



Custom Computer Specialists
Right **People**. Right **Results**.®

Navigation Manual

Infinite 
Campus

Prepared by:
Custom Computer Specialists, Inc.
Professional Development Team



Custom Computer Specialists
Right People. Right Results.®



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Infinite Campus and Custom Computer Specialists, Inc.

About Infinite Campus

Infinite Campus is a comprehensive, Web-based K-12 student information system (SIS) with real-time access to administration, instruction, communication, curriculum, reporting and analysis, data warehousing functionality and more. For more than 20 years, Infinite Campus has successfully implemented its solutions for customers of all sizes. Managing 7.8 million students in 45 states, Infinite Campus is the most trusted name in student information. Infinite Campus customers range from school districts with fewer than 100 students to those with more than 600,000, as well as regional consortia, state departments of education and the federal government.

About Custom Computer Specialists, Inc.

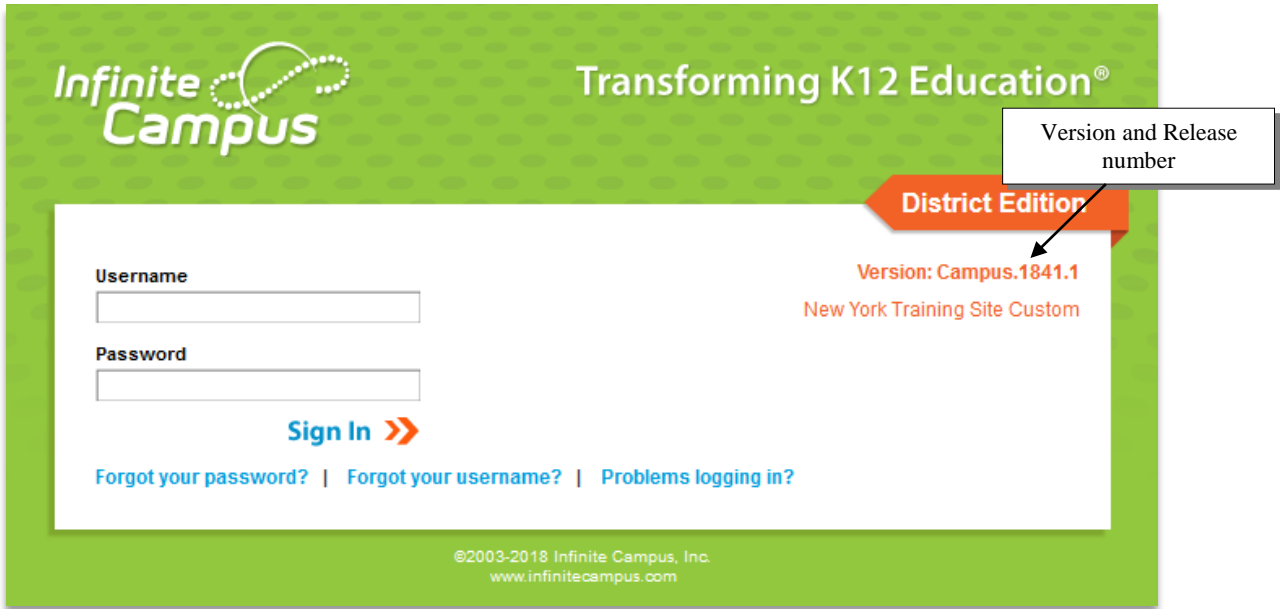
Headquartered in Hauppauge, NY, Custom Computer Specialists, Inc., is a leading privately held Long Island based technology solution provider. Custom delivers a wide array of technology services including: project management, on-site staffing, managed services, networking and wireless solutions, desktop installation, and service and support.

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Infinite Campus Login

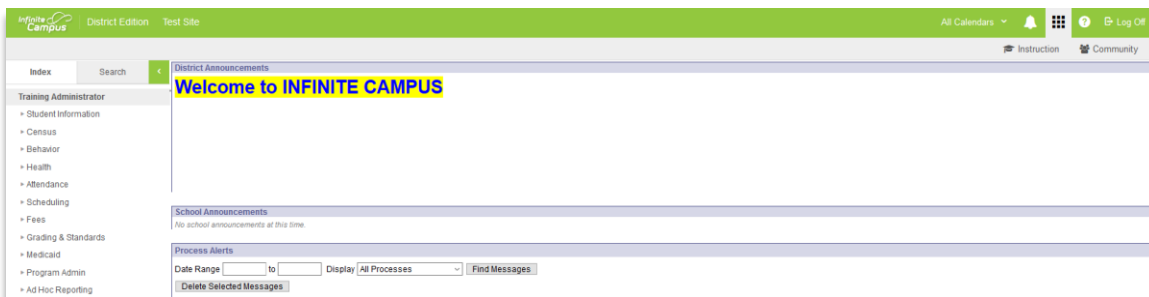
After connecting to the district's Infinite Campus website via a web browser, the user will be prompted to enter their unique User Name and Password in order to log into the system. The product version and release number being used will display on the login screen.



