



# *Teacher Manual*





*Version 2008.1.1  
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## ***Infinite Campus and Custom Computer Specialists, Inc.***

### ***About Infinite Campus***

Infinite Campus is the nation's most advanced Education Process Management System (EPM), powered locally by Custom Computer Specialists, Inc. Infinite Campus is more dynamic than traditional Student Information Systems, combining the features of multiple data management programs into a single, integrated application.

Infinite Campus is the result of more than 10 years of market research, product development and real-world experience. Designed from the ground up to be completely web-based, district-wide, and fully integrated, Infinite Campus has set a new standard for education process management solutions.

Infinite Campus uses a single district-wide data warehouse. Its robust Relational Database Management System (RDBMS) provides shared information across the district in real time without having to perform tedious import/export procedures. Since the information is being shared throughout the district common data elements such as student demographic and enrollment information only need to be entered once, thereby improving data accuracy.

### ***About Custom Computer Specialists, Inc.***

Headquartered in Hauppauge, NY, Custom Computer Specialists, Inc., is the leading privately held Long Island based technology solution provider. Celebrating its 27<sup>th</sup> year in business, Custom delivers a wide array of technology services including: project management, on-site staffing and outsourcing, networking and wireless solutions, desktop installation, service and support, professional development and product sales and procurement. Custom has been the recipient of a host of recent industry awards and recognition including Top 200 Private New York Metro Companies (Crain's NY Business), #1 Technical Consultant (LIBN) and a prominent ranking on the VARBusiness 500.

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## INSTRUCTION

### ***Description***

Teachers will use Infinite Campus to take attendance and grade their students. This module reviews the Campus options to perform those functions.

### ***Target Audience***

This manual is intended for school teachers.

### ***Objective***

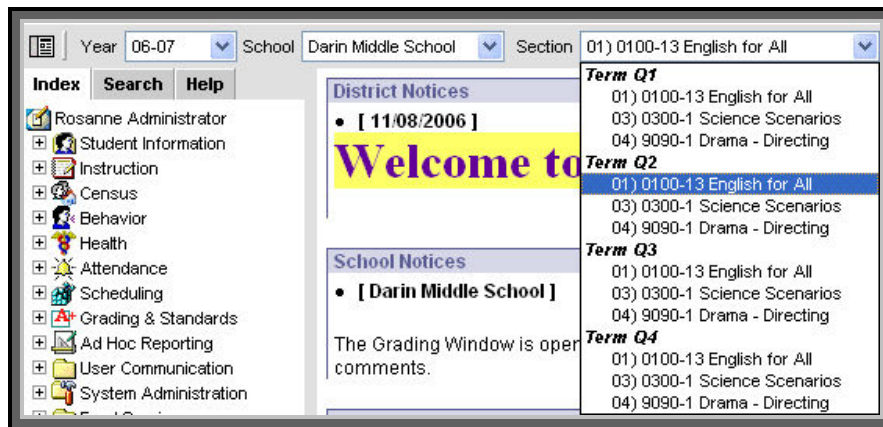
The purpose of this manual is to provide teachers with support in using the basic features of the Infinite Campus Instruction Module. Teachers will be able to use this manual to help them customize their seating charts, enter student grades, and run reports.

## SELECTING A COURSE/SECTION

### *Description*

Since most teachers will be responsible for more than one course/section, they will have to choose the course/section they need before performing a task (i.e., creating a seating chart, taking attendance, choosing preferences).

1. The top bar will automatically display the current calendar year and school. When clicked, the *Section* field will display all the sections the teacher is assigned to.



2. Click on the section to select it. If the same section is taught in all Terms, the teacher can choose it in any term. However, if the class is taught in different terms it should have a different section number, and it must be chosen in the correct term.

For example: Course 0557 – Art Sketching is taught by Mark Thackeray in the Fall (Term 1 & 2) – Section 3 and is taught by Mark Thackeray in the Spring (Terms 3 & 4) – Section 5. To choose the Roster, Preferences, Seating Chart for the Fall class (Section 3), Mr. Thackeray must click on the Art Sketching class in either Term Q1 or Term Q2.

## SEATING CHART

### *Description*

A seating chart can be set up by individual sections. The seating chart can be used when taking attendance. It must be set up here and in the Preferences module (refer to page 6). A separate seating chart can be created for the attached Lab if needed.

Teachers can set up the seating chart by placing students individually or by allowing the system to load them alphabetically or randomly.

### *Loading students alphabetically or randomly*

1. Select the course/section needed (refer to page 1).
2. Navigate to: *Instruction > Admin > Seating Chart Setup*.
3. *Seating Chart Dimensions* – Enter the number of rows and columns in the classroom. Then click on the <Save Dimension> button. If there aren't enough seats for the students in the roster, an error message will display when attempting to auto-load the students.



4. Before loading students, determine if there are any seats to be excluded. Often a teacher will 'save' a seat in the front so a disruptive student can be moved easily during the class. To save a seat and exclude it from the auto-fill, click on the *Exclude Seat* checkbox in the Seating Chart.
5. Click on the auto fill button – either <Auto Fill-Alpha> or <Auto Fill-Random>.
6. Click on the <Save> button.

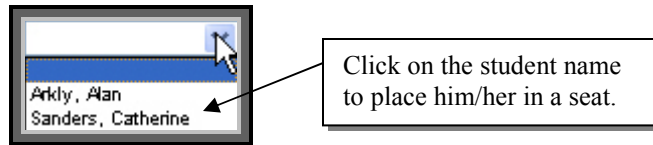
*Exclude Seat* boxes will not load with a student.

