

HS Infinite Campus Guide for School Based Training

Intended Audience: Designated teacher contacts for all MMSD HS and MS and Schools

Description: Review role of teacher contact. Discuss IC features – answer questions and share suggestions. Present new feature – parent portal, grade book export to excel and small feature changes.

Contact during the day if need help: Kurt 663-4946 or kkiefer@madison.k12.wi.us or Anne’s cell at 715-6319.

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	Guide Booklet Where do I go when I need help? Attendance sheet and evaluation sheet	
Introductions	<ul style="list-style-type: none"> • Introductions • 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 	
Campus Overview	<ul style="list-style-type: none"> • IC History • Navigation pane and bar – Any questions? • NEW! - MS 9 week/ 12 week schools have new terms. • 9 week classes post grades at terms 3, 6, 9, 12 • 12 week classes post grades at terms 4, 8, 12 <p>Discuss the importance of:</p> <ul style="list-style-type: none"> • Account settings – change password often (use 	<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

	<p>numbers, alpha and other characters, use a vanity license idea, spell it wrong, change one item each time</p> <ul style="list-style-type: none"> • 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. • Check with your building staff to find out when attendance needs to be completed each day and any attendance issues. • View class attendance in the Daily Planner (Shows your schedule a week at a time with grade book assignments and attendance) 	<p><i>Instruction</i>> <i>Attendance</i> or access through Process Inbox on home page</p> <ul style="list-style-type: none"> • Subs will take attendance using paper and sending to the office
Student Information	<p>Walk through tabs and ask for suggestions or question. 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 • Schedule – Check student schedule (if it's incorrect, check with your building office) • Program – This is where special education and ESL information would appear 	<p><i>Student Information</i>><i>General</i></p>
Posting Grades	<ul style="list-style-type: none"> • Any questions or suggestions? • If you realize you have assigned groups and/or assignments to progress grade rather than final grading task you can do the following: Go into the Lesson Planner. Select the task. In the set up box on the right side of the screen select the final grade check box or pull down. • SAVE often while posting grades. IC does 	<p><i>Instruction</i>> <i>Grading by Task</i> or <i>Instruction</i>> <i>Grading by Student</i> or <i>Instruction</i>> <i>Grade book</i> (right click to post)</p> <ul style="list-style-type: none"> • When you post by task, grades will post to progress or to final quarter or semester grade. • Turn on Canned Comments in <i>Instruction</i>><i>Admin</i>> <i>Preferences</i> (use Canned Comments)

	<p>remind you to save individual grade changes but it is a good habit to get into.</p>	<ul style="list-style-type: none"> • If no grade book comes up, lesson planner has not been set up • SAVE often while posting grades
Admin	<p>Set up before you start in the lesson planner:</p> <p>MS and HS</p> <ul style="list-style-type: none"> • Composite Grading (applies to high school only), must set up for each section • Curves (grading scales) - Explain Personal checkbox. You can change the percent but not the grade name. Select the curve for each task semesters or quarters (LAF) • Locker Assignments – school based • Seating Chart: Seating Chart – Exclude seat feature allows you to create a better layout of your classroom. • Preferences – Using pictures for attendance may slow down the program. - Select canned comments. - Invert seating chart allows you to put the Z's at the top of the page and A's at the bottom of the page. It will look like your classroom set up. 	<p><i>Instruction>Admin> Composite Grading (high school only), Curves and Preferences</i></p> <p>Posting: Middle will post 8 times (progress and quarter) High School will post 6 times per semester (progress, quarter final, progress, quarter final, semester exam and semester grade).</p>
Lesson Planner	<p>Select the Term:</p> <ul style="list-style-type: none"> • Setup of the lesson plan preferences located on the grading task –weight, %, or none • Choices for grade calculation currently available (Curve) - assigned to all assignments in that term <p>Select New Group:</p> <ul style="list-style-type: none"> • Give the group a name (Daily Work Tests, or Total Points, etc.) 	<p><i>Instruction>Lesson Planner</i></p>

	<ul style="list-style-type: none"> • Note: Do not place groups/assignments in progress grading terms. Place all groups in final grading tasks. • Option: hide group from parent portal • At least one group must be created for each section if you are going to use the grade book. • Two or more groups are calculated by total points with no weighting of groups by default • You can weight groups by selecting that option. • We do not recommend using the drop lowest score unless you set it up right away at the beginning of the term. • Exclude a group or individual assignment from calculations. This is a good way to keep track of certain items like work in progress - prewrites. <p>Lesson Plan Copier:</p> <ul style="list-style-type: none"> • Copy groups and assignments from one section to another <p>Copy Group:</p> <ul style="list-style-type: none"> • Copy individual groups or individual assignments from one section to another <p>Select New Assignment or New Activity:</p> <ul style="list-style-type: none"> • Create assignments in each group • Create activities (non graded) • Option: hide assignment from parent portal 	
Grade book	Review grade book features: <ul style="list-style-type: none"> • Select correct task • Expand and collapse capabilities • Right click and hover options for assignments - overwrite feature allows you to overwrite all 	<i>Instruction > Grade book</i>

	<p>grades at one time</p> <ul style="list-style-type: none"> • Right click and hover options for score boxes – for missing assignment it means 0 and will calculate that. Blank or no score is exempt - flags and these options show up in the parent portal • Review name and grade comments – can see in student summary report • If no grade in the yellow: go back and make sure the curve is defined or check your grading scale. If you used – or + those grades will not show up. • Click on the plus sign in the group to collapse that part of the grade book. 	
Reports	<p>Review Reports</p> <ul style="list-style-type: none"> • Blank Spreadsheet – modify the columns • Grade book Export: NEW! Export student section summary information to an Excel spreadsheet. 	Roster Label: Avery # 8160
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 schools will have the same legal documents for parents to sign. • Individually schools will provide sign up time and training time for parents. 	<i>Instruction>Roster>grade book icon</i>

Behavioral Referrals	Procedure for using IC behavioral referral is school based. Talk to your principal about school policy and procedures.	
MMSD Help resources	Review process of problem solving and accessing assistance <ul style="list-style-type: none"> • Try to recreate the problem • Encourage peers to help each other • Where do I go when I need help with Infinite Campus? 	
Sharing	Teacher contacts share methods of collection ideas and questions from staff to send downtown	
Optional training at school and Evaluation	Setting up site-based training Need 10 people in each session Obtain approval from Kurt Documents available on Infinite Campus Information Site	