The login screen features a green header with the Infinite Campus logo and the tagline "Transforming K12 Education®". Below the header is a white login box containing fields for "Username" and "Password", a "Sign In >>" button, and links for "Forgot your password?", "Forgot your username?", and "Problems logging in?". To the right of the login box, the text "District Edition" is displayed in a red banner, followed by "Version: Campus.1841.1" and "New York Training Site Custom". A callout box labeled "Version and Release number" points to the version text. At the bottom of the screen, the copyright notice "©2003-2018 Infinite Campus, Inc. www.infinitecampus.com" is visible.

Infinite Campus Layout

Once logged in, the Announcements & Process Alerts will display in the main panel on the right side of the screen, while the **Index**, and **Search** tabs occupy the left panel of the screen.



The main interface shows a green header with the Infinite Campus logo, "District Edition", and "Test Site". On the right side of the header are links for "All Calendars", "Log Off", and "Log On". Below the header is a navigation bar with "Index" and "Search" tabs. The main content area is divided into three sections: "District Announcements" with a "Welcome to INFINITE CAMPUS" message, "School Announcements" with a "No school announcements at this time" message, and "Process Alerts" with a "Date Range" selector, a "Display" dropdown, and a "Find Messages" button. A "Delete Selected Messages" button is also present at the bottom of the Process Alerts section.

Above the notices are drop-down controls where a *Year* and *School* can be selected. The selected Year and School specify a subset of the district's data and determine the information with which the user will be able to work. For most users, the *Year* drop-down will point to the current school year's calendar by default. For staff and administrators who have rights to access their school's calendars for previous or future years, it is with the *Year* drop-down that a particular calendar of interest must be specified. For users with access to data from a single school, the correct school will always be pre-selected (and will be the only available choice). However, for users with access to data from multiple schools, it is in the *School* drop-down where the particular school of interest must be selected.

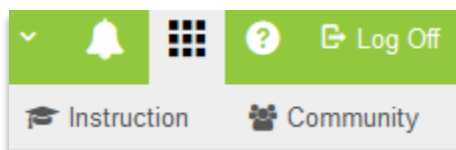
Year 18-19 School Harrison High

Teachers will have a third drop-down control, *Section*, which appears to the right of the *School* drop-down, indicating the sections they are assigned to teach.

Year 18-19 School Harrison High Section 1) 1400-1 Integrated Math IV

Special Note:

Teachers can set their preferences to automatically log into Campus Instruction. If they do not set this, they will use the app switcher to navigate to Campus Instruction



On this initial screen, both **District Announcements** and **School Announcements** are displayed in the main panel on the right. The individual user will see all district-wide announcements, and school-specific announcements from only those schools with which they are associated and have been given user rights.



The **Process Alerts** section displays below the announcements. Certain routine tasks that the user may be required to perform can be listed here. This area can also be used to notify appropriate staff members of Behavior related events, send messages to staff members, or post surveys.

The Messages can be filtered by Date Range or type of message (i.e., All Processes, Behavior, Attendance) and can be deleted by clicking in the checkbox and clicking on the <Delete Selected Messages> button.

Process Alerts

Date Range to Display Find Messages

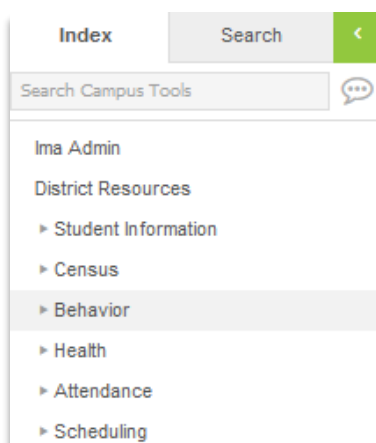
Delete Selected Messages

<input type="checkbox"/>	<input type="checkbox"/>	Process	Name	Posted Date	Due Date
<input type="checkbox"/>	<input type="checkbox"/>	Message	Behavior Incident Resolution Notice - Disrespect towards a teacher	10/16/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	Behavior Incident Resolution Notice - Fighting	10/05/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	Behavior Incident Resolution Notice - Fight with Severe Injury	09/19/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Online Application Pending	Meal Benefits Application for Cutler, Cathy Ref. #862	08/14/2018	

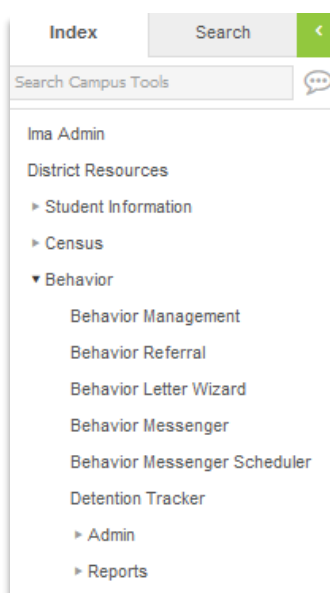
NAVIGATION

Index Tab

The **Index** tab that appears in the left panel of the screen displays the modules of the Infinite Campus system. Modules are collections of tools and links to data that are grouped by a common function such as Student Information, Attendance, or Behavior. Each user will be given rights to only those modules that will be needed for the performance of the specific user's particular tasks. Therefore, users with different functions within a district will likely see different sets of modules displayed for their use on the Index tab.



