Campus Community and Campus Instruction Basics

The latest version of Infinite Campus has removed the **Instruction** toolset from the **Index** and replaced it with **Campus Instruction**, which requires additional steps to display. You **MUST** use **Campus Instruction** to view your rosters, take attendance, do grading, etc.

The original Index/Search/Help display, which is called the **Campus Toolset**, now looks like:
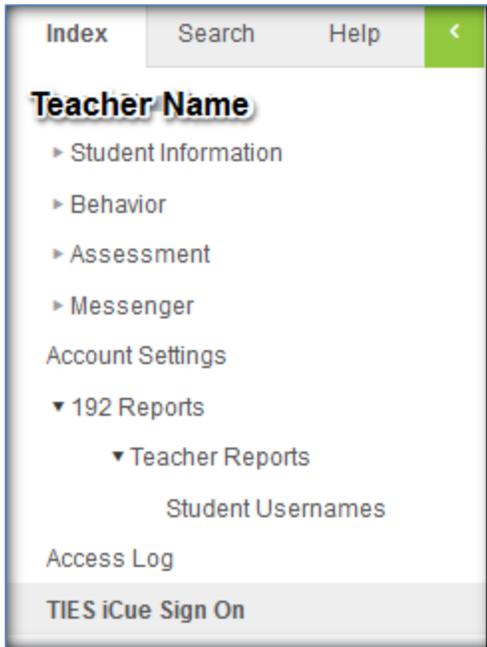
The options you see below your name depend on the access your school has chosen for teachers. You can no longer view your classes and perform teacher functions from this page.

To use Campus Instruction, you use what Campus calls the **App Switcher**, which is the grid of little squares just to the left of the Log Off button in the upper right:

When you first sign into Campus, your view looks like this:
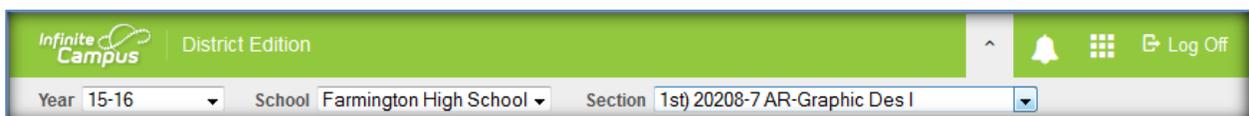
When you click on the App Switcher, the view changes to:

The section, year and school move into the green area. Just below the green area are two options: Campus Instruction and Campus Community.

Campus Community:

Clicking on Campus Community will open the Campus Community website in a new tab or window, depending upon your browser settings. The Community contains Campus manuals, a knowledge base, forums and news, and is a valuable resource.

If you've never used the community before, it will make you create an account. Be sure to remember your username (make it the same as your network/email username) and password. This password does not sync with our network/email password, but when you enter the community from Campus, you don't need to use it. However, if you get an email with a link to a community resource in it, you will need to sign in with your username and password if you want to follow the link.

The easiest way to use the community is to use the search box located near the upper right of the page to find the topic you are interested in:

Campus Instruction:

Below are some basic procedures on how to use Campus Instruction. For complete information, visit the Campus Community website and search for "Campus Instruction." Click on the result that says "Campus Instruction" in the Knowledge Base section.

Note to Elementary School Teachers:

Make sure in the green bar that the word **Main**, and not **All Structures**, appears. If All Structures is displaying, click on the school name and in the dialog that pops up, change to Main and click OK.

Note to all Teachers: The new Campus Instruction toolset does not work in all versions of Internet Explorer. All teachers should have Firefox on their computers, and Campus Instruction also works with Chrome and Safari.

