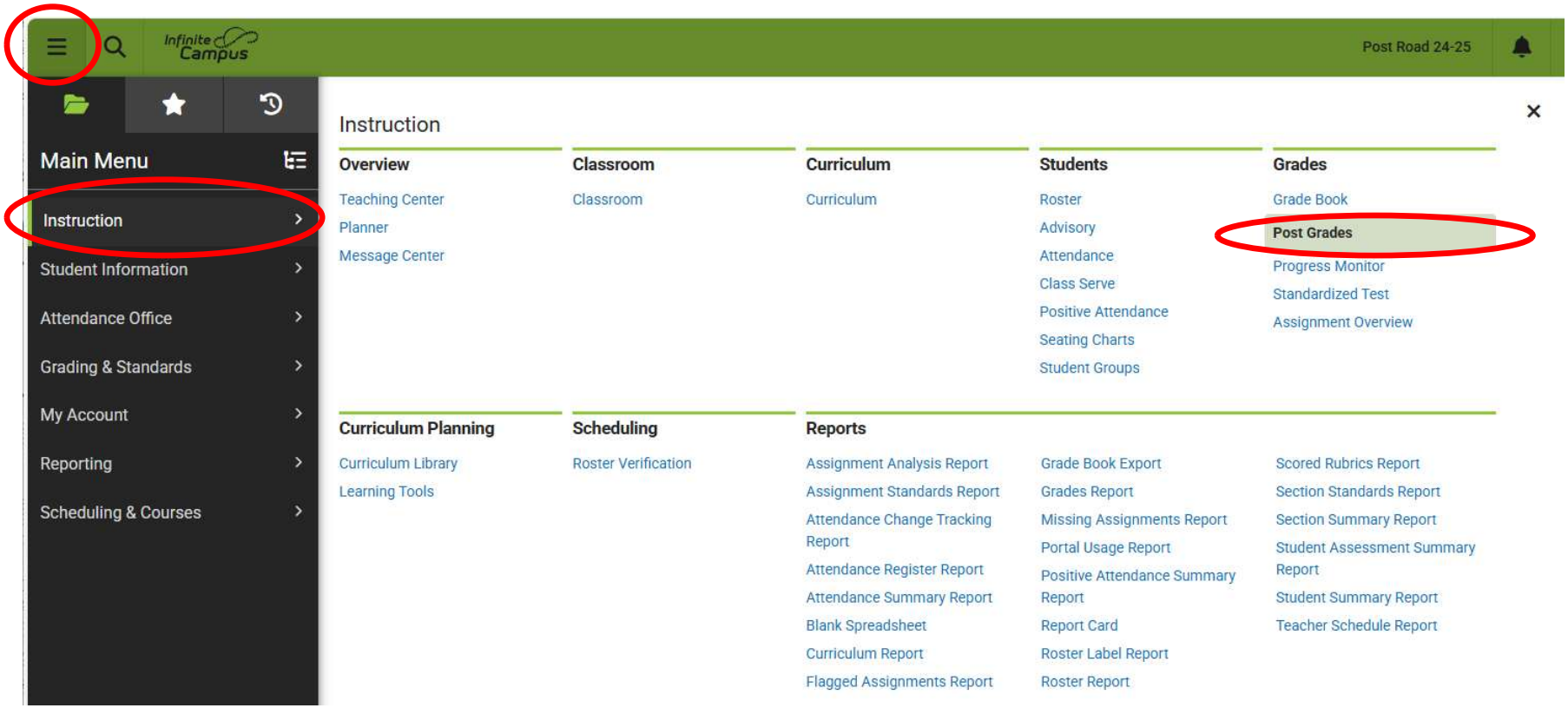
IEP will open in separate window tab and can **not** be printed.

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

Close the IEP window when done.

Elementary Report Cards

From the main menu on left side, click/tap Instruction → Post Grades



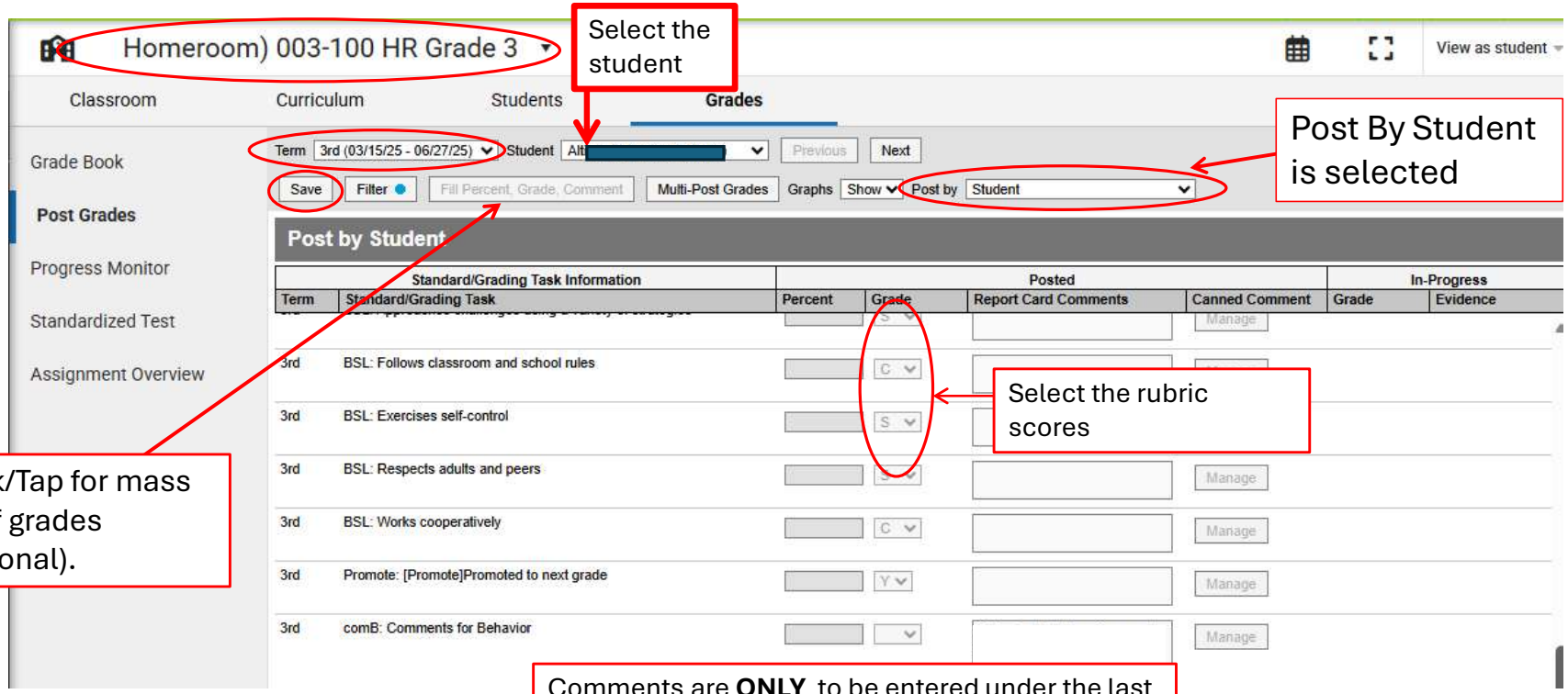
- Homeroom and Self-Contained homeroom teachers - **Select** the HR Grade # course
  (Note: Dual Language Teachers: Please select homeroom sections 940 or 950 only)
- Enter scores using either the **Post by Student** or **Post by Standard** options (explained on next pages).
- Enter Scores for each grading 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 only Yes/No; Yes = in Doubt, No=not in doubt)
  - Promotion to Next Grade (Semester 3 only Yes/No; Yes=promoted, No=not promoted)
  - Elementary Pass/Fail (SED Reporting for semester 3 only – 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 items on the list that are labeled "Comments"
  - 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 Student Name from drop down
  Enter Scores
  Click **Save** when done (click save frequently)