The arrow next to the modules indicate that there are sub-modules and/or individual tools, links, and reports within the module. Clicking on an arrow will display those items and make them available for use.

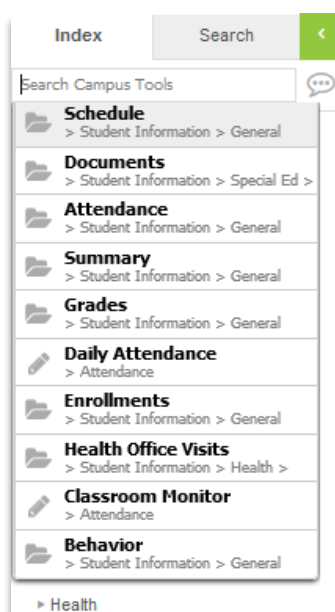


Once opened to display the sub-modules and/or individual tools, links, or reports, the arrow next to the module name now points downwards. The individual components of a module can be concealed again by clicking on the arrow.

Clicking on any of the functions displayed on the Index tab loads the associated screen into the main display area on the right. This is how a user navigates from one module or function to another within Infinite Campus. The module (or function) chosen will be highlighted as a reminder to the user.

Search Campus Tools

Search Campus Tools allows the user to search for and access specific tools quickly and easily. This function will not search Campus Instruction.



Maximizing the View of the Infinite Campus Data

There are three items related to user security: Account Settings (located at the bottom of the Index tab), Access Log (located at the bottom of the Index tab), and Log Off (located in the upper right hand corner of the Screen)

The **Account Settings** link allows the user to change their password and choose whether or not to display the Infinite Campus banner across the top of the screen. The **Access Log** link lists the IP address and timestamp of each time the user has logged in. And the **Log Off** link terminates the user's Infinite Campus session and should be used any time that the user steps away from the computer.



Minimize Calendar

To hide the Calendar in order to free up some additional space for data display, click on the gray arrow (located in the upper right hand corner of the screen)

With Banner

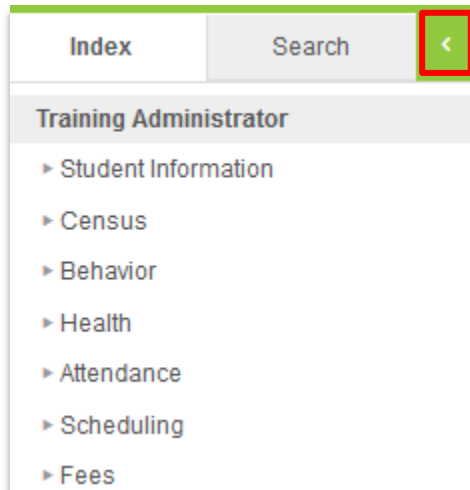


Without Banner



Toggle Outline

Some Infinite Campus screens display so much data that all available space is required to view the information. In such cases, the left panel that contains the **Index**, and **Search** tabs can be hidden to allow the main panel on the right to occupy the entire width of the screen. This can be accomplished by clicking on the <Toggle Outline> arrow that is directly to the right of the *Search* button.



Once hidden, the **Index**, and **Search** tabs can be returned to view by clicking on the <Toggle Outline> arrow again.



Infinite Campus District Edition Test Site

Year **18-19** School **Darin Middle School**

Abbate, James Nickname: **Jimmy** Contact Best Student Health Condition

Grade: 08 #600927208 DOB: 05/30/2005 Gender: M Counselor: McGuire, Minnie

Feas Lockers Graduation Standards Athletics AdHoc Letters Waiver Records Transfer CommunityService Computer Permission Report Comments

Summary Profile Enrollments Schedule Attendance Flags Grades Transcript Credit Summary Assessment Behavior Transportation

Person Summary Report Person Summary Report w/ Picture Print Mailing Label Print Envelope

Person Information

PersonID **30878**

Name
Abbate, James

Gender
M

Nickname
Jimmy

Race Ethnicity
State Race/Ethnicity: W:White
Federal Designation: 6:White
Race(s): White
Hispanic/Latino: N:No
Race/Ethnicity Determination:

Birth Date (Age: 13)
05/30/2005

Student Number
600927208

State ID

Person GUID
F2BFD95D-4F81-4D59-9501-B626395CE387

Comments

- Modified by: Unknown

Index and Search tabs visible

Infinite Campus District Edition Test Site

Year **18-19** School **Darin Middle School**

Abbate, James Nickname: **Jimmy** Contact Best Student Health Condition

Grade: 08 #600927208 DOB: 05/30/2005 Gender: M Counselor: McGuire, Minnie

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Student Number
600927208

State ID

Person GUID
F2BFD95D-4F81-4D59-9501-B626395CE387

Comments

- Modified by: Unknown

Index and Search tabs hidden



Browser Full Screen View (Windows)

Users can put the browser into full screen view, which minimizes the toolbars and hides the Windows Taskbar. This gives the maximum amount of Infinite Campus web page viewing space. These instructions work for Internet Explorer (IE), Chrome, and Firefox.