Clicking on Campus Instruction brings up this display:
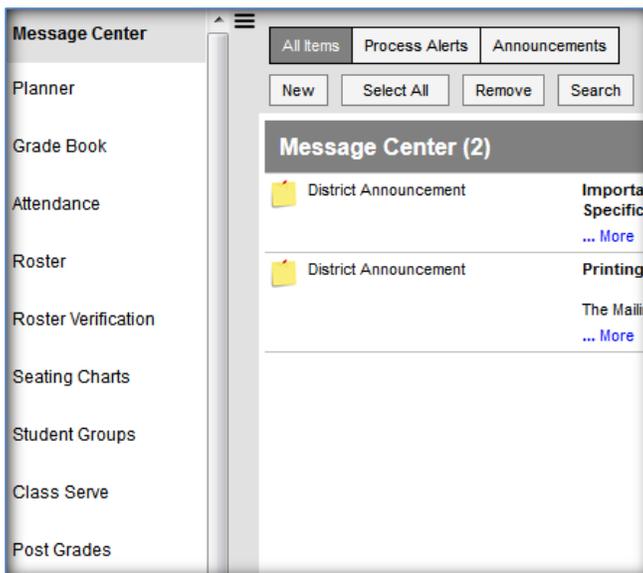
Note: This is a partial display – there are more options on the left side than are shown here.

The functionality of the old Instruction toolset is all here, but is presented differently. Several of the options will be pointed out here, but for complete details, visit the Campus Community.

Message Center:

Messenger from the old toolset has been replaced by Message Center. Clicking on the **New** button in the Message Center gives you the choice of sending a Class, Grades, or Missing Assignments message to parents:

Class Message: Step 1

Create a new message or select an existing message

Message Type

| Class Message ▼ |

User/User Group

| User ▼ |

Template

| <new> ▼ |

Delivery Details

Delivery Devices
☑ Inbox ☑ Email

Delivery Date
| 08/05/2015 | ▦ |

Inbox/Email Delivery Time
| 12:22 am |

Sender's Email

To enter your actual message, you will need to scroll down in the window that is opened. The lower part of the page also has a button for adding an attachment. Only one attachment is allowed.

(Continued on next page)

After entering the subject and body of the message, and attaching any documents, click **Next** to get to the page where you select who the recipients are:

Class Message: Step 2

Recipients

◉ All recipients from section(s) ○ Specific recipients from section(s)

Section(s)
☐ Select All Expand All

▶ ☐ Term T1

▶ ☐ Term T2

▼ ☑ Term T3

    ☐ Academic) 10029-3 Academic Support 12
    ☑ 1st) 20218-2 AR-Graphic Design II
    ☐ RAMP) 10012-3 RAMP 12
    ☐ 2nd) 20216-1 AR-Tgr Publ:Ybk-S
    ☐ 3rd) 20208-6 AR-Graphic Des I
    ☐ 5th) 20218-3 AR-Graphic Design II

Recipients
☐ Guardians ☐ Students

When selecting recipients, choose **Guardians**, as student email addresses are not stored in Campus at this time.

Note that you can expand the terms and choose the desired section(s). This makes it convenient for sending the same message to multiple sections.

Click **Next** to get to the next page:
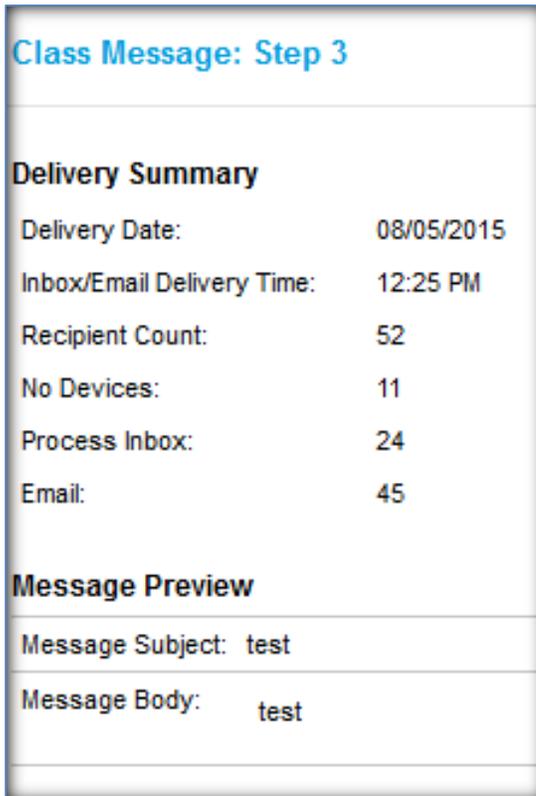
Class Message: Step 3

Delivery Summary

Delivery Date:	08/05/2015
Inbox/Email Delivery Time:	12:25 PM
Recipient Count:	52
No Devices:	11
Process Inbox:	24
Email:	45

Message Preview

Message Subject:	test
Message Body:	test

In the above image, the Recipient count shows that 52 unique people will get the message, while 11 have no devices (email or portal) and will not get the message. The process inbox count of 24 means that 24 guardians will get this message in the Campus Portal, while 45 will get the message via email. Thus, some recipients will get it via both email and the Campus Portal.