	Column 1	Column 2	Column 3	Column 4	Column 5
1	<input checked="" type="checkbox"/> Exclude Seat	<input checked="" type="checkbox"/> Exclude Seat	Abbate, James	Adams, Adam	Alagna, Julia
2	Baranello, Benjamin J	Bennett, James	Brosi, Jeffrey	Brown, Sanjula	Bruefach, Eyran
3	Castoro, Samara	Connolly, Barbara	Cooper, Christopher	D'Angio, Dennise	Davis, Freja
4	Dolph, Ryan D	Dowling, Richard	Esmen, Brian	Freda, Robert	Hatfield, Lars
5	Hobbes, Daniel J	Lee, Jennifer	Liu, Lyane	Margolies, Jun	Merrill, Lauren
6	Moon, Jordan	Moore, Nicole	Mulham, Erik	Parker, Travis	Paul, Stephen

7. Students can be changed manually (see next section), or to clear the entire seating chart, click on the <Clear> button. Then click on the <Save> button to save the new (empty) chart.

### ***Loading students manually***

1. Repeat steps 1 – 3 from the **Loading students alphabetically or randomly** section.
2. Click the drop down list for a seat, and then click on the student's name to place the student in each seat. It is not necessary to 'Exclude' seats, since the students are being entered manually. To reserve a seat, leave it blank.



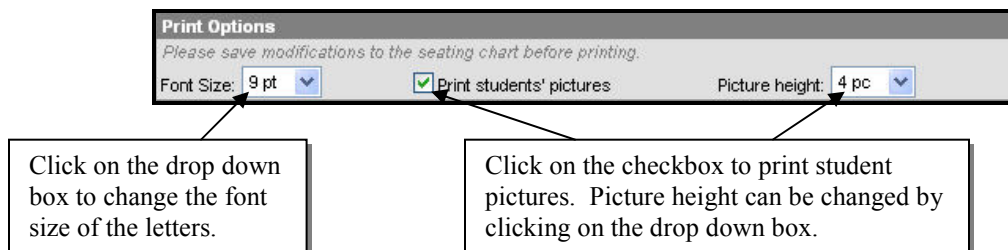
3. If a student is already placed in another seat, the system will display an error message. Click on the <OK> button to move the student to the new seat.



4. Click on the <Save> button.

### ***Printing options***

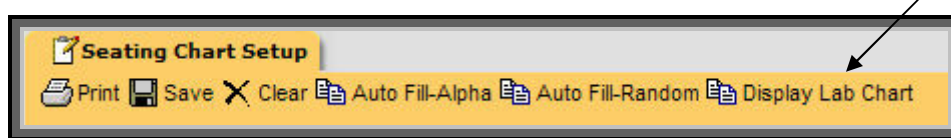
The Seating Chart can be printed with or without pictures. There are also options to change the font size of the lettering or the picture height. If student numbers are printing on the seating chart (refer to the Preferences section, page 6), changing the font size may result in the number printing outside the boxes. It is recommended to view the seating chart before printing it if changing the font size or picture height.



## ***Lab Seating Chart***

If the course has a lab attached, a separate seating chart can be set up for the lab.

1. Click on the <Display Lab Chart> button. Create the seating chart for the lab (refer to previous pages for instructions).



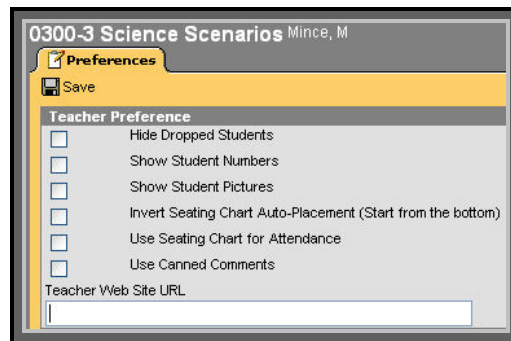
2. Click on the <Save> button.

## PREFERENCES

### *Description*

The Preferences module allows a teacher to establish basic parameters for how the Instruction module works for each section that is taught. Preferences should be set up at the beginning of every school year for all sections taught.

1. Select the course/section needed (refer to page 1).
2. Navigate to: *Instruction > Admin > Preferences.*



3. Click on the checkboxes for all items needed. Preference items:

*Hide Dropped Students* – this option will hide dropped students from the Gradebook screens. If not checked, the dropped students will display in red.

*Show Student Numbers* – this option will display the student number on the Attendance screens. This option will also print the student number when printing the seating chart.

*Show Student Pictures* – this option will display the student picture on the Attendance screens.

*Invert Seating Chart Auto-Placement (Start from the bottom)* – this option will auto-fill the seating chart from the bottom to the top (instead of from the top to the bottom) when using the Auto-Fill feature in the Seating Chart module.

*Use Seating Chart for Attendance* – this option will display the seating chart on the Attendance screens.

*Use Canned Comments* – this option will allow the teacher to use the canned comments (set up by the school or district administrators) when entering grades. If the District uses canned comments, this option must be checked for all sections.

*Teacher Web Site URL* – if a teacher has a web site and if the district allows the field to display on the parent portal, entering the URL here will provide a link to the web site for the parents.

