

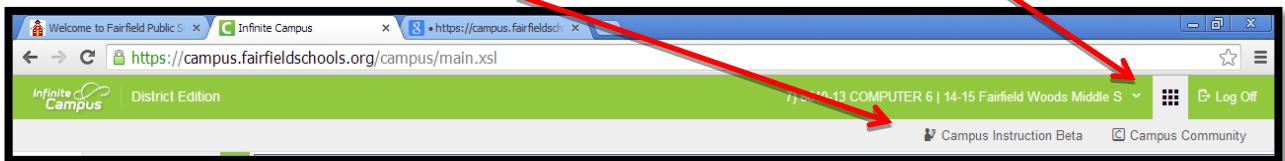
## Infinite Campus (Instruction Beta)

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 or 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**

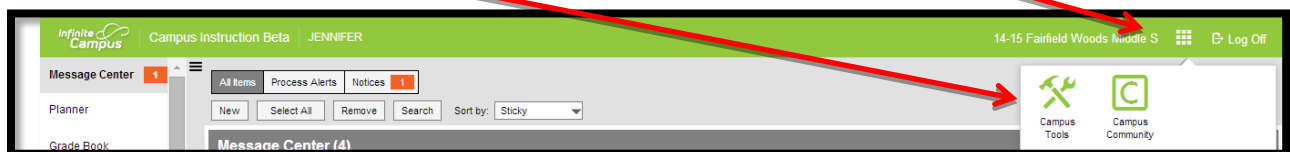


### INSTRUCTION BETA is for your class tasks only:

- 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:

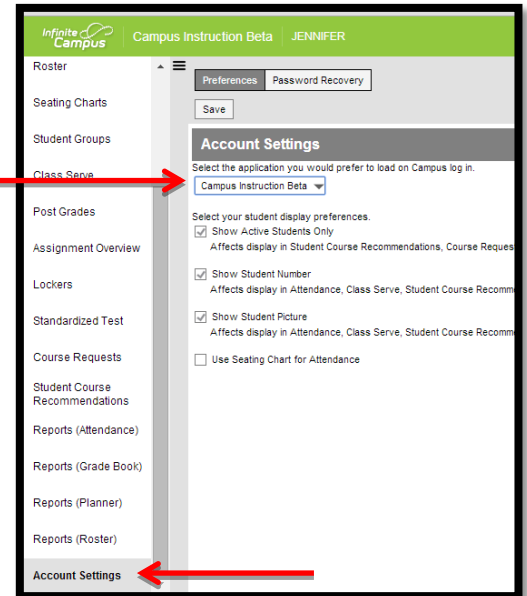
- You need to go back to the CAMPUS TOOLS view (the original IC menu) if you want to perform tasks that are not specific to your classes (view daily attendance, search for a specific student, use the ad hoc filter)
- To go back to CAMPUS TOOLS view:
  - select the app switcher icon in the top right corner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

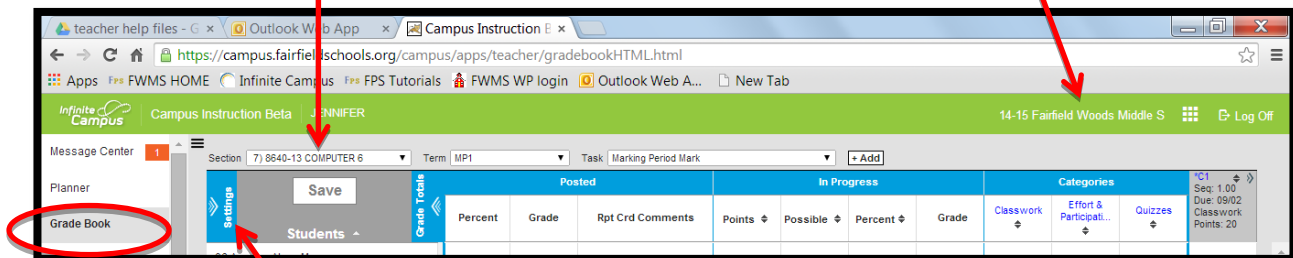
1. Once in INSTRUCTION BETA, scroll down and select ACCOUNT SETTINGS from the left side menu
2. In the drop down menu at right, select CAMPUS INSTRUCTION BETA
3. Select your desired STUDENT DISPLAY PREFERENCES
4. Do not select "Use Seating Chart for Attendance" unless you have already created a seating chart
5. Select SAVE when done
6. Do **not** select the "Password Recovery" button, or it may reset your IC account login



