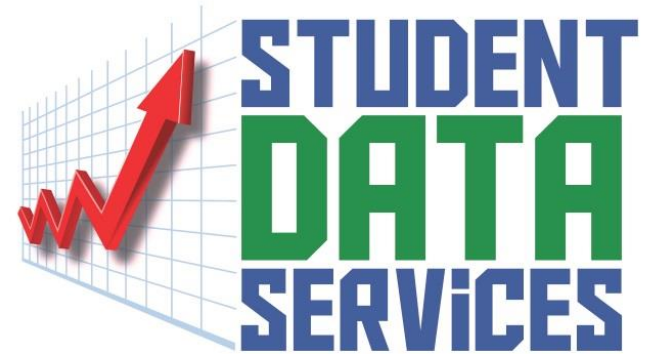




Infinite Campus: The New Look

ESBOCES
May 2025
Version 2511.8

Login Screen

The screenshot shows the 'Student Information System' login interface. It includes input fields for 'Username: (Required)' and 'Password: (Required)', a 'Log In' button, and links for 'Forgot Password?', 'Forgot Username?', and 'Show Help'. A status indicator shows 'Logged off'. At the bottom, the version information is displayed: 'Version: Campus.2511.8 | Campus Training © 2003-2025 Infinite Campus, Inc. www.infinitecampus.com'. Four red boxes with arrows point to specific elements: 'Password Reset Links' points to the forgot password link, 'Forget Username' points to the forgot username link, 'Release Version Number' points to the version number '2511.8', and 'District and Site Name' points to the text 'Campus Training'.

Password Reset Links

Forget Username

Release Version
Number

District and Site Name

- Your login screen has your Infinite Campus version information, which will help Campus Support in identifying which functions are available to your district.
- Infinite Campus releases a new version approximately every **four** weeks, which may contain enhancements, corrections to software issues (bugs), and also releases “Rx packs”. These updates are urgent and may not coincide with a scheduled release.
- The first two numbers of the release are the current calendar year, the second two numbers are the week in which the software was released. Any number after the final dot is the Rx Pack version. Not every version has a rx pack applicable to New York State districts

Example: Version: Campus.2511.8 | Campus Training

Note: Your district is *not required* to take the most current release pack as they become available. It is highly recommended your district stay current with State Reporting changes to ensure level 0 data integrity.

Login Screen

Infinite campus offers each district three working sites

- **Live site (Production) site:** in which all of your day-to-day data is recorded and saved.
- **Sandbox:** which is a snapshot of your live site where users may “test” data changes without impact on the live site information.
- **The Staging Site:** is similar to the Sandbox site, but may have a different release pack loaded with your snapshot information.

Please note the SANDBOX and the Live site will always be on the same version..

Two instances (login sessions) of Infinite Campus should never be open in the same browser at the same time. If you are comparing Live site data to Staging site data, use two different web browsers to remain logged in on both sites.

Infinite Campus Message Center

Message Center ★

All Items Process Alerts Announcements

New Select All Remove Search Sort by: Sticky ▼

Message Center (5)

District Announcement	You are in the Campus Main DB. All data is fictitious. ... More
District Announcement	Campus Main Data Issues If you encounter issues with any data in this site, please report the issue using this survey: https://survey.infinitecampus.com/Feedback/416100404/ ... More
School Announcement	Arthur Elementary Our semiannual Book Fair will be held at Arthur Elementary this Thursday and Friday in conjunction with conferences. Adult volunteers needed! If interested, please call Anna at 763-555-1212. Thanks! ... More
School Announcement	Harrison High Reminder: Don't forget to wear your school colors this Friday! ... More
☐ Grading Services Vendors	Error fetching Grading Services data: Could not connect to the integrations server

- Any notifications or messages from the district/school are posted on the message center.

Campus Home Screen

Calendar name and school year

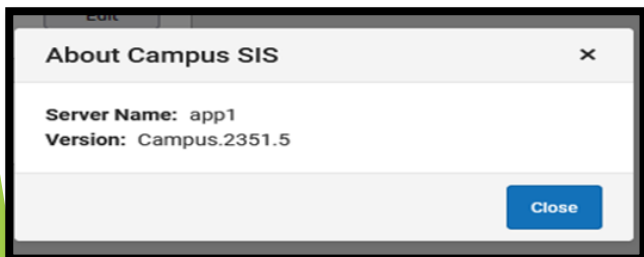
Notification bell takes you to the message center

Help feature will do a filtered search on the page in IC you are on via Campus Community

Will bring you to Campus Community which shows you news updates, forum, and gives you access to the knowledge base which is packed with resources

User Menu-this includes User name, settings and log off button.
Please note: IC will automatically log off after 60 minutes of inactivity

About Campus SIS —This displays server name and Campus Version the SIS is located in.



[My Account](#) > [Communication](#) > [Message Center](#)

User Menu

User: admin

Profile Options

[Instruction Settings](#)

[Password and Security Settings](#)

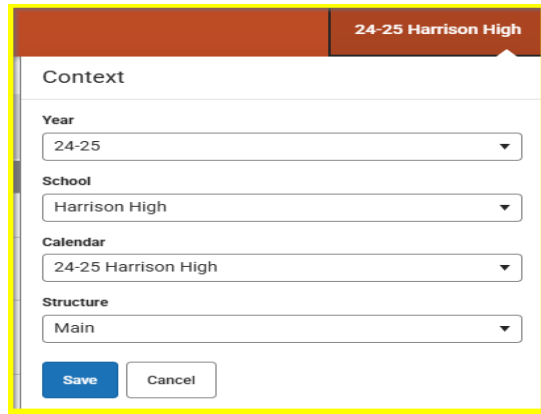
About Campus SIS

Open

Try New Look 

Log Off

Infinite Campus Home Page/Action Page

A screenshot of the 'Context' menu in Infinite Campus. The menu is titled 'Context' and has a red header bar with '24-25 Harrison High'. It contains four dropdown menus: 'Year' (set to '24-25'), 'School' (set to 'Harrison High'), 'Calendar' (set to '24-25 Harrison High'), and 'Structure' (set to 'Main'). At the bottom are 'Save' and 'Cancel' buttons.

24-25 Harrison High

Context

Year
24-25

School
Harrison High

Calendar
24-25 Harrison High

Structure
Main

Save Cancel

Calendar Drop Down-This is the calendar that IC is set to. You always want to make sure that you are working in the calendar that you have tool rights for.

