Washoe County School District

Every Child, By Name And Face, To Graduation

CAMPUS INSTRUCTION HIGH SCHOOL

User Guide

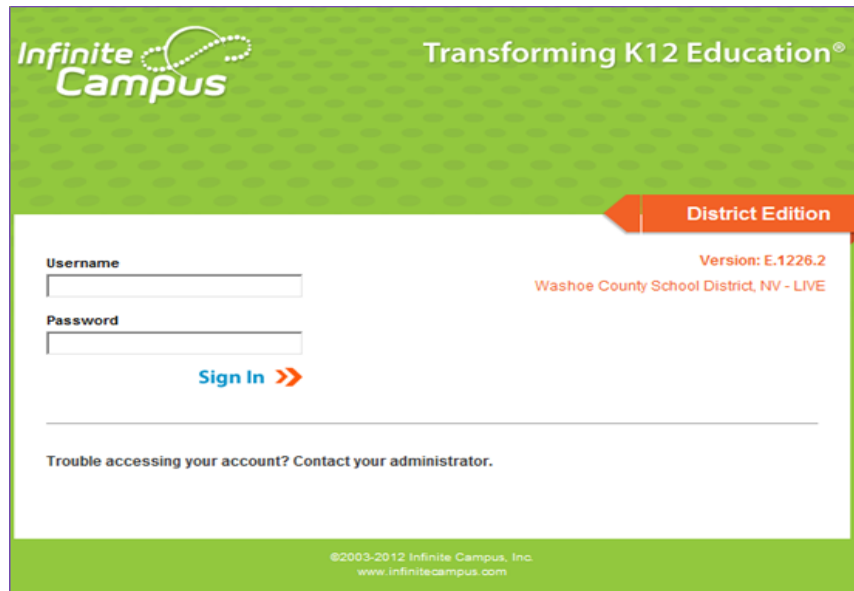# Table of Contents

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.
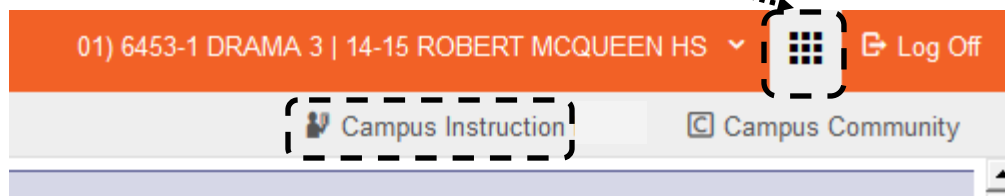

- Enter the user name and password provided to you by the district.
- Click **Sign In**.

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

Campus Instruction   MICHELLE   14-15 RENO HIGH SCHOOL   ⊞   ⊡ Log Off

- 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

  Select Context
  Year
  14-15
  School
  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 ⊡ **Log Off** 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 a*n Orange Number* next to the message type indicating how many *Messages* are new/unread.
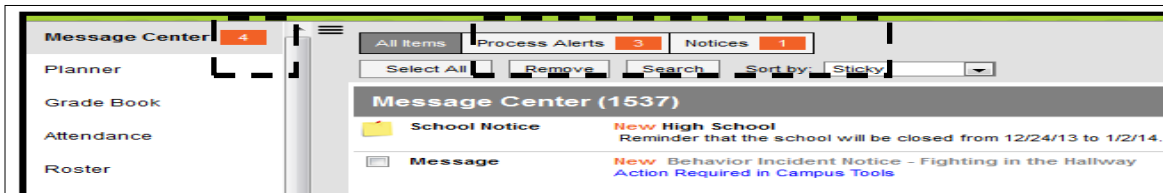
- Once the *Messages* are read, the number disappears.

- *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 Message*s 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.
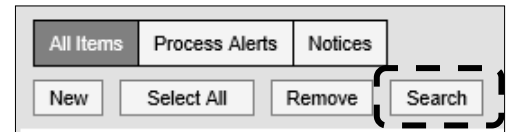
Rosters

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*

C) 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.

