



***Washoe County School District***

**Every Child, By Name And Face, To Graduation**

# **CAMPUS INSTRUCTION HIGH SCHOOL**

**User Guide**

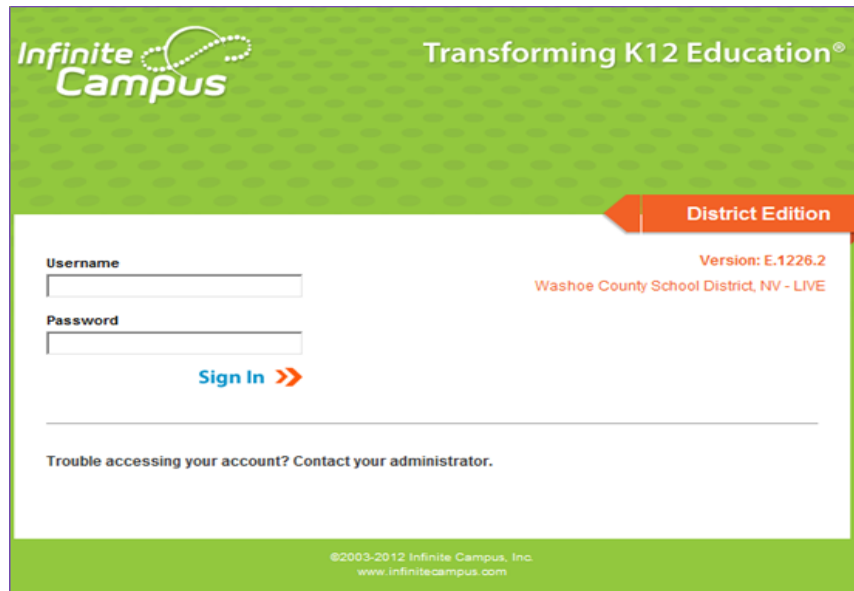
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# Campus Instruction

## Logging In

- Launch a web browser such as Internet Explorer.
- Enter the web address (URL) provided by the district in the address bar of your browser and then add it to your Favorites. ***https://Campus.washoeschools.net***
- When the page loads, your screen should display the login screen for Infinite Campus.

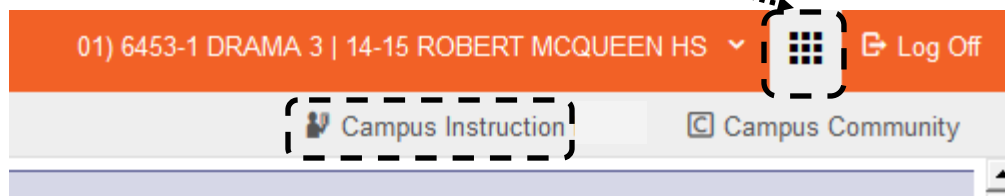


The login screen for Infinite Campus features a green header with the logo and the tagline "Transforming K12 Education®". Below the header, there is a white login box with fields for "Username" and "Password", and a "Sign In >>" button. To the right of the login box, it says "District Edition" and "Version: E.1226.2 Washoe County School District, NV - LIVE". At the bottom of the login box, there is a link: "Trouble accessing your account? Contact your administrator." The footer contains copyright information: "©2003-2012 Infinite Campus, Inc. www.infinitecampus.com".

- Enter the user name and password provided to you by the district.
- Click **Sign In**.

## Launch Campus Instruction

- To launch Campus Instruction, click on the **App Switcher Icon** and choose **Campus Instruction** from the menu that opens.




- If you cannot get logged into Infinite Campus, please call the **IT Service Desk** at 789-3456. An Incident will be created and you will be contacted by an Application Specialist who will correct the issue for you.

## Navigation



- The **Green Header Bar** has the following Navigation Tools.
- Click on the **School Name/Year** to access previous year information.

14-15 RENO HIGH SCHOOL

- Click on the Application Switcher  to choose between Campus Tools and Campus Instruction.
- The **Section** dropdown list displays only when needed, such as when accessing the Gradebook or Roster.

- The **Action Bar** provides access to different parts of Campus Instruction.
- The number of periods where **Attendance** needs to be taken is displayed by the **orange notification box** next to the **Attendance tool**.
- Click on an **Action Name** to access the function for that tool.

Example: Left Click on **Planner** and the following screen will display.

- Click on  to exit Infinite Campus.

## Account Settings

- The **Account Settings** link on the Action Bar is where Account Preferences are located.
- The selections chosen apply to your entire account.

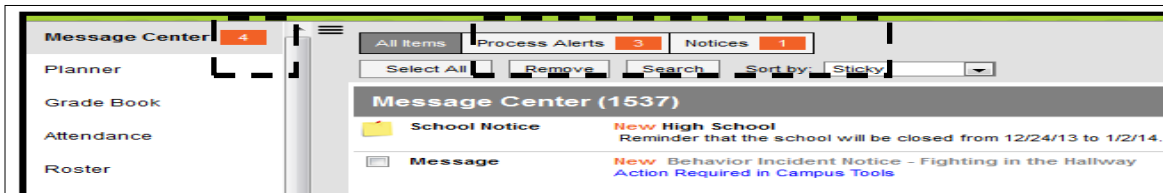
## Viewing Messages

Path: Campus Instruction > Message Center

- The Message Center collects all messages, including process alerts and notices.

## New Messages

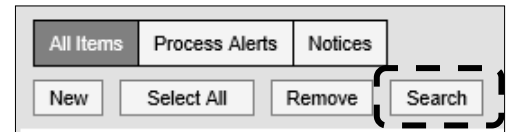
- **Process Alerts** are sent automatically based on processes in Campus, such as records transfer or responses to behavior referrals.
- New **Messages** have an Orange Number next to the message type indicating how many **Messages** are new/unread.



- Once the **Messages** are read, the number disappears.
- **Messages** with a yellow post-it icon are designated as Sticky. These messages appear at the top of your inbox and can't be deleted.
- The Sticky Messages will disappear once they reach the end date used when the message was created.
- To view a message, click on the blue link. The message opens in Campus Tools.

## Searching for Messages


- To search for specific messages by date and type, click **Search** on the task bar.
- Enter a **Date Range** to view messages sent to you.
- Select which types of messages you want to **Display** from the dropdown list.
- To **Include archived items**, mark the checkbox.
- Click **Search**. Only messages that meet your criteria appear.

A screenshot of the 'Search' dialog box. It has a title bar with the word 'Search' in blue. Below the title bar, there are two sections: 'Date Range' and 'Display'. The 'Date Range' section has 'From' and 'To' labels, each followed by a date picker icon. The 'Display' section has a dropdown menu currently set to 'All Items'. Below these sections is a checkbox labeled 'Include archived items'.

# Rosters

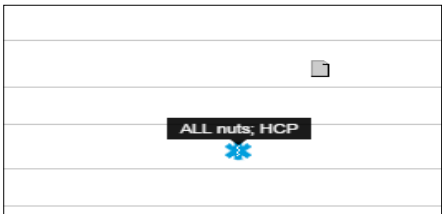
Path: Campus Instruction > Roster

- Student rosters list all students scheduled into the **Section** selected. This tool is read-only.
- The **Roster** is sorted into three sections: **Incoming**, **Active** and **Dropped** students.
- Select an option at the top of the Roster to **View: All, Active, Incoming or Dropped Students**



410E-4 G4: ELA										
All Active Incoming Dropped			Report Options							
Active Students (8)										
Males: 6    Grade 04: 8 Females: 2										
Name ▲	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP	
	M	04	07/30/2005							
	F	04	05/13/2005							
	M	04	02/22/2005							
	M	04	03/21/2005							
	M	04	04/11/2005							
	M	04	12/09/2004							
	F	04	07/30/2004							
	M	04	07/08/2005							
Dropped Students (1)										
Males: 0    Grade 04: 1 Females: 1										
Name ▲	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP	
	F	04			12/29/2014					

- Hover over any item listed under the Flags, Health, IEP, and PLP to display additional information.



- The **Report Options** will print out a report based on the options selected.

Report Options: Roster

This report displays student rosters for each section selected. The Effective Date is used to determine which students to include on each roster. The sections can be sorted by Course Name or Course Number.