See screen shots on next page →

Post by **Student** option (Entering Report Card Scores for one student at a time)

Select the Term and Homeroom course (or Art, Music or PE for Special Area Teachers)

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



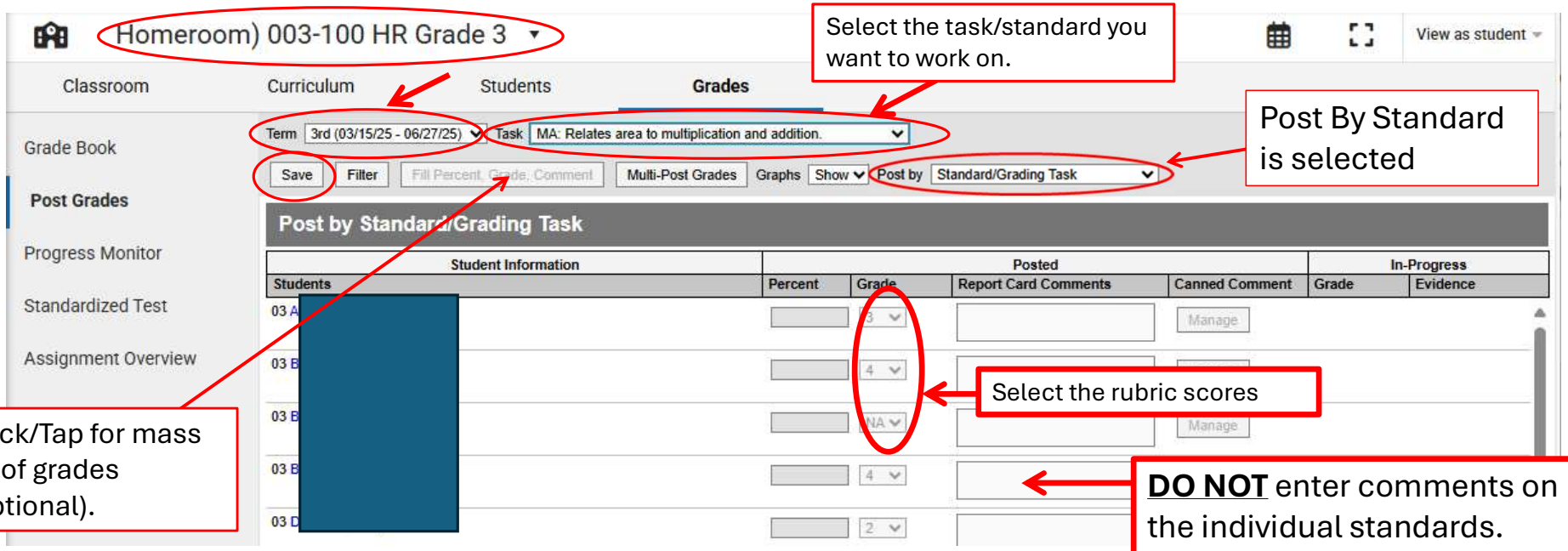
Click/Tap SAVE when done

Comments are **ONLY** to be entered under the last grading items. Comments are only available to the homeroom teacher. **See pages 14-15**

Post by **Standard** option (Entering Report Card Scores by Task/Standard)

Select the Course, Term and Task (Standard)