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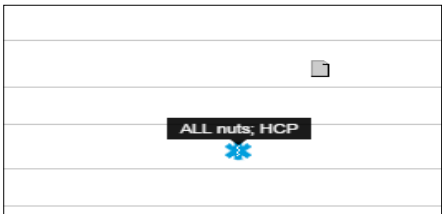
- The **Report Options** will print out a report based on the options selected.

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
	Cell: (775)
	Sibling
	14-15 ROBERT MCQUEEN HS (12)

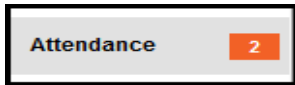**Non-Household Relationships**

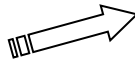|	
Other Contacts:	Emergency Contact * Contact 1

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 the 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.

Excused for a college visit.	AE

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.

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

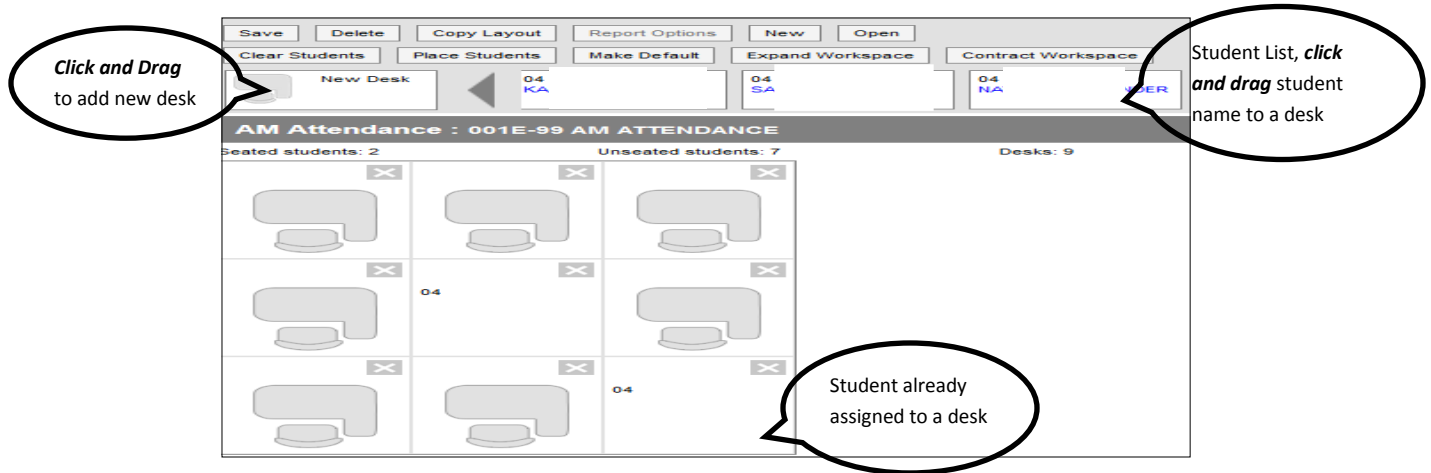Vertical space between desks
1 desk

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*.
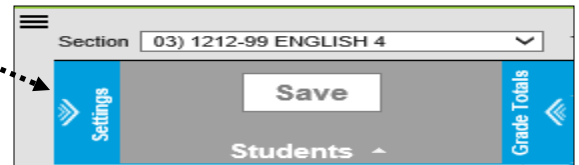
Filtering and Sorting the Grade Book

