

# REGISTRAR 1 (M)



**Intended Audience:** Staff that currently manage Census data for students, new families, emergency contacts and Staff.

**Description:** This course covers all Census data entry in Campus including student enrollment, household assembly using the Census Wizard, non-household relationships, emergency contacts and reports

**Time:** 4 hours

Campus Overview (15 minutes)	<ul style="list-style-type: none"><li>• Learn navigation</li><li>• Learn search procedures</li><li>• Learn help options</li></ul>
Census Theory & Overview (30 minutes)	<ul style="list-style-type: none"><li>• Learn how people, households and addresses are managed in Campus</li><li>• View sample Campus households to understand icons associated with people, households and addresses</li></ul>
Searching Census (30 minutes)	<ul style="list-style-type: none"><li>• Search for a person in the Census</li><li>• Search for an address in Census</li><li>• Search for a household in Census</li></ul>
Adding Census Information (90 minutes)	<ul style="list-style-type: none"><li>• Add people using Census &gt; Add Person</li><li>• Add an address</li><li>• Create a household using the Census Wizard</li><li>• Adding non-household relationships (emergency contacts)</li><li>• Creating enrollments for students</li><li>• Add district assignment and employment information</li></ul>
Census Reports (30 minutes)	<ul style="list-style-type: none"><li>• Learn to generate Census canned reports</li><li>• Learn uses for canned reports</li></ul>
Review (30 minutes)	<ul style="list-style-type: none"><li>• Discuss key words</li><li>• Complete review questions</li><li>• Complete review activities</li></ul>

## Review Questions

1. What information is listed on the members tab for a household?
2. Explain two ways to find a student's primary guardian's contact information.
3. Give an example of a non-household relationship.



## Hands-On Activities

SCENARIO 1: Create the following people, place them in a household and attach the household to an established address:

### Campus Key Words

PersonID

- 2 students
  - 1 student in Kindergarten
  - 1 student is an 8th grader

Student Number

- 2 adults, mom and step-dad
- Build appropriate relationships

StateID

- Provide work numbers and emergency contact information

SCENARIO 2: Create the following people, place them in a household and attach the household to an established address:

Person GUID

- 2 parent household

Enrollment Start Date

- 1 high school student

No Show

- Grandma is the emergency contact and does not live in the same household. Add grandma as a person to the database.

Secondary Membership

- Connect the family to an existing address which will be provided by your trainer.

Secondary Address

- The student's mother will be a teacher at one of the middle schools in the district. Create proper employment records using the District Employment and District Assignment tabs.

- Build appropriate relationships.

Non-household Relationships

# LOGGING IN & NAVIGATION

## OVERVIEW

In this lesson, you will be introduced to the Infinite Campus system.



## OBJECTIVES

At the conclusion of this lesson, you should be able to:

- Log into Campus.
- Know and accurately describe the three tabs in your outline.
- Know and accurately describe the three areas of the window.
- Log out of Campus.

A screenshot of the Infinite Campus login interface. It features the Infinite Campus logo at the top. Below the logo, there is a "District Edition" label and a version box indicating "Version: 2008.2.5.a.final", "training245 2008", and "Training Database". The login form includes fields for "User Name:" and "Password:", a "Sign In" button with a right arrow, and a "Logged off" link.

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## Access & Logging In

Each district's data is stored in a different location on the Internet and is accessed through a Web browser such as Internet Explorer, Firefox or Safari. The web address used in training will be different than the address you will use in your everyday use of your school's Campus application.

1. Launch a web browser such as Internet Explorer, Firefox or Camino on your computer.
2. Enter the web address (URL) provided by your trainer in the location bar of your browser.
3. When the page loads, your screen should display the login screen for Infinite Campus.
4. Enter the user name and password provided by your trainer.
5. Click OK.

