

Elementary Infinite Campus Guide for School Based Training 2007 - 2008 School Year

Intended Audience: Designated teacher contacts for all MMSD EI Schools

Description: Review role of teacher contact. Discuss IC features – answer questions and share suggestions. Present new feature – parent portal. And lesson planner/new activity.

Contact during the day if need help: Jeannie Retelle 663-4952, Tina Roehl 663-4942 Kurt 663-4946

Sick: Go to our team roster and call for a sub. Let your partner know you are not available and who the sub is. If no one is available to cover for you, call Anne anytime day or night at 839-8045 or 712-6319. Last resort, email Kurt 215-0663 (cell), 663-4946 (desk), 233-8661 (home).

Handouts	Agenda doc EL how to post grades doc Where do I go when I need help? doc Attendance sheet and evaluation sheet	Invite participants to login and look for ideas and questions to share during meeting
Introductions	Introductions <ul style="list-style-type: none"> • Sign – in sheet and compensation options • Bathrooms, soda machine, cell phones, parking lot • Role as a Teacher Contact for 07-08: school based training, provide staff information and pass on ideas and questions to building contact 	<ul style="list-style-type: none"> • Most features in IC are the same as last year
Campus Overview	Discuss the importance of: <ul style="list-style-type: none"> • Navigation pane and bar – toggle, name to go back to home screen, make sure the bar has the correct year, school and section, plus sign means more features inside, use search and help tab for assistance and more information, F-11 makes screen bigger and hides browser bar, advanced search • Disabled? Call help desk at 3-5853 • IC History – watch video! 	<ul style="list-style-type: none"> • Servers are owned by Infinite Campus, leased to the District, housed downtown, but backed up each night by Infinite Campus in MPLS • Stress at home and school, be careful not to leave computer while logged on to IC and only staff can take attendance in IC • Password for Novell/GW is different than IC – can manually make the same but will not automatically change each other and DO NOT SHARE LOGIN information

	<ul style="list-style-type: none"> Account settings – change password often (use numbers, alpha and other characters, use a vanity license idea, spell it wrong, change one item each time) Security topics – log off when not at screen, do not share password, reboot to erase key strokes 	
Attendance	<ul style="list-style-type: none"> Only the classroom teacher or co-teacher may take attendance. Students may not take attendance. Enter attendance in IC the first 15 minutes of the day at elementary schools. View class attendance in the Daily Planner (Shows your schedule a week at a time with grade book assignments and attendance) 	<i>Instruction > Attendance</i> or access through Process Inbox on home page <ul style="list-style-type: none"> Subs will take attendance using paper and sending to the office Follow school office procedures Most office staff make attendance changes
Student Information	<p>Focus on General Tab in Student Information Module:</p> <ul style="list-style-type: none"> This is a read only feature for teachers Summary – Find student address and phone (if there is incorrect info, tell your school office) Enrollment>Select year and double click>state reporting and special education fields – This is where special education and ESL information would appear 	<i>Student Information > General</i> <ul style="list-style-type: none"> Using this feature saves a lot of paper, running around and digging through paper files.
Posting Grades	<ul style="list-style-type: none"> SAVE often while posting grades. IC does remind you to save individual grade changes but it is a good habit to get into. Procedures and report card text is the same as last year as of 8.24.07 There are no canned comments written for elementary schools in IC. 	<i>Instruction > Grading by Task</i> or <i>Instruction > Grading by Student</i> <ul style="list-style-type: none"> Printing report card procedures are the same as last year. Window closing dates will be determined by each school. Comments, key concepts and GUI text will be seen the next morning Teachers can continue to send letters home for general comments in special classes.