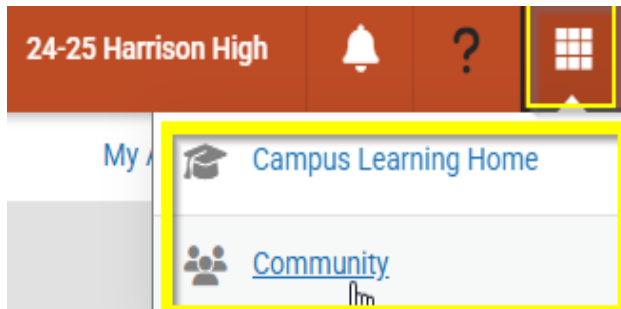


Notification Icon- The Notifications (bell) Icon is reserved for Campus informational messages. These messages contain software update information for new features being introduced into Infinite Campus. Some Process Alerts types are now also visible in Notifications.



Help Icon-A Campus community Login is required for access.

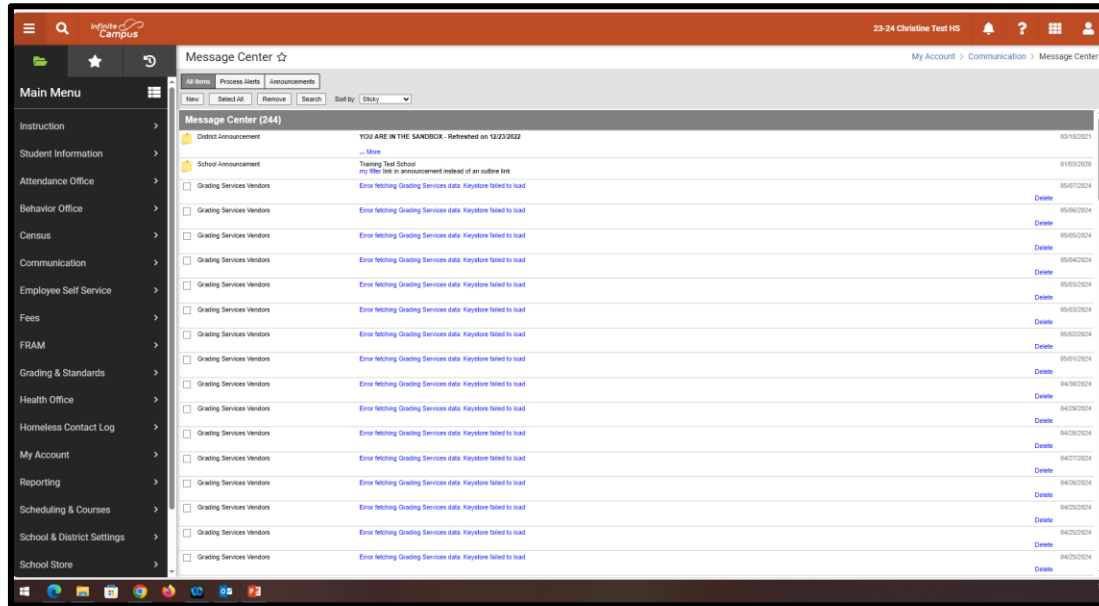
NOTE: Not All Districts Have the Help function Enabled.



Application Switch Icon- This icon will display other Infinite Campus Applications available to users. Campus Community can be found here.

** Campus Community requires a login, which can be requested through the app link.*

Infinite Campus Home Page



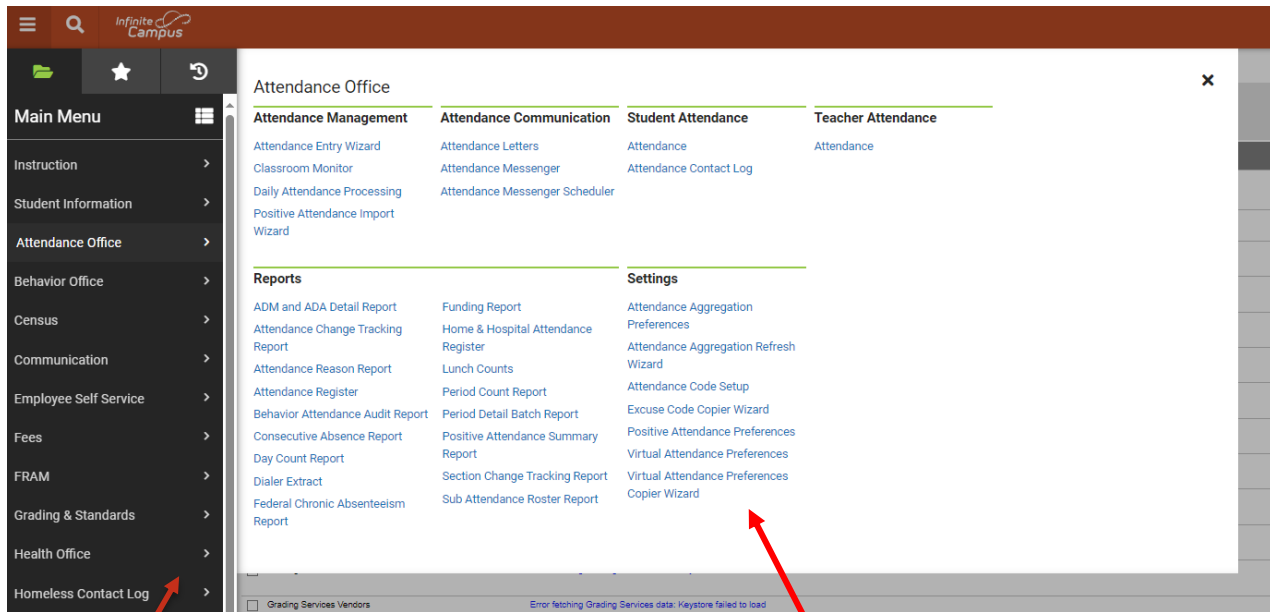
- This is the icon to open your main menu
- This is the icon to save to your favorites
- This icon stores the last ten searches that you have completed
- This icon will open and close your menus making more room to complete a task.
- Clicking the Infinite Campus Logo will bring you back to Main homepage screen.



On the left of the page the **Main Menu** appear in black.

When you click ➤ a Fly Away menu pops out to the right of screen.

Please note when the screen is zoomed the menu categories will not fly out, it will appear under the categories, similar to the classic view.