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



Click/Tap SAVE when done

Entering Elementary Report Card Comments in Infinite Campus

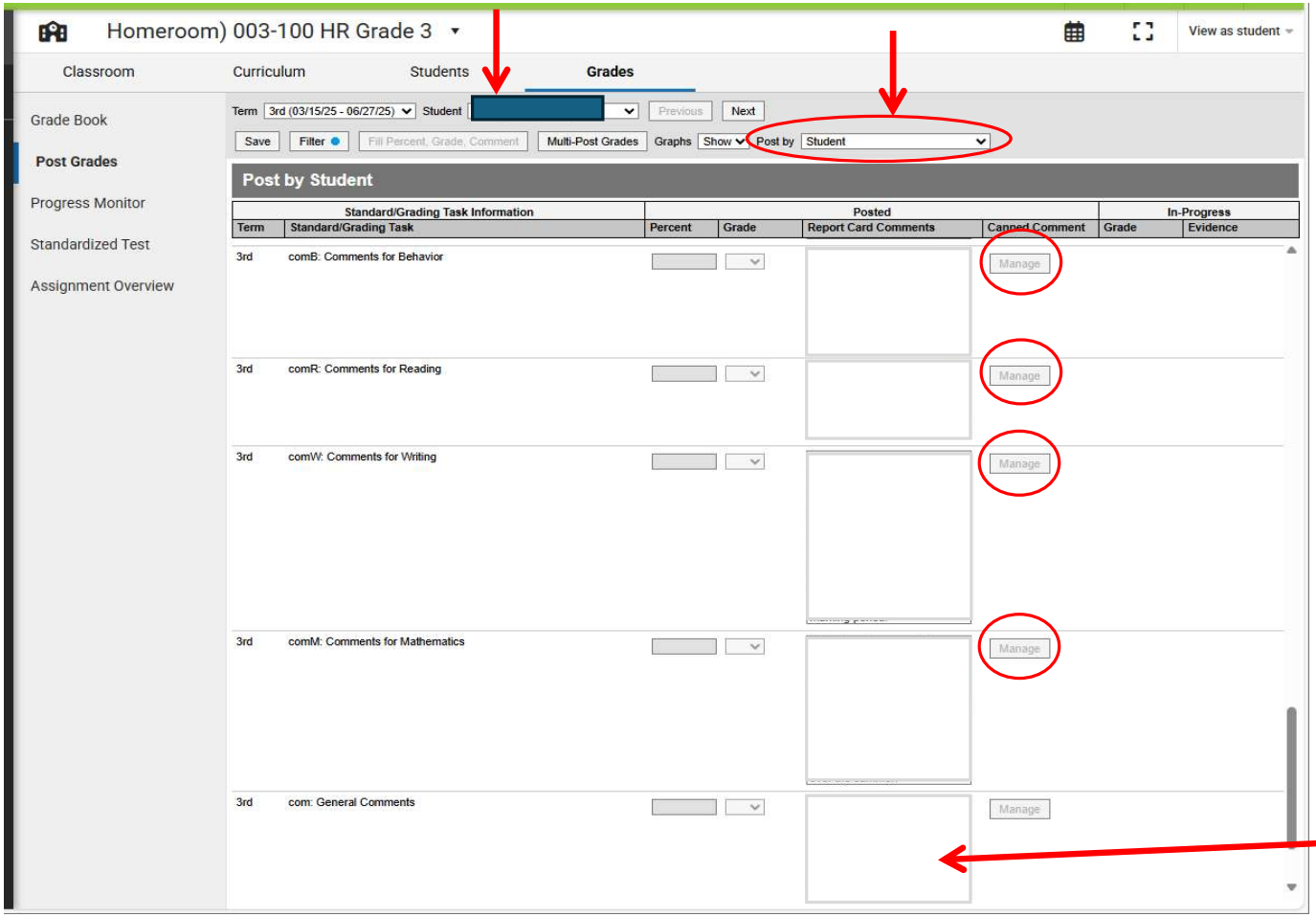
The elementary report card comments are separated out into the following areas:

- 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)

Entering Comments when: **Post By Student** option 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 pages 17-18).

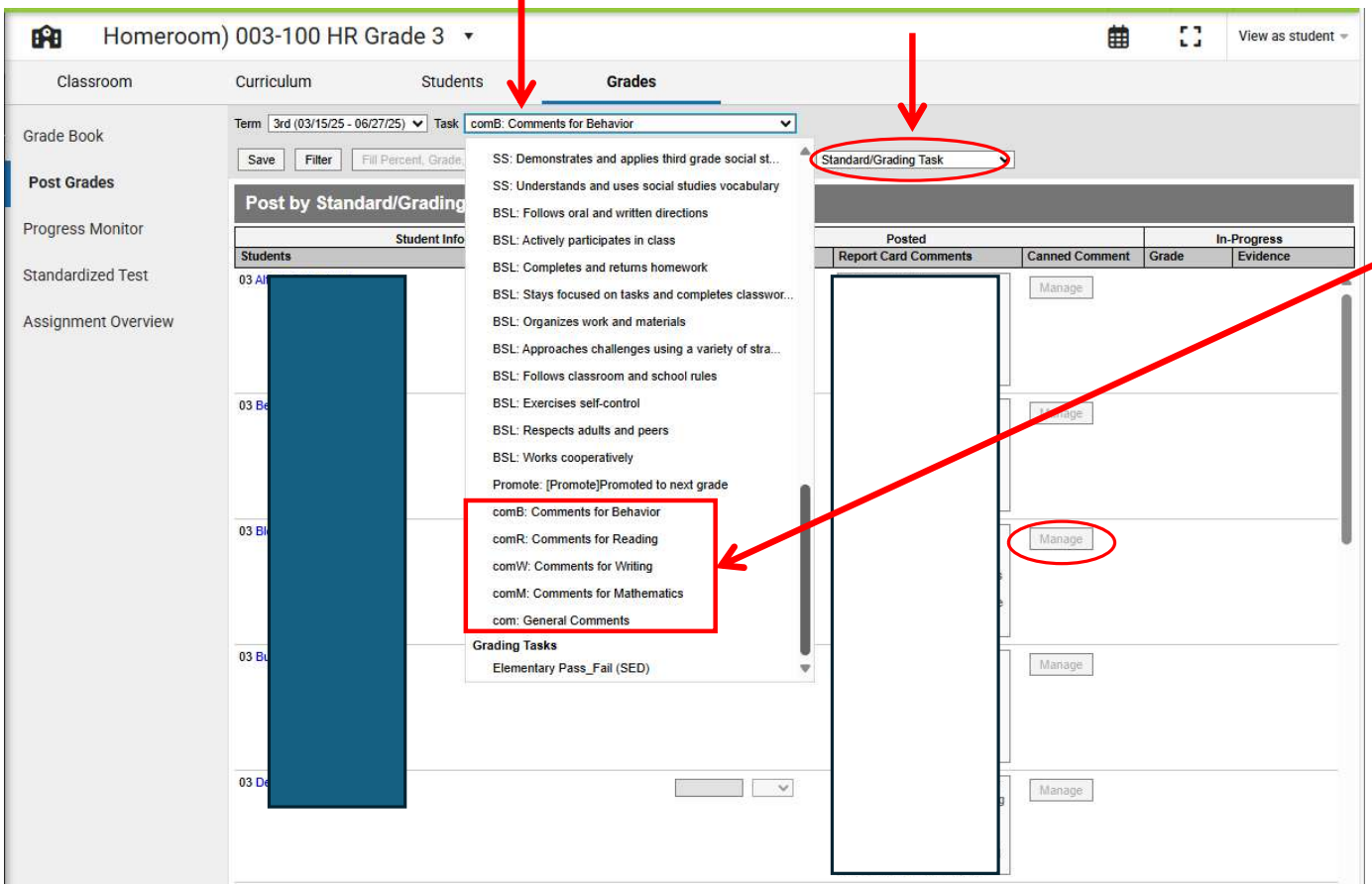
General Comments area – teachers are able write their own personalized free form comments.