Admin	<ul style="list-style-type: none"> • Seating Chart: Seating Chart – Exclude seat feature allows you to create a better layout of your classroom. Print with pictures for sub! • Teacher Schedule – lists sections but does not represent detailed teacher schedule • Preferences – Hide drop students, show student ID #'s, using pictures for daily seating chart attendance may slow down the program. Canned comments are written for MS and HS in mind. URL will show up in parent portal. 	<p><i>Instruction>Admin> Composite Grading (high school only), Curves and Preferences</i></p> <p>Posting: El post three times during the school year. See chart of who posts when. Shorten report card third quarter.</p> <p>Teacher Web site URL: Teachers can now list a link to their staff Web site for parents and students to learn of upcoming events. This link will appear on the parent/student portal sites.</p>
Lesson Planner and New Activity feature	<ul style="list-style-type: none"> • Can announce field trips and other school activities on parent portal • Must complete all parts in red and SAVE to go into affect. • Can add details in description like going rain or shine or wear closed toe shoes • Can add connections to classroom instruction in objectives • Can add things like web site link in References 	<p><i>Instruction>Lesson Planner>New Activity</i></p>
Reports	<p>Review Reports</p> <ul style="list-style-type: none"> • Attendance register has days • Attendance summary has totals but no dates • Blank Spreadsheet <p>Select blank spreadsheet to make a new one Great to leave for a sub to do attendance Cell count, line height and ID#'s</p> <ul style="list-style-type: none"> • Portal Usage Report – when and how many times parents have used the portal • Roster label • Teacher Schedule – generic format 	<p>Student names in red means dropped</p> <p>Reports in PDF and can be selected to copy and paste into notebook, word or excel</p> <p>Section Summary report has an export feature to excel.</p> <p>Roster Label: Avery # 8160</p>

Roster	<p>Flag –hover over flag to see information IEP – paper icon, can not see IEP here Parent portal view – see all grades that parents see</p>	
Parent Portal	<p>Parent Portal</p> <ul style="list-style-type: none"> • Parents will be able to track student progress throughout the term. Minimally parents will see posted grades. • Teachers can hide groups and assignments grades from the parent portal. • Parents will only have access to grading information about their children. They can not see a teacher’s complete grade book. • MS and HS will come up with their own implementation timeline all done by first quarter. El will complete training before end of second quarter. Some parents who have children in MS and HS will be set to go. • Each student and parent will have their own username and password to enter IC. • All schools will have the same legal documents for parents to sign and must register in person. • Individually schools will provide sign up time and training time for parents. 	<p><i>Instruction>Roster>grade book icon</i></p> <p>Progress, quarter and semester grades are published in a report to the parent portal after the grading window is closed. Parents will not see work in progress or partial grades.</p> <p>The place to look at what a parent experiences when he/she logs into the parent portal is here: https://campus.madison.k12.wi.us/sandbox/sandbox.jsp the log in for this "parent" is mickeya and the password is mouse1</p> <p>If you use the lesson planner and grade book, send a fall letter of expectations.</p> <p>Parents and students have to go physically into the office and ask for login information. It will be sent to them in 3-5 working days.</p>
Behavioral Referrals	<p>Procedure for using IC behavioral referral is school based. Talk to your principal about school policy and procedures.</p>	<p>Follow school office procedures.</p> <p>Parent can only see a behavioral referral with principal in person. Parents see comment event. Principal can edit and decide if the referral will be in the student’s permanent file. Comment event does not include names. Comment of students can have student names and is more private information for district staff only.</p>

Messenger	Allows teachers to send emails to parents, students or staff in batches using wizard.	May open second semester
MMSD Help resources	<p>Follow help steps listed in doc, “Where do I find help while using IC?”</p> <p>Review process of problem solving and accessing assistance</p> <ul style="list-style-type: none"> • Try to recreate the problem • Gather details and email question to building contact or downtown contact person 	<p>http://www.madison.k12.wi.us/topics/ic/ - IC web site</p> <p>http://www.madison.k12.wi.us/topics/ic/help/ - IC teacher help site</p> <p>http://dww.madison.k12.wi.us/tl/ - Teaching & learning site</p>
Optional training at school and	<p>Setting up site-based training</p> <p>Need 10 people in each session</p> <p>Obtain approval from Kurt</p> <p>Documents available on Infinite Campus Information Site</p>	http://www.madison.k12.wi.us/topics/ic/
Evaluation	Thank you!	