



Admin User Guide

November 2008

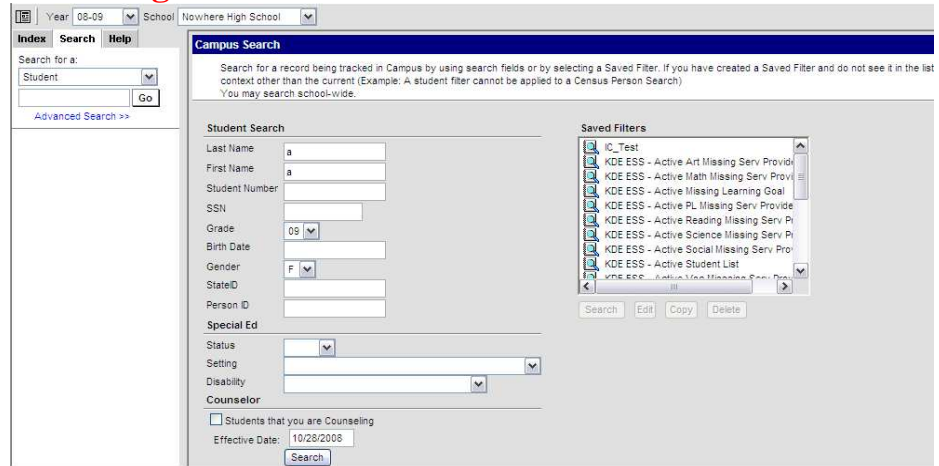
Questions???

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1. From the Index, expand the Student Information folder by clicking on the plus (+) sign.
2. Select the General folder.
3. Enter search criteria in the Search tab by entering a student's last name and clicking the Go button, or by using the Advanced Search and entering more specific information in the gray search area to the right. Click the Search button when finished.
4. A list of students that matched the input criteria will appear in the Search index on the left.
5. Click on any student name.

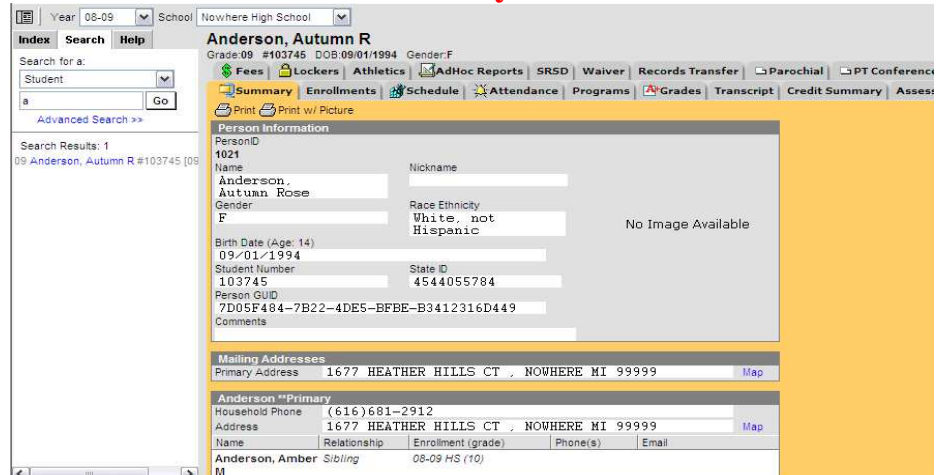
Searching for a Student



There are several tabs in the general student information area. Below is a summary of what each tab is and what information is found on that tab.

The Summary tab is an overview of that student's contact and demographic information. Data on this screen cannot be modified here. If changes need to be made, the information needs to be updated in Census.

Viewing Student Information Summary Tab



The Enrollment tab provides a listing of the student's enrollment history in the district, listing the school that was attendend, the start and end dates and start and end status, and the grade level.

Click on the grade book icon to bring up more detailed enrollment information.

Enrollment Tab

Grade	Type	Calendar	Start Date	End Date
09	P	08-09 HS	09/02/2008	
Start Status: 01 From public school, same district End Status:				
8	P	07-08 MS	09/04/2007	
Start Status: 01 From public school, same district End Status:				
7	P	06-07 MS	09/05/2006	
Start Status: 01 From public school, same district ENROLLED End Status:				

The Schedule tab lists the courses in which the student is enrolled for a particular term and period. Users will also be able to see what sections the student has dropped throughout the year. These are indicated by the red drop dates.

Click on the grade book icon to view grade specific information.

