Infinite Campus

How to find IEPs for students in your class

- 1. Login to Infinite Campus (IC)
- 2. If you've been using the Instruction Beta you will need to switch out to Campus Tools (the original IC menu)
- 3. To go back to CAMPUS TOOLS view:
 - a. select the app switcher icon in the top right corner
 - b. select Campus Tools



- 4. Select your class from the top menu
- From the left side navigation menu, select Instruction > Roster
- 6. Any students that have an IEP will have a flag
- Click on the student's name (in blue) from the roster list and his/her information page will appear

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- Select the Documents tab and you'll see a yellow screen that looks like this
- 9. If you don't get that yellow screen and get a message that the pop up disabler won't allow it, you need to disable the pop up blocker:
 - Click on the pop up blocker icon in the far right of the url window, near the top right of the screen
 - b. Select Always allow popups from campus.fairfieldschools.org
 - c. Select **Done**. You may need to select another tab and then click on the **Documents** tab again to see the yellow screen



- 10. Double click on **Open IEP Document**. If it is blocked again, repeat step 9 to **Always allow popups from** 10.25.0.133
- 11. The IEP should open. If desired, you can right click on the file to print it or save it as a PDF in your H drive.