4. Click on the <Save> button. Repeat all steps for all sections.

## ATTENDANCE

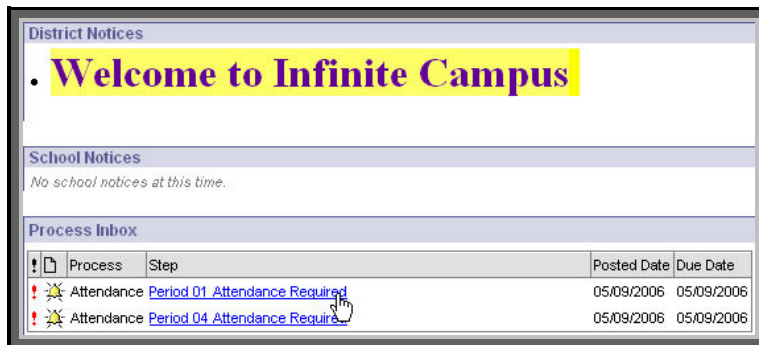
### *Description*

Teachers take attendance by period. They can add comments as well. The attendance ‘events’ are resolved (coding the reason for the absence or tardy) by the attendance staff. **Although the students default to ‘Present’ unless marked absent or tardy by teachers (or the attendance staff), attendance must be saved for each course/section to properly record that attendance was taken.**

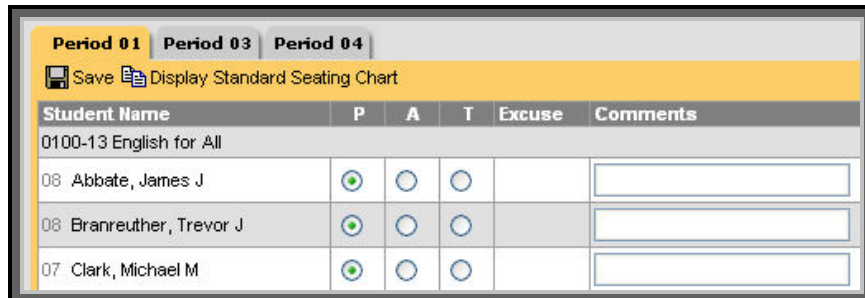
### *Access the Attendance screens*

Teachers can access the attendance screens two ways, by using the quick link on the initial screen or by navigating to the module. After attendance is saved for a section, it will disappear from the initial screen. It can only be accessed again (i.e., to change a student marked ‘absent’ to ‘tardy’) by navigating to the Attendance module (see step 2 below).

1. To take attendance:
  - a. Click on the quick link on the initial screen (displays by period).



2. Navigate to *Instruction > Attendance*.
  - a. The attendance screen will display, with tabs to separate the classes by period.
  - b. Click on the tab for the period to take (or edit) the attendance.



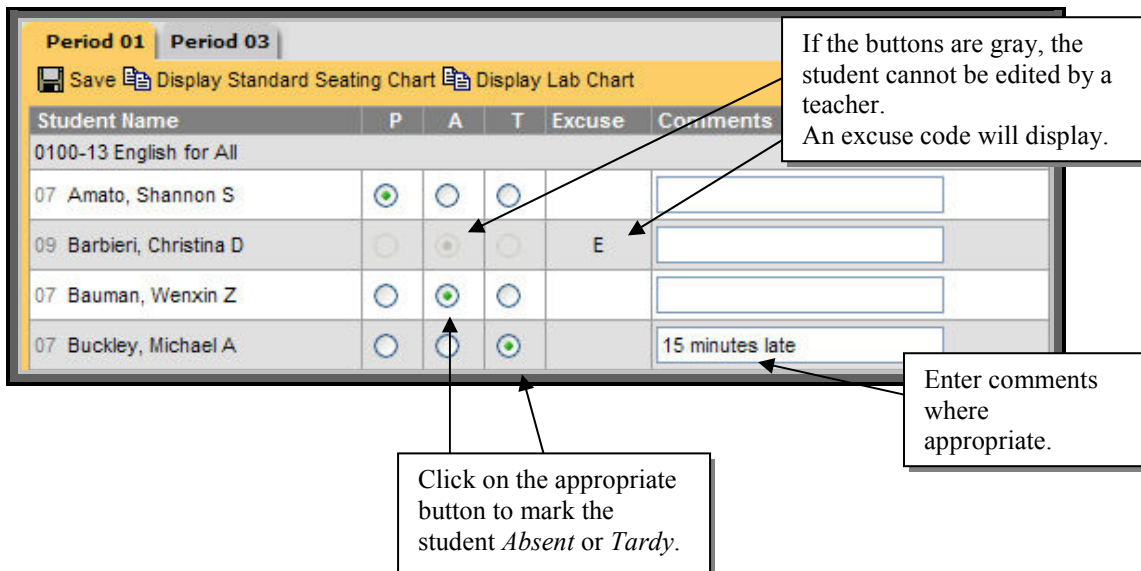
## Taking Attendance

1. Navigate to the attendance screen using one of the methods listed previously. The attendance screen can be displayed using the *Display Standard Seating Chart* as an option. If *Use Seating Chart for Attendance* was chosen in **Preferences**, the teacher will see an option to *Display Section Roster* on the attendance screen instead.
2. For all absences, click on the *A* radio button. For all tardies, click on the *T* radio button.
3. Enter comments in the *Comments* box if appropriate. District policy usually determines whether teachers enter comments.
4. Click on the <Save> button.
5. A message will display, indicating that attendance has been saved. Click on the <OK> button.

### **Special Note:**

If a student's radio buttons are gray, the attendance staff has already resolved the absent event. These cannot be edited by the teacher. Some examples include:

- Students marked for a 'Field Trip'.
- Students marked 'Sick' for a day. Teachers in later periods will see the student already 'Absent'.
- Students marked for 'In School Suspension'.