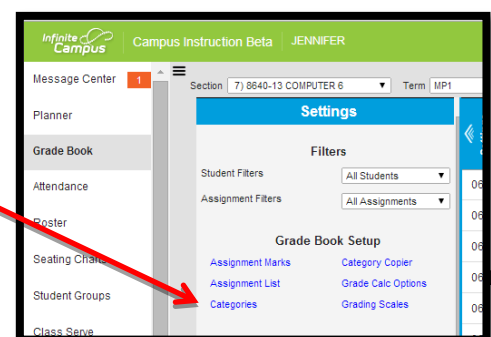
## Set up your Grade Book in INSTRUCTION BETA view:

(You should only need to do these 29 steps once per year to set up your classes)

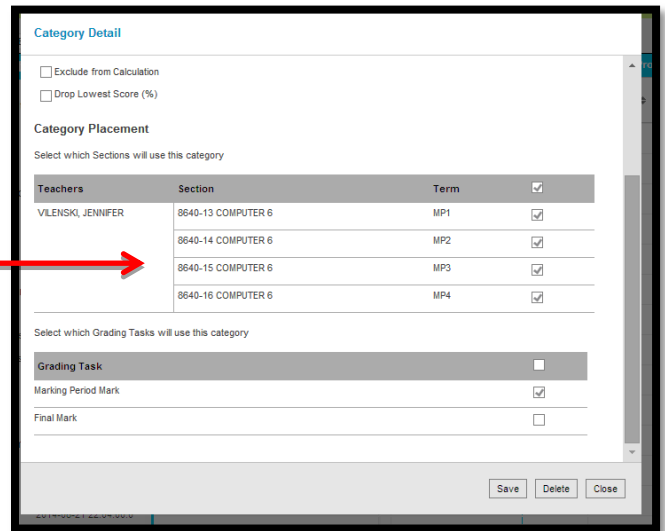
1. Select **Grade Book** from the left side menu
2. Make sure you have your correct school and the current school year shown in the green bar on the top right, just to the left of the apps switcher icon. If you need to switch to another school or school year, click on that school year area in the green 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**

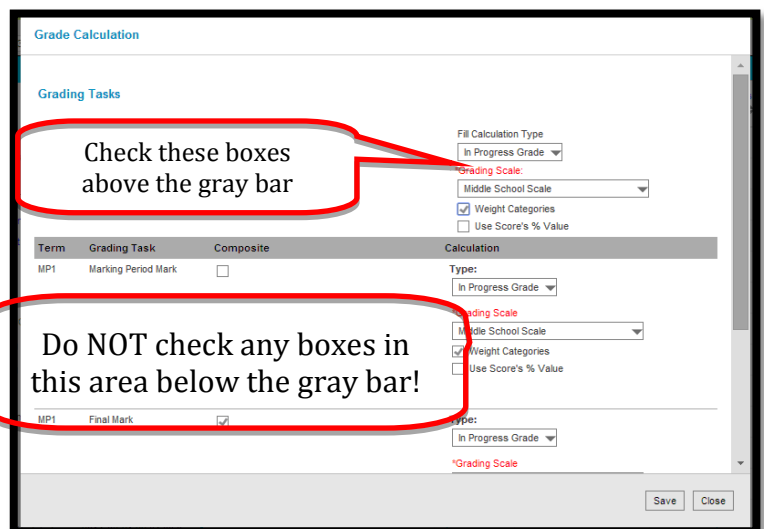
19. In the **GRADING SCALE** drop-down box, select **Middle School Scale**

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:

- 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
- Under **PREFERENCES**, check the box next to SAVE ALERT. This will prevent you from accidentally leaving your GRADEBOOK without saving your scores or comments.
- 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.
- 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

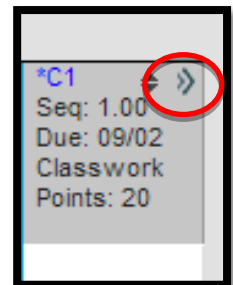
## View your Grade Book:

- 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.