Nested Menu

Fly Away Menu

Magnifying Glass Icon:
Select the type of data
you wish to search

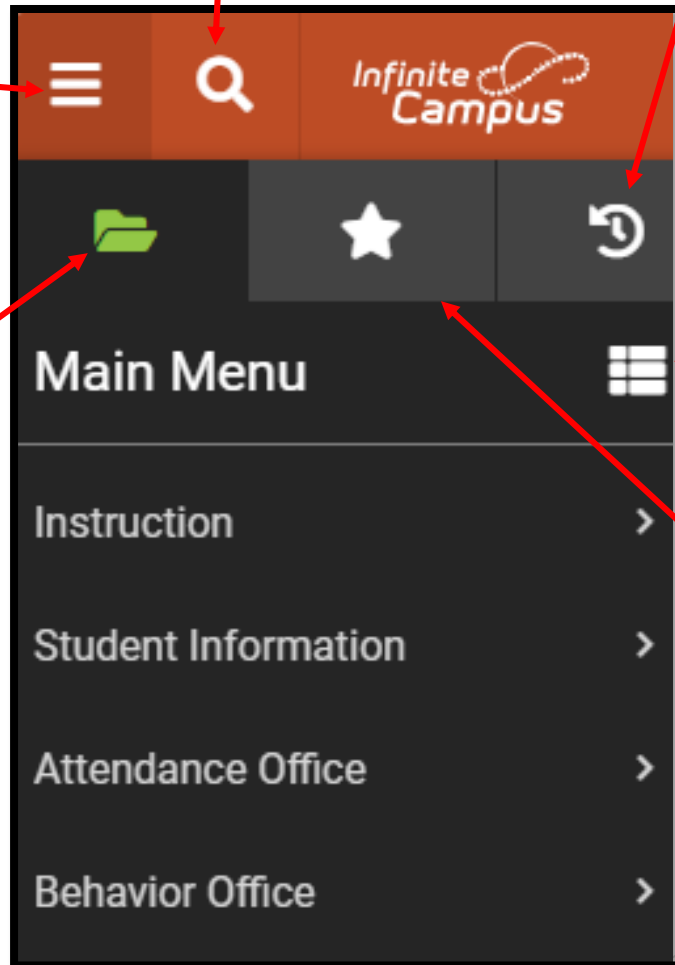
Clock Icon: Shows
your most recently
visited tools

The “Hamburger”
Collapses and
expands the menu

This icon allows
you to change
the view of the
menu.

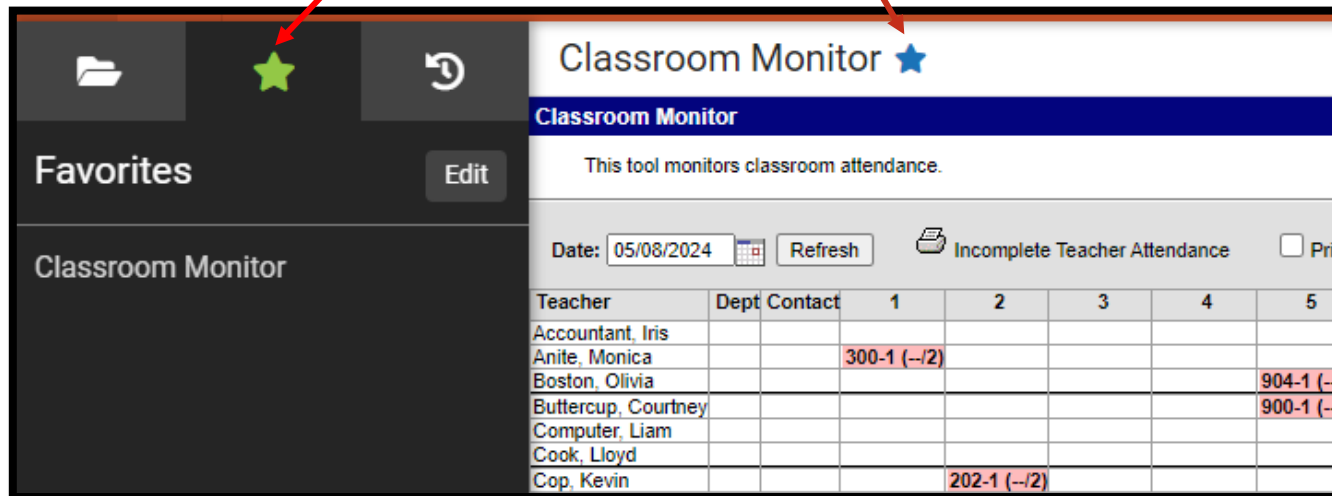
Folder Icon:
Opens the
modules

Star Icon: Holding place
for your favorite/most
used tools. You can
favorite any tool by
clicking the star
★ next to the title



Favorite Tools

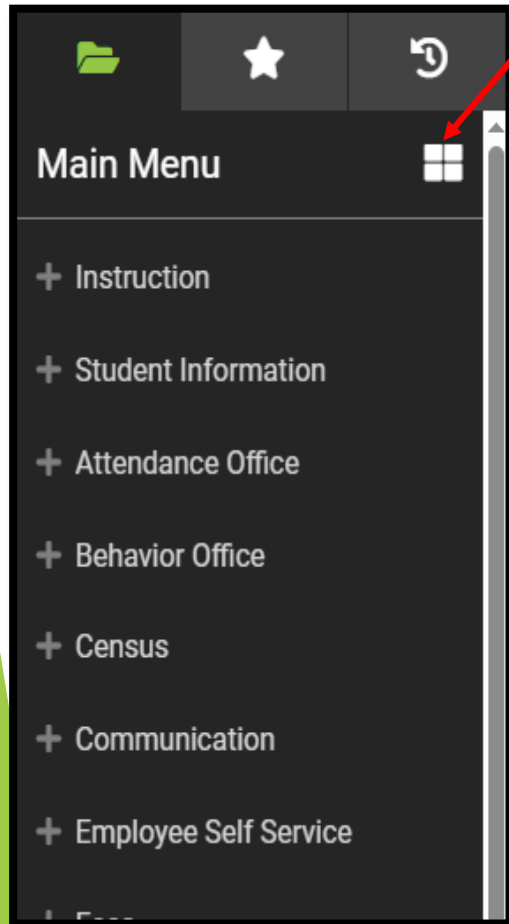
To add/remove a tool to your favorites menu, Select the Star Icon next to the tool name



The screenshot shows the Classroom Monitor tool interface. On the left is a dark sidebar with a 'Favorites' section containing a green star icon and the text 'Classroom Monitor'. The main area has a header 'Classroom Monitor' with a blue star icon. Below the header is a description 'This tool monitors classroom attendance.' and a date field set to '05/08/2024' with a 'Refresh' button. A table lists teachers and their attendance status for five days. Red arrows point from the text box to the green star in the sidebar and the blue star in the header.