\*Effective Date: 01/26/2015

\*Section: 001E-99 AM ATTENDANCE  
410E-4 G4: ELA  
460E-4 G4: ART

CTRL-click or SHIFT-click to select multiple

Page Printing Options

☒ Shade Alternate Rows

☒ Add page break after each section

Remove Defaults

☐ Hide Phone and Address

☐ Hide Staff Number

☐ Hide Incoming Students

Add Extras

☐ Show Birth Date

☐ Show Guardians

☐ Show Guardian Contact Information

- Click on a student name from the **Roster** to view student demographic information.

Gender: F


Birth Date:

Student Number:

Nickname:

Grade: 07

Enrollment: 14-15 BILLINGHURST MS



Contact Information

Other Phone: (775)

Primary Household:

Household Phone: (775)

Address(es): RENO, NV 89523

Members: Mother: Call: (775)

Sibling: 14-15 ROBERT MCQUEEN HS (12)

Non-Household Relationships

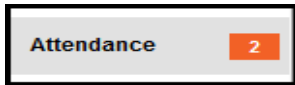
Other Contacts:

Emergency Contact \* Contact 1

Print

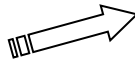
Close

# Attendance



The number of periods where you need to take attendance displays in an orange notification on the Attendance tool.

Students in a section can be viewed in an **Attendance List** or a **Seating Chart** if one has been created.



**Toggle** between the two options by clicking on **Attendance List** or **Seating Chart**

## Taking Attendance with the Attendance List

- Click on **Attendance** located on the **Action Bar**.
- An attendance window opens displaying the student list for the current selected period.
- Course** and **Section** appear at the top of the **Attendance List**.
- Mark attendance, record a lunch count (Elementary Schools), add comments if needed and **Save**.
- Once attendance has been saved, a check mark appears by the completed **Period Attendance**.



- Click on a student's name to view their demographic and contact info.
- Navigate between periods at the top of the screen to mark attendance for other periods.

## Taking Attendance with a Seating Chart

- Attendance is recorded for the **Period** marked in gray.
- Course** and **Section** display at top of the seating chart
- Mark **Present (P)**, **Absent (A)**, or **Tardy (T)**, the totals calculate at the top of the seating chart.
- Click on the **Speech Bubble Icon** to enter a comment about an attendance event.
- Click **Save**.

# Taking Attendance with a Seating Chart Continued

- Click on a student's name to view their demographic and contact info.
- When an **Attendance Event** has been recorded by the school office, the information loads automatically with the **Excuse Type** and **Comment** displayed beneath the student name.

## Creating Seating Charts

Path: Campus Instruction > Seating Charts

- Click **New** in the top corner of the seating chart list.
- Select the **Section** you're creating a chart for.
- Enter a **Name** for the chart.
- Select the number of **Columns** and **Rows** to indicate how many desks to include in the chart.
- The number of students in the section appears below the **Seating Chart Name**.
- Indicate the default **Space Between Desks**.
- Select an option to **Place Students**. Alphabetically A to Z, Alphabetically Z to A, or Random.
- To fill desks manually select **Do Not Place**.
- Students names display in a list from which you can place them in desks.
- Click **Create Chart** to create a chart based on the parameters you selected and view the chart.
- The seating chart fills based on the parameters selected.

Excused for a college visit.

AE

Open

Create New Seating Chart

\*Section(s)

☐ 001E-99 AM ATTENDANCE

☒ 410E-4 G4: ELA

☐ 460E-4 G4: ART

☐ 410E-4 G4: ELA  
460E-4 G4: ART

\*Seating Chart Name

ELA

Column

3 Students: 9

Rows

3 Desks: 3 x 3

Horizontal space between desks

1 desk

Vertical space between desks

1 desk

Place Students

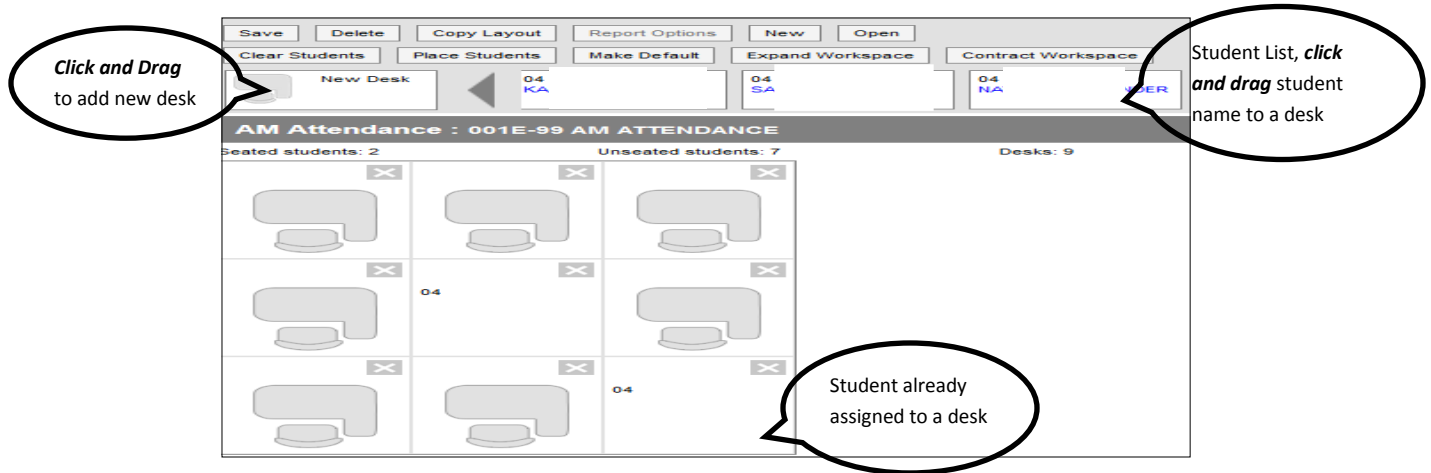
Alphabetically A to Z

Create Chart



## Modifying Seating Charts

Modify seating chart by using **click and drag** to change desks into a different configuration.



## Click and Drag Logic

- The following logic applies to manually placing students in the seating chart.
- Desks can be arranged in any configuration but cannot overlap.
- Click and drag the **New Desk** icon to add an empty desk to the chart.
- Click and drag unseated students from the list at the top into empty spaces.
- Click the X on a student to move them to the unseated list.
- Click the X on a desk to remove that desk from the chart.
- Moving a student to a space without a desk also moves the student's desk.
- Moving a student to another desk leaves an empty desk behind.
- Moving a student to a space where there isn't a desk adds another desk to the chart.
- Moving an unseated student (A) to a desk that already has another student (B) moves student B to the unseated list.
- If students A and B are both seated, they'll trade desks.

## Additional Options at the Top of the Seating Chart

**Copy Layout** - Copies this desk layout to a new chart.

**Report Options** - Opens the **Printing Options** for the chart.

**Clear Students** - Moves all students to the unseated student list.

**Place Students** - Places all unseated students into empty desks based on the option selected,

**Make Default** - Makes this desk layout the default layout for the room. Use for setting up additional sections held in the same room.

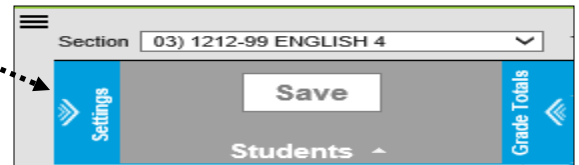
**Expand Workspace** - Expands the scrollable area of the chart, useful for larger classrooms.

**Contract Workspace** - Contracts the scrollable area of the chart.

## Grade Book Settings

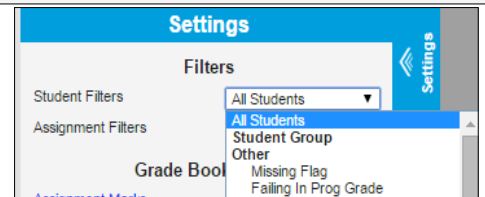
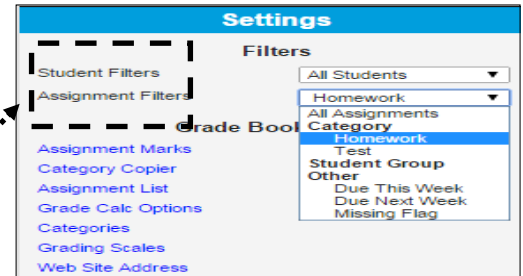
Path: Campus Instruction > Grade Book > Settings

- The **Settings Tab** of the Grade Book has a variety of options for ordering and displaying student scores.
- Click on the **Settings** tab to Expand or Collapse the display options.
- The key board command **ALT G** will also expand and collapse the **Grade Book settings** menu.
- The **Grade Book** opens to the Term and Task that were last opened while in the **Grade Book**.



