# Infinite Campus Instruction Beta Intro

Our district is using the Beta version of a new Instruction module in Infinite Campus (IC). We will still have the old Instruction module available until June 2015, but it is strongly recommended that you use the new beta version for several reasons:

1. An easier to use SEATING CHART module
2. An easier to use MESSAGE CENTER
3. Easier to use REPORTS menus
4. A new GRADEBOOK that allows you to easily create categories and assignments, and post report card comments right in the gradebook, rather than having to go out to the" grading by task" menu
5. A new PLANNER section that allows you to easily create and modify assignments, categories and reports. You can also copy assignments from one class or year to another in this section.

How to access the INSTRUCTION BETA:

1. Login to IC as you normally do (from our school site, your bookmarks, or via the url) https://campus.fairfieldschools.org/campus/fairfield.jsp
2. Select the app switcher icon in the top right corner (9 little squares)
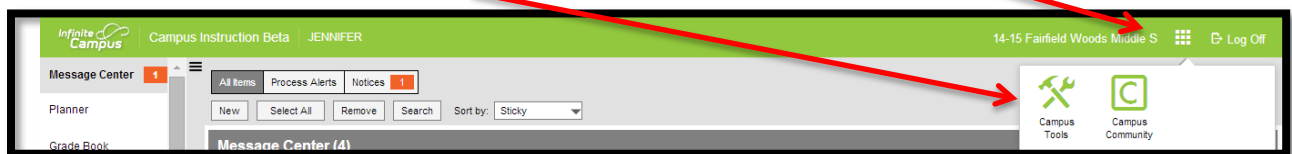3. Select **Campus Instruction Beta**
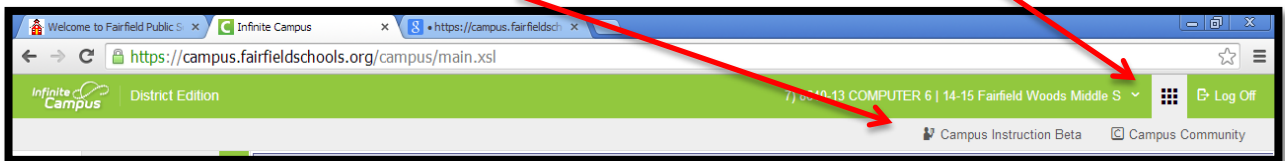
INSTRUCTION BETA is for your class tasks only:

- Use the INSTRUCTION BETA for tools specific to your classes (homeroom attendance, gradebook, assignments, teacher messenger, seating charts, student rosters and reports). These are items that are under the INSTRUCTION tab in the original IC menu.

## CAMPUS TOOLS view is for tasks not related to your own classes:

- You need to go back to the CAMPUS TOOLS view (the original IC menu) if you want to perform tasks that are not specific to your classes (view daily attendance, search for a specific student, use the ad hoc filter)
- To go back to CAMPUS TOOLS view:
  o select the app switcher icon in the top right corner
  o select **Campus Tools**

- You should not be creating or modifying assignments, categories or any other class specific tasks in the original CAMPUS TOOLS view. Switch back to CAMPUS INSTRUCTION BETA for all tasks related to your classes.

## Set up preferences for INSTRUCTION BETA view:

1. Once in INSTRUCTION BETA, scroll down and select **Account Settings** from the left side menu

2. In the drop down menu at right, select **Campus Instruction Beta**

3. Select your desired STUDENT DISPLAY PREFERENCES

4. Do not select "Use Seating Chart for Attendance" unless you have already created a seating chart

5. Select **Save** when done

6. Do **not** select the "Password Recovery" button, or it may reset your IC account login
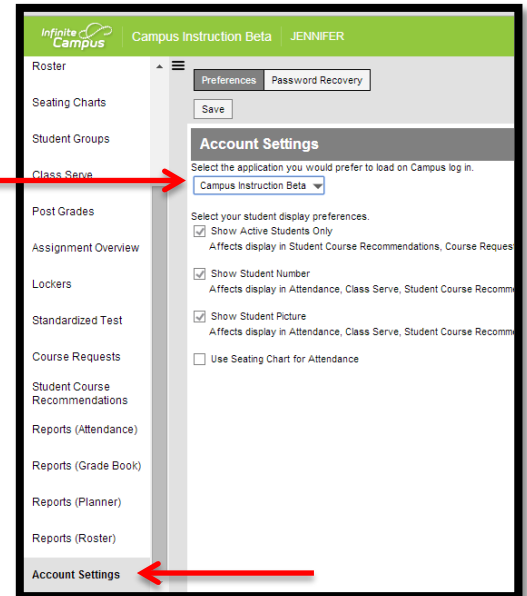
Set up your Grade Book in INSTRUCTION BETA view:
(You should only need to do these 29 steps once per year to set up your classes)

1. Select **Grade Book** from the left side menu

2. Make sure you have your correct school and the current school year shown in the green bar on the top right, just to the left of the apps switcher icon. If you need to switch to another school or school year, click on that school year area in the green box, and a new dialog box will appear to change it.