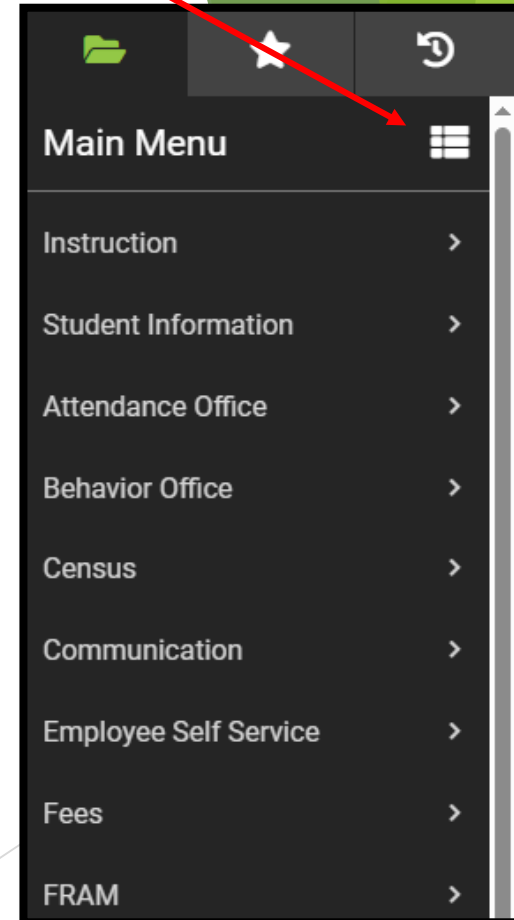
Teacher	Dept	Contact	1	2	3	4	5
Accountant, Iris							
Anite, Monica			300-1 (--/2)				
Boston, Olivia							904-1 (--/2)
Buttercup, Courtney							900-1 (--/2)
Computer, Liam							
Cook, Lloyd							
Cop, Kevin				202-1 (--/2)			

Selecting this icon will change the navigation structure to a flat organized list of tools per menu items and category

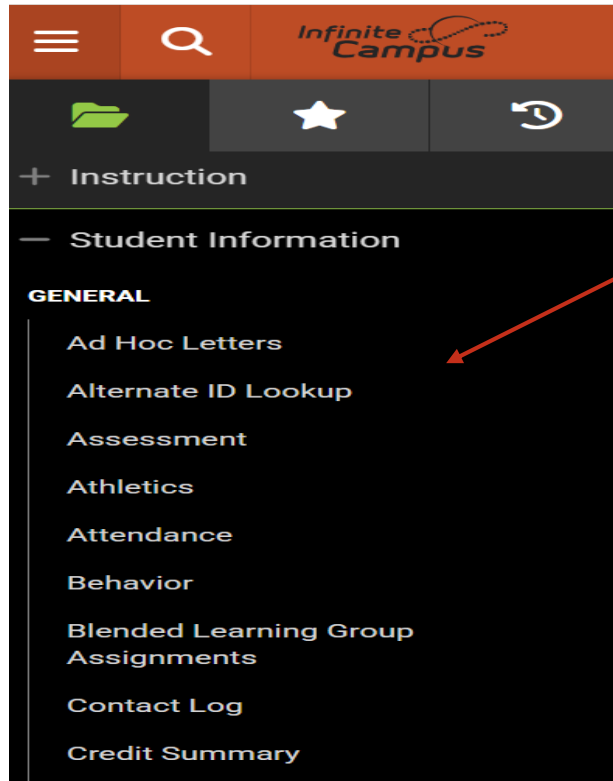


For users who access a small number of tools or who prefer a navigation style similar to Classic Campus, you can toggle the Main Menu to display and list tools in a flat, organized list of tools per menu item by clicking  icon.

You can then return to the new navigation style at anytime by clicking  , the main menu button icon.



When using a smaller screen the Menu will appear
in list form

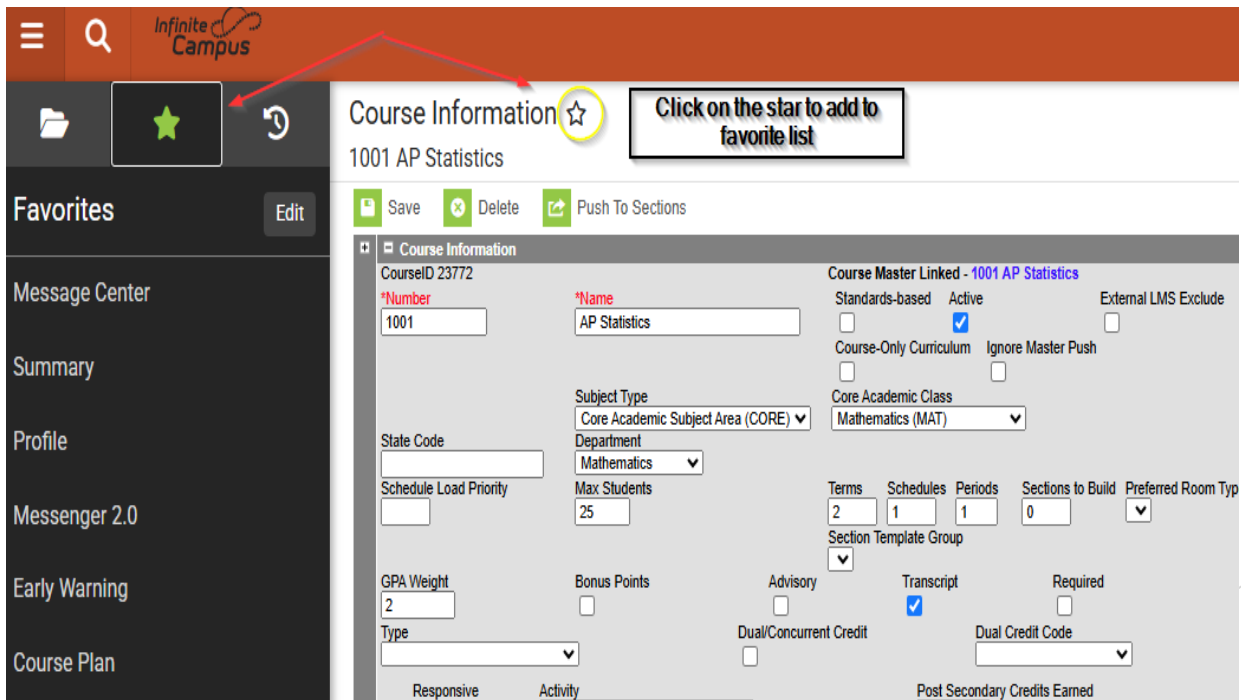


For usability on smaller screens such as a phone, the Main Menu becomes a **flat list of tools**.