## Filtering and Sorting the Grade Book

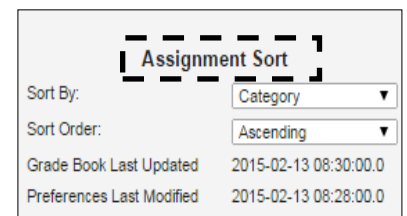
- Filtering Options** in the Settings Menu control which students and/or assignments display in the Grade Book.
- Filters for Students and Assignments can be used separately or combined.
- Student Groups** displays only students in the selected group.
- The **Other** section includes two options:
  - \***Missing Flag** - displays students who have at least one assignment flagged as Missing.
  - \***Failing In Prog Grade** - displays students who do not have a passing In Progress Grade.



- The **Grade Book** view can be limited to a Single Student by choosing the student from the drop down list. This is useful when meeting with the student or parents during a conference to show the student's progress and scores directly in the Grade Book.

## Sorting Assignments

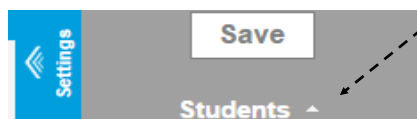
- Sort By** determines how assignments are grouped in the Grade Book; either by Category, Sequence, or Due Date.
- Sort Order** determines the order of assignments, Ascending or Descending.



## Sorting Students

- Sort Students** by clicking on the Pair of Arrows located on the column headers in the Grade Book.
- Click once to sort students Ascending by column value.
- Click twice to sort students Descending by column value.
- Click three times to return to an Alphabetical sort by student name.
- Students** can also be sorted alphabetically using the Arrow at the top of the Students column.

In Progress			Categories	
Points ↕	Possible ↕	Percent ↕	Grade	
			Homework ↕	Test ↕



## Grade Book Settings Continued

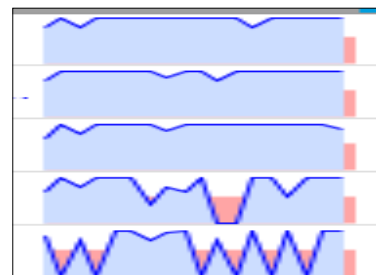
### Web Site Address

- Use the **Web Site Address** option to include a link to a course web site viewable on the Portal. Web sites must begin with <http://> to save properly.

### Preferences

#### Display Sparkline Graph

- Displays a **Sparkline Graph** next to each student's name. The Graph is a condensed view of student scores displayed chronologically.
- Blue Line represents **Point/Mark** based scoring.
- Red Bar represents **Rubric** based scoring along the axis of proficiency.



#### Pass/Fail Coloring for Grades

- Check this option to turn on **Coloring Coding** for student's In Progress Grades.
- Passing grades are **Green** and Failing grades are **Red**.

#### Pass/Fail Coloring for Scores

- Check this option to turn on **Coloring Coding** for student's Scores on Individual Assignments.

### Save Alert

- Check this option to receive a message each time you **Save** the gradebook - "Gradebook has been saved"

### Use Canned Comments

- Check this option to add a link to **Canned Comments** in the Report Card Comments Column and in the Posted Grades Tool.

# Categories

Path: Campus Instruction > Grade Book > Settings > Categories

- **Categories** are folders where assignments are sorted. **Categories** have to be created first, before an **Assignment** can be added to the Grade Book.
- The **Categories List** is viewable in two ways:
- Via the **Setting Tabs** of the Grade Book.
- Click on **Categories** located under the Grade Book Setup area and the **Category List** window displays.

Settings

Filters

Student Filters

All Students

Assignment Filters

All Assignments

Grade Book Setup

Assignment Marks

Category Copier

Assignment List

Grade Calc Options

Categories

Grading Scales

Category List

Sequence	Category	Weight	Exclude	Drop Lowest (%)
0	Quizzes	0.0	<input type="checkbox"/>	<input type="checkbox"/>
1	Literature	0.0	<input type="checkbox"/>	<input type="checkbox"/>
2	Fictional Text	0.0	<input type="checkbox"/>	<input type="checkbox"/>

The second way to view the **Categories List** is through the **Section Information** window in the **Planner**.

Path: Campus Instruction > Planner > My Curriculum > Section Title > Categories

- Click on **Planner** in the Action Bar.
- Click on **My Curriculum** to view the active sections.
- Click on a **Section Name** to view the **Section Information** window.

460E-4 G4: ART

Assignments

View assignment list

Categories

Add new assignment

Copy assignments to this section

Copy assignments from this section

Reporting

Run Report

My Curriculum

My Schedule

Other Schedules

Print

Settings

Curriculum Planner: Monday, January 26, 2015

Today

001E-99 AM ATTENDANCE

Period AM, Students: 8

460E-4 G4: ART

Period C, Students: 8

410E-4 G4: ELA

Period C, Students: 8

- Click on **Categories** to open the **Categories List**.

Category List

Sequence	Category	Weight	Exclude	Drop Lowest (%)
0	Quizzes	0.0	<input type="checkbox"/>	<input type="checkbox"/>
1	Classwork	0.0	<input type="checkbox"/>	<input type="checkbox"/>

## Creating a Category (Grade Book)

PATH: Campus Instruction > Grade Book > Settings > Categories

- Click **Grade Book** located on the **Action Bar**.
- Click **Settings** to open the **Settings Menu**.
- Click **Categories** in the **Grade Book Setup** section.
- The **Category List** window opens. Click the **Add** button at the bottom right hand corner.
- The **Category Detail** window opens.
- Enter a **Name** for the Category. This name will display on assignments and in the Grade Book. **Names** should be unique.
- If **Weight** is selected for the Category, the weight will effect each category on the final grade.
- Weights** are calculated as a ratio based on all the weights entered.

Sequence	Category	Weight	Exclude	Drop Lowest (%)
3	Test	35.0	<input type="checkbox"/>	<input type="checkbox"/>
1	Class Work	55.0	<input type="checkbox"/>	<input type="checkbox"/>
2	Homework	10.0	<input type="checkbox"/>	<input type="checkbox"/>

Sequence	Category	Weight	Exclude	Drop Lowest (%)
1	Homework	0.0	<input type="checkbox"/>	<input type="checkbox"/>
2	Test	0.0	<input type="checkbox"/>	<input type="checkbox"/>

**Category Detail**

Name:

Weight:

Sequence:

☐ Exclude from Calculation

☐ Drop Lowest Score (%)

Category Placement:

Select which Sections will use this category:

Teachers	Section	Term
HIBBITT, MICHELLE ANN	124-599 ELA 7	T3, T4

Select which Grading Tasks will use this category:

Grading Task:

Semester Grade:

Buttons: Save, Delete, Close

- Weights** only calculate when the **Weight Categories** option is selected in the [Grade Calculation Options](#).
- Enter a **Sequence** for a Category to determine the order in which the categories appear in the Grade Book.
- Mark the checkbox **Exclude from Calculation** to exclude categories from grade calculation.
- Mark the checkbox **Drop Lowest Score** to automatically remove the lowest percentage score in the category from calculating into the student's grade.
- Mark the checkbox by the **Sections** to align to the chosen category.
- Sections** listed include the current section and any others in the same course for the same teacher.
- Mark the **Grading Tasks** or **Standards** that the assignments in the category count towards.
- Click **Save** to add the category to the list.

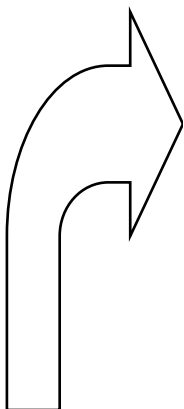
## Deleting a Category (Grade Book)

- From the Grade Book, open the **Settings Menu** and click **Categories** in the [Grade Book Setup](#) section.
- Click on the category **Name** to open it.
- Click **Delete** in the bottom right corner.
- A **Category** cannot be deleted if it already has assignments.

