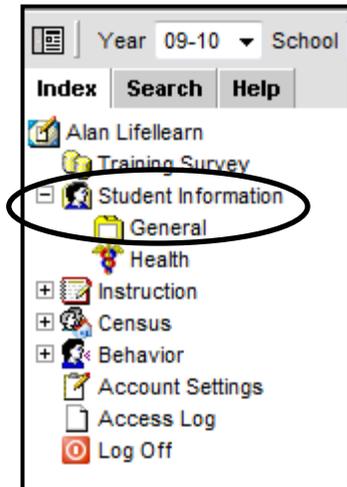
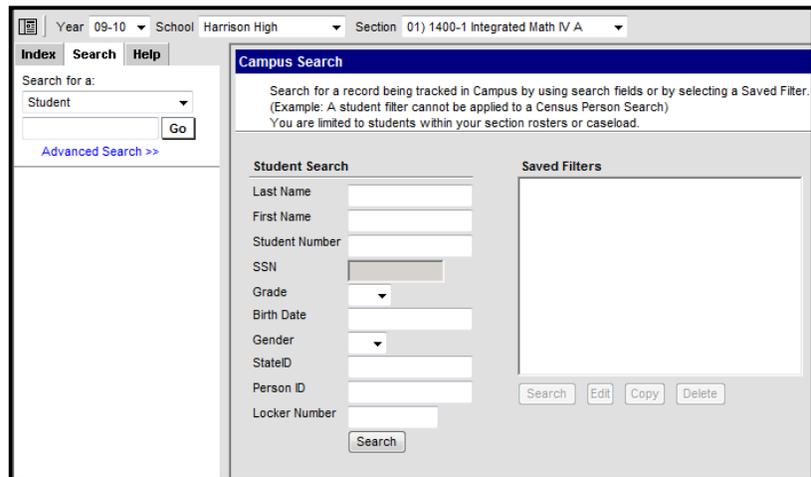


Infinite Campus – Overview for Teachers

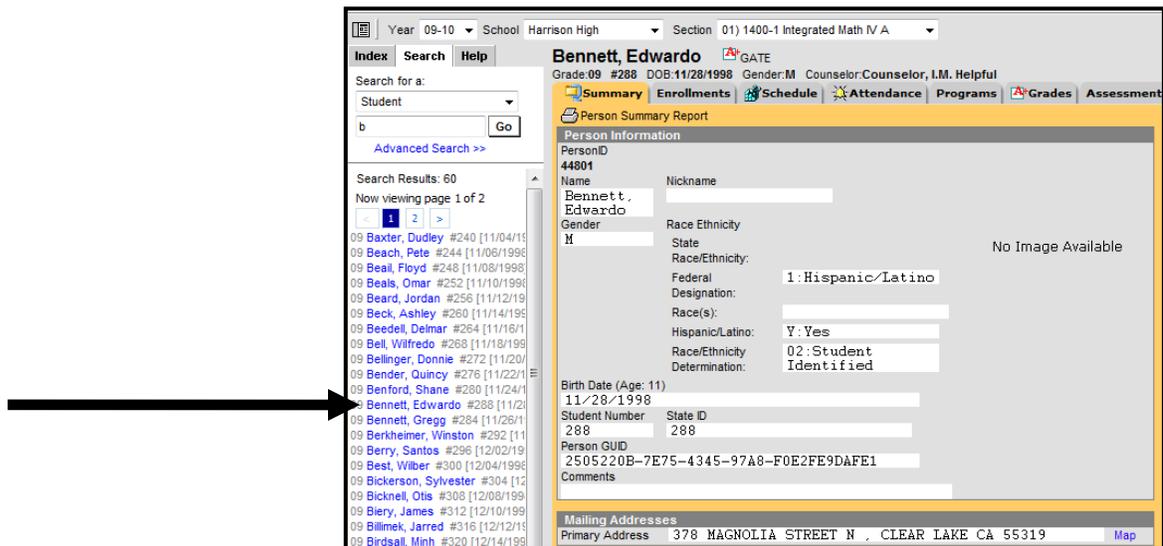
Searching for a Student



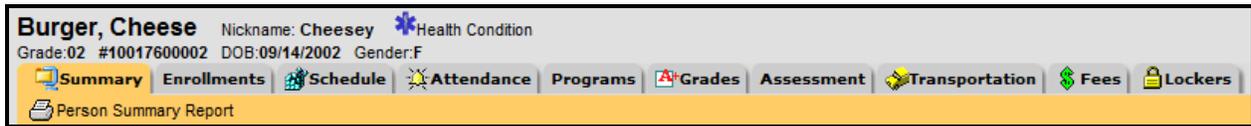
1. On the **Index** tab, expand the **Student Information** folder and select the **General** folder.
2. Enter the search criteria in the **Search** tab by entering all or part of a student's last name and clicking the **Go** button. You can also use the **Advanced Search** and enter more specific information in the gray search area to the right. Click the Search button when you are finished. Leaving all search criteria blank results in a list of all students in all of your sections.