The screenshot shows the attendance interface for Period 03. It includes a table with columns for Student Name, P, A, T, Excuse, and Comments. Callouts provide instructions: 'Click on the appropriate button to mark the student Absent or Tardy.' points to the A and T buttons; 'If the buttons are gray, the student cannot be edited by a teacher. An excuse code will display.' points to the grayed-out A and T buttons for Christina D Barbieri; and 'Enter comments where appropriate.' points to the comment box for Michael A Buckley.

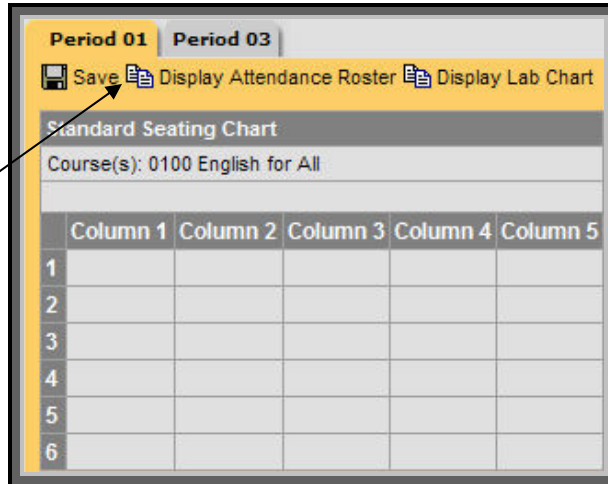
Student Name	P	A	T	Excuse	Comments
0100-13 English for All					
07 Amato, Shannon S	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
09 Barbieri, Christina D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	E	
07 Bauman, Wenxin Z	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
07 Buckley, Michael A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		15 minutes late

 **Special Note:**

If the attendance screen displays without students, either there are no students rostered in the class, or the teacher chose to take attendance using the Seating Chart and did not set up a Seating Chart for that course/section.

In that case, click on the <Display Attendance Roster> button. The default Attendance Roster will display (pictures on previous pages) and attendance can be taken. This should be corrected as soon as possible as it will display incorrectly until fixed.

Click on the <Display Attendance Roster> to display the default Attendance screen.



## DAILY PLANNER

### Description

The Daily Planner displays information that can be utilized by the teacher to assist in planning the day and week's lessons. If the Gradebook is used, any assignments that are due in the current week will display. In addition, all attendance events for the current week will display by date and course/section.

1. Navigate to: *Instruction > Daily Planner.*

**Date:** 06/07/2006

	Monday 06/05/2006	Tuesday 06/06/2006	Wednesday 06/07/2006	Thursday 06/08/2006	Friday 06/09/2006
<b>Legend:</b> ☀ Attendance Event    □ Excused    □ Unexcused    □ Exempt    □ Unknown					
<b>Term 04</b>					
01) 0100-13 English for All	AU Parker, Travis K	TU Hobbes, Daniel J D	Final Paper A Alagna, Julia T Bruefach, Eyran		
01) 0300-3 Science Scenarios	AE Abbate, James J TU Davis, Freja M AU Freda, Robert R AX D'Angio, Dennise M	TX Hatfield, Lars J AE Esmen, Brian J AX Moon, Jordan L	T Davis, Freja M A Connolly, Barbara J A Castoro, Samara M A Baranello, Benjamin J A T Bennett, James E A Dowling, Richard		
04) 9090-1 Drama - Directing	PX Arkly, Alan		A Arkly, Alan		

Attendance Events display by day and course – section.

Assignments display on the due date. In this example, the Final Paper is due on 6/7/06.

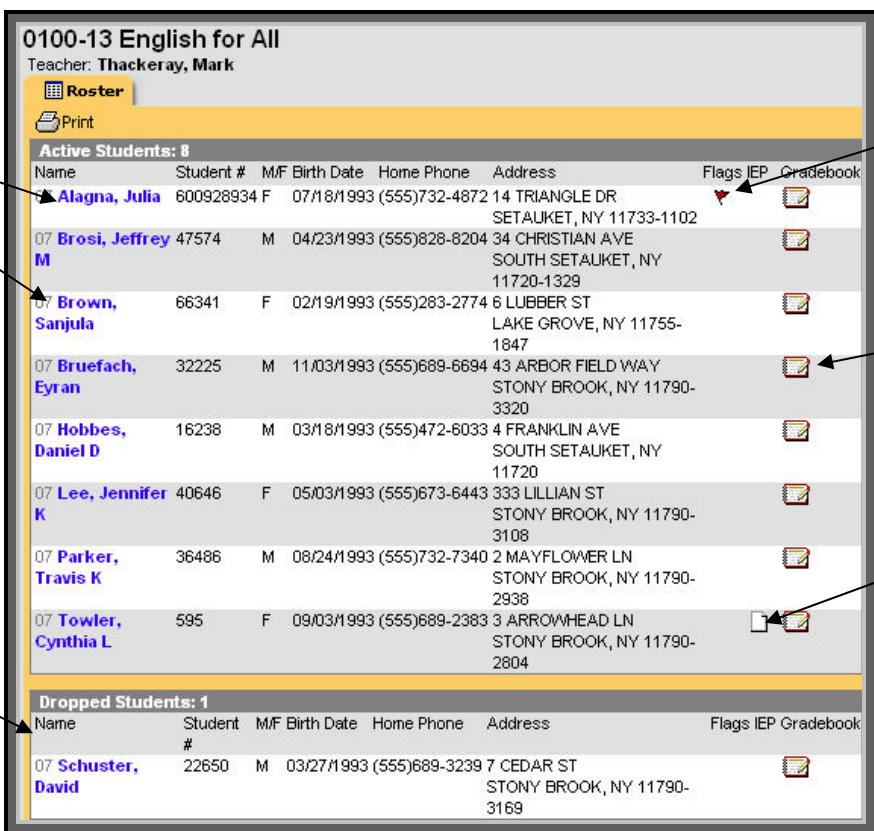
2. To view a different week, input the date (any date in the week needed) in the *Date* field and click on the <Refresh> button.