Schedule Tab

	Term Tri1 (09/02/08-11/21/08)	Term Tri2 (11/24/08-03/04/09)	Term Tri3 (03/05/09-06/04/09)
1	502A-5 Geometry A Mikusickak, Sherry L Rm: C306	460-3 Ph Sc Pchem Gabriele, Karen J Rm: C304	900B-6 Phys Ed/Health Abraham, Jaym S Rm: Gym
2	900A-6 Phys Ed/Health Hudson, Michael J Rm: Gym	502B-9 Geometry B Vansee, Jodi L Rm: C302	851-5 Meet the Artist Corcoran, Laura Rm: C306
3	551-1 Pers Living: Life 101 Kruger, Karim M Rm: D405	403B-9 US Studies Denhof, Kara A Rm: B215	451-4 Ph Sc Pphys Cantwell, Marjori J Rm: B204
4	350-3 Intro to Lit Doupe, Michael E Rm: B216	319A-3 Spanish I Jensen, Jay R Rm: B212	319B-4 Spanish I Jensen, Jay R Rm: B212
5	403A-8 US Studies Denhof, Kara A Rm: B215	351-6 Intro to Research Doupe, Michael E Rm: B216	850-4 Design Basics Gundersen, Scott J Rm: C306
	ACT 001-0 Student Council Robinson, Robyn L	ACT 001-0 Student Council Robinson, Robyn L	

The Attendance tab lists the student's attendance history for all enrollments related to the current year's enrollment.

The left column provides a summary of the student's absences and tardies by term. The right column lists the absences and tardies by date.

Attendance Tab

Term	Instructional Days	Present Days	Activity	T			
Term Tri1 09/02/2008 - 11/21/2008	59	58.2					
Period	1	2	3	4	5	Activity	T
Absent	2	2	0	0	0		4
Early Release	0	0	0	0	0		0
Tardy	0	0	0	1	0		1
Term Tri2 11/24/2008 - 03/04/2009	60	60					
Period	1	2	3	4	5	Activity	T
Absent	0	0	0	0	0		0
Early Release	0	0	0	0	0		0
Tardy	0	0	0	0	0		0
Term Tri3 03/05/2009 - 06/04/2009	58	58					
Period	1	2	3	4	5	Activity	T
Absent	0	0	0	0	0		0
Early Release	0	0	0	0	0		0
Tardy	0	0	0	0	0		0

Date	Period					Activity
	1	2	3	4	5	
09/24/2008 Wed	P	P	P	P	P	
09/22/2008 Mon			EA			
09/10/2008 Wed				OR		
09/09/2008 Tue			OR	OR		
09/08/2008 Mon		EA				

The Programs tab is used as a custom tab. Here, districts can list information that is specific to the district for each student. The items that are available for listing are first created in the System Administration section of Campus.

Programs Tab

The Grades tab lists the student's task grades (tasks are things that have the potential of being on a report card). This is a view only screen.

The grades are separated by course and by term. Users can generate report cards from this tab as well.

- To view the status of all work completed in a course, click on the grade book icon under the course name. This provides the user easy access to the detail behind the currently posted grade.

Grades Tab

Class	Task	Trimesters Tri1	Trimesters Tri2	Trimesters Tri3
500-4 Design Basics	Trimester Grade			
502A-5 Geometry A	Trimester Grade			
502B-9 Geometry B	Trimester Grade			
350-3 Intro to Lit	Trimester Grade			
351-8 Intro to Research	Trimester Grade			
851-5 Meet the Artist	Trimester Grade			
551-1 Pers Living: Life 101	Trimester Grade			
450-3 Ph Sc Pchem	Trimester Grade			

Grading Task	Trimesters Tri1	Trimesters Tri2	Trimesters Tri3
Trimester Grade	A-		
92.57%			

Assignments (25%)						
Name	Due Date	Assigned Date	Weight	Pts Poss	Score	%
Signed Syllabus	09/05/2008	09/02/2008	1.0	10.0	10	100
3 Ring Binder	09/05/2008	09/02/2008	1.0	10.0	10	100
Constitution Scavenger Hunt	09/05/2008	09/04/2008	1.0	21.0	21	100
Road to Independence Crossword	09/09/2008	09/09/2008	1.0	9.0	9	100
American Trail	09/17/2008	09/18/2008	1.0	12.0	12	100
Farm Game	09/19/2008	09/19/2008	1.0	20.0	20	100
Chapter 3 Review Sheet	09/23/2008	09/15/2008	1.0	20.0	20	100
Chapter 3 Vocabulary X-word	09/24/2008	09/23/2008	1.0	14.0	14	100
Assignments Totals				116	116	100%

The Transcript tab lists the student's historical grades. Transcripts entries are separated by grade level and year, as well as by the term in which the course was taken.