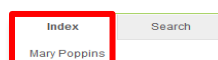
1. Press the <F11> key (on the keyboard).
2. This is a temporary change. To view the toolbars, press the <F11> key again.

The screenshot displays the Infinite Campus web application interface. At the top, there's a green header bar with the Infinite Campus logo and navigation links like 'District Edition' and 'Test Site'. Below this, a navigation menu shows various tabs such as 'Summary', 'Profile', 'Enrollments', 'Schedule', 'Attendance', 'Flags', 'Grades', 'Records Transfer', 'Community Service', 'Computer Permission', and 'Report Comments'. The 'Summary' tab is currently selected. The main content area shows the profile for 'Abbate, James' (Nickname: Jimmy). It includes a student photo, personal information (Name, Gender, Birth Date), and academic details (Grade, Standards, Ad Hoc Letters, Waiver). The 'Person Information' section is expanded, showing fields like 'PersonID', 'Name', 'Gender', 'Nickname', 'Race/Ethnicity', 'State Race/Ethnicity', 'Federal Designation', 'Race(s)', 'Hispanic/Latino', and 'Race/Ethnicity Determination'. The 'Birth Data (Age: 13)' section shows the birth date as 05/30/2005. The 'Student Number' is 605927208, and the 'State ID' is 23870910-4791-4209-9501-862439CE387. The 'Comments' section is empty. At the bottom right, it says '- Modified by: Unknown'.

Refreshing the Screen

The information displayed on the screen is a ‘picture’ of the most recent data at the time it was selected. Occasionally, refresh the screen to display any changes made. There are three different ways to refresh in Infinite Campus.

1. Click on the <Browser Refresh> button in the browser. This should be used when hiding the banner, or to display the initial screen with the District and School Notices. This is often used to ‘get rid of’ student information displaying on the screen without logging out of Infinite Campus. This button will also collapse any modules in the Index previously expanded.



2. Click on *your name* under the Index . This should be used when to display the initial screen with the District and School Notices. This is often used to ‘get rid of’ student information displaying on the screen without logging out of Infinite Campus.



Schedule

3. Click on the screen tab (i.e., Schedule). This should be used to refresh the information on the tab without going back to the initial screen. This should be used when:
 - The user wants to see the results of the change displaying on the screen (i.e., Programs).
 - The user wants to display the original screen (changed the view of the screen).
 - The screen is not displaying the ‘buttons’ on top. For example, the user should see <Save> and <Print> buttons on this screen, but they are not displaying

SEARCHING

Information is accessed, entered, updated, or shared through Infinite Campus by navigating to the appropriate sub-module tool and *searching* for the student, course, staff member, household, or address of interest. Through these steps, Infinite Campus knows which function needs to be performed upon which student, person, course, household, or user.

There are 3 ways to search in Infinite Campus - Simple Search, Advanced Search, and Saved Filters. All are accessed via the **Search** tab.

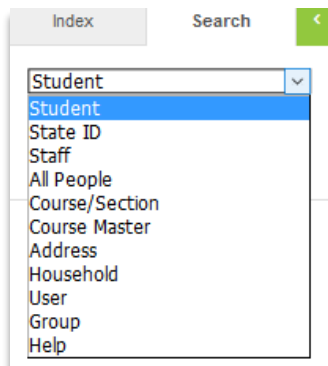
Simple Search

A Simple Search is performed by choosing the record to search for (i.e., Student, Course/Section, Staff), then entering search criteria into the textbox, and clicking on the *Go* Button. The names that meet the search criteria will appear in the left panel under the Search Tab.

The users can enter all or just part of the name, course number, etc. they are searching for. For example, when searching for a student, the user can enter *abb* to search for James Abbate by last name.

All matches will display on the screen by page (20 records to a page).

By default, searches are set to Student-based searches. Using the drop-down, the Simple Search could also target Staff, All People, Course/Section, Course Master, Address, Household, User, Group, and Help. Not all users will have access to search using all of these fields.