Related Tools are not available on small screens.

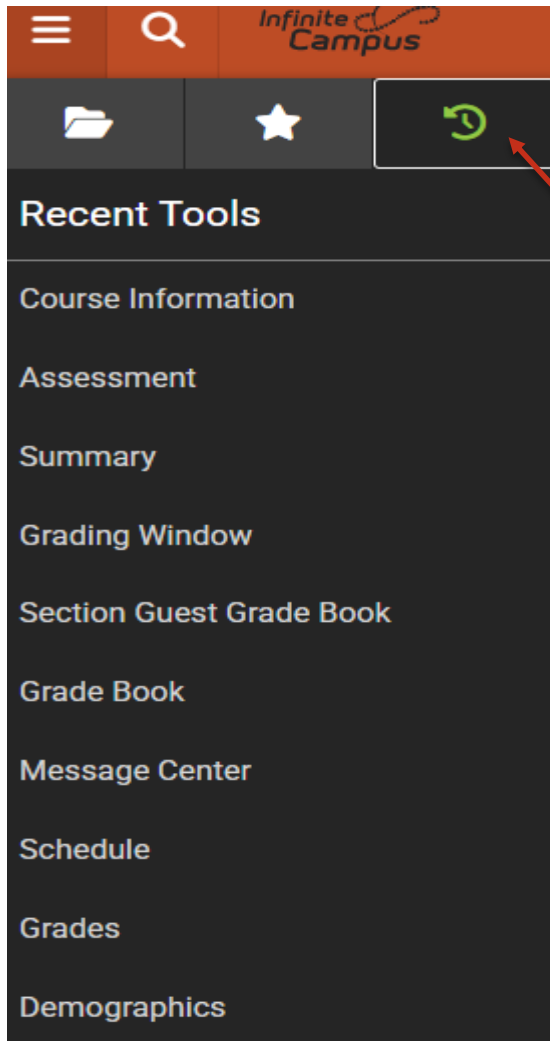
User-Created Menu of Favorite Tools

You can now mark tools as **favorites** and have these tools populate a separate menu. This allows for easy access to those tools which you find most important and use on a day-to-day basis. To add a tool to your favorites menu, select the  next to the tool name. To edit the order of this menu, click **Edit** button.



The screenshot displays the Infinite Campus interface. On the left, a sidebar contains a 'Favorites' section with an 'Edit' button. The main content area shows the 'Course Information' tool for '1001 AP Statistics'. A star icon next to the tool name is highlighted with a yellow circle and a callout box that says 'Click on the star to add to favorite list'. The course details form includes fields for CourseID (23772), Number (1001), Name (AP Statistics), Subject Type (Core Academic Subject Area (CORE)), Department (Mathematics), and various checkboxes for Standards-based, Active, and External LMS Exclude. The 'Active' checkbox is checked. The 'Section Template Group' is set to 'Mathematics (MAT)'. The 'Terms' field is set to '2', 'Schedules' to '1', 'Periods' to '1', and 'Sections to Build' to '0'. The 'Preferred Room Type' is set to 'Responsive'. The 'GPA Weight' is set to '2', 'Bonus Points' is set to '25', and 'Advisory' is checked. The 'Dual/Concurrent Credit' checkbox is checked. The 'Dual Credit Code' is set to 'Post Secondary Credits Earned'.

Quick Access to Recently Used Tools



You can also quickly access a menu of recently visited tools by clicking the  icon.

Breadcrumbs

24-25 Harrison High

Summary ★

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2007 Counselor: Joy Counselor

Medical Condition(s) Custody Restriction Peer Tutor NHS 504 Student Computer Science Document Angela Test HS Grad plan All On-Site

Student Information > General > Summary

Related Tools ▾

Person Information

Full Name: Abegg, Dylan Victor Grade: 11 Birth Date: 9/15/07 Age: 17 Student Number: 171900001

Cell Phone: Homeroom: 367 Primary Home Language: AAR: Afar

Quick Contacts

Father
Abegg, Donald L (Guardian)

EMERGENCY PRIORITY 1

Cell Phone:

Ad Hoc Letters
Alternate ID Lookup
Assessment
Athletics
Attendance
Behavior
Blended Learning Group

Breadcrumbs is a term that is referred to as the pathway to get to a specific module in infinite campus.

Breadcrumbs example is highlighted above: ***Student Information > General > Summary***

***If you click on the middle word of the breadcrumbs, in this case it's GENERAL, it will bring you back to the original list.**

24-25 Harrison High

Search

Type: Student

Search: Student Search...

24-25 Harrison High
1 - 20 of 1116 results

Abegg, Dylan V (11) 09/15/2007 #171900001

Abegg, Wallace D (11) 09/15/2007 #171900002

General

General

Ad Hoc Letters
Alternate ID Lookup
Assessment
Athletics
Attendance
Behavior
Blended Learning Group
Assignments
Contact Log
Credit Summary

Fees
Flags
Forms
Grades
Graduation
Lockers
OLR Athletic Health Info
Person Documents
Profile
Programs

Records Transfer
Report Comments
Schedule
Standards Portfolio
Student Locator Wizard
Summary
Technology Assets
Transcripts
Transportation
Waiver

Simplified Navigation

Menu Item

Category

Menu Items

Tools

Main Menu

- Instruction
- Student Information
- Attendance Office
- Behavior Office
- Census**
- Communication
- Employee Self Service
- Fees
- Food Service
- FRAM
- Grading & Standards
- Health Office