## ROSTER

### Description

The Course/Section roster will display on the screen. It can be printed when needed. The roster will display all active (and dropped students), any flags on a student (i.e., Allergies, Contact Information), and (if used in Campus) the IEPs for students.

1. Select the course/section needed (refer to page 1).
2. Navigate to: *Instruction > Roster*.



**0100-13 English for All**  
Teacher: Thackeray, Mark

**Roster**

Print

**Active Students: 8**

Name	Student #	M/F	Birth Date	Home Phone	Address	Flags IEP	Gradebook
<a href="#">Alagna, Julia</a>	600928934	F	07/18/1993	(555)732-4872	14 TRIANGLE DR SETAUKET, NY 11733-1102	▼	
07 <a href="#">Brosi, Jeffrey M</a>	47574	M	04/23/1993	(555)828-8204	34 CHRISTIAN AVE SOUTH SETAUKET, NY 11720-1329		
07 <a href="#">Brown, Sanjula</a>	66341	F	02/19/1993	(555)283-2774	6 LUBBER ST LAKE GROVE, NY 11755-1847		
07 <a href="#">Bruefach, Eyrn</a>	32225	M	11/03/1993	(555)689-6694	43 ARBOR FIELD WAY STONY BROOK, NY 11790-3320		
07 <a href="#">Hobbes, Daniel D</a>	16238	M	03/18/1993	(555)472-6033	4 FRANKLIN AVE SOUTH SETAUKET, NY 11720		
07 <a href="#">Lee, Jennifer K</a>	40646	F	05/03/1993	(555)673-6443	333 LILLIAN ST STONY BROOK, NY 11790-3108		
07 <a href="#">Parker, Travis K</a>	36486	M	08/24/1993	(555)732-7340	2 MAYFLOWER LN STONY BROOK, NY 11790-2938		
07 <a href="#">Towler, Cynthia L</a>	595	F	09/03/1993	(555)689-2383	3 ARROWHEAD LN STONY BROOK, NY 11790-2804		

**Dropped Students: 1**

Name	Student #	M/F	Birth Date	Home Phone	Address	Flags IEP	Gradebook
07 <a href="#">Schuster, David</a>	22650	M	03/27/1993	(555)689-3239	7 CEDAR ST STONY BROOK, NY 11790-3169		

Click on a student's name to link to the *Student Information > General* screens.



Hover over the flag to display important student information.

Click on the gradebook to view how it will display in the portal.

Click on the document to display the student's IEP.

Dropped Students display at the bottom.

3. The students display in alphabetical order with basic demographic information.
  - a. Clicking on the student name will provide a link to the *Student Information > General, Summary* Tab for that student.
  - b. To view a flag, hover with the mouse over the student's flag (▼). A box will display all the student's flagged information. This information is entered by the Registration, General Office, and Health Office staff. Each district determines what information will display as a student flag, but this generally includes health risks (i.e., allergies, asthma), and contact information (i.e., Check with office before releasing).

- 
- c. To view/print an IEP, click on the document button (). The IEP will open in Adobe Reader. It can be viewed, saved, or printed (but not changed). This button will only display if the student has an IEP created in Campus. If the teacher is not a member of the team, the IEP document icon will display (in grey), but the IEP cannot be viewed.
  - d. To view the gradebook as it will be displayed in the portal, click on the gradebook button (). The view will open in a new browser – close it when finished.

## GRADING

### *Description*

If teachers are not using the Gradebook to calculate the grades for each quarter, they will enter the grades using either the **Grading by Task**, or **Grading by Student** modules. The procedures are identical; the only difference between the two modules is the display. If the teachers are using the Gradebook, they will post the grades in the Gradebook and navigate to these modules to add Report Card comments.

- **Grading by Task** will display all the students for the Grading Task chosen (i.e., Q1 – Quarter Grade, Q2 – Quarter Grade, Q4 – Course Grade, Q1 – Progress Report).
- **Grading by Student** will display all the grading tasks for the Student chosen (i.e., all the grades for James Abbate).

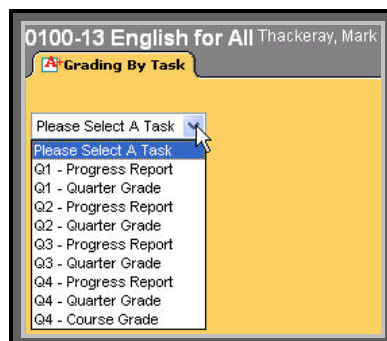


### **Special Note:**

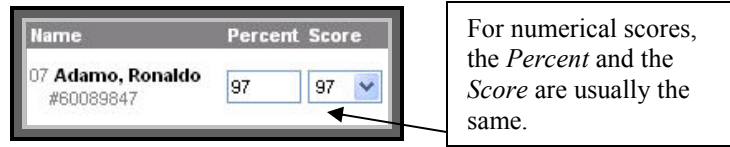
Regardless of which module is chosen, grades can only be entered or updated when the grading task is active. Usually a district will activate a grading task for a short time to allow the grades to be posted. Then, they will close the task and print the report cards. If grades need to be changed after the task has been closed, only staff members with special user rights will be able to make those corrections. Teachers will be able to view the grades, but not change them.