This page also shows these options in the lower right:

Back	Send	Review Recipients	Close
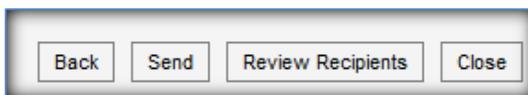
It's always a good idea to review the recipients before clicking on **Send**. **Close** lets you cancel the message.

Grade Book:

The new grade book eliminates the need for Java, which means grading can be done on mobile devices.

When the grade book first displays, it looks like this (without the red box):
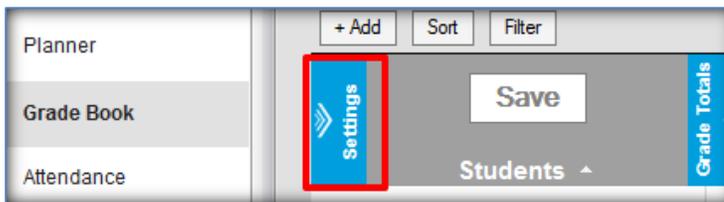
Click on the **Settings** option (highlighted in the red box above) to get to the usual grade book setup options:
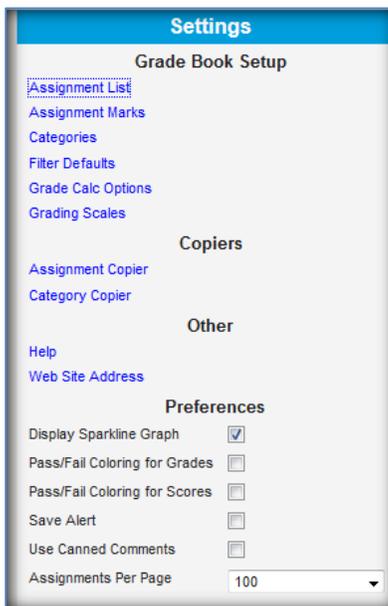
Roster:

Clicking on the Roster option when you are in a section will display the section's roster. At the elementary schools, teachers may encounter the error:

No sections available in the selected context

If this happens, click on the school name in the green bar and choose the **Main** schedule:

At the top of the roster display you are able to change terms and sections and choose other options:
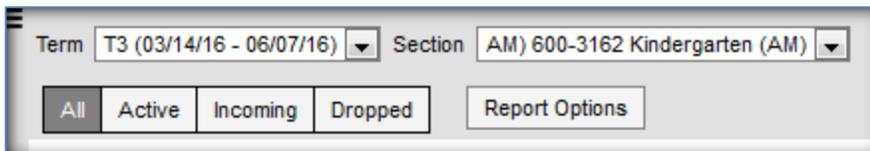
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Account Settings:

The last option on the left (at the bottom) in Campus Instruction is Account Settings:

Use the drop down box to change to Campus Instruction as the default page to display, if desired. You can also set other preferences that affect what is displayed in various options.

Please refer to the Campus Community for details on these options and all the other options.

Switching back to the original toolset:

To switch back to the Index/Search/Help view, click on the App Switcher icon next to the logoff button and you will see:

Click on Campus Tools. You will need to do this in order to search for students and to view the **Sent Message** log.

Miscellaneous but Important!

When in Campus Instruction, near the bottom left, is a link for **Custom Links and Reports**. Clicking on this brings up some custom options. What displays will vary by school. All teachers should see these three options:

Emailing Parents from Infinite Campus is additional information on sending emails from Campus.

Student Usernames (after you make sure you are in one of your sections), will list the usernames for the students in that section.

> For legal reasons, we had to quit using the student number (aka student ID) for the student username. This report will show the usernames the students will now use for their computer, Google, Destiny and Campus (secondary schools only) logins.

TIES iCue Sign On will sign you into the iCue system.