Census

- People**
 - Add Person
 - Demographics
 - Enrollments
 - Fees
 - Food Service Deposit
 - ID History
 - Identities
 - Impact Aid
 - Membership in Households
- People Setup**
 - Military Connections
 - Payments
 - Person Documents
 - Programs
 - Relationships
 - School Choice Applications
 - SIF Person Data
 - Student Assignment Overrides
- Staff**
 - Impact Aid/Military Connections
 - Site Setup
 - Relationship Type Setup
 - Credentials
 - District Assignments
 - District Employment
 - Staff Locator Wizard
 - Teacher Schedule

Households

- Add Household
- Census Wizard
- Household Information
- Household Addresses
- Household Fees
- Household Food Service Deposit
- Household Members
- Household Payments

Addresses

- Add Address
- Address Information
- Related Households
- School Boundaries
- School Boundaries Override

Change Requests

- Portal Request Processor
- Staff Request Processor

School Choice Administration

- Application Batch Update Wizard
- Application Conflict Report
- Application Status Report
- Post Applications Wizard
- Process Applications Wizard
- School Choice Messenger
- School Choice Preferences
- School Choice Rule Setup

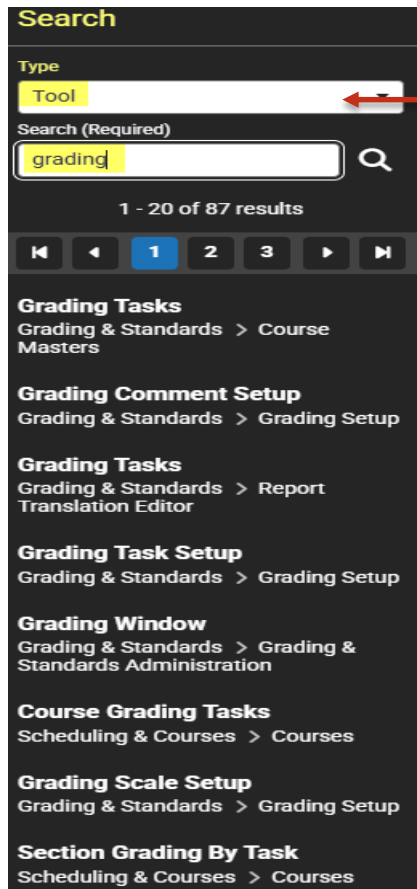
Search features in the New Look

You can search for the module you are looking for using the Search Feature

Click Search

Under Type dropdown select “Tool”

In Search field type content or keyword of what you are looking to access



When searching under the **Tool** function, I entered Grading and all the Menu “breadcrumb” trails (location in IC) appear underneath the Search box

- NOTE: If you do not have rights to the Module you are looking for you will not be able to gain access to that module/or area.

Advanced Search

Magnifying glass icon

Search

Type

Address

Search *

T

1 - 20 of 288 results

1069 Thury Ave
1 Household

1153 Temperance Ave
1 Household

11750 Tulip Street NW
1 Household

11750 Tulip Street NW
1 Household

1178 Twin Forks Rd S
1 Household

1210 Tracy Ave S
1 Household

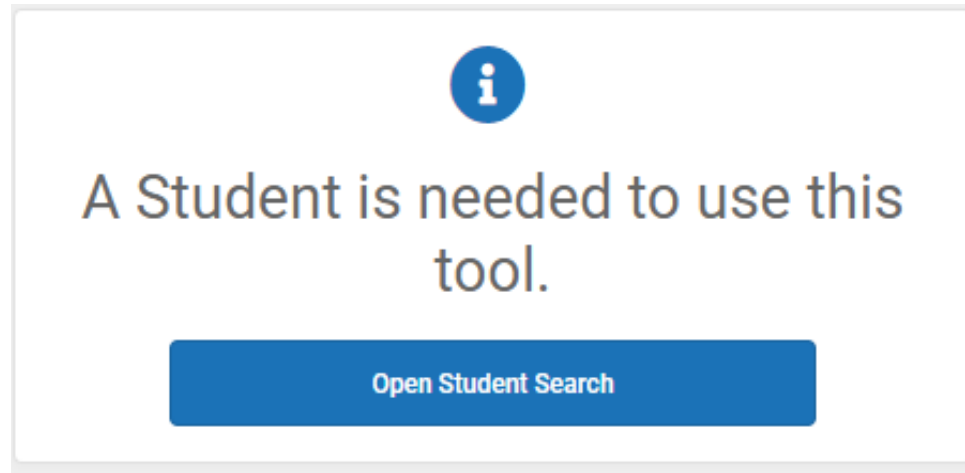
1256 Theresa Ave
1 Household

1341 Tell Ave
1 Household

Reset Advanced

- An advanced search is available for each search type, further defining the portions of the search criteria and varying by the elements of the search.
- Student Advanced Search will allow filtering by enrollment grade level, whereas **Household Advanced Search** will not.
- Some searches allow a user to click “Go” without any definitions, while other searches are so intensive that a minimum of criteria is required.
- Your district may limit the number of returned search records to limit the resources used by your search.

Search for a Student



- When you open the student search. It will take you to the search bar, where you can search for any individual student

**Choose appropriate calendar to populate student list*

Searching for a Student

The screenshot shows the Infinite Campus interface. At the top, the header includes the Infinite Campus logo, a search icon, and the school name "24-25 Harrison High". Below the header, the "Search" sidebar on the left shows a search for "abegg,d" with a dropdown menu and a search button. The main content area displays the "Summary" tab for student "Abegg, Dylan V". The student's information is summarized in a table: Full Name (Abegg, Dylan Victor), Grade (11), Birth Date (9/15/07), Age (17), and Student Number (171900001). Below this, the "Households" section shows the student's primary household, including the father (Donald L. Abegg) and the step parent (Millie Abegg). The "Quick Contacts" section lists the father and step parent, both marked as "EMERGENCY PRIORITY 1". The right sidebar contains a list of "Related Tools" such as "Ad Hoc Letters", "Alternate ID Lookup", "Assessment", "Athletics", "Attendance", "Behavior", "Blended Learning Group Assignments", "Contact Log", "Credit Summary", "Enrollments", "Fees", "Flags", "Forms", and "Grades".