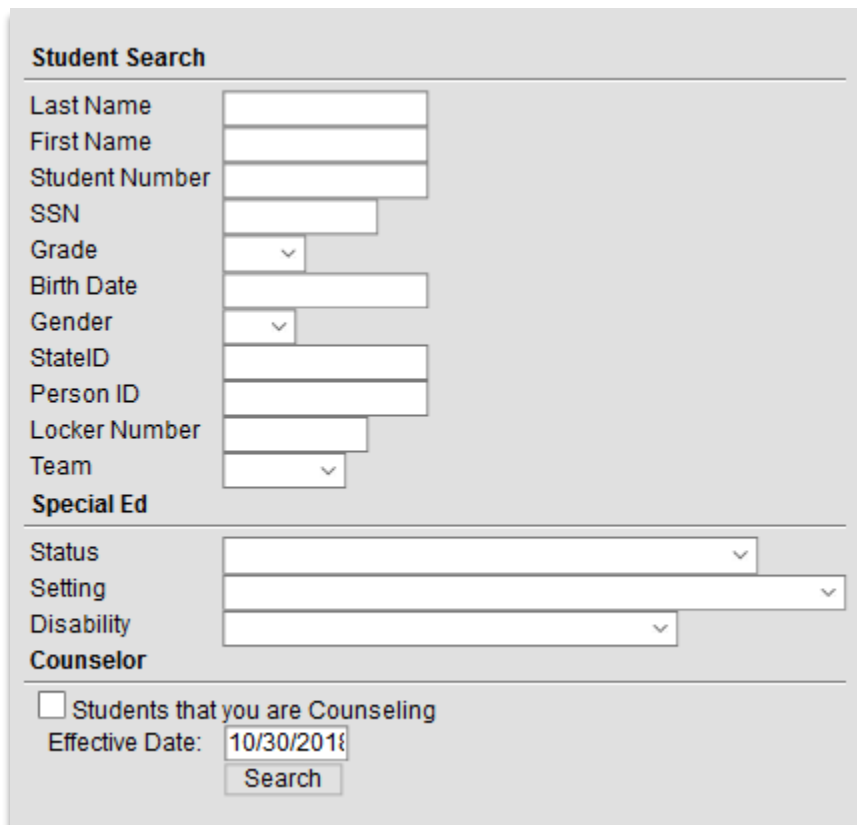
If the search criteria textbox is left blank, clicking on the <Go> button will return all values up to the limit set by the district. Searching is a filtering process, narrowing the results from all data to some subset of all of the data. Therefore, the more information that is provided, the more precise the returned dataset will be.

Data Types for Simple Searches

- **Student:** Last Name or Last Name, First Name or First Name only (if entering First Name only, must enter a comma ‘,’ before the name – ex: ,*alice*) or the first letter(s) thereof
- **State ID:** Student’s State ID Number
- **Staff:** Last Name or Last Name, First Name or First Name only (if entering First Name only, must enter a comma ‘,’ before the name – ex: ,*alice*) or the first letter(s) thereof
- **All People:** Last Name or Last Name, First Name or First Name only (if entering First Name only, must enter a comma ‘,’ before the name – ex: ,*alice*) or the first letter(s) thereof
- **Course/Section:** Course Number or the beginning of the Course Name
- **Course Master:** Course Master Number or any part of the Course Master Name
- **Address:** Number and/or Street and/or Tag of the Address
- **Household:** Last Name in Household Name, Last Name of any member of the household or the first letter(s), or Street Name
- **User:** Person’s Last Name or Username or the first letter(s) thereof
- **Group:** Group Name or the beginning of the Group Name
- **Help:** Any word in the title of the Help file or the first letter(s) thereof

Advanced Search

Advanced Searches give the user much more flexibility regarding the data field(s) upon which the search will be based. Clicking on the <Advanced Search> link in the Search panel produces the **Advanced Search** screen with multiple fields, any combination of which can be used to specify search criteria. Below is an example of the Advanced Search available fields for a Student:



Student Search

Last Name

First Name

Student Number

SSN

Grade

Birth Date

Gender

StateID

Person ID

Locker Number

Team

Special Ed

Status

Setting

Disability

Counselor

☐ Students that you are Counseling

Effective Date: 10/30/2018

When all search criteria have been entered, the user clicks on the <Search> button to generate a list of student names. The names that meet the search criteria will appear in the left panel under the Search tab.

(Note: Only people with rights to the Special Ed area in the Enrollments tab will be able to search that area, and only Counselors will have the option to find Students they are counseling.)

The Advanced Search screen for the other search types: Staff, All People, Course/Section, Address, Household, User, will, as with the Advanced Student Search, yield a similar range of additional search fields, each appropriate to the search type.



Special Note:

If any of the information entered is incorrect, no names will appear in the left panel under the Search tab.

Available Advanced Search Fields

Student Search

- **Last Name** – student’s last name
- **First Name** – student’s first name
- **Student Number** – individualized number that each student is given upon enrollment
- **SSN** – student’s social security number
- **Grade** – grade level (KG, 09, 12, etc.) that is on the student’s enrollment record
- **Birth Date** – student’s birth date in mm/dd/yyyy format
- **Gender** – M/F
- **State ID** – student’s state issued identification number
- **Person ID** – person identification number created when they are added to the database
- **Locker Number** – the locker number on the student’s record
- **Team** – certain schools schedule students by teams. This field is located on the student’s schedule.
- **Special Ed Status/Special Ed Setting/Special Ed Disability** – these settings are state-mandated options that might be assigned to a student when enrolling
- **Counselor** – counselors can click on this checkbox to search for all the students in their caseload
- **Effective Date** – defaults to today’s date and will display all active students only