### *Entering Grades*

1. Select the course/section needed (refer to page 1).
2. Navigate to: *Instruction > Grading by Task*. (These examples are showing *Grading by Task*. *Grading by Student* steps are identical.)
3. Choose the Grading Task from the *Please Select A Task* drop down box. All grading tasks set up for the course will display. If the grading task does not display, contact your school administrator.



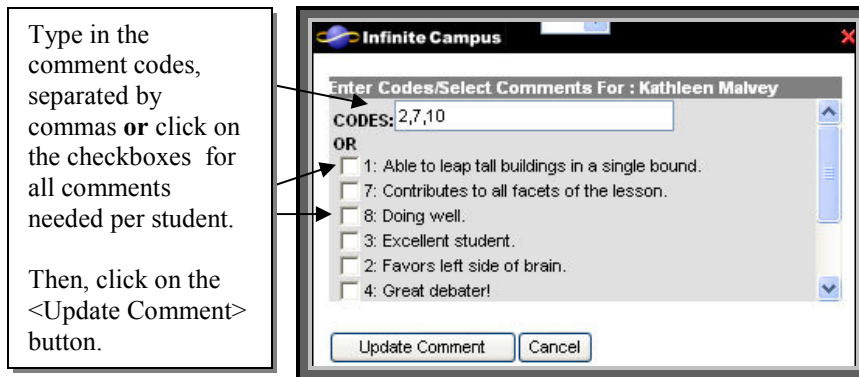
4. All the students will display. Grade the students as follows:
- Percent* – if Composite Grading is being used for this course (determined by the district), enter the numerical score that will be used to calculate the Final or Course Grade. For example, the Course Grade might consist of all 4 quarters measured equally (25% each). This is set up on the course level by the School or District administrators. However, the system needs a number in the *Percent* field to calculate it. If the Gradebook is used, please refer to the note on the last page of this section.
  - Score* – choose the student’s score from the drop down list. This list is created by the School or District administrators. If the score needed is **not** on the list, notify your school administrator. This is the score that will print on the report card or transcript.



- Comments - Use Canned Comments* must be turned on prior to use (refer to page 6). Click on the notepad icon (📝) to choose comments from the list. This list is created by the School or District administrators. Comments can be added by clicking on the checkboxes or typing the comment codes (separated by commas). More than one comment may be chosen. After all comments are chosen, click on the <Update Comment> button.

The teacher can enter custom comments in the *Comments* field as well. These comments can be ‘spell checked’ by pressing <CTRL>-<SHIFT>-<L>. The district has the option to turn this feature off for teachers, so it may not be available in all districts.

Many districts have custom report cards. Since space for comments will be limited on these cards, the district may impose a ‘character limit’ on comments.



- Click on the <Save> button.

Percent is used for Composite Grading only.

Score will print on the Report Card or transcript.

Name	Percent	Score	Comments
07 <b>Adamo, Ronaldo</b> #600928947	97	97	Contributes to all facets of the lesson. Excellent student.
07 <b>Alagna, Julia</b> #600928934	71	71	Needs improvement.. Homework/assignments missing.

Either click on the notepad icon to choose a 'canned' comment, or type a comment in the *Comments* field.

 **Special Note:**

If the Grading Task is not active, you will see the rostered students, but not be able to add/change the grade:

*Example of a Grading Task after the grades were entered and the task closed*

Name	Percent	Score	Comments
07 <b>Alagna, Julia</b> #600928934	90.550	91	Contributes to all facets of the lesson. Excellent student.
07 <b>Brown, Sanjula</b> #66341	84.900	85	Pleasure to have in class.

*Example of a Grading Task before the task has been made active for grading*

Name	Percent	Score	Comments
07 <b>Alagna, Julia</b> #600928934			
07 <b>Brosi, Jeffrey M</b> #47574			

**Example of Grading by Student**

**Grading By Student**

Save

Arkly, Alan - #23456

Task	Percent	Score	Comments
<b>Quarter Grade</b>			
Term Q1	93%	93	Contributes to all facets of the lesson.
Term Q2	88%	88	Excellent student.
Term Q3	91%	91	Pleasure to have in class. Doing well.
Term Q4			
<b>Course Grade</b>			
Term Q4	No grade has been given.		
<b>Final Exam</b>			
Term Q4			

Prior term tasks (closed tasks) will display, but cannot be changed.

Current term tasks (active tasks) will display and can be graded.

### ***Note on Composite Grading and the Gradebook***

If the Gradebook is used, the *Percent* might need to be changed before Composite Grading is used to post Final or Course Grades to the student. Leaving decimals in the *Percent* field can cause unusual results in the Course Grade.

For example, a student received a 90.550 for the Quarter Grade in the gradebook. The system (using the ‘Curve’) changed the Score to a ‘91’ for the report card. If the student received the same score for three quarters and an 89.8 for one quarter, the grades she would receive on the Report Card are as follows:

Q1: 91

Q2: 91

Q3: 91

Q4: 90

If manually calculating from the Report Card scores, the Course Grade would be ‘91’  
$$\frac{91 + 91 + 91 + 90}{4} = 90.75 \text{ (round up to a grade of ‘91’)}$$

The Composite Grading will add the numbers in the Percent field  
$$\frac{90.55 + 90.55 + 90.55 + 89.8}{4} = 90.3625 \text{ (This will usually round to a grade of ‘90’)}$$

### ***Additional Note on Composite Grading***

If a student drops a section of a course and adds a different section of the same course (i.e., changes teachers or periods for the same course) and the course uses Composite Grading, the grades do not need to be moved to the new section. The system will use all grades for the course, regardless of the section the student is rostered in.