Search

Type

Student

Search

abegg,d

24-25 Harrison High
1 - 1 of 1 results

Abegg, Dylan V
(11) 09/15/2007
#171900001

Summary

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2007 Counselor: Joy Counselor

Medical Condition(s) Custody Restriction Peer Tutor NHS 504 Student Computer Science Document Angela Test HS Grad plan All On-Site

Person Information

Full Name	Grade	Birth Date	Age	Student Number
Abegg, Dylan Victor	11	9/15/07	17	171900001

Cell Phone (763)555-0175 Homeroom 367 Primary Home Language AAR: Afar

Households

Abegg PRIMARY

Phone (763)555-0199 Household Address 4321 109th Ave NE, Blaine, NY 55449 map

Father Abegg, Donald L. (Guardian) EMERGENCY PRIORITY 1

Step Parent Abegg, Millie (Guardian) EMERGENCY PRIORITY 2

Self Abegg, Dylan Victor ENROLLMENT 24-25 Harrison High Grade 11

Quick Contacts

Father Abegg, Donald L. (Guardian) EMERGENCY PRIORITY 1 Cell Phone (763)555-0198

Step Parent Abegg, Millie (Guardian) EMERGENCY PRIORITY 2 Cell Phone (763)555-0197

Related Tools

- Ad Hoc Letters
- Alternate ID Lookup
- Assessment
- Athletics
- Attendance
- Behavior
- Blended Learning Group Assignments
- Contact Log
- Credit Summary
- Enrollments
- Fees
- Flags
- Forms
- Grades

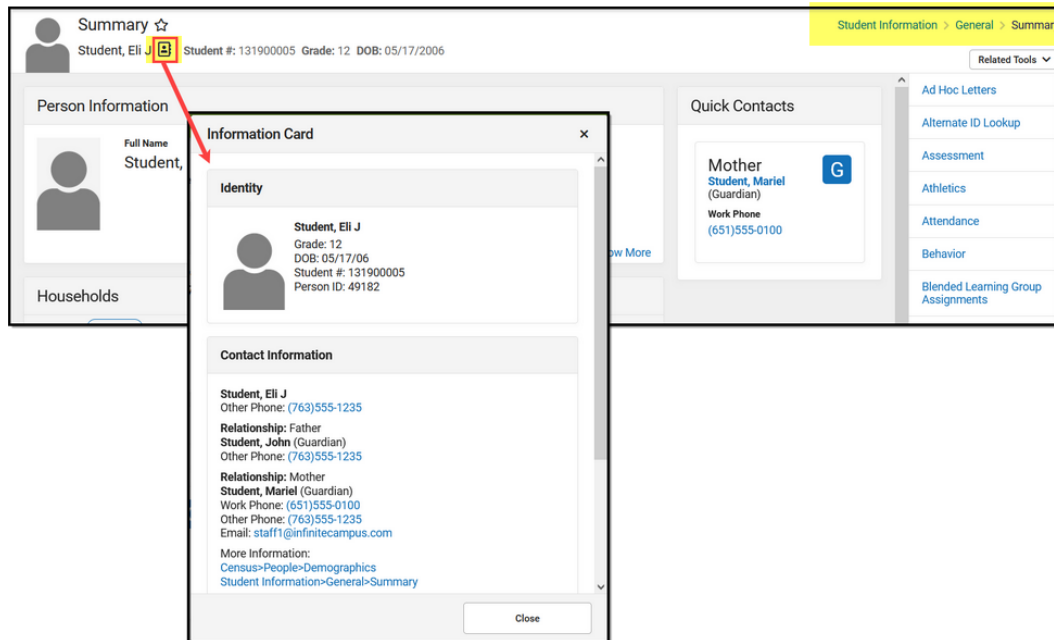
When a student is selected to view in Infinite campus, a student summary will appear first and it will display summarized information about that Student.

- Student name
- Students number
- Student Grade
- Students counselors name
- Household information

* Flagged items and Health conditions will display a user warning when you hover over it if entered on tab).

Student Summary Features: Person Information Card

Tools focused on a specific person now contain a useful information card which when selected, details important person information as well a summary of their enrollment record(s) in the active school year. This is especially useful for reviewing enrollment information without the need to navigate away from the tool you are currently working in. The card is also useful for viewing information no longer shown in the banner because you are using a device with a small screen (such as a phone or tablet).



Related Tools

Summary ★

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2007 Counselor: Joy Counselor

Medical Condition(s) Custody Restriction Peer Tutor NHS 504 Student Computer Science Document Angela Test HS Grad plan All On-Site

Student Information > General > Summary

Related Tools ▼

Person Information

Full Name	Grade	Birth Date	Age	Student Number
Abegg, Dylan Victor	11	9/15/07	17	171900001

Cell Phone (763)555-0175 Homeroom 367 Primary Home Language AAR: Afar

Quick Contacts

Father
Abegg, Donald L (Guardian)
EMERGENCY PRIORITY 1
Cell Phone (763)555-0198

Step Parent
Abegg, Millie (Guardian)
EMERGENCY PRIORITY 2
Cell Phone (763)555-0197