Students	Posted			In Progress			Categories			CT Sec: 1.00 Due: 09/02 Classwork Points: 20
	Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Grade	Classwork	Effort & Participati...	
06 Amster, Alexa M										
06 Baranosky, Lillian M (...)										
06 Blondo, Charles M (...)										

- 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



The screenshot shows the GRADEBOOK interface for Field Woods Middle School, Section 7) 6004-15 COMPUTER 6. The table displays scores for students across multiple assignments (CW3, CW4, CW5, CW6, CW7). A red arrow points from the expand button in the header to the table.

Students	CW3	CW4	CW5	CW6: Twitter Response Activity	CW7
Alexander, Michael A	50	100	93	20	20
Coe, Dylan A	50	100	98	20	20
Corrales, Julianna	47	97	89	20	20
Henrich, Katrina A	50	100	90	20	20
Hoerres, Meredith	50	98	100	21	20
Jeon, Joseph J	50	100	98	24	20
Leger, Luther B	50	100	95		20

### Create an ASSIGNMENT:

- There are multiple areas in INSTRUCTION BETA where you can create an assignment:
  1. From your GRADEBOOK as listed above
  2. From your PLANNER view as listed in the PLANNER directions later in this packet
  3. From ASSIGNMENT OVERVIEW as listed in the ASSIGNMENT OVERVIEW directions later in this packet
- Whichever way you choose, once you select ADD or NEW assignment, the ASSIGNMENT DETAIL box will appear (as shown on the following page)

- Enter the **NAME** of the assignment (ex- Test 1, Cells Homework, Egypt project, etc.)
- Enter an **ABBREVIATION** for the assignment. This is what will display in the GradeBook as the column heading. It has a 5 character limit. (ex – HW1, TEST1, QUIZ1, PROJ1, PART1)

**Assignment Detail**

\*Name  
Student Information Survey

\*Abbreviation  
C1

Add Notes

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 8640-13 COMPUTER 6	MP1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/28/2014	09/02/2014	1.00	No Groups
<input type="checkbox"/> 8640-14 COMPUTER 6							
<input type="checkbox"/> 8640-15 COMPUTER 6							
<input type="checkbox"/> 8640-16 COMPUTER 6							

Scoring Alignment Detail  
Create scoring alignment(s) to Grade Book by selecting from the following choices:  
 Align to GradeBook

Delete Copy New Score Save Close

- Ignore the **ADD NOTES** section, unless you want notes for your own use about the assignment. Whatever you put in here will not appear in the student/parent portal.
- Make sure the **ACTIVE** and **CAMPUS PORTAL** boxes are checked so the students and parents will see the assignment in the student/parent portal
- Select the **SECTIONS** (classes) that will have this same assignment
- Select the **ASSIGNED DATE** and **DUE DATE** of the assignment for each section
- Scroll down to the **SCORING ALIGNMENT DETAIL** section. Make sure the **ALIGN TO GRADEBOOK** box is checked. If you don't check this, it will be an unscored assignment.
- Scroll down to the **GRADING TASK** section:
  - Select **Marking Period Mark**
  - Select the **CATEGORY** the assignment belongs to (ex – HW, Tests, Participation, etc.)
  - Enter the total **POINTS** the assignment is worth
- Scroll down to the **INFORMATION FOR STUDENTS** section:
  - In the **DESCRIPTION** box, enter detailed directions about the assignment (ex- complete the attached worksheet, answer questions 1-3 on p. 36). You can also insert an **IMAGE**, **TABLE** or **LINK** to a website in this section.
  - Select **OBJECTIVES** or **REFERENCES** about the assignment, if desired
  - Select **Add Files** if you want to attach any files (PDF, doc, image), then browse to where the file is saved and select the file(s)
- Under the **STUDENT WORK PRODUCT** section, select **None** unless you want to Enable Student Submission (if you want students to submit files right to IC), or Enable Online Assessment (if you want to create an online assessment right in IC).
- Select **Save** and then **Close** when done