Between 1 and 2 sentences.

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

Entering Comments when: **Post By Standard** option is selected

Select the Comment task (standard) you want to work on



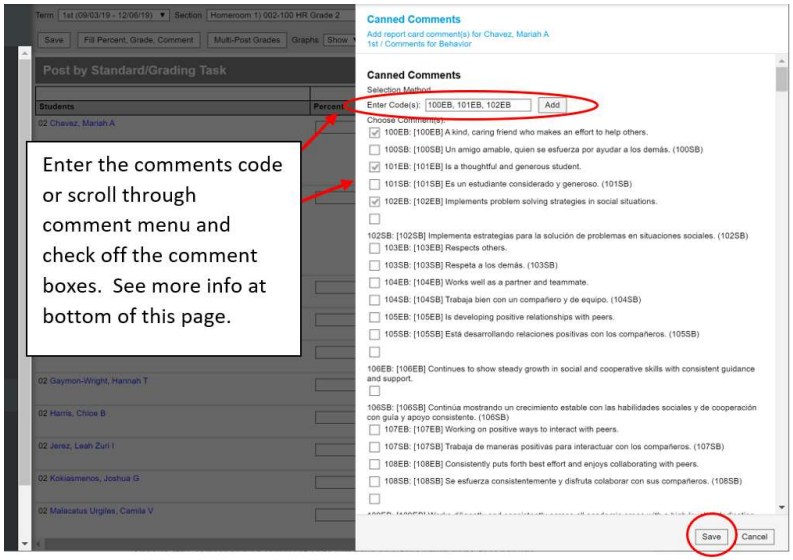
Under Task – select comment area you want to work on for the entire roster (scroll to the bottom of list). There are 5 areas to select from: Behavior, Reading, Writing, Math and General Comments.

Click **Manage** for each student – this will open the canned comment dialog box for that comment task (standard).

Continue to pages 17-18 for more information on the scripted comments.

Note: **Com: General Comments** is a free form box for the homeroom teacher to enter their own personal comments (you **do not** need to click manage for this particular comment task).

Scripted Comments Screen (Canned Comments)



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 <u>Save</u>

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)

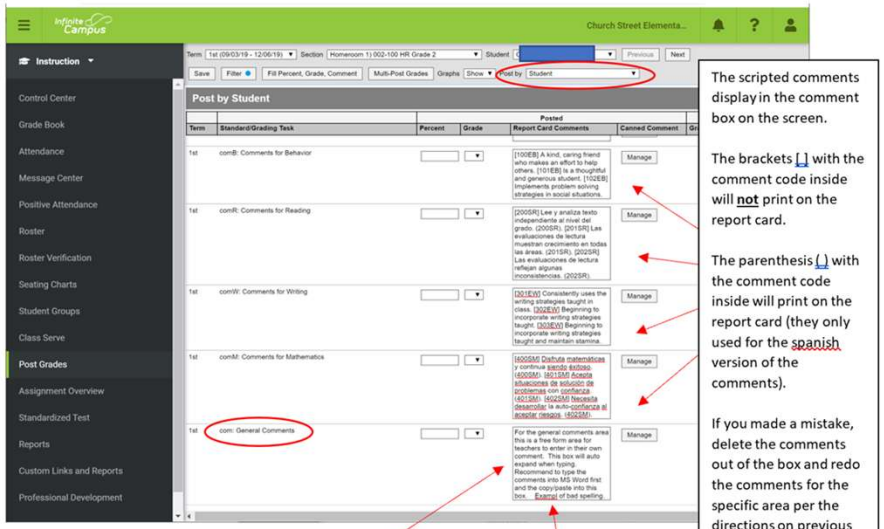
   Click <u>Save</u>

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:
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