State ID Search

- **Last Name** – student’s last name
- **First Name** – student’s first name
- **Student Number** – individualized number that each student is given upon enrollment
- **SSN** – student’s social security number
- **Grade** – grade level (KG, 09, 12, etc.) that is on the student’s enrollment record
- **Birth Date** – student’s birth date in mm/dd/yyyy format
- **Gender** – M/F
- **State ID** – student’s state issued identification number
- **Person ID** – person identification number created when they are added to the database
- **Locker Number** – the locker number on the student’s record



Staff Search

- **Last Name** – staff's last name
- **First Name** – staff's first name
- **Staff Number** – this number is associated with the staff person's district assignment
- **SSN**- Social Security Number
- **Birth Date** – staff person's birth date in mm/dd/yyyy format
- **Department** – if the staff member was assigned to departments, it can be used to search for all staff in specific departments

All People (Census Person) Search

- **Last Name** – Person's last name
- **First Name** – Person's first name
- **Student Number** – individualized number that each student is given upon enrollment
- **SSN** – Social Security Number
- **Birth Date** – birth date in mm/dd/yyyy format
- **Gender** – M/F
- **Person ID** – person identification number created when they are added to the database
- **Phone Number** – the recorded home phone number that is attached to the household
- **House Number** – this field looks for the street number on the house. If the address is 1005 E 31st Street, the house number is *1005*.
- **Street Name** – this field looks for the name of the street. If the address is 1005 E 31st Street, the street name is *E 31st*.
- **Apt Number** – apartment number
- **City** – the town/city/township where the household is located
- **Fuzzy Search** – The fuzzy searching option will increase results for people with common last names where the name may sound common but is in fact spelled differently (Smith vs. Smythe). When the fuzzy search option is checked, the system will search all possible sounds-like entries.

Course/Section

- **Course #** – number of the course
- **Course Name** – name of the course
- **Section #** – specific section of a course
- **Teacher Last Name** – last name of the Primary teacher assigned to the section of the course. This field will search for the Primary teacher's last name (not the Teacher Display Name) assigned to the section.
- **Room #** – location of where the section takes place
- **Term** – terms are created in the calendar structure and each active course has sections that meet in a specific term. This is a dropdown list of those terms.
- **Period** – this is a dropdown list of all the periods in the specific calendar
- **Department** – courses can be assigned to departments to aid in the scheduling process or to more easily sort classes.
- **Group** – this field is a team name. Teams are assigned on the Section tab.

Course Master

- **Course #** – number of the course
- **Course Name** – name of the course
- **Course Catalog** – the catalog the course belongs to

Address (Census) Search

- **House/P.O. Number** – this field looks for the street number on the house. If the address is 1005 E 31st Street, the house number is *1005*.
- **Street Name** – this field looks for the name of the street. If the address is 1005 E 31st Street, the street name is *E 31st*.
- **Street Tag** – this field looks for the tag for the street. If the address is 1005 E 31st Street, the tag is *Street*.
- **Apt Number** – apartment number
- **City** – the town/city/township where the household is located
- **Home/Other Phone** – the recorded home phone number that is attached to the household

Household (Census) Search

- **Last Name** – person’s last name
- **First Name** – person’s first name
- **Student Number** – individualized number that each student is given upon enrollment
- **Birth Date** – birth date in mm/dd/yyyy format
- **House/P.O. Number** – this field looks for the street number on the house. If the address is 1005 E 31st Street, the house number is 1005.
- **Street Name** – this field looks for the name of the street. If the address is 1005 E 31st Street, the street name is E 31st.
- **Apt Number** – apartment number
- **City** – the town/city/township where the household is located
- **Household Name** – looks at the Name Field Household Information tab
- **Home/Other Phone** – the recorded home phone number that is attached to the household
- **Application Name** – looks for an application on file for this household in School Choice
- **Reference Number** – looks for the reference number on file for School Choice application for this household

User

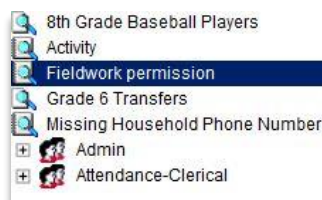
- **Username** – username is entered on the person’s user account
- **Last Name/First Name** – user’s last name/first name
- **SSN** – Social Security
- **Type** – searches the type of account: all people, all users, staff accounts, student accounts or parent accounts
- **Tool Rights** – searches for all users who have access to specific user tool rights (i.e., everyone who has access to the Health Module). It can be used in conjunction with ‘Access’ – see below.
- **Calendar Rights** – searches for all users who have rights to a specific calendar
- **Access** – this is used in conjunction with Tool Rights – it is used to search for users who have access to **Read**, **Write**, **Add**, or **Delete** rights within a tool.