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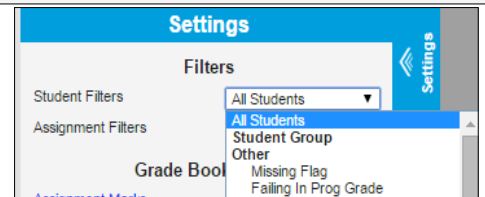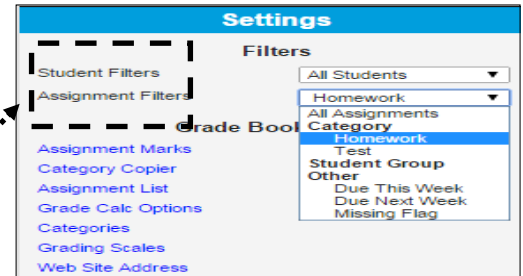
- The **Grade Book** view can be limited to a *Single Student* by choosing the student from the drop down list. This is useful when meeting with the student or parents during a conference to show the student's progress and scores directly in the Grade Book.

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*.
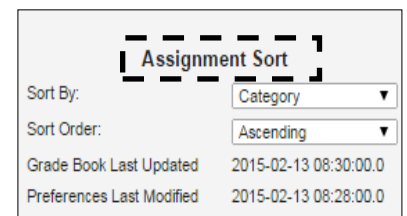
Sorting Students

- **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.
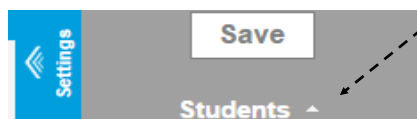
Grade Book Settings Continued

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.
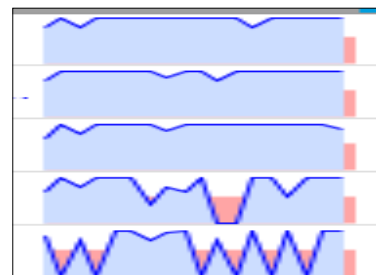
Pass/Fail Coloring for Grades

- 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	☐	☐
1	Literature	0.0	☐	☐
2	Fictional Text	0.0	☐	☐

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.

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

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

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

Category List

Sequence ▲	Category	*Weight	Exclude	Drop Lowest (%)
0	Quizzes	0.0	☐	☐
1	Classwork	0.0	☐	☐

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.

- **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.
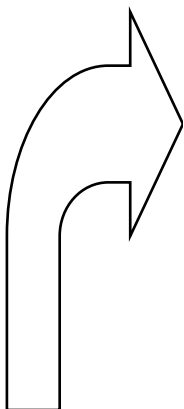
Deleting a Category (Grade Book)

- 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.

- 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.*

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

| Today | | < | > | **February 9 - 13, 2015** | | Month | Week | Day |

Mon 2/9 (4) 107/184	Tue 2/10 (2) 108/184	Wed 2/11 (7) 109/184	Thu 2/12 (5) 110/184	Fri 2/13 (3) 111/184
124-999 ELA 7 Does not meet	Period 03, Students: 16	Period 03, Students: 16	Does not meet	+ Add Period 03, Students: 16
214-999 MATH 7 Period 06, Students: 16	Period 06, Students: 16	Does not meet	Period 06, Students: 16	+ Add Period 06, Students: 16

- Click on one of the **Sections** to open the **Section Information** window**.**

- Click on **Categories.** The **Category List** window opens.

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

Category List

Sequence ▲	Category	*Weight
1	Homework	0.0
2	Test	0.0

- Click the **Add** button at the bottom right hand corner.

- The **Category Detail** window opens.

Category Detail

*Name

*Weight
0.0

Sequence
0

☐ Exclude from Calculation
☐ Drop Lowest Score (%)
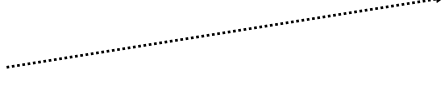
Category Placement
Select which Sections will use this category

Teachers	Section	Term	☐
HIBBITT, MICHELLE ANN	124-999 ELA 7	T3, T4	☐

Select which Grading Tasks will use this category

Grading Task	☐
Semester Grade	☐
Overall Grade	☐

Save Delete Close

- 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.