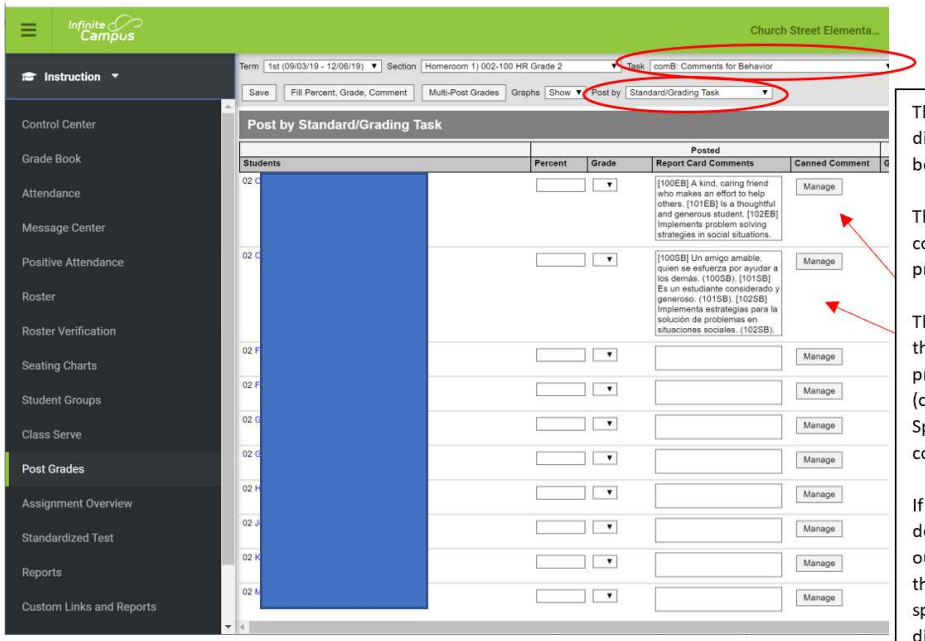
General Comments area – teachers are able write their own personalized free form comments.

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.

Example:
Post by Standard



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

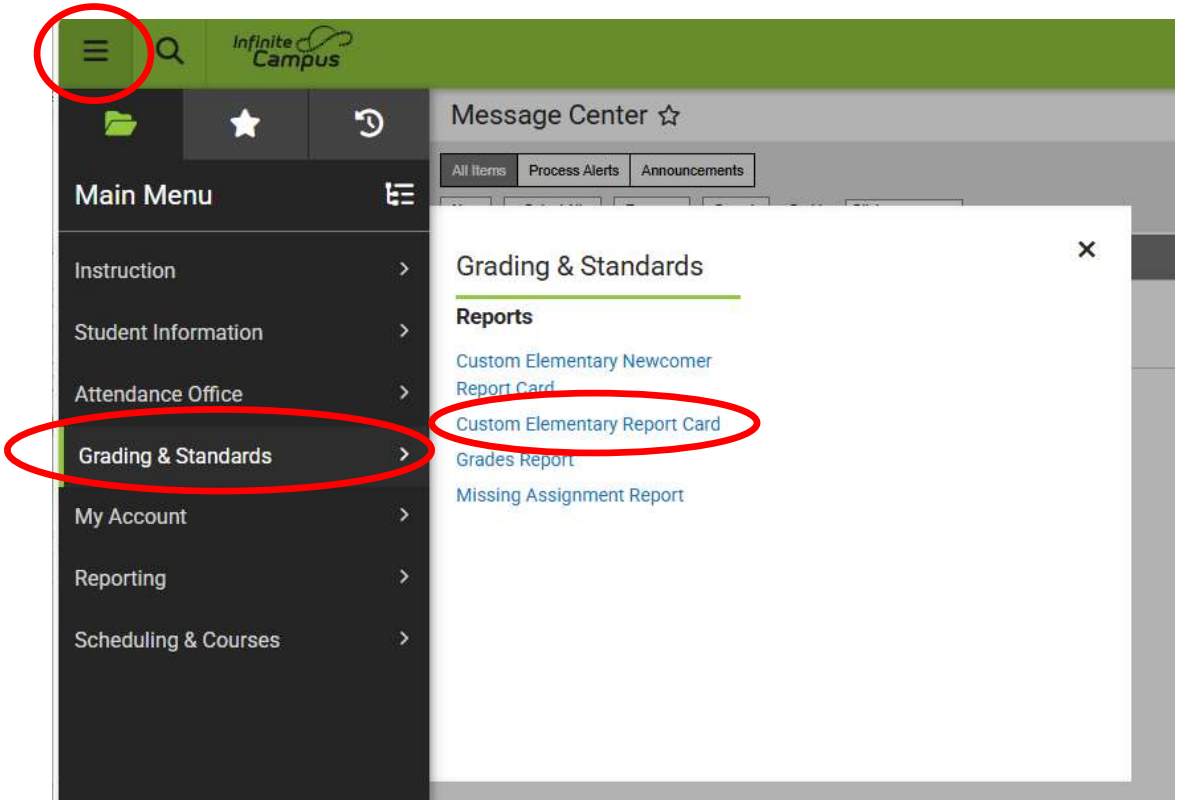
The brackets [ ] with the comment code will **not** print on the report card.