## Copying Categories (Grade Book)

PATH: Campus Instruction > Grade Book > Settings > Category Copier

- The **Category Copier** copies existing categories to other sections.
- From the Grade Book **Settings Menu**, click the **Category Copier**.
- The **Category Copier** window opens.



### Category Copier

The Category Copier is used to copy assignment categories from one section to another.

Copy from: 14-15

- 14-15 BILLINGHURST MS (1)
- 03) 124-999 ELA 7
- 06) 214-999 MATH 7

Copy to:

- 14-15 BILLINGHURST MS (1)
- 03) 124-999 ELA 7
- 06) 214-999 MATH 7

No Categories.

Number of Categories: 2

- ☒ Category Name
- ☒ Homework
- ☒ Test

- Select the **Source Section** from which you'd like to copy categories in the Copy From list.
- Select the **Categories** you'd like to copy.
- Select the **Destination Section** in the Copy To list.
- Once the **Destination Section** is selected, the Existing Categories in that section are listed.
- Click **Next** to move to the Scoring Alignment list.
- The **Standards and/or Grading Tasks** aligned to the copied categories are listed.
- Use the dropdown lists to change the **Standards and Grading Tasks** if needed.
- Click the **Blue X** to remove the alignment from the **Category**.
- To add additional alignments to a category, click the **Add** button.
- Click **Copy** to copy all selected **Categories** to the Destination Section.
- This copies **Categories** but not Assignments.

### Category Copier

Copy From 124-999 ELA 7 To 214-999 MATH 7:

Category Name	Standard/Grading Task
<input checked="" type="checkbox"/> Homework	<div> <div>✕</div> <div>Semester Grade (composite)</div> <div>Add</div> </div>
<input checked="" type="checkbox"/> Test	<div> <div>✕</div> <div>Semester Grade (composite)</div> <div>Grading Tasks</div> <div>Semester Grade (composite)</div> <div>Overall Grade</div> <div>Behavior</div> <div>Work Ethic</div> <div>Academic Warning</div> </div>

## Creating a Category (Planner)

Path: Campus Instruction > Planner > My Curriculum

- Click **Planner** located on the **Action Bar**.
- Click **My Curriculum** to open the **Curriculum Planner**.

Curriculum Planner: Week 27				
February 9 - 13, 2015				
Today	Mon 2/9 (4) 107/184	Tue 2/10 (2) 108/184	Wed 2/11 (7) 109/184	Thu 2/12 (5) 110/184
	124-999 ELA 7 Does not meet	Period 03, Students: 16	Period 03, Students: 16	Does not meet
	214-999 MATH 7 Period 06, Students: 16	Period 06, Students: 16	Does not meet	Period 06, Students: 16

- Click on one of the **Sections** to open the **Section Information** window.
- Click on **Categories**. The **Category List** window opens.

Sequence	Category	Weight
1	Homework	0.0
2	Test	0.0

**124-999 ELA 7**

**Assignments**  
[View assignment list](#)  
[Categories](#)  
[Add new assignment](#)  
[Copy assignments to this section](#)  
[Copy assignments from this section](#)

**Reporting**  
[Run Report](#)

**Response to Intervention**  
[Students with RTI Plan](#)

- Click the **Add** button at the bottom right hand corner.
- The **Category Detail** window opens.
- Enter a **Name** for the Category. This name will display on assignments and in the Grade Book. **Names** should be unique.
- If **Weight** is selected for the Category, the weight will effect each category on the final grade.
- Weights** are calculated as a ratio based on all the weights entered.
- Weights** only calculate when the **Weight Categories** option is selected in the [Grade Calculation Options](#).
- Enter a **Sequence** for a Category to determine the order in which the categories appear in the Grade Book.
- Mark the checkbox **Exclude from Calculation** to exclude categories from grade calculation.
- Mark the checkbox **Drop Lowest Score** to automatically remove the lowest percentage score in the category from calculating into the student's grade.
- Mark the checkbox by the **Sections** to align to the chosen category.
- Sections** listed include the current section and any others in the same course with the same teachers.
- Mark the **Grading Tasks** or **Standards** that the assignments in the category count towards.
- Click **Save** to add the category to the list.

**Category Detail**

\*Name

\*Weight

Sequence

☐ Exclude from Calculation  
☐ Drop Lowest Score (%)

**Category Placement**  
 Select which Sections will use this category

Teachers	Section	Term	
HIBBITT, MICHELLE ANN	124-999 ELA 7	T3, T4	<input type="checkbox"/>

Select which Grading Tasks will use this category

**Grading Task** ☐

Semester Grade ☐

Overall Grade ☐

Save Delete Close

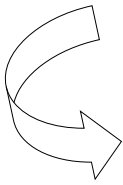
## Deleting Categories (Planner)

Path: Campus Instruction > Planner > My Curriculum

- Click **Planner** located on the **Action Bar**.
- Click **My Curriculum** to open the **Curriculum Planner**.
- Click one of the **Sections** to open the **Section Information** window.
- Click on **Categories**.
- The **Category List** window opens.

Category List			
Sequence	Category	*Weight	Exclude
2	Test	0.0	<input type="checkbox"/>
1	Homework	0.0	<input type="checkbox"/>

- Click on the Blue Link of the **Category** to be deleted.
- The **Category Detail** window opens.



**Category Detail**

**\*Name**  
test

**\*Weight**  
0.0

Sequence  
0

☐ Exclude from Calculation

☐ Drop Lowest Score (%)

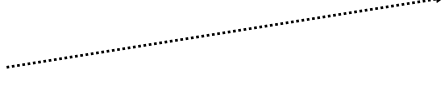
**Category Placement**  
Select which Sections will use this category

Teachers	Section	Term	
	124-999 ELA 7	T3, T4	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	
Semester Grade	<input checked="" type="checkbox"/>
Overall Grade	<input type="checkbox"/>

Save Delete Close

- Select **Delete** in the lower right corner. 
- A **Category** cannot be deleted if assignments are aligned to it.



# Student Groups

Path: Campus Instruction > Student Groups

- Student Groups allow teachers to sort students into specific learning groups within a section.
- A **Student Group** can then be assigned to a specific assignment.
- Once a group is created, select it in the Section Placement area of an assignment.

Section Placement							
Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 410E-4 G4: ELA	T1, T2, T3, T4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/15/2014	10/15/2014	3.00	New blue

- The assignment only appears for the students in the selected group; all other students are automatically marked as exempt in the **Grade Book**.
- The **Grade Book** can be filtered to show only students who have been assigned to a **Student Group**.

## Creating Student Groups

- Open the **Student Groups** tool.
- Select the section that the group is being created for from the Section dropdown list.
- Click **New** to open a new group.
- Add **Group Name**. This name appears in the **Assignments** and **Grade Book**.
- Groups will always default to Active. Uncheck box if you do not want the group to be active yet.
- Click on **Add** from the student roster list to move the student into the **Group**.
- **Remove** a student from the **Group** by clicking on **Remove** next to the student's name.
- Click **Save** to create the group.

Settings

Filters

Student Filters

New blue

C) 410E-4 G4: ELA New blue

Save Delete Back

\*Student Group Name

New blue ☒ Active

Student Roster (4 of 8)

Add Add Add Add

Student Group Members (4)

Remove Remove Remove Remove

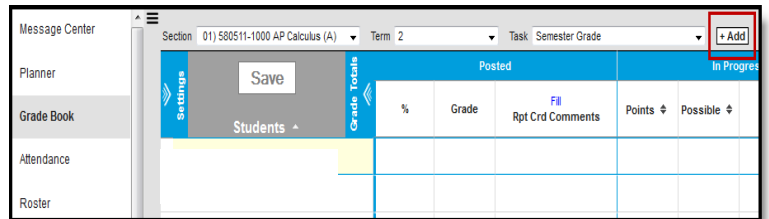
## Creating Assignments - Grade Book

**Assignments** can be created in three different places in Campus Instruction, the **Grade Book**, the Curriculum view of the **Planner** and the **Tree View**. The **Assignment Editor** is the same for all three locations.