Transcript Tab

Course	Standard	Mark	GPA Value		Bonus GPA	Credit/Category	Term	Comments
			weighted	unweighted				
Edit 406A, AP Govt		B+	4.3330		1.0000	0.500 Social Studies	1-1	
Edit 406B, AP Govt		B	4.0000		1.0000	0.500 Social Studies	2-1	
Edit 406C, AP Govt		B	4.0000		1.0000	0.500 Social Studies	3-1	
Edit 407A, Psychology		B	3.0000		1.0000	0.500 Social Studies	1-1	
Edit 407B, Psychology		A-	3.6680		1.0000	0.500 Social Studies	2-1	
Edit 458A, Anatomy		B	3.0000		1.0000	0.500 Science	2-1	
Edit 458B, Anatomy		A	4.0000		1.0000	0.500 Science	3-1	
Edit 503A, Accelerated Algebra 2A		C-	1.8680		1.0000	0.500 Math	1-1	
Edit 503B, Accelerated Algebra 2B		B-	2.6680		1.0000	0.500 Math	2-1	
Edit 602A, Orchest/Stri		A	4.0000		1.0000	0.500 Fine and Performing Arts	1-1	
Edit 602B, Orchest/Stri		A	4.0000		1.0000	0.500 Fine and Performing Arts	2-1	
Edit 602C, Orchest/Stri		A	4.0000		1.0000	0.500 Fine and Performing Arts	3-1	
Edit 354, Modern Arts & Ltrs		A	4.0000		1.0000	0.500 Language Arts	3-1	
Edit 355, Eri Amer Lit		A-	3.6680		1.0000	0.500 Language Arts	3-1	
Edit 701, Production		A	4.0000		1.0000	0.500 Fine and Performing Arts	1-1	

The Credit Summary tab provides a view of student's total credits that have been recorded on the transcript.

Credit Summary Tab

Transcript Credit Summary			
Cum GPA: 3.363	Rank: 71 of 255		
	10	11	Total
Standard			
Fine and Performing Arts	0.5	2.0	2.5
Foreign Language	0.5		0.5
Math	0.5	1.0	1.5
Science	0.5	1.0	1.5
Social Studies	0.5	2.5	3.0
Language Arts		1.0	1.0
Total	2.5	7.5	10.0

The Assessment tab lists the student's scores for standardized tests. Any state mandated tests, AP tests, college entrance exams, etc. can be listed here.

Assessment Tab

Test Scores

- NWEA - Language - Spring 08
- NWEA - Language - Fall 07
- MEAP - Fall 2007
 - ELA Scale Score:818.0 Result:2
 - Math Scale Score:839.0 Result:1
 - Reading Scale Score:818.0 Result:2
 - Science Scale Score:823.0 Result:2
 - Social Studies Scale Score:0.0 Result:
 - Writing Scale Score:819.0 Result:2
- MEAP - Fall 2006

Test Score Detail

ELA

Scale Score: 818

Result: 2: Proficient(2,000)

Proficiency Level Range: Std Err

M: []

Points: []

The Behavior tab lists the student's discipline events that have been recorded for any school in which the student has been enrolled.

Behavior Tab

The Transportation tab lists the school bus the student rides or the vehicle the student may drive to school.

Transportation Tab

The Fees tab provides a listing of the fees that the student owes, as well as a history of payments and/or credits that have been made for those fees.

Multiple fees can be assigned to a student.

Fees Tab

Due Date	Description	Type	Debit	Credit	Balance Due
Net Payment: \$0.00 \$0.00 \$0.00 \$0.00					

The Lockers tab lists the lockers that the student is using for a particular enrollment at the school. The locker list first needs to be created in the System Administration area.

Lockers Tab

The screenshot shows the Infinite Campus interface for a student named Anderson, Autumn R. The interface includes a navigation menu on the left with categories like System Administrator, Student Information, General, Counseling, Grad Planner, Health, PLP, Special Ed, Student Locator, Reports, Instruction, Census, Behavior, Attendance, Scheduling, Grading & Standards, Ad Hoc Reporting, User Communication, System Administration, Food Service, Messenger, Surveys, MI State Reporting, Account Settings, Access Log, and Log Off. The main content area is titled 'Lockers Tab' and displays a 'Locker Assignment List' table with columns for Locker #, Type, Location, Combo, Start Date, End Date, and Shared. A single row is visible with Locker # 1, Type Academic, Start Date 09/02/2008, and Shared No. Below the table is an 'Edit Locker Assignment' form with fields for Locker, Start Date (09/02/2008), and End Date.

Locker #	Type	Location	Combo	Start Date	End Date	Shared
1	Academic			09/02/2008		No

***Note:** What you see in Infinite Campus depends on your user rights and the options your district selected prior to converting to Campus.