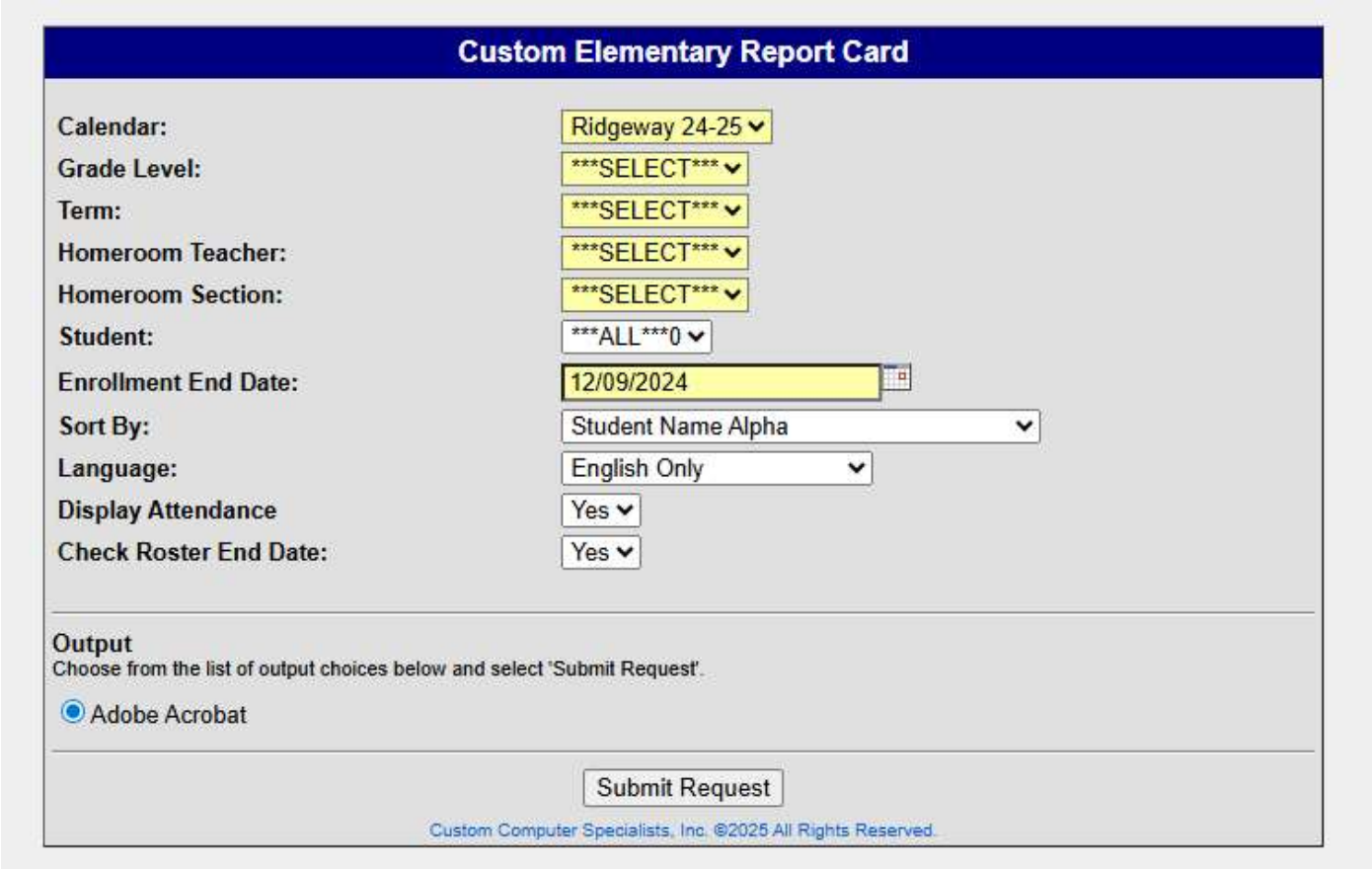
The parenthesis ( ) with the comment code will print on the report card (only used for the Spanish version of the comments).

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.

Printing Elementary Report Cards

Under main menu on left side
Click/Tap Grading & Standards → Custom Elementary Report Card





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 (1st, 2nd, 3rd)
- **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

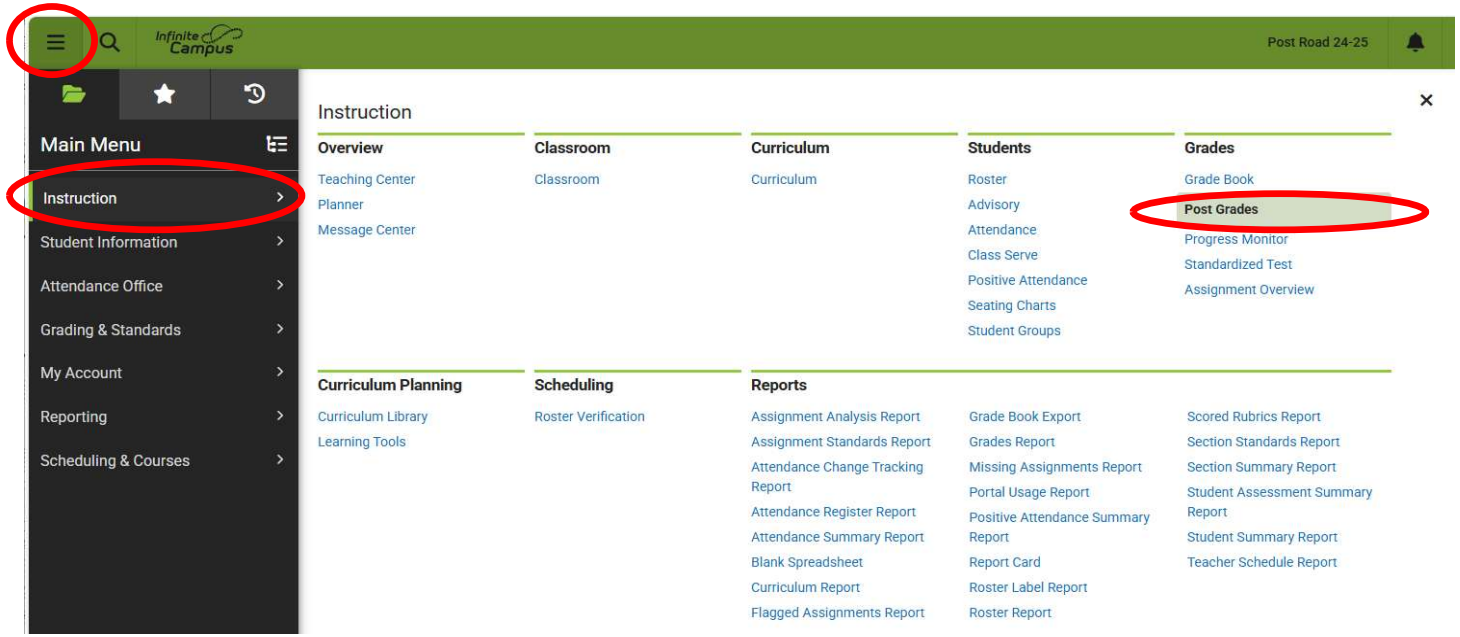
Click Submit Request – PDF file will generate (which you can save, print, etc.)