Help Search

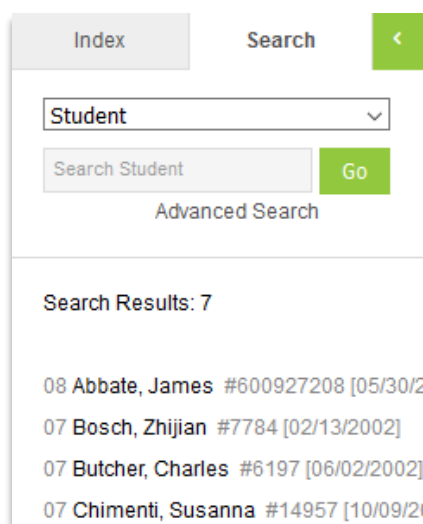
- Choose the Help option from the dropdown list.
- *Search Help* – type in the module or tool within a module (i.e., Gradebook, Attendance Letters) to search for articles, tutorials, and videos for that topic.

Saved Filters

With *Saved Filters* the user can access a list of names, classes, households, or addresses that they or a colleague had previously compiled and saved via the Filter Designer in the Ad Hoc Reporting module. The area in which Saved Filters can be selected is accessible by clicking on the <Advanced Search> link in the Search panel.



Selecting a *Saved Filter* and clicking on the <Search> button will produce the list of names, courses, households, or addresses in the Search panel.



Clicking on one of the members of this list will lead to the appropriate data tabs.

Keyboard Navigation

In an effort to make Campus more accessible for all users, the following keyboard navigation updates were made:

- Alt-Shift-S – This will open the Student Search and focus on search input
- Alt-Shift-C – This will open the context picker and focus on the first field
- Alt-Shift-U – This will open the index and focus on tools within the index
- Alt-Shift-Q – This will log the user out of Campus
- Alt-Shift- > (angle bracket) and Alt-Shift- < (angle bracket) – This will move to the next or previous selection in the Student Search
- Alt-Shift-T – This will set the focus on the active tab

PRINTING LABELS

Labels can be printed in Infinite Campus from several different sub-modules. Listed below are the paths to create the different labels and the label type needed.

Mailing Labels

Navigate to *Census > Reports > Mailing Labels*

Teachers navigate to *Instruction > Reports (Roster) > Roster Labels*

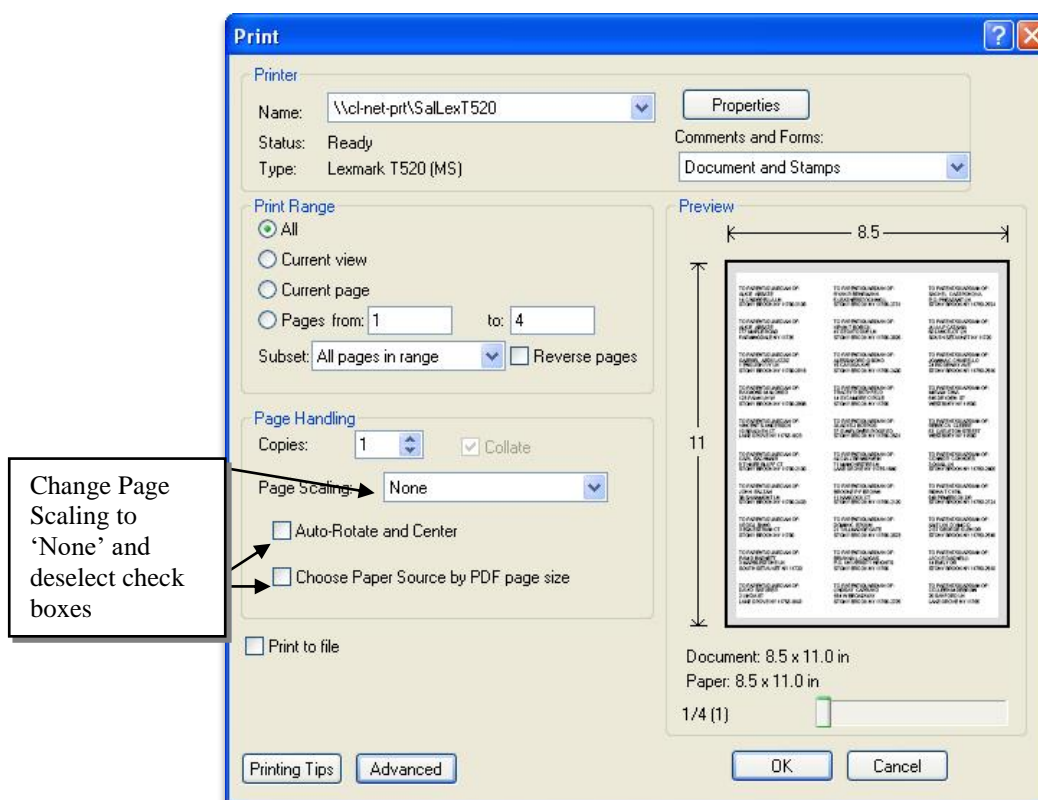
Label Type:

Avery 5160 or equivalent

Adobe Note:

With Adobe, users will need to change the options on the Print screen (the Print screen might be slightly different per Adobe version):

1. In the Page Handling section, change the Page Scaling to: 'None'.
2. In the Page Handling section, deselect all other checkboxes.