3. A list of students that match the input criteria will appear in the search index on the left. Click on the name of a student to bring up his/her information tabs.



Viewing Student Information

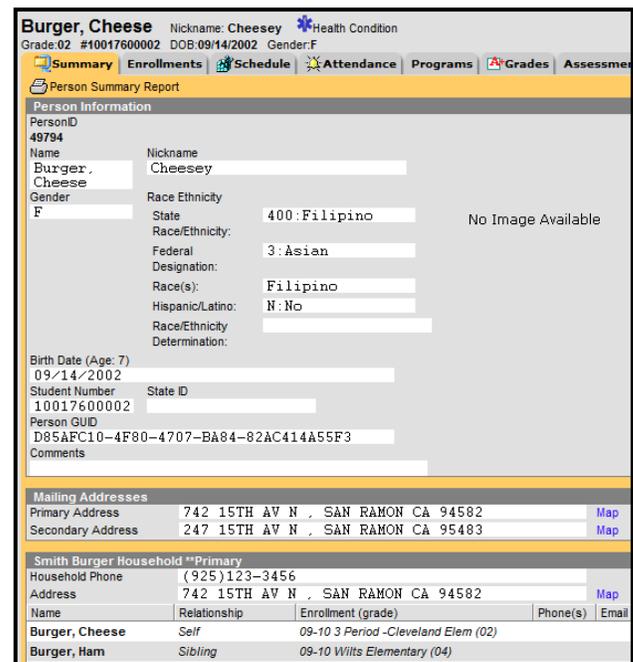


There are several tabs in the Student Information General folder. A summary follows of what each tab is and what information is contained on that tab.

Summary Tab

The Summary tab is an overview of the student's contact and demographic information. Data on this screen cannot be modified here. The Summary tab is view-only, so any changes or modifications need to be made in **Census**.

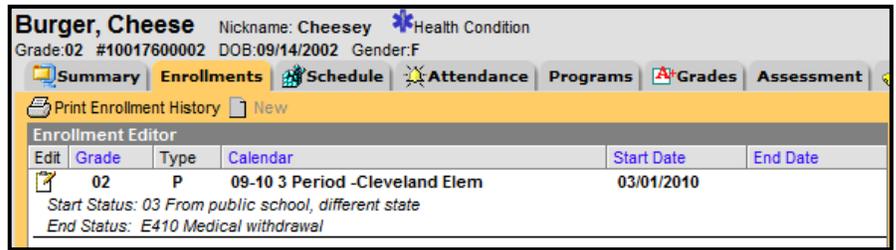
There are four areas of information on the Summary tab – **Person Information**, **Mailing Addresses**, **Household Information** and **Non-Household Relationships**. This tab is also viewable through the Student Health, Student Counselor and Student Special Education areas.



1. The **Person Information** area lists the student's person ID, name, race/ethnicity, birth date, gender and the student number/state ID. The student's picture will appear on this screen, if available.
2. The **Mailing Addresses** area provides a view of the student's mailing address. Mailing addresses linked through a student's relationship to others may be listed as Secondary address. This indicates that the student does not live at this address.
3. The **Household Information** provides users with a view of the addresses and household phone number associated with the student's household. The names of the household of which the student is a member appear. The people who have relationships with this student also appear in the Household box.
4. Relationships to people outside of the household (aunt/uncle, emergency contact, daycare provider) appear in the **Non-Household Relationships** box. Emergency contacts for students converted from SASlxp appear in the ICE icon to the right of the student's name at the top of the window.