### Grade Book

Path: Campus Instruction > Grade Book

- Click on **Grade Book** on the Action Bar
- Click **Add** or **ALT N** (Keyboard command) to create an Assignment.



OR

- Click on **Assignment List** under Grade Book Setup and select **Add Assignment**.

- The **Assignment Editor** window opens.
- Enter a **Name** and **Abbreviation** for the Assignment.
- Click on **Add Notes** to add Assignment Notes viewable only by you.

**Assignment Detail**

\*Name

\*Abbreviation

Add Notes

- Click on the Sections which receive the Assignment.
- When marked the **Active** **Checkbox** will calculate the Assignment. **Uncheck** if Assignment should not be included in calculating the Student's Score.
- Campus Portal** when marked displays the Assignment in the Portal. Unmark **Campus Portal** if you do not want the Assignment to appear in the Portal.

**Section Placement**

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 124-999 ELA.7	T3, T4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="04/13/2015"/>	<input type="text" value="04/13/2015"/>	<input type="text" value="1.00"/>	No Groups

- The **Assigned Date**, **Due Date** and **GB Seq** auto-populate and are required fields.
- The **Due Date** determines which Term the Assignment is scored in.
- GB Seq** determines the order the Assignments appear in the Grade Book.
- Add a **Student Group** to give the Assignment only to students in the Student Group.
- Uncheck **Align to Grade Book** if the Assignment should not appear in the Grade Book.
- Select which **Standards** and/or **Grading Tasks** apply to the Assignment.

**Scoring Alignment Detail**

Create scoring alignment(s) to Grade Book by selecting from the following choices:

☒ Align to Grade Book

**Grading Tasks**

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Semester Grade	<input checked="" type="radio"/> Points	<input type="text" value="50"/>	<input type="text" value="1"/>
<input type="radio"/> Reading	<input type="radio"/> Marks		
<input type="radio"/> Quiz			

- Select at least one Category for each aligned Assignment.
- Select **Points** as the Scoring Type.
- Enter **Total Points** for Assignment.

- Click on any of the Blue Hyperlinks to open the **Description, Objectives or References** box.
- All information added, will be displayed on the **Portal**.
- Click **Save**.

**Information for Students**

Add Description  
 Add Objectives  
 Add References

**Information for Students**

Description

After the introduction, please read chapters 1 - 5 and write a one page synopsis.

Add Objectives  
 Add References

## Creating Assignments - Planner

Path: Campus Instruction > Planner > My Curriculum

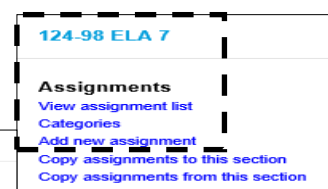
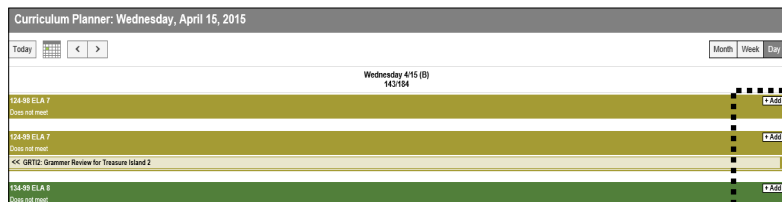
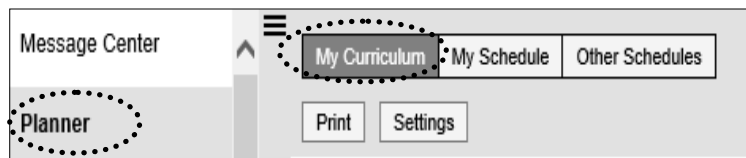
- Select **Planner** from the Action Bar
- Click on **My Curriculum**
- The **Curriculum Planner** opens and displays all of the available courses where Assignments can be added.
- Click on the **+ Add** button to add Assignments.

OR

- Click on the **Section Name** which opens the **Assignment** options.
- Select **View the Assignment List** to add an Assignment.

OR

- Select **Add New Assignment**.
- The **Assignment Editor** window opens.
- Add all pertinent information.
- Click **Save**.

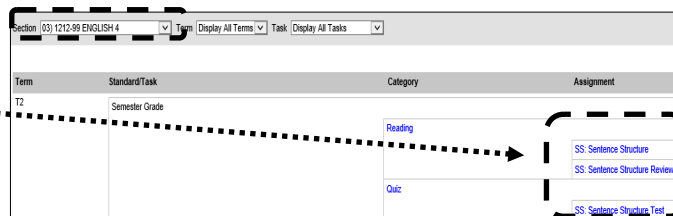


Assignment List: 124-98 ELA 7

GB Seq	Assignment Name	Score	*Assigned	*Due
1.00	TIG: Treasure Island	Score	03/18/2015	03/18/2015
2.00	GRT1: Grammar Review for Treasure Island	Score	03/17/2015	03/19/2015
1.00	GT1: Grammar Test	Score	04/13/2015	04/13/2015
1.00	GT1: Grammar Test	Score	04/13/2015	04/13/2015
2.00	GRT12: Grammar Review for Treasure Island 2	Score	04/13/2015	04/15/2015

## Creating Assignments -Assignment Overview

- Select **Assignment Overview** from the Action Bar.
- Existing Assignments are displayed for the Section Selected.
- Click on an Assignment and the following window opens.



Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq
1212-99 ENGLISH 4	T2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/14/2015	04/14/2015	1.00

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

☒ Align to Grade Book

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier

Delete Copy New

- Click on **New**.

- The **Assignment Editor** window opens.
- Add all pertinent information.
- Click **Save**.

Assignment Detail

\*Name

SS: Sentence Structure

\*Abbreviation

SS

Add Notes

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due
1212-99 ENGLISH 4	T2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/14/2015	04/14/2015

## Copying Assignments

Assignments are copied through an individual assignment or through the Planner for multiple assignments.

### Copying an Individual Assignment - Grade Book

Path: Campus Instruction > Grade Book

- Select **Grade Book** from the Action Bar.
- Click on the **Settings** tab.
- Select **Assignment List**.
- The **Assignment List** window opens displaying all Assignments already created for the Selected Section.
- Select the Assignment to be copied, and click on the Blue Link.
- The **Assignment Editor** window opens displaying all of the characteristics of the selected assignment.
- Click on **Copy**.
- A **Copy** of the selected Assignment is created and **Copy of** is added to the name.
- Modify the Name and Abbreviation.

Assignment List: 1212-99 ENGLISH 4

All	Submission Allowed	Online Assessment	Aligned to Grade Book	Unaligned
*GB Seq	Assignment Name	Score	*Assigned	*Due ▲
1.00	SS: Sentence Structure	Score	04/14/2015	04/14/2015
1.00	SS: Sentence Structure Review	Score	04/21/2015	04/21/2015
1.00	SS: Sentence Structure Test	Score	04/28/2015	04/28/2015

Name: Sentence Structure

Abbreviation: SS

Add Notes

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/>	T2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/14/2015	04/14/2015	1.00	No Groups

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

☒ Align to Grade Book

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier

Delete Copy New Score Save Close

Name: Copy of Sentence Structure

Abbreviation: SS

Add Notes

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due
<input checked="" type="checkbox"/>	T2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/14/2015	04/14/2015

- Update the Assigned and Due Dates.
- Click **Save**.

### Copying an Individual Assignment - Assignment Overview

Path: Campus Instruction > Assignment Overview

- Select **Assignment Overview** from the Action Bar.
- Select the Assignment to be copied, and click on the Blue Link.
- The **Assignment Editor** window opens.
- Click on **Copy**.
- A **Copy** of the selected Assignment is created and **Copy of** is added to the name.
- Modify the Name and Abbreviation.
- Update the Assigned and Due Dates.
- Click **Save**.