Cumulative Labels

Navigate to *Grading & Standards > Reports > Cumulative Labels*

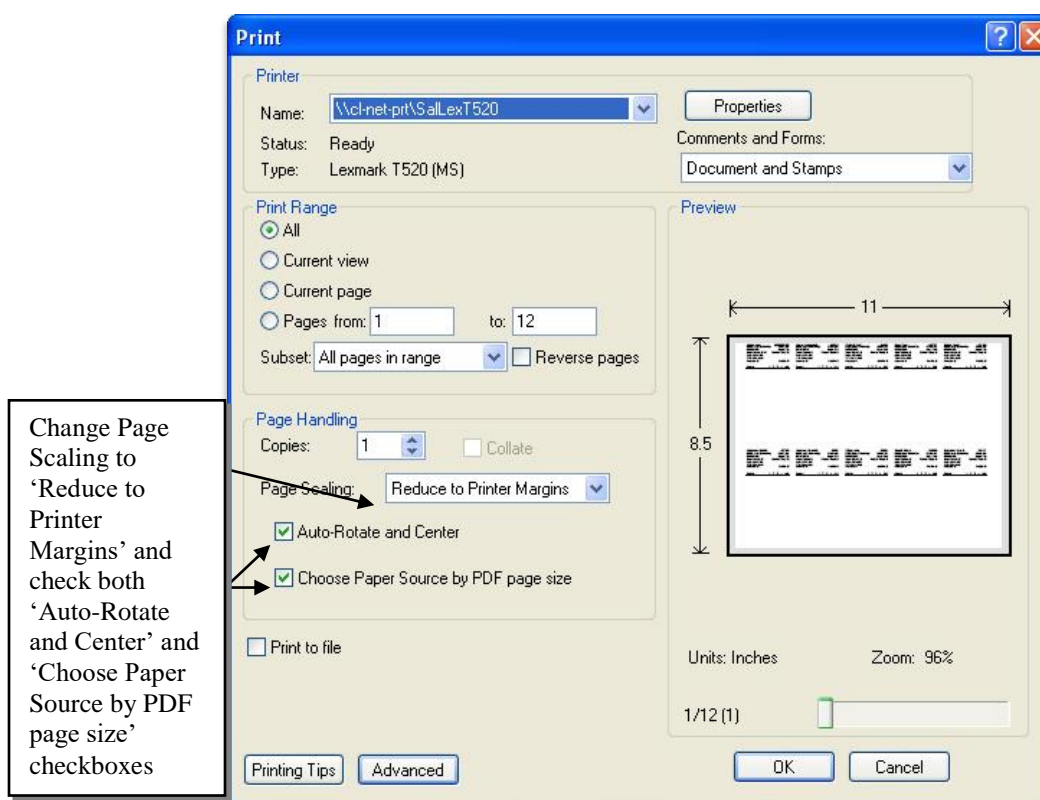
Label Type:

Avery 5163 or equivalent

Adobe Note:

With Adobe, the user will need to change the options on the Print screen (the Print screen might be slightly different per Adobe version):

1. In the Page Handling section, change the Page Scaling to: 'Reduce to Printer Margins'.
2. In the Page Handling section, check both the 'Auto-Rotate and Center' and 'Choose Paper Source by PDF page size' checkboxes.
3. The preview looks like it is printing landscape, and that is correct (**do not** change the Orientation).



GETTING HELP IN THE INFINITE CAMPUS SYSTEM

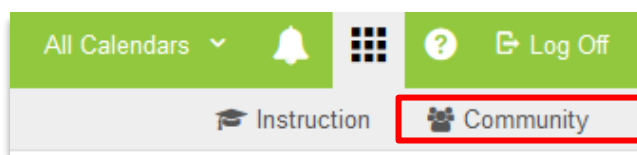
Description

Infinite Campus help is provided to give users a basic understanding of the module or tab that they are viewing and what steps need to be done to modify that information.

Access to the Campus Community

The Campus Community provides Campus Users access from Infinite Campus to a knowledge base, moderated forum, video library, customer event calendar, and news stories via a single sign-on.

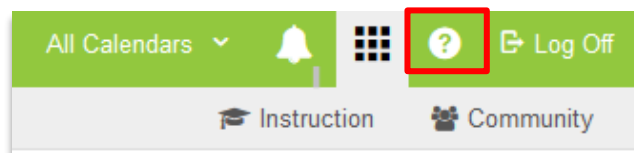
1. To access the Campus Community, click on the app switcher in the upper right corner of the screen



All Campus end-users have access to the Campus Community. When accessed for the first time, the user will be prompted to create an account (i.e., CampusID). After an account has been created, it will simply pass through authentication to log into the Campus Community.

Context Sensitive Help

1. To access Infinite Campus context sensitive help – the **Help** question mark is available in the upper right hand corner.



2. If users want more information on enrollments for example, navigate to *Student Information > General > Search*. Search for a student then click on the **Enrollments** tab.
3. Click on the **Help** question mark. This will open a new screen that will filter articles to the exact screen the user is on.