3. From the SECTION menu near the top, select one of your classes.
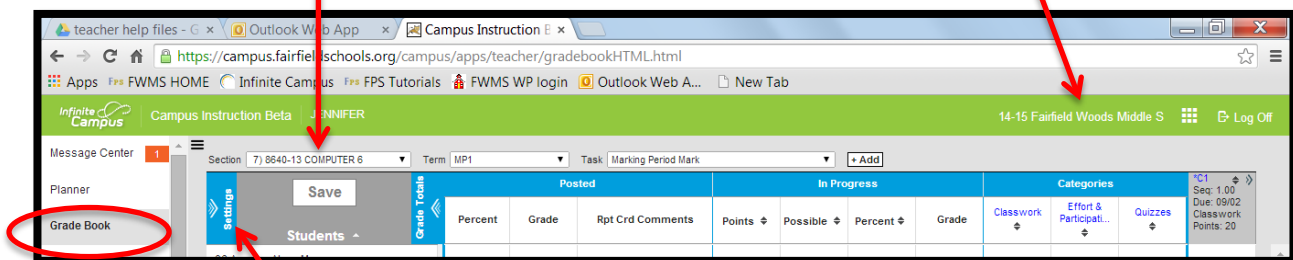
4. Select the blue **Settings** button right above your student list
5. Under GRADE BOOK SETUP, select **Categories**
6. A CATEGORY LIST box will appear
7. Select **Add** to create a new category
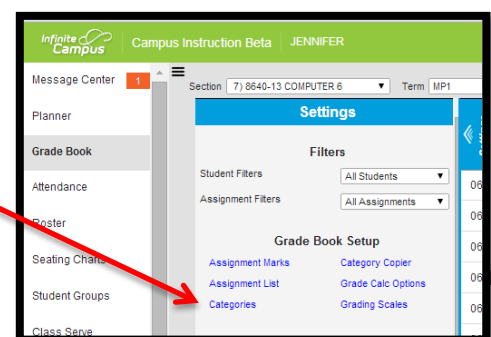
8. A CATEGORY DETAIL box will appear (as shown at right)

9. Type in the NAME and WEIGHT of the category

10. Scroll down and check the class section(s) you want this category to be in

11. Under the gray GRADING TASK bar, check the box next to **Marking Period Mark**. Do NOT check the box next to "Final Mark"

12. Select **Save** when done

13. Repeat the preceding steps 7 – 12 until you have created all of your categories

14. Once you've set up all your categories for your class, double check that all of their weights total up to 100. IC does NOT double check your math for you! ☹

15. Select **Save**, then **Close** when done

16. Under GRADE BOOK SETUP, select **Grade Calc Options**

17. A GRADE CALCULATION box will appear (as shown at right, below)

18. In the FILL CALCULATION TYPE drop-down box, select **In Progress Grade**

19. In the GRADING SCALE drop-down box, select **Middle School Scale**

20. Check the box next to **WEIGHT CATEGORIES**

21. Do NOT check any boxes below the gray COMPOSITE bar!

22. Select **Save** when done

23. Repeat the preceding steps 16 – 22 to set up the GRADE CALC OPTIONS for each of your class sections and classes, selecting each new class section from the top left of your screen, as shown in the preceding step 3.

24. Under GRADE BOOK SETUP, select **Grading Scales**

25. A GRADING SCALE LIST box will appear

26. Select **Middle School Scale**, then select **Close**, then **Close** again.

27. Repeat the preceding steps 24 – 26 to set up the GRADING SCALE for each of your class sections and classes, selecting each new class section from the top left of your screen, as shown in the preceding step 3.

28. The last thing to do in SETTINGS is to modify any preferences you have for how your GRADEBOOK appears:

    a. Under PREFERENCES, uncheck the box next to DISPLAY SPARKLINE GRAPH if you don't want to see the little line graph next to each student name
    b. Under PREFERENCES, check the box next to SAVE ALERT. This will prevent you from accidentally leaving your GRADEBOOK without saving your scores or comments.
    c. Under PREFERENCES, check the box next to USE CANNED COMMENTS. You will need those comments to show up when it's time for report card comments at the end of each marking period.
    d. Under ASSIGNMENT SORT you can change the settings to how your assignments and categories are displayed in your Grade Book

29. Now select the blue **Settings** button right above your student list again to collapse the SETTINGS view so just your Grade Book is displayed


View your Grade Book:

- The first set of columns is the POSTED area, where your end of quarter grades will show up after you post your grades. You will also be entering your report card comments in this section.

- The second set of columns (IN PROGRESS) shows the current running total for the students' grades

- The third set of columns (CATEGORIES) shows the students' running subtotal grades in each of the categories for the class

- Once you start creating assignments, you will see each of the individual assignments listed to the right of the CATEGORIES columns. They will be grouped by category, marked with gray column headers.

- Hover your cursor over the gray header for an assignment and you will see details about that assignment

- *You can add an assignment* from your GRADEBOOK by selecting the white **+Add** button in the gray section at the top of the GRADEBOOK

- *You can score any assignment* from your GRADEBOOK:
    - Select the EXPAND button (a double right arrow in the top right corner of the gray header for an assignment) and you will see the expanded scoring view of the assignment
    - After scoring, select the double left arrow to collapse the scoring view
    - Select **Save** to save your scores
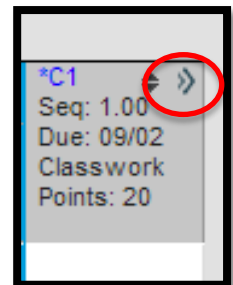
View your 3 tabs in the CAMPUS TOOLS Left Navigation Pane:

1. The INDEX tab is where you will find all of your items to select. Selecting your name from the top of this list takes you back to your home page

2. The SEARCH tab can be used to quickly find any student in any of your classes

3. The HELP tab will give you information about the section you are currently in