Training Site:

User Name:

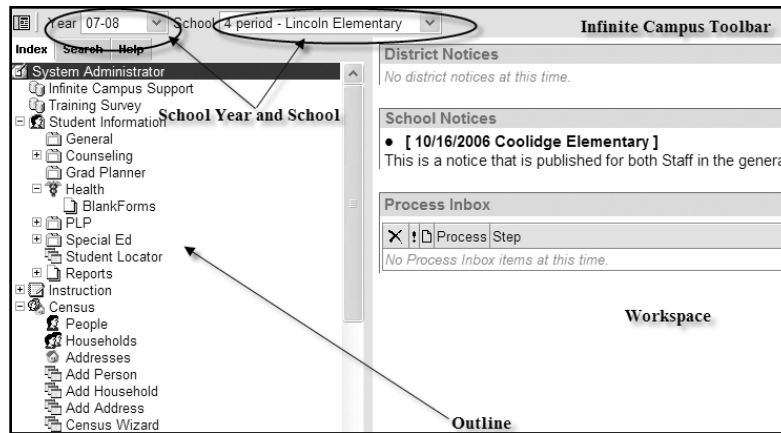
Password:



*Since Campus is a web-based product, it is accessible anywhere in the world.*

*Since it is accessible anywhere, the data within the system is protected with passwords and security measures. In many districts Campus passwords are "strong passwords." A strong password is at least eight characters long with a combination of letters, numbers, or special characters. In all districts, if your password is entered incorrectly five times, the account will be disabled. You will then need to contact a designated individual in your school or district office to have your password reset.*

## Logging In & Navigation



### Navigation

**Calendar-** a data element in Campus that defines the terms, periods, instructional days and grade levels at a school for a year. State reporting data is extracted and aggregated out of a particular calendar.

**Schedule Structure-** a subdivision of a calendar for the purposes of setting up a group of students on a different scheduling pattern, such as different terms, periods or set of instructional days.

Once you have logged into the Campus application, you will notice your screen is divided into three main areas.

1. The gray header **Infinite Campus Toolbar** contains dropdown menus to select which year, school, calendar, schedule structure, and if you are a teacher, which section you are working with. ***Your account's rights will determine which schools and what years' data you can access.***
2. The space to the lower left contains three tabs.
  - The first tab, the **Index** tab, contains all your tools in Campus. The tools you have rights to will vary from user to user. The tools are collected into groups called modules. To open a module, click on either the plus sign or the name of the module. When the tools are completely open, it reveals the user's complete **Outline**.
  - The second tab, the **Search** tab, allows you to quickly find particular pieces of information, such as student information, course information, and help topics.
  - The third tab is context-sensitive help. As you are working with certain tools in Campus, related help articles can be found by switching to the **Help** tab. As an example, if a question arises during taking attendance, clicking the **Help** tab will pull up an article describing how to take attendance in Campus. In addition, related topics will be linked at the bottom of the help article.
3. The space on the right is your main **Workspace**. The tools that you select on the **Index** tab will load into this space. When you first start Campus, you will see announcements and reminders posted by your district or building. This space may include notices about Campus updates and/or other announcements that have been posted by your school. At the bottom of your workspace is an item called the **Process Inbox**—your “to do” list in Campus today. Depending on your role and tools, different items will appear in this area to remind you to complete particular tasks in Campus.

## Logging In & Navigation

Process Inbox

Date Range:  to  Display:

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Attendance	Period 1 Attendance Required	10/14/2009	10/14/2009
<input type="checkbox"/>		Message	Student Referral Notice	10/06/2009	
<input type="checkbox"/>		Message	Student Referral Notice	10/06/2009	
<input type="checkbox"/>		Message	Age 18 warning	10/06/2009	

### Managing the Process Inbox

Infinite Campus allows users to search for messages and processes in the Process Inbox.

#### Searching for items in the Process Inbox

1. Enter a date range that Campus should search within.
2. Campus will look for items that have a posted date which fall within the entered date range.
3. Select the Process(es)/Messages from the Display dropdown list.
4. Click Find Messages. Processes/Messages that match the search criteria will be displayed.

