Infinite Campus Instruction Beta
# How to Use the Left Side Navigation Menu Items

MESSAGE CENTER:
- Used to read district and school notices, and to create teacher messages that you send to your students and/or parents
- Select **All Items** to view all process alerts and district and school notices in the same window
- Process alerts can be deleted, but district and school notices cannot be deleted. The district and school posts time frames when those messages will appear and disappear
- ***To send a teacher message:***
  1. Select **New**
  2. Under MESSAGE TYPE, select **Class Message**, **Grades Message** or **Missing Assignments Message**
  3. Under USER/USER GROUP, select **User**
  4. Under TEMPLATE, select **New**
  5. Under DELIVERY DETAILS:
     - check **Inbox** for it to appear in the users' IC inbox
     - check **Email** for it to be sent to the users' personal email
     - select the DELIVERY DATE and TIME for the message
  6. Under MESSAGE DETAILS:
     - type in the MESSAGE SUBJECT
     - type in the MESSAGE BODY
     - add an EMAIL ATTACHMENT if desired
  7. You can send a TEST email to your own email if desired
  8. Select **Next**
  9. Under RECIPIENTS:
     - select **All recipients** if you want all the students in the class section(s) to receive the message
     - select **Specific recipients** if you want to send the message to just one or some specific students
     - **Select All** or one of the class sections you want the message to go to
     - Select **Guardians** and/or **Students**
  10. Select **Next**, review the message information, then select **Send**
  11. Select **Close** when done

PLANNER:
- A calendar where you can view all your classes and assignments in month, week or day view
- Select **My Curriculum** to show the classes you are currently teaching
- Select **Settings** to change your course colors or display preferences
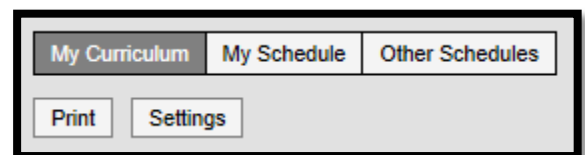
- On the right side of your PLANNER menu, under CURRICULUM, you can check boxes to view all, some or one of your current classes

- Assignments are listed under each class

- ***To add an assignment:***
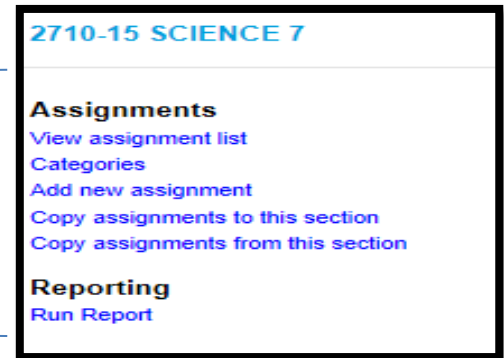 1. From the right side of the class, select the **+Add** icon
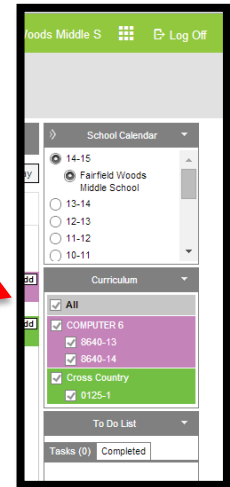
     Or

  2. Click on a class name and select
     Add New Assignment

- By clicking on the class name in the planner you can also do the following

- Select **Copy assignments from this section** to copy last year's assignments into this year's class sections

GRADEBOOK:
- Refer to the creating and scoring assignments directions for this

ATTENDANCE:
- Refer to the taking homeroom attendance directions for this

ROSTER:
- All of the students in your class will appear. You can see contact alert flags, as well as blue health alert icons. Hover over any of these to see more information about that alert.

- Select any student's name and it will take you to that individual's STUDENT INFORMATION page. If you want to see more detailed information about that student, such as transcripts and schedule, you will need to go back to the original IC list in CAMPUS TOOLS > INDEX > INSTRUCTION > ROSTER and select the student from that list

SEATING CHARTS:
- Refer to the seating chart directions for this

STUDENT GROUPS:
- Refer to the student groups directions for this

ASSIGNMENT OVERVIEW:
- Shows all assignments in a MP or all MPs in the class section you are viewing
- Can click on and edit a category or assignment
- If you select an assignment, the ASSIGNMENT DETAIL box appears:
  - You can select **New** from this box to create a new assignment
  - You can select **Score** from this box to score the selected assignment

REPORTS:
The reports are listed separately by their type in INSTRUCTION BETA:
- Attendance
  - Attendance register: grid format of days and attendance of all students in class
  - Attendance summary: displays detailed attendance info for each student
- Gradebook
  - Gradebook export: under FILE FORMAT, select Comma Separated to export to Excel
  - Missing assignments: shows students with missing assignments and what they are missing
  - Section summary: full class report of all students and all assignments, can customize what assignments are shown
  - Students summary: a report of student grade information, can include each assignment and student scores, can do one student per page or multiple
- Planner
  - Blank spreadsheet: for students names and empty columns (great for printing out as attendance sheet for homeroom helpers)
- Roster
  - Blank spreadsheet: for students names and empty columns
  - Portal usage: shows when and how often students and parents logged into portal
  - Roster labels: for generating student address mailing labels to print out