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.

- Click on the <u>Blue</u> Link of the **Category** to be deleted.

- The **Category Detail** window opens.

- 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.

- 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.

Creating Assignments - Grade Book

Assignments can be created in three different places in Campus Instruction, the *Grade Book,* the <u>Curriculum view</u> 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 <u>Action Bar</u>

- Click *Add* or *ALT N* (Keyboard command) to create an <u>Assignment</u>.
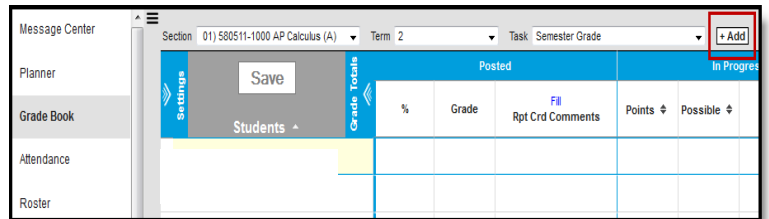
<p align="center">OR</p>

- Click on *Assignment List* under <u>Grade Book Setup</u> and select *Add Assignment.*

- The *Assignment Editor* window opens.

- Enter a *Name* and *Abbreviation* for the <u>Assignment.</u>

- Click on *Add Notes* to add <u>Assignment Notes</u> viewable only by you.

- Click on the <u>Sections</u> which receive the <u>Assignment.</u>

- When marked the *Active Checkbox* will calculate the <u>Assignment.</u> *Uncheck* if <u>Assignment</u> should not be included in calculating the <u>Student's Score.</u>

- *Campus Portal* when marked displays the <u>Assignment</u> in the Portal. Unmark *Campus Portal* if you do not want the <u>Assignment</u> to appear in the Portal.

- The *Assigned Date, Due Date* and *GB Seq* auto-populate and are required fields.

- The *Due Date* determines which <u>Term</u> the <u>Assignment</u> is scored in.

- *GB Seq* determines the order the <u>Assignments</u> appear in the <u>Grade Book</u>.

- Add a *Student Group* to give the <u>Assignment</u> only to students in the <u>Student Group.</u>

- Uncheck *Align to Grade Book* if the <u>Assignment</u> should not appear in the <u>Grade Book.</u>

- Select which *Standards* and/or *Grading Tasks* apply to the <u>Assignment.</u>

- Select at least one <u>Category</u> for each aligned <u>Assignment.</u>

- Select *Points* as the <u>Scoring Type.</u>

- Enter *Total Points* for <u>Assignment.</u>

- Click on any of the <u>Blue Hyperlinks</u> to open the *Description, Objectives or References* box.

- All information added, will be displayed on the **Portal**.

- Click *Save.*

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.**

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.

- Click on **New.**

- The **Assignment Editor** window opens.

- Add all pertinent information.

- Click **Save.**

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._

- 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.**

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.**

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.*

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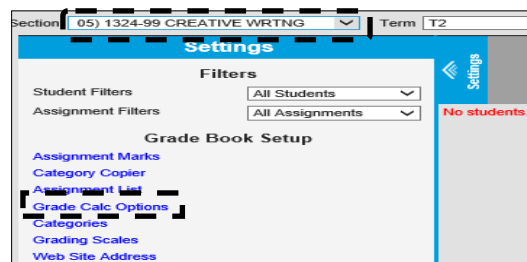
- If this message displays, *Click* on **Continue**.

- 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.

- *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*.

- 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%

Scoring Assignments

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.

Posting Grades High School

Path: *Campus Instruction > Grade Book*

- Open the **Grade Book.**

- Click on the **Chevron Tab** [image] on the header to extend or contract the **Grading Area.**

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

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

- 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.