Households

Abegg PRIMARY

Phone (763)555-0199 Household Address 4321 109th Ave NE, Blaine, NY 55449 map

Father
Abegg, Donald L (Guardian)
EMERGENCY PRIORITY 1

Step Parent
Abegg, Millie (Guardian)
EMERGENCY PRIORITY 2

Self
Abegg, Dylan Victor
ENROLLMENT
24-25 Harrison High
Grade 11

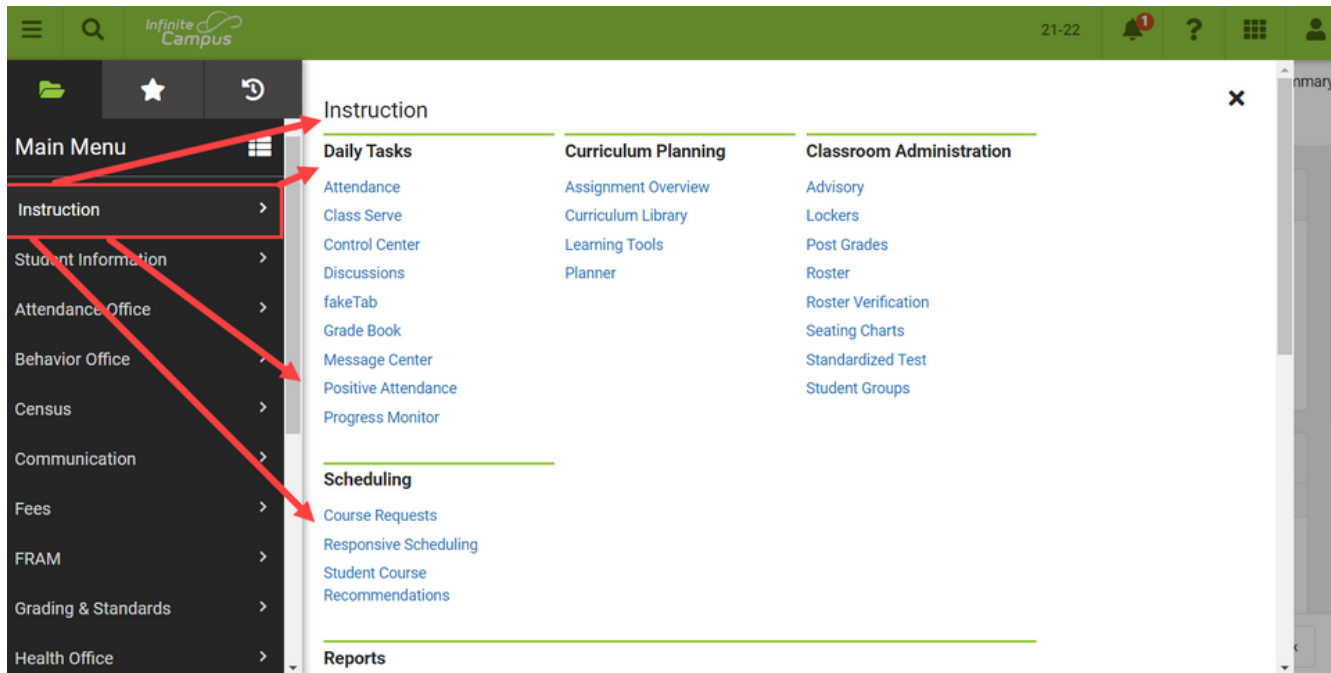
Ad Hoc Letters
Alternate ID Lookup
Assessment
Athletics
Attendance
Behavior
Blended Learning Group Assignments
Contact Log
Credit Summary
Enrollments
Fees
Flags
Forms
Grades
Graduation

Related Tools

- On the Right side of the Screen, there is a column called *Related Tools*. In *Related Tools* there are different options that coincide with that particular module.

Where Did My Campus Instruction Tools Go?

All Campus Instruction tools are available by selecting the **Instruction** menu item (see image below). The new look and feel of Infinite Campus rejoins Campus Instruction with the rest of the Campus tools and removes the need to use two separate spaces of Infinite Campus to do your work.



Custom Tools/Reports Set up

Using [Custom Tool Setup](#), you can customize where in the New Look of Campus navigation your custom tools/reports will live. You can either place custom tools/reports within existing menu items and categories or customize and create your own menu items and categories.

Custom Tool Setup ☆

System Settings > Custom Data and Links > Custom Tool Setup

Custom Tool Editor

The Custom Tool Editor allows users to create custom data objects for tracking local or state-level information as well as custom shortcut links which can be added to the main menu.

1

1 - 8 of 8 items

Tool Name ↑	Classic Look Menu Placement	New Look Menu Placements	Tool Type
Additional District Info	Custom Links and Reports		URL Link
Policies	Campus Community		URL Link
District Roster	Home	Instruction > Students	URL Link
Zip Codes	Home		URL Link
Certifications	Home		URL Link
Bus Routes	Zip Codes		URL Link
Locker Zones	Custom Links and Reports	My Account > My Data	URL Link
Parent Outreach	State Programs		Single Screen Editor

1

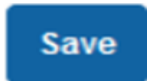
1 - 8 of 8 items

New Custom Tool

Icon Key in Infinite Campus



Add new data

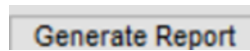


Save a record (whether new or edited).



Delete a record.

- ❖ Some records can't be deleted if other records are tied to them *i.e. a course can't be deleted if it has sections.*



Print a report.

- ❖ Printing any report in Infinite Campus generates a pdf preview. You will get a full preview of the report before printing. PDF reports can be saved rather than printed.

Different Ways to Perform a Search

The Search options in Campus allow partial searches and the use of wildcard characters.

- **Enter a few characters to do a partial search.**
- **To search by first names, begin the entry with a comma.**
i.e.: ,Thomas will return any Thomas' in IC database
- **To search for one unknown character, use an underscore.**
i.e.: Anders_n will return Anderson, Andersen, Andersin, etc
- **To search for only certain characters, use brackets.**
i.e.: Anders[oe]n will only return Anderson, Andersen
- **To search for any string of characters use a percent % sign.**
i.e.: And%n will return Anderson, Andersen, Andresen, Andrean, etc.
- **To exclude characters use brackets and a carat.**
i.e.: Anders[^o]n will not return Anderson. Anders[^o,^e]n will not return Anderson, Andersen

Commonly used features in IC

- **Attendance**

- Daily attendance shows summary of all recorded attendance marks for a given date.
- Classroom monitor shows whether teachers have saved attendance in a real-time view.

- **Scheduling > Reports**

- Print schedule batches, section rosters, and staff history report (teacher roles per section).

- **Grading & Standards > Reports**

- Grades Report has a “missing grades” feature, access to print canned Report Cards and Canned Transcripts by batch.

- **Ad Hoc Reporting**

- Create custom reports by defining data requirements.

User Communication > Announcements

- “All Schools” header selection creates a district announcement for all users, single calendar header selection creates announcements for users with access to that school calendar.

*** Announcements run from 12 a.m. on start date to 12 p.m. on end date, and will not display until a “Publish” box is checked.**

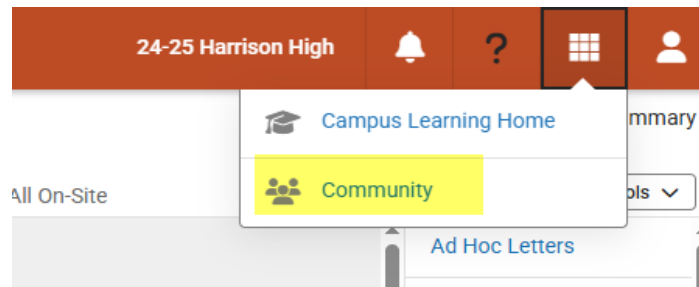
Resources

Have Questions?

Need more help?

Campus Community is a great resource!

Click the Campus Community link in your Campus header, and search the Knowledge Base



The Campus Community links below provide a detailed explanation and video of The basic navigation feature

<https://kb.infinitecampus.com/help/BasicNavigation>

28

<https://kb.infinitecampus.com/help/manage-basicNavigation>



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Jachan Watkis - Diversity, Equity, and Inclusion

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