However, if a student drops a course after receiving a Quarter Grade and adds a different course (i.e., drops ‘AP English’, adds ‘Honors English’), the Composite Grade will only use the grades listed in each course to calculate the Final Grades. This may have to be manually adjusted.

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## REPORTS

There are several reports available to teachers. All the reports (except the Teacher Schedule) will be produced based on the course/section chosen (refer to page 1). They are listed below with a brief description of their features:

**Attendance Register:** This report displays (by term), each student's attendance by day (in grid form). The codes displayed are as follows:

- A – Absent Excused
- U – Absent Unexcused
- X – Absent Exempt
- ? – Absent Unknown
- T – Tardy

**Attendance Summary:** This report displays each student's attendance (by term). It provides totals for Absent Excused, Unknown, Unexcused, Exempt, Total Absent, and Tardy for each student by term.

**Blank Spreadsheet:** This report provides a blank spreadsheet of the class roster for the teacher. The user can choose the number of cells (columns) to print as well as the line (row) height. The spreadsheet will print the student's name in the first column with blank cells (fields).

**Gradebook Export:** This report allows the teacher to export the gradebook out of Infinite Campus. File format options include – Comma Separated (recommended) [this format will allow the teacher to save the file into Excel], Tab Delimited, XML and HTML.

It is recommended to open the file in Comma Separated format, then click on <File>, <Save As...>. Name the file and change the 'Save as type:' (on the bottom) to Excel. This will allow the teacher to open the file using Excel and make any changes/calculations they need. ***The Gradebook can only be exported out of Infinite Campus, no information can be imported into Campus from an outside source.***

**Missing Assignments:** This report displays missing assignments. It is used in conjunction with the Lesson Planner and Gradebook. There are many options that can be chosen to configure the report.

**Portal Usage Roster:** This report prints a summary of student and parent portal accounts and weekly login activity for a monthly period.

**Roster Label:** This report will print mailing labels for every student in the roster. They should be printed on Avery 5160 labels (or the generic equivalent).

**Section Summary:** This report displays per student, all the grades posted to the Gradebook for assignments. It is used in conjunction with the Lesson Planner and Gradebook. It prints the assignment summary first, then all the students' grades by assignment.

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**Student Assessment Summary:** This report displays per student the results of any assessments taken for the course/section.

**Student Summary Report:** This report displays per student, all the grades posted to the Gradebook by group (not assignment). It is used in conjunction with the Lesson Planner and Gradebook.

**Teacher Schedule:** This report displays the teacher's schedule by period and term.

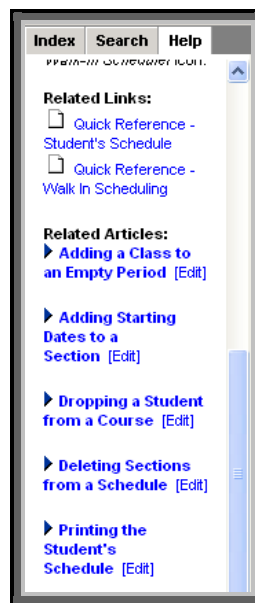
## GETTING HELP IN THE INFINITE CAMPUS SYSTEM

### *Description*

Infinite Campus help articles are provided to give users a basic understanding of the module or tab that they are viewing and what steps need to be done to modify that information.

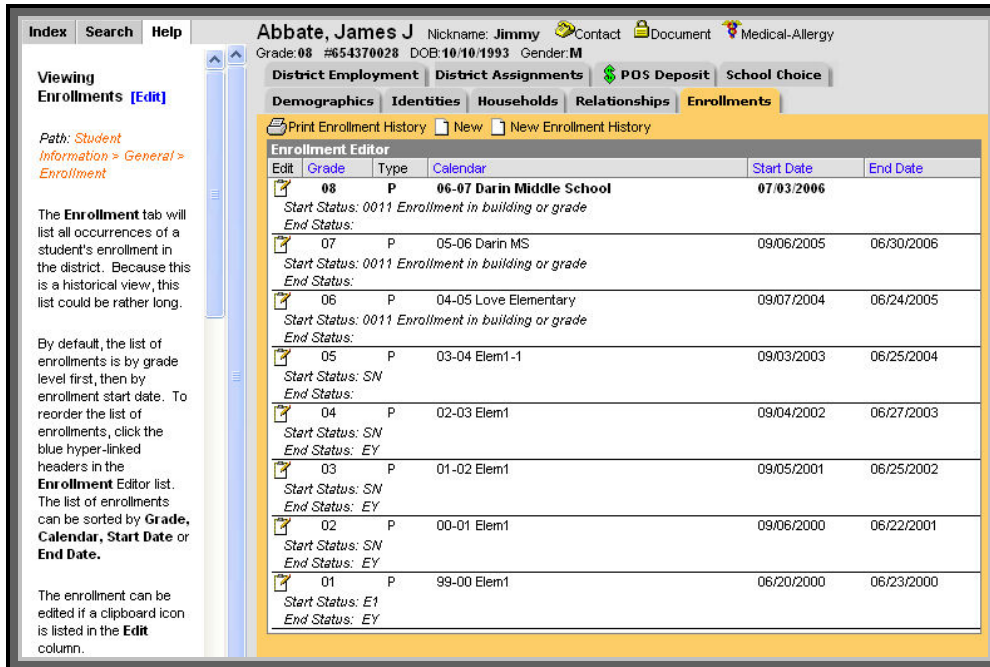
Infinite Campus has provided articles for all parts of the Campus product. Districts also have the opportunity to enter their own help article text.