Section: 03) 1212-99 ENGLISH 4 Term: Display All Terms Task: Display All Tasks

Standard/Task	Category	Assignment
Semester Grade	Reading	SS: Sentence Structure SS: Sentence Structure Review
	Quiz	SS: Sentence Structure Test

## Copying Assignments Continued

### Copying Individual Assignments - Planner

Path: Campus Instruction > Planner

- Select **Planner** from the Action Bar.
- Click **My Curriculum** to open the **Curriculum Planner**.
- Click on a Section from the list.
- The **Assignment Copier** window opens. Choose View Assignment List.
- The **Assignment List** window opens.
- Select the Assignment to be copied, and click on the Blue Link.
- The **Assignment Editor** window opens
- Click on **Copy**.
- A **Copy** of the selected Assignment is created and **Copy of** is added to the name.
- Modify the Name and Abbreviation.
- Update the Assigned and Due Dates.
- Click **Save**.

124-99 ELA 7   E. OTIS VAUGHN MIDDLE SCHOOL Period 01, Students: 8
134-99 ELA 8   E. OTIS VAUGHN MIDDLE SCHOOL Period 02, Students: 8
1212-99 ENGLISH 4   RENO HIGH SCHOOL Period 03, Students: 10

124-99 ELA 7
<b>Assignments</b>
<a href="#">View assignment list</a>
<a href="#">Categories</a>
<a href="#">Add new assignment</a>
<a href="#">Copy assignments to this section</a>
<a href="#">Copy assignments from this section</a>

Assignment List: 124-99 ELA 7					
All	Submission Allowed	Online Assessment	Aligned to Grade Book	Unassigned	
*GB Seq	Assignment Name	Score	*Assigned	*Due	
1.00	TM: Treasure Island	Score	03/18/2015	03/18/2015	
2.00	GRT1: Grammar Review for Treasure Island	Score	03/17/2015	03/18/2015	
1.00	GT1: Grammar Test	Score	04/13/2015	04/13/2015	
1.00	GT1: Grammar Test	Score	04/13/2015	04/13/2015	
2.00	GRT2: Grammar Review for Treasure Island 2	Score	04/13/2015	04/15/2015	

### Copying Multiple Assignments - Planner

Path: Campus Instruction > Planner

- Select **Planner** from the Action Bar.
- Click **My Curriculum** to open the **Curriculum Planner**.
- Click on a Section from the list.
- The **Assignment Copier** window opens.
- If you teach at multiple schools, the **Curriculum Planner** will display all sections from your schools.
- Select Copy Assignments to or from this section.
- **Assignments** can be copied between the same school year, different school years, and different sections.
- Once the **Copy From** section is selected the Assignments in the section are displayed.
- Click on the Assignments from the **Source Section** that you want to Copy to the **Destination Section**.
- Click **Next**.
- Change the **Grade Book Alignment** if desired. The dropdown list includes all Grading Tasks/Standards available.
- **Update** the Assigned and Due Dates.
- Click **Copy** to finish copying the Selected Assignments.

Curriculum Planner: Thursday, April 16, 2015					
Today		<	>		
124-99 ELA 7   E. OTIS VAUGHN MIDDLE SCHOOL Period 01, Students: 8					
134-99 ELA 8   E. OTIS VAUGHN MIDDLE SCHOOL Period 02, Students: 8					
1212-99 ENGLISH 4   RENO HIGH SCHOOL Period 03, Students: 10					
124-999 ELA 7   BILLINGHURST MIDDLE SCHOOL Period 03, Students: 16					

<b>Assignments</b>
<a href="#">View assignment list</a>
<a href="#">Categories</a>
<a href="#">Add new assignment</a>
<a href="#">Copy assignments to this section</a>
<a href="#">Copy assignments from this section</a>

The Assignment Copier is used to copy Assignments from one section to another.

Copy From: 14-15 06) 214-999 MATH 7 14-15 E. OTIS VAUGHN MS (A) 01) 124-99 ELA 7 <b>02) 134-99 ELA 8</b> 04) 124-98 ELA 7 14-15 RENO HIGH SCHOOL (Main) 03) 1212-99 ENGLISH 4 04) 1324-99 CREATIVE WRITNG	Copy To: 15-16 BILLINGHURST MS (1) <b>01) 134-99 ELA 8</b> 02) 451-99 FRENCH 1 05) 607-99 ADV BAND 15-16 CAUGHLIN RANCH ES (Main) AM) 001E-99 AM ATTENDANCE C) 110E-99 G1: ELA C) 140E-99 G1: SOCIAL STUDIES
Type: All	
Number of Assignments: 1 of 1	
<input checked="" type="checkbox"/> Assignment Name <input checked="" type="checkbox"/> TMG: Time Machine 03/18/2015	Number of Assignments: 0

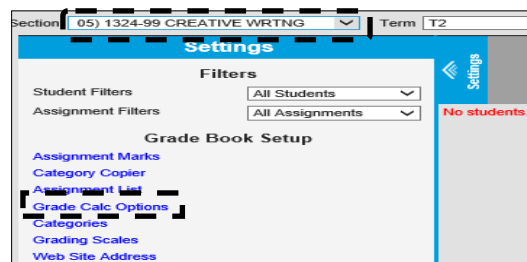
Copy from 134-99 ELA 8 to 134-99 ELA 8

<input checked="" type="checkbox"/>	Assignment Name	Grade
<input checked="" type="checkbox"/>	TMG: Time Machine	Standards Grading Tasks - Semester Grade - Overall Grade <b>- Overall Grade &gt; Literary Novels**</b> - Behavior - Work Ethic - Academic Warning

# Setting Grading Scales for High School

PATH: Campus Instruction > Grade Book > Settings > Grade Calculation Options

- Select which **Section** to set the **Grading Scale** for.
- Click **Grade Book** on the Action Bar and click on the **Settings Tab**.
- Select **Grade Calc Options**



**Grade Calculation**

This section requires one or more of the following:

- Creation of new records based on changes in the Course/Section
- Removal of duplicate records (this is not common)

Click Continue to process the required records and open the Grade Calculation Options.

- If this message displays, Click on **Continue**.

- Click on **Show All**.
- Choose **In Progress Grade** from the Fill Calculation Type drop down list.
- The **Grading Scale** drop down list opens up.
- Select the **Middle School/High School** grading scale for all Grading Tasks.
- If a different **Grading Scale** is needed for a specific task, Click the Drop Down Arrow under Grading Scale and make a different selection.

Fill Calculation Type


In Progress Grade

\*Grading Scale:

Middle School/ High School

☐ Weight Categories

☐ Use Score's % Value

- Click on the  located next to the grading scale to display the Grading Scale Detail.
- Check the **Weight Categories Box** to assign a specific percentage of the *overall grade* to a Category.



T2 Semester Grade

Type:

In Progress Grade

\*Grading Scale

Middle School/ High School

☐ Weight Categories

☐ Use Score's % Value

- The **In Progress Grade, Grading Scale, Weight Categories or Use Score's % Value** selections **Auto Fill** for all Grading Tasks.
- Click **Save**.
- Repeat this process for each section

## How Scores Calculate

- When using **Points** to score an assignment, the grading scale defines the grade based on the percent of total points earned out of points possible.
- If **Use Score's % Value** is selected, the Grade Book calculates the percentage of each score, and then calculates the In Progress grade based on those percentages, rather than on the points earned.
- Calculation when the **Use score's % value** is not checked.

Assignment 1 = 20/20      Assignment 2 = 50/100. 70/120 = 58.3%

- Calculation when **Use Score's % Value** is checked .

Assignment 1 = 20/20 =100%      Assignment 2 = 50/100 = 50%      100% + 50% divided by 2 equals 75%

Path: Campus Instruction > Grade Book

- **Assignments** are scored in the Grade Book. The Grade Book view that opens is based on the *Section, Term and Task* selected.

- The **Term** selected filters which Assignments display in the Grade Book to be scored.

- The **Task** selected filters the Assignments displayed in the Grade Book based on the Scoring Alignment.

- Click in the **Score Field** and enter the **Points** earned.

- Use the *Arrow Keys*, *Tab* and *Enter* to navigate the *Score Cells*.

- Inactive Assignments display with an **Asterisk**. If scores are entered for these assignments, the score is not included in the *Grade Calculation*.

- Access additional scoring functions by clicking the **Chevron Tab** on the *Header* or in the *Scoring Grid* or by using the **ALT A** key command.

- Within the expanded view, you can enter Comments for Scores, Add Flags to Scores, and apply different scoring options, like Filling and Multi Score.