Process Inbox

Date Range: 10/01/2009 to 10/14/2009 Display:

Attendance Message

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Attendance	Period 1 Attendance Required	10/14/2009	10/14/2009
<input type="checkbox"/>		Message	Student Referral Notice	10/06/2009	
<input type="checkbox"/>		Message	Student Referral Notice	10/06/2009	
<input type="checkbox"/>		Message	Age 18 warning	10/06/2009	

#### Deleting Items in the Process Inbox

1. If needed, enter a date range and select the type of processes to search for. Click Find Messages.
2. Click the box in front of the Process/Message to delete. All messages may be selected by clicking the box in the Process Inbox toolbar.
3. Click Delete Selected Messages. The selected messages will be deleted.

### Logging Out of Campus

When finished with your Campus session, or when you will be away from your computer for an extended amount of time, you should end your Campus session by clicking on log off. Your session will close and you will then be back at the login screen. You may then close your browser.



## Logging In & Navigation

# CENSUS MODULE OVERVIEW



## OVERVIEW

This lesson will serve as an introduction to the three types of data elements created and maintained in the Census module.

## OBJECTIVES

At the conclusion of this lesson, the learner will be able to:

- Search for a person in the Census.
- Search for an address in Census.
- Search for a household in Census.

## The Census Data Model

The Census module provides the entry point for all people who will be entered into the Campus database - school staff, parents, students and emergency contacts. The individual is entered once in the database and that record is reused and changed as needed.

Example—Melissa Smith is a student in a high school in your district and has an entry in your Campus database as a student. Melissa goes to college and becomes an elementary school teacher in your district. Her record in Campus can be modified to have a district staff assignment. Melissa teaches for a couple of years and then gets married. Her identity can be changed to her married name but the existing records are still attached to her as a person (in addition, staff members who know her by her maiden name can still search for her maiden name in the Census). When Melissa becomes a parent and her children attend school in your district, they are connected to her by being in her household and having relationships made between her and her children. When her children grow up and have children of their own, Melissa can be marked as an emergency contact for her grandchildren.

Abegg, Dylan		Legal	Medical
Grade:10 #103667 DOB:02/01/1992 Gender:M			
District Assignments	POS Deposit	School Choice	Credentials
Overrides			
Demographics	Identities	Households	Relationships
Enrollments	District Employment		

## Census>People

1. Expand the Census module by clicking on either the name or the plus sign. Choose Census > People.
2. Search for a person using last name [comma] first name.
3. The **Demographics** tab holds all information about the identifying and contact information for a person.
4. The **Identities** tab lists the legal name changes that a person has had. See Maintaining and Changing Census Data for the process of changing an individual's name in Campus.
5. The **Households** tab lists all households that a person is or was a member of. The names of all other members of the household(s) will also be available from this tab.
6. The **Relationships** tab links people together. This tab is where the rights and access to a student's information are set and maintained.
7. The **Enrollments** tab lists all district schools that a person has attended as a student; the data contained here is the basis for much of the state reporting extracts in Campus.
8. **District Employment** houses data for school district employees

## What do the different person icons mean?

When you search for a person, you may see three different icons next to their name. These indicate information about the person:



Indicates the person is a student. An enrollment and student number makes a student.



Indicates the person is a staff member with a staff number and district employment start date.



Any other person, which could be a parent, emergency contact, etc.

**PersonID**—the database key that holds and attaches records to this individual.

**Student Number**—the district created and locally used number.



**StateID**—the student's state-created identifying number, if used. Your state may have a specific name for this number, but Campus will use the state-neutral term StateID.

**GUID**—the Global Unique Identifier may be used as a registration key to create a Portal account for an individual.

**Other Phone**—many individuals will have a second cell or second work number. The other phone is designed to hold such a number. This number is not the same as the