Enrollment Tab

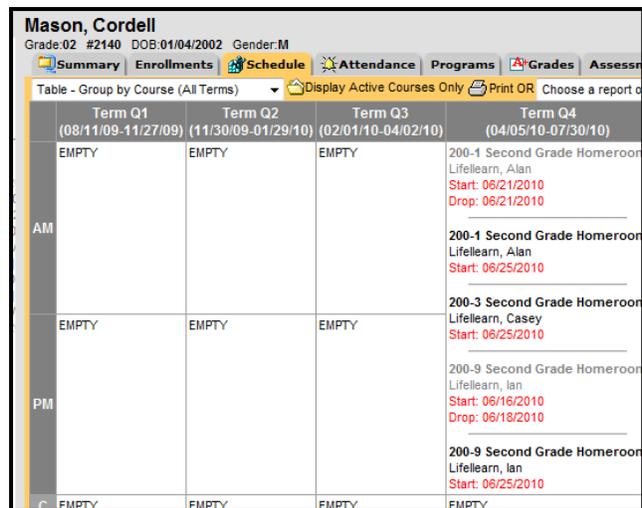
The Enrollment tab provides a listing of the student’s enrollment history in the district, listing the school that was attended, the start and end dates and start and end status, and the grade level.



The Enrollment tab displays all occurrences of a student’s enrollment in the district. Because this is a historical view, this list could be long.

Schedule Tab

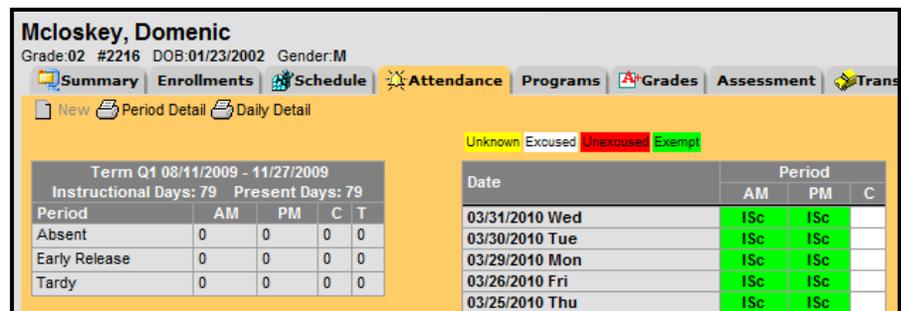
The Schedule tab lists the courses in which the student is enrolled for a particular term and period. Users will also be able to see what sections the student has dropped throughout the school year. The changes are indicated in red.



Attendance Tab

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

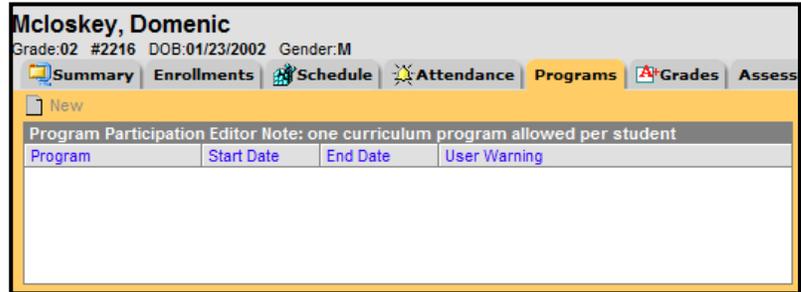
On the left-hand side is a term summary, listing the absences and tardies for each period in each term. Also listed is a total course summary of how many times a student has been absent and/or tardy from a particular course.



The right-hand side lists the attendance detail in chronological order, with the most recent event listed at the top of the screen. The attendance records are color-coded and are listed with the attendance codes that were assigned to them.

Programs Tab

The Programs tab is used as a custom tab. Here, the district can list information that is specific to the district for each student.



Grades Tab

The student grades tab lists the grades the student has received for progress reports or report cards. The Grades tab is a view only screen.

For the higher grades: At the bottom of the screen are the student's term GPA (honor roll grade) and the student's rolling cumulative GPA, which is a combination of the term GPA and the historical grades from the transcript.