- If a Comment is entered on a score, a red indicator displays in the top right corner of the score grid. Hovering over the score displays the comment.

- Click a **Flag** in the assignment header to mark all assignments with that flag.

- Mark the checkbox to fill **Scores** or **Comments** or both.

- Enter the **Score** and/or **Comment** to add.

- Select which students should be given the score and/or comment.

- Click **Fill** to fill scores and/or comments.

- The Score Interface can also be displayed by clicking on **Score** at the bottom of any existing assignment.

Section 03 1212-99 ENGLISH 4		Term T2	Task	Semester Grade
<div> <div>Save</div> <div>Students</div> </div>	<div> <div>SS</div> <div>Seq: 1.00</div> <div>Due: 04/14</div> <div>Reading Points: 35</div> </div>	<div> <div>SS</div> <div>Seq: 1.00</div> <div>Due: 04/21</div> <div>Reading Points: 35</div> </div>	<div> <div>SS</div> <div>Seq: 1.00</div> <div>Due: 04/28</div> <div>Quiz Points: 35</div> </div>	
12 ACUNA, ALEXYS...	20			
10 BARNARD, WILLI...	10			
10 BARTL, CHASE A	30			
11 DE LA ROSA	32			
10 DE LUCCO, MEGA...	15			
11 HOKANSON, RO...				
12 MURPHY, BENJA...				
09 NEBESKY, BENJ...				
10 SMITH, SOPHIA L				
11 ZHENG, TAYLOR M				

[illegible]

## Fill Scores/Comments

SS: Sentence Structure Review

Select items to fill:

☒ GT1: Semester Grade

33

☒ Comment

Review held in class

Select students:


All  
Empty  
Present & Empty

Att 04/21	GT1 (35 pts)	Dr	Assignment Comments
	<input type="text" value="33"/>	<input type="text" value="Dr"/>	<input type="text" value="Review held in class"/>
	<input type="text" value="33"/>	<input type="text" value="Dr"/>	<input type="text" value="Review held in class"/>
	<input type="text" value="33"/>	<input type="text" value="Dr"/>	<input type="text" value="Review held in class"/>
	<input type="text" value="33"/>	<input type="text" value="Dr"/>	<input type="text" value="Review held in class"/>

23

# Posting Grades High School

Path: Campus Instruction > Grade Book

- Open the **Grade Book**.
- Click on the **Chevron Tab**  on the header to extend or contract the **Grading Area**.

- Select the **Section and Task** for posting grade.

Section: 03) 1212-99 ENGLISH 4 Term: T2 Task: Semester Grade

- The **Semester Grade** task is used to post **All** High School grades.

Grade Totals	Posted			In Progress				Categories		SS	SS
	Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Post Grade	Reading	Quiz	Seq: 1.00 Due: 04/14 Reading Points: 35	Seq: 1.00 Due: 04/21 Reading Points: 35
				50	70	71.42 %	C	71.42 %		20	30
				35	70	50.00 %	F	50.00 %		10	25
				30							
				67							
				15							

- Click the **Orange Post** button to open the **Post Grades Window**.

- This window shows the **Source** and **Destination** of the grades you are posting.

- Change the **Destination Task** to post grades to a different task such as **Academic Warning or Progress Grade**.

- Click **OK** to copy grades from the **In Progress** columns to the **Posted section**.

- When **Grades** are posted from one task to another, the destination task opens showing the posted grades.

- Enter comments in the **Report Card Comments** column or click the **CC** link to open the comments window.

Posted			
Percent	Grade	Rpt Crd Comments	Fill
71.42 %	C		CC
50.00 %	F		CC
42.85 %	F		CC

- Enter comments in any of the following ways:
- Enter text in the **Preview** text box.
- Enter a numeric **Code** for the comment and click **Add**.
- Mark the checkbox next to the **Canned Comment**.
- As you add **Comments**, they appear in the **Preview** box where you can modify as needed.
- Click **Add Comments**.
- Click **Fill** to add **Comments** to all students or students without **Comments**.
- Enter the **Comments** and select who should receive the **Comments**.
- Click **Fill**.
- Click **Save** to save **Posted Grades and Comments**.

**Post Grades**

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: T2

Task: Semester Grade

Post to:

Term: T2

Task: Semester Grade

Post to:

Term: T2

Grading Tasks

- Semester Grade
- Academic Warning 3
- Academic Warning 4
- Progress Grade
- Citizen in Action

Term: T2 Task: Progress Grade

Percent	Grade	Rpt Crd Comments	Point
71.42 %	C		
50.00 %	F		
42.85 %	F		

**Canned Comments**

Add report card comment(s) for T2 / Progress Grade

Report Card Comment - Preview

Selection Method

Enter Code(s):  **Add**

Choose Comment(s):

- ☐ 1: Needs Improvement in turning assignments in on time
- ☐ 2: Needs improvement in observing classroom rules
- ☐ 3: Needs improvement in observing playground/lunchroom rules
- ☐ 4: Needs improvement in following directions
- ☐ 5: Needs improvement in having a respectful attitude
- ☐ 6: Needs Improvement in working independently
- ☐ 7: Needs Improvement in working neatly

**Fill: Comment**

Applies the same value to multiple students

☒ Comment

Needs Improvement in turning

Students

All

Empty

**Canned Comments**

Selection Method

Enter Code(s):  **Add**

Choose Comment(s):

- ☒ 1: Needs Improvement in turning assignments in on time
- ☐ 2: Needs improvement in observing classroom rules
- ☒ 3: Needs improvement in observing playground/lunchroom rules
- ☐ 4: Needs improvement in following directions
- ☐ 5: Needs improvement in having a respectful attitude
- ☒ 6: Needs Improvement in working independently



## Grading by Task

Path: Campus Instruction > Post Grades

Using the **Post Grades** tool, Grades can be posted by Task or Student.

### Posting by Task

- Select a **Task** from the dropdown list.

- Enter a **Percent** and select a **Grade** from the dropdown list.
- Enter any **Comments** for the report card using the **Text Box** or by clicking **Add** to access the Canned Comments window.

- Click **Save** to post grades after all **Grades** and **Comments** have been added.

### Fill Options

- Click on **Fill Percent, Grade, Comment** to open the Fill window.

- Enter a **Percentage**.
- Select a **Grade** from the drop down list.
- Enter **Comments**.
- Select which students you want to **Fill** the Grades and Comments for. All Students, or Students where the fields are empty.
- Click **Fill** when finished.

Posting by Student

- Click **Post by Student**

Section

03) 1212-99 ENGLISH 4

Term

T2

Save

Post by Student

Fill Percent, Grade, Comment

- Select a **Student** from the dropdown list.
- All Standards and Tasks aligned to the section appear.
- Enter a **Percent** for the Grading Task.
- Enter a **Grade** from the dropdown list.
- Enter **Comments** for the report card using the text box or by clicking **Add** to access the Canned Comments window.
- Click **Add Comment**.
- Click **Save** when finished to Post Grades and Comments.

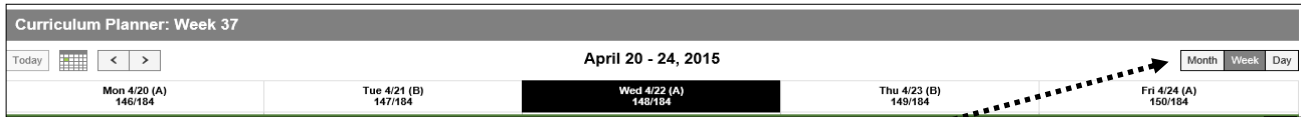
Term	Standard/Grading Task	Percent	Grade	Report Card Comments	Canned C
T2	Semester Grade				Add
T2	Academic Warning 3				Add
T2	Academic Warning 4				Add
T2	Progress Grade				Add
T2	Citizenship Grade				Add