Newcomer Report Cards

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

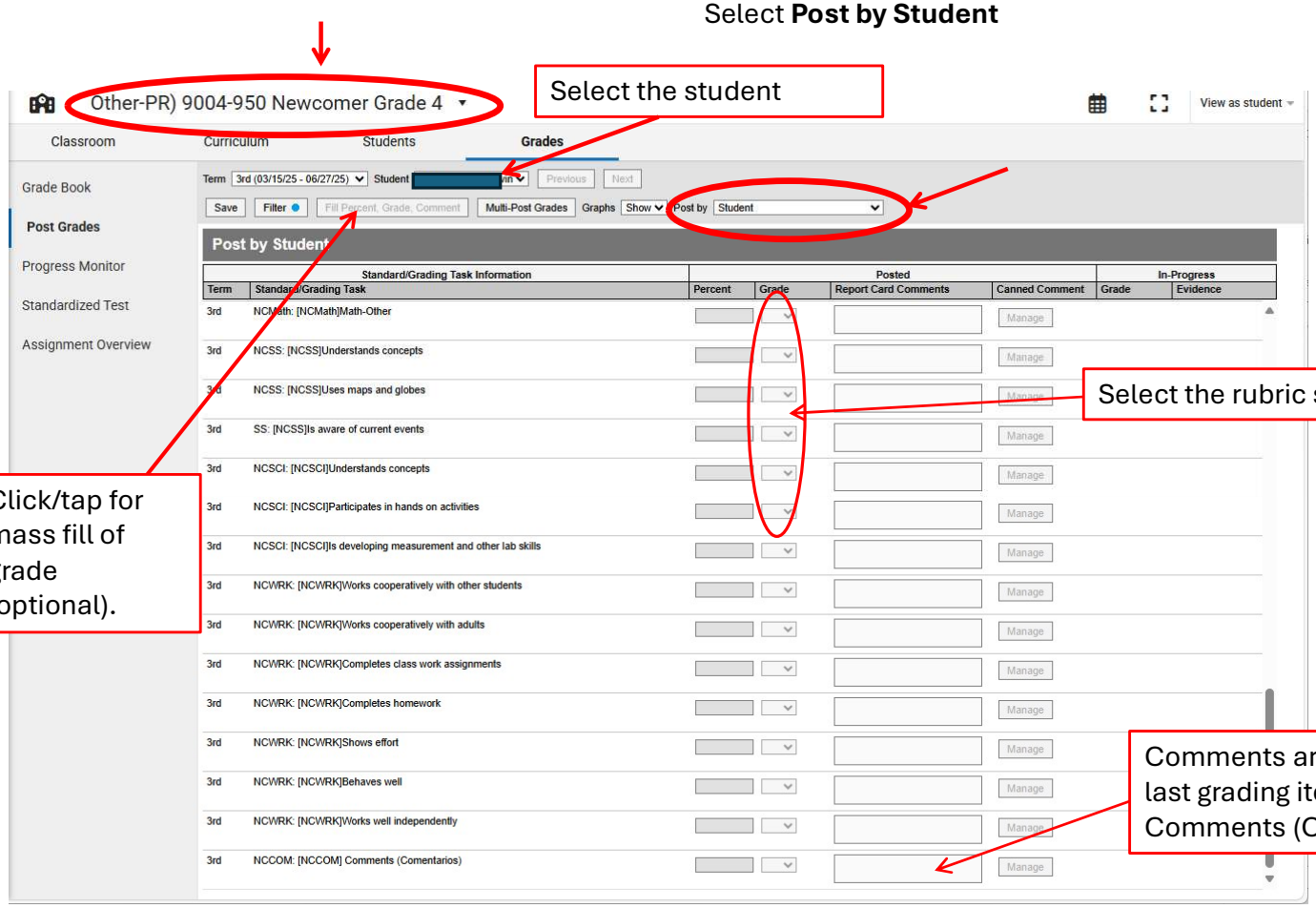
If you are missing a student on your Newcomer roster, please speak with your office manager.

From the main menu on left side, click/tap Instruction → Post Grades



Select the Term and the **Newcomer** course

Select **Post by Student**



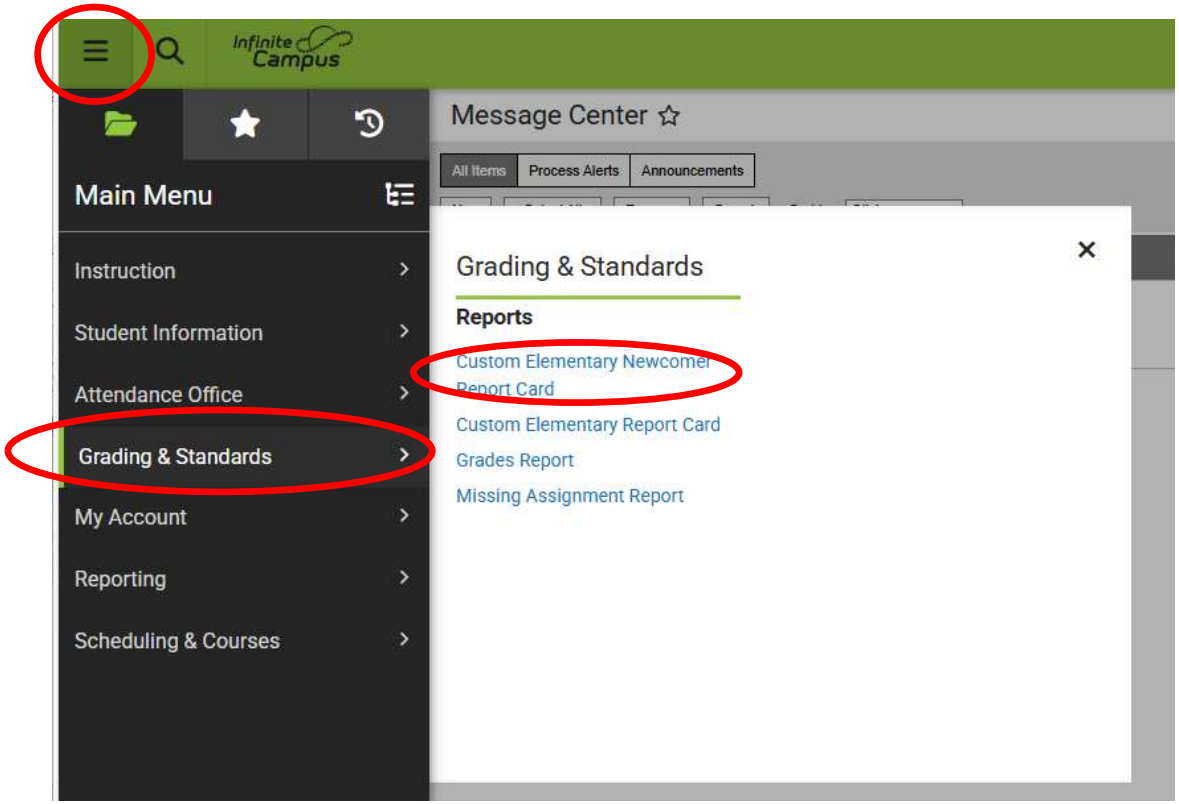
Click/tap for mass fill of grade (optional).

