

**Directions to put Sped students' Accommodations and PBSP**  
**on Infinite Campus**

Make a new folder on your desktop to add the PDF's you will create below.

(Right click "New" and go to folder and to name as you wish)

**On Sped Forms:**

Select student, go to IEP

Find "Classroom Adaptations and Modifications" and click on that

Go to print icon and "Save as PDF"

Rename: (ex. "student name IEP" or "student name Accommos" (do not use any periods in your abbreviations or you will have trouble with being able to access the file on Campus)

Save to the new folder you created

**On Campus:**

1. Click on student, then on "To Student Information" under the Index Tab.
2. On left side, find "Special Ed", then under it, click on "General"
3. Top tab find "Documents" and click on that
4. Far right "Upload File"
5. Type in Name (ex. student name IEP)
6. Browse
7. Click on the PDF file you need and hit open
8. Save

~ Visual Supports Below ~

## Visuals for Steps 1-7

### Step 1 & 2

The screenshot shows a user profile page for Sarah Kloeckl. At the top, there is a navigation bar with the word "Index" on the left. A large orange arrow points from the right towards the "Index" label. Below the navigation bar is a search box labeled "Search Campus Tools". The main content area lists the user's name "Sarah Kloeckl" and a list of categories under "Student Information" and "Special Ed". A second large orange arrow points from the right towards the "Special Ed" category.

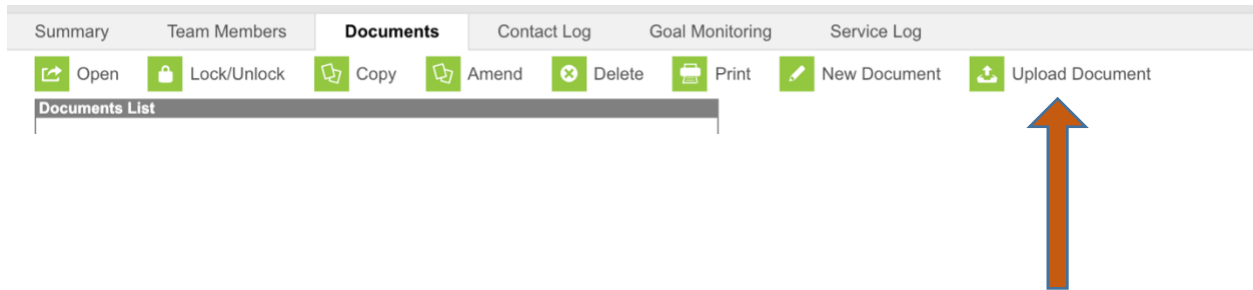
- Index
- Search Campus Tools
- Sarah Kloeckl
  - ▼ Student Information
    - General
      - Counseling
    - Academic Planning
      - Program Participation
      - Health
    - Medicaid
      - PLP
      - Response to Intervention
    - ▼ Special Ed
      - General
      - Caseload
        - Blank Forms
      - Form Batch Setup
      - Student Locator
        - Reports
    - Census
    - Behavior

### Step 3:

The screenshot shows a document management interface. At the top, there is a navigation bar with four tabs: "Summary", "Team Members", "Documents", and "Service Log". A large orange arrow points from the right towards the "Documents" tab. Below the navigation bar are three buttons, each with a printer icon and text: "Person Summary Report", "Print Mailing Label", and "Print Envelope".

- Summary
- Team Members
- Documents
- Service Log
- Person Summary Report
- Print Mailing Label
- Print Envelope

## Step 4:



## Step 5 & 6

The screenshot shows a 'Document File' form with the following fields and options:

- \*Name:** A text input field with a blue border and a large orange arrow pointing to it from the right.
- \*Date:** A date input field showing '01/13/2022' with a calendar icon.
- Comments:** A large text area for entering comments.
- \*Document Filepath:** A field containing a 'Choose File' button and the text 'No file chosen', with a large orange arrow pointing to it from the right.
- Organization Options:** Two checkboxes:
  - Staple this document to an existing form*
  - Associate this document with a specific form type and year*