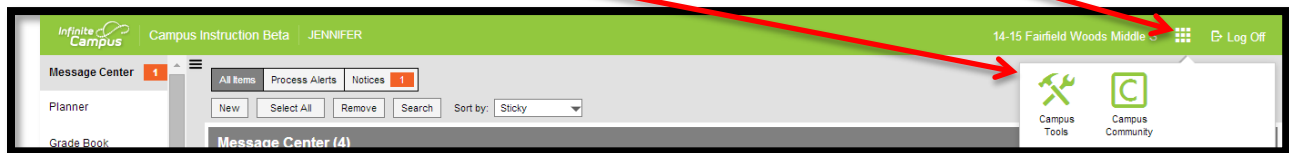


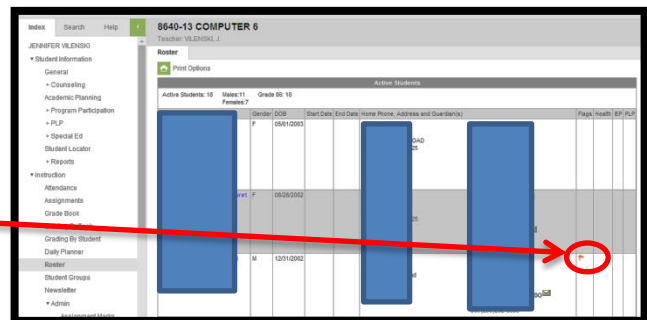
Infinite Campus

How to find IEPs for students in your class

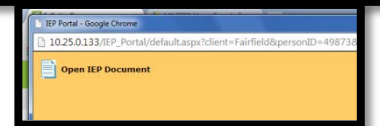
1. Login to Infinite Campus (IC)
2. If you've been using the Instruction Beta you will need to switch out to Campus Tools (the original IC menu)
3. To go back to **CAMPUS TOOLS** view:
 - a. select the app switcher icon in the top right corner
 - b. select **Campus Tools**



4. Select your class from the top menu
5. From the left side navigation menu, select **Instruction > Roster**
6. Any students that have an IEP will have a flag

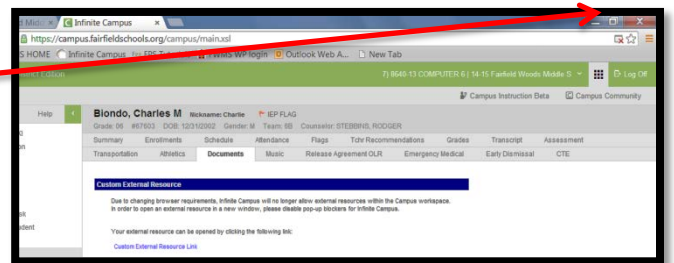


7. Click on the student's name (in blue) from the roster list and his/her information page will appear
8. Select the **Documents** tab and you'll see a yellow screen that looks like this



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:

- a. 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.