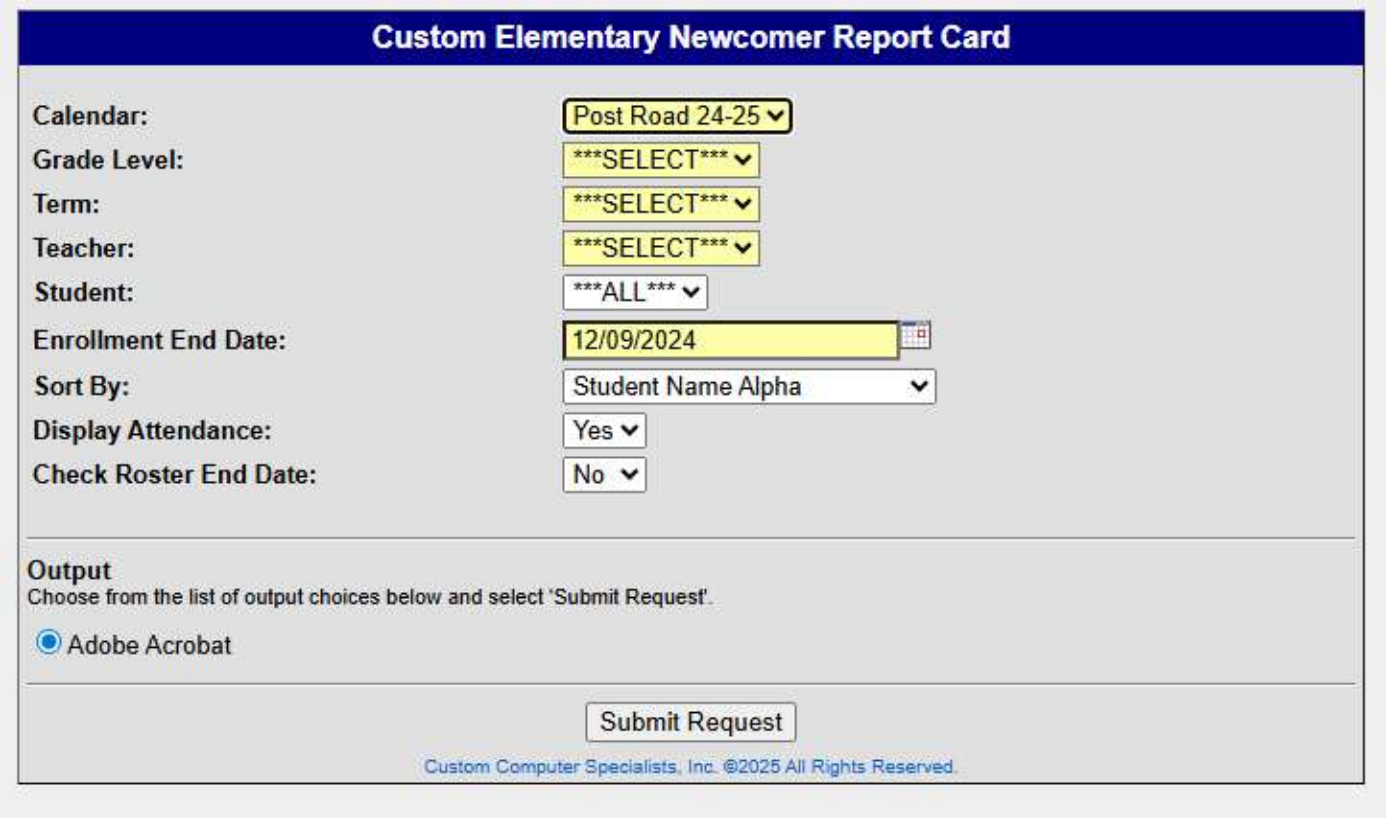
Select the rubric scores

Comments are **ONLY** to be entered under the last grading item called: “NCCOM: [NCCOM] Comments (Comentarios) ”.

Printing Newcomer Report Cards

Under main menu on left side
Click/Tap Grading & Standards → Custom Elementary Newcomer Report Card





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 (1st, 2nd, 3rd)
- **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)
- **Check Roster End Date:** default is No

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

Need Help with IC?

Rostering

- Main Office in your Building

How do I…?

- Website: https://www.whiteplainspublicschools.org/district-offices/technology-offices/mis/software-help-information/infinite-campus-information
- Ask a colleague!

Something is not working correctly

- Place a Helpdesk Call: https://www.whiteplainspublicschools.org/district-offices/technology-offices/helpdesk