- 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.*

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*

- 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.*
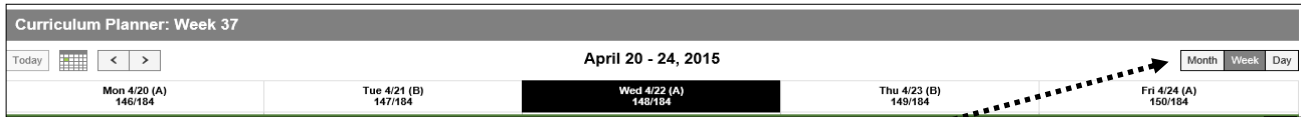
- Click *Save* when finished to *Post Grades and Comments.*

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.
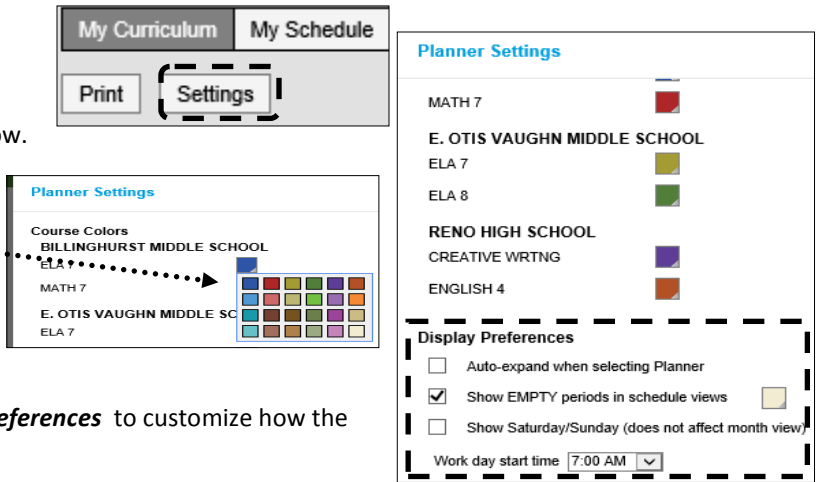
School Calendar Selection

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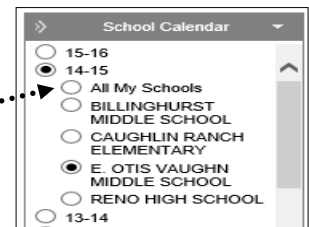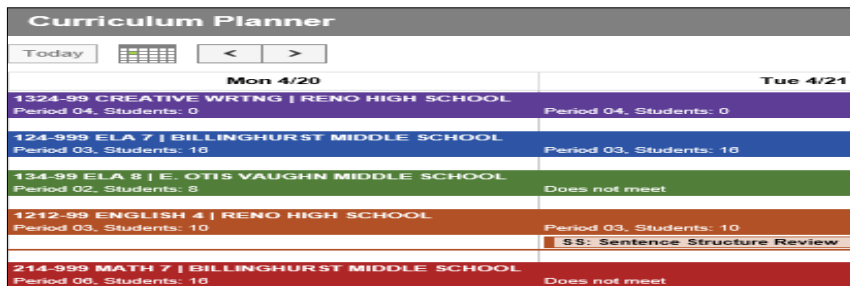
The **Curriculum Window** opens and lists the **Schedule/Schedules** you have chosen to view.

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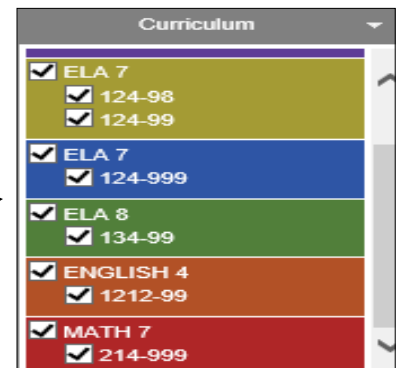
Planner Continued

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.

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.

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

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

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

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 WRTNG	
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	

- 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.*