## Score an ASSIGNMENT:

- Just like creating, there are multiple areas in INSTRUCTION BETA where you can score an assignment:
  1. From your GRADEBOOK as listed above
  2. From your PLANNER
  3. From ASSIGNMENT OVERVIEW
- Whichever way you choose, once you select SCORE an assignment, the SCORE box will appear (as shown below)

- Enter a score for each student

- You can also select **Fill Scores/Comments** to enter a certain score or comment that you want to appear for all the students, or only the students with empty score boxes

Students	Att	GT1	Dr	Assignment Comments	T	M	L	I	Ch	X	Student Submissions
06 Amster, Alexa M #11603	09/02	(20 pts)	Dr		T	M	L	I	Ch	X	
06 Baran, Lilian M (Lilly) #35913			Dr		T	M	L	I	Ch	X	
06 Blondo, Charles M (Charlie) #27693			Dr		T	M	L	I	Ch	X	
06 Candini, Victoria G #118457			Dr		T	M	L	I	Ch	X	
06 Chiriboga, Stephanie #140893			Dr		T	M	L	I	Ch	X	
06 Colon, Jose L #973800			Dr		T	M	L	I	Ch	X	

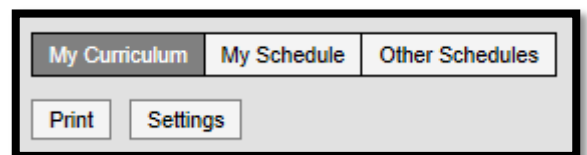
- Some optional buttons you can use for scoring:
  1. Selecting TURNED IN (T) is optional, but if you choose to use it, be consistent, or parents will expect to see if their child turned in their assignment each time.
  2. Selecting MISSING (M) for an assignment will automatically calculate the assignment as a zero.
  3. The late (L) button can be used if you want the student/parent to see the assignment was turned in late. It marks the score with a blue flag in your GRADEBOOK.
  4. The INCOMPLETE (I) button can be used if you want the student/parent to see the assignment was turned in incomplete. It marks the score with a blue flag in your GRADEBOOK.
  5. Selecting CHEATED (Ch) for an assignment will automatically calculate the assignment as a zero, even if you enter a score. The score will have a strike through line on it.
  6. The EXEMPT (X) button can be used to mark a student's score as exempt for that assignment. Even if you enter a score for a student, if you also select X, then that score will not count in his/her average. The student/parent will NOT see the assignment in his/her IC view if you mark them as EXEMPT.
- Select **Save** and **Close** when done

## 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

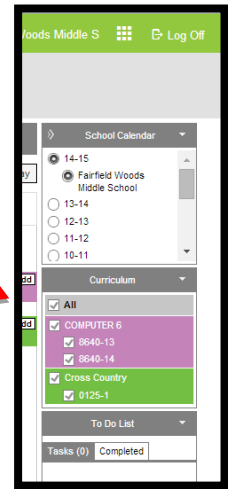
## PLANNER:

- 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

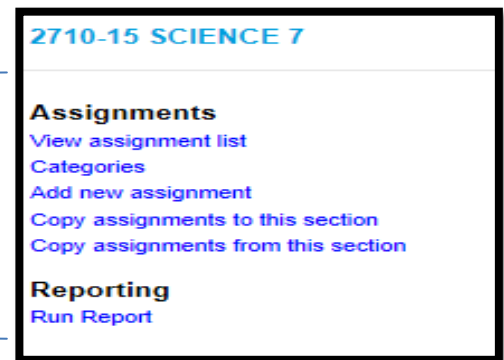


Or

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

## ATTENDANCE:

- For homeroom teachers:
- 

## 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:

- Text here

- 

## STUDENT GROUPS:

- Text here

## 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

## 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