Many areas of the help have a Related Links section that allows users to access a PDF Quick Reference document that they can save or print out for future use. Most articles provided by Infinite Campus have a sentence or two describing the area in the product and then detailed steps about additional features of that area. These steps are listed in the Related Articles area of the Help tab.



### *Context Sensitive Help*

1. To access Infinite Campus context sensitive help - From the **Index**, navigate to the area where you need help. If you want more information on enrollments for example, navigate to *Student Information > General > Search*. Search for a student then click on the **Enrollments** tab.
2. Click on the **Help** tab. The help tab is the last tab available on the left hand side, next to Index and Search. The Enrollments help articles and links will appear under the Help tab on the left side of your screen.



**Abbate, James J** Nickname: **Jimmy** Contact Document Medical-Allergy  
Grade: **08** #654370028 DOB: **10/10/1993** Gender: **M**

**District Employment** **District Assignments** **POS Deposit** **School Choice**

**Demographics** **Identities** **Households** **Relationships** **Enrollments**

Print Enrollment History  New  New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	06-07 Darin Middle School	07/03/2006	
Start Status: 0011 Enrollment in building or grade End Status:					
	07	P	05-06 Darin MS	09/06/2005	06/30/2006
Start Status: 0011 Enrollment in building or grade End Status:					
	06	P	04-05 Love Elementary	09/07/2004	06/24/2005
Start Status: 0011 Enrollment in building or grade End Status:					
	05	P	03-04 Elem1-1	09/03/2003	06/25/2004
Start Status: SN End Status:					
	04	P	02-03 Elem1	09/04/2002	06/27/2003
Start Status: SN End Status: EY					
	03	P	01-02 Elem1	09/05/2001	06/25/2002
Start Status: SN End Status: EY					
	02	P	00-01 Elem1	09/06/2000	06/22/2001
Start Status: SN End Status: EY					
	01	P	99-00 Elem1	06/20/2000	06/23/2000
Start Status: E1 End Status: EY					

The **Enrollment** tab will list all occurrences of a student's enrollment in the district. Because this is a historical view, this list could be rather long.

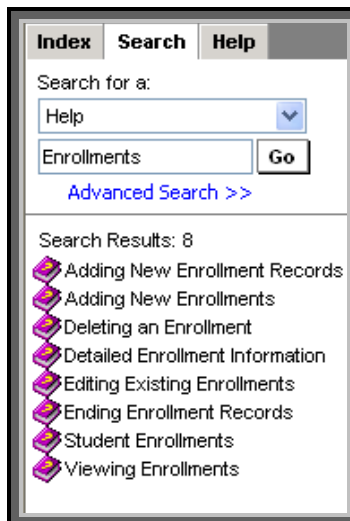
By default, the list of enrollments is by grade level first, then by enrollment start date. To reorder the list of enrollments, click the blue hyper-linked headers in the **Enrollment** Editor list. The list of enrollments can be sorted by **Grade**, **Calendar**, **Start Date** or **End Date**.

The enrollment can be edited if a clipboard icon is listed in the **Edit** column.

## Search Tab Help Option

There are two ways to search for Help, using the 'Quick Search' and 'Advanced Search'.

1. To search for help articles, click the **Search** tab on the left-hand side of the screen.
2. Select the **Help** option from the dropdown list.
3. *Quick Search* – Enter a keyword that you want to search by. If the search field is left blank all help articles available will be returned.



**Index** **Search** **Help**

Search for a:

Help

Enrollments

[Advanced Search >>](#)

Search Results: 8

- Adding New Enrollment Records
- Adding New Enrollments
- Deleting an Enrollment
- Detailed Enrollment Information
- Editing Existing Enrollments
- Ending Enrollment Records
- Student Enrollments
- Viewing Enrollments

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*Advanced Search* – Click on the <Advanced Search> button. The advanced search options will display in the box on the right. Search for the item needed using the options:

1. **Search** – choose the Help option from the dropdown list:
  - a. All of Help – searches for all articles (default)
  - b. Help Articles – searches for Infinite Campus help articles
  - c. Documentation/Tutorials – searches for articles that have ‘documents’ or ‘tutorials’ attached
  - d. Custom Articles – searches for articles marked as ‘custom’
2. **For** – searches for the module help is required for (i.e., Gradebook, Attendance Letters).
3. **Start Date** – searches for Help documentation created or modified after this date.
4. **End Date** – searches for Help documentation created or modified before this date.

The help articles for some features are not available through context sensitive help, and can only be accessed using the **Search** tab option.

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## **REFERENCES**

For more information about Instruction in Infinite Campus refer to the following Quick Reference Guides.

Quick Reference: Instruction – Overview

Quick Reference: Instruction – Seating Chart

Quick Reference: Instruction – Preferences

Quick Reference: Instruction – Attendance

Quick Reference: Instruction – Daily Planner

Quick Reference: Instruction – Roster

Quick Reference: Instruction – Grading Tasks

Quick Reference: Instruction – Reports

Infinite Campus Quick Reference Guides can be accessed via the system Help tab and Help option under the Search tab or in the Help Library of the Infinite Campus User Support site.