Class	Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4
260-1 Art 2	Term Grade				
215-1 Language 2 Lifellearn, Alan	Term Grade				
220-1 Math 2 Lifellearn, Alan	Term Grade				
250-1 Music 2	Term Grade				
270-1 Physical Education 2	Term Grade				
210-1 Reading 2 Lifellearn, Alan	Term Grade				
230-1 Science 2 Lifellearn, Alan	Term Grade				
240-1 Social 2 Lifellearn, Alan	Term Grade				
Term GPA					
Rolling Cumulative GPA					

Grades shown in Gray do not contribute to a Term GPA

Transcript Tab

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

Course	Standard Repeat Course	Mark	GPA Value		Bonus GPA Wt.	Credit/Category	Term Comments
			weighted	unweighted			
Edir 1600, Statistics A		95	4.0000		0.4000	1,000 Mathematics	2-1 Taken at Kenwood
Edir 2300, US History A		A+	4.0000			5,000 U.S. History	1-1
Edir 2500, Psychology		85	3.0000			1,000 Social Studies	3-1
Edir 3400, English 12 A		A	4.0000			5,000 American Literature/Comp	1-1
Courses Taken 2009-2010 Grade 12							
Course	Standard Repeat Course	Mark	GPA Value	GPA Value	Bonus GPA Wt.	Credit/Category	Term Comments
Edir 300, English Writers (Correspondance)		A	4.0000		1.0000	1,000 English/Language Arts	
Edir 1100, Integrated Math I A		B-	4.0000	3.0000	1.0000	5,000 Mathematics	2-1
Edir 1350, Integrated Math II B		4	4.0000	4.0000	1.0000	5,000 Mathematics	2-1 transfer
Edir 1600, Statistics A		+			1.0000	2,000	1-
Edir 1650, Statistics B		B	3.0000	1.0000	1.0000	2,000 Math	
Edir 2100, Geography A		B	3.0000		1.0000	5,000 Mathematics	2-1
Edir 2100, Geography A		C+	3.0000	2.0000		5,000 Social Studies	1-1 world geo
Edir 2200, World History A		B+	3.3300			5,000 Social Studies	1-1
Edir 2300, US History A		C-	3.0000	2.0000	1.0000	5,000 U.S. History	2-1
Edir 2450, Economics		A	4.0000		1.0000	1,000 Reading	3-1
Edir 2500, Psychology		A	4.0000		1.0000	1,000 Social Studies	3-1
Edir 3100, English 9 A		C+	3.0000	2.0000		5,000 English	1-1 Transferred to MV
Edir 3100, English 9 A		D	1.0000		1.0000	5,000 American Literature/Comp	2-1 Transfer
Edir 3150, English 9 B		C-	1.6700		1.0000	5,000 American Literature/Comp	
Edir 3300, English 11 A		C+	2.3300			5,000 English/Language Arts	
Edir 3300, English 11 A		A	5.0000	4.0000		5,000 English	
Edir 3300, English 11 A		A	5.0000	4.0000	1.0000	5,000 English/Language Arts	
Edir 3300, English 11 A		A-	3.6700		1.0000	5,000 English/Language Arts	
Edir 3300, English 11 A		C+	2.3300			5,000 English	
Edir 3300, English 11 A		A	4.0000			5,000 English	

Credit Summary Tab

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

Transcripts can be printed from this tab or from the transcript tab.

Transcript Credit Summary						
Cum GPA: 3.378						Rank: 14 of 953
	08	09	10	11	12	Total
Middle School						
General	0.0					0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0
High School						
Art		1.0	1.0			2.0
Health		1.0		1.0		2.0
Math		2.0	1.0	2.0	2.0	7.0
Science		2.0	2.0		6.0	10.0
Social Studies		8.0	7.0	2.0	1.0	18.0
World Lang		2.0	2.0			4.0
English/Language Arts		2.0	2.0	2.0	32.0	38.0
Personal Fitness		1.0	1.0	1.0		3.0
Business Ed				1.0		1.0
Elective				1.0		1.0
Total	0.0	19.0	16.0	10.0	41.0	86.0
Default						
American Literature/Comp		10.0			5.0	15.0
English		5.0	5.0		70.0	80.0
Mathematics					16.0	16.0
U.S. History					10.0	10.0
Total	0.0	15.0	5.0	0.0	101.0	121.0
Language Arts						
Reading					1.0	1.0
Total	0.0	0.0	0.0	0.0	1.0	1.0

Assessment Tab

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.

Test Name	Score	Result
CAHSEE 03/03/2010		
CAHSEE 03/05/2010		
COGAT (COGAT)		
NWEA Test Raw Score:390	390	Result:
NWEA Test Raw Score:0	0	Result:
NWEA Test Raw Score:0	0	Result:

Customs Tab

The District can also create Custom tabs that are specific to the district’s needs. These tabs will appear after the rest of the students tabs in the student general folder.