# Planner

## View and Manage Your Schedule

Path: Campus Instruction > Planner

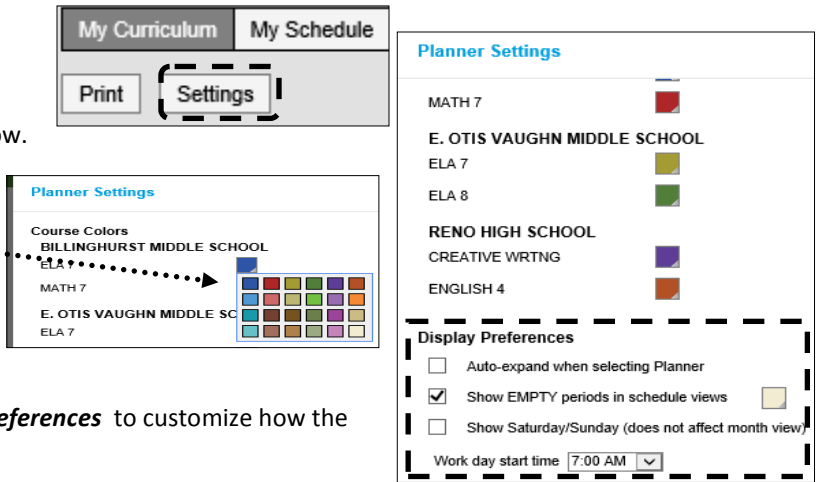
**Calendar Options** in the header appear for both the **Schedule View** and the **Curriculum View**



- The View of the calendar can be toggled between **Month**, **Week** or **Day**.
- Use the arrows on the left side of the Header to advance or go back from the current view.
- Click the Calendar Icon to select a specific day.
- Click on **Today** to return to current day.

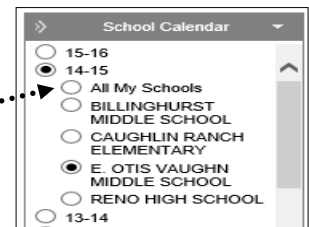
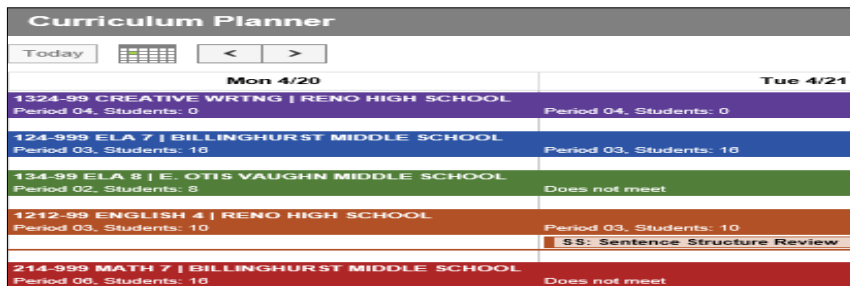
### Planner Settings

- Click on **Settings** to open the Planner Settings window.
- Click on the **Default Color** displayed for the courses in your schedule to open the Color Selection options and choose a new color.
- Multiple sections of the same course are displayed as the same color on the Planner.
- Mark the appropriate check boxes under **Display Preferences** to customize how the Planner displays.
- Auto-Expand** causes the Planner to fully expand to the open screen space.



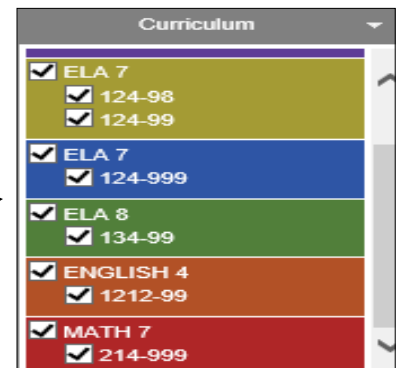
### School Calendar Selection

- Each **Year** and **Calendar** that you have rights to display in the School Calendar list.
- Select which **Schedule** you'd like to view.
- Select **All My Schools** to view all of your sections across schools.



The **Curriculum Window** opens and lists the **Schedule/Schedules** you have chosen to view.

Click **On/Off** the checkbox to remove a course from the Planner View.



## Planner Continued

### To Do List

- The **To Do List** allows you to list tasks and mark them off as they are completed.
- To **Add** a New Task click on **Add Task**.
- Enter **Name** for task and hit Enter.
- Click the **Box** next to a **Task** to move it to the **Completed** list.
- To move a task back to the **Active List**, mark the **Checkbox** for the task in the Completed Tab.
- Click **Clear Completed** to remove all completed items from the list.

The screenshot shows a 'To Do List' window with two tabs: 'Tasks (0)' and 'Completed'. Below the tabs is a text input field and an 'Add Task' button at the bottom.

The screenshot shows the 'To Do List' window with the 'Completed' tab selected. It displays a task: 'Vaugh Teacher Training March 18th 4:30pm' with an unchecked checkbox to its left. A 'Clear Completed' button is at the bottom.

### Schedule View

Path: Campus Instruction > Planner > My Schedule

- The **Schedule View** of the Planner shows all of your sections, based on the School and Calendar Options selected.

EMPTY Period 02
ENGLISH 4 Period 03 Students: 10
CREATIVE WRITING Period 04 Students: 0

- Hover over a **Section** to see additional information.

8AM	
	1212-99 ENGLISH 4 9:30 - 10:20, Period 03 Students: 10
10AM	ENGLISH 4 Period 03 Students: 10

- Click on the **Students: #** line on any day to view a student list, which will include any scheduled absences.

Period 03, Students: 10

- Click on **Print** to print the Student List.

1212-99 ENGLISH 4 (10) Tuesday, April 21, 2015 Period: 03	
Class Roster (10)	
12	
10	
10	
11	
10	
11	
12	
09	
10	
11	

14-15 RENO HIGH SCHOOL	305 BOOTH STREET, RENO NV 89509
Generated on 04/22/2015 09:18:08 AM	Section: 1212-99 ENGLISH 4
Page 1 of 1	Date: Tuesday, April 21, 2015
	Period: 03
	Students: 10
Present/Absent List	
Class Roster (10)	
12	
10	
10	
11	
10	
11	
12	
09	
10	
11	

## Planner Continued

### Curriculum View

Path: Campus Instruction > Planner > My Curriculum

- The **Curriculum** view of the **Planner** shows Assignments in each of your sections based on the School and Calendar Options selected.

Mon 4/20 157/195	Tue 4/21 158/195
1212-99 ENGLISH 4	
Period 03, Students: 10	Period 03, Students: 10
	SS: Sentence Structure Review
1324-99 CREATIVE WRITNG	
Period 04, Students: 0	Period 04, Students: 0

- This view gives you the opportunity to view all Assignments by week or day, and to Modify as needed.
- The **Curriculum** option displayed on the right allows you to select which **Sections** display.
- The bar for each **Assignment** runs from the Assigned Date to the Due Date.

Tue 4/21 158/195	Wed 4/22 159/195
Period 03, Students: 10	Period 03, Students: 10
SS: Sentence Structure Review	

Curriculum

☒ All

☒ CREATIVE WRITNG

☒ 1324-99

☒ ENGLISH 4

☒ 1212-99

- Click on the Assignment Name to view and **Modify** the Assignment.
- Assignments can also be **Modified** by clicking on the **Assignment** and dragging it to a New Day within the Same Section.
- Assigned and Due Dates** update automatically based on the Date Range where the **Assignment** is placed.
- Click the **Add** button to Create a New Assignment.
- Click on the **Period #, Students: #** line on a day to view a student list, which includes any scheduled absences.
- Print this list if desired.
- Click on the Name of a **Section** to open additional options.
- Click on the name of an **Assignment** and then click **Score** to Score the Assignment from the Planner.

Name

Sentence Structure Test

Abbreviation

SS

Add Notes

Section Placement

Section	Term	Active	Campus Portal	Assigned	Due
<input checked="" type="checkbox"/> 1212-99 ENGLISH 4	T2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/28/2015	04/28/2015

Name

Sentence Structure Review

Abbreviation

SS

Add Notes

Section Placement

Section	Term	Active	Campus Portal	Assigned	Due	GB Seq	Student Gr
<input checked="" type="checkbox"/> 1212-99 ENGLISH 4	T2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/23/2015	04/24/2015	1.00	No Groups

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

☒ Align to Grade Book

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	Total Points	Multiplier

Delete Copy New Score

Att	GT1	Dr	Assignment Comments	T	M	L
04/28	(35 pts)					
30	Dr			T	M	L
25	Dr			T	M	L
	Dr			T	M	L
35	Dr			T	M	L
	Dr			T	M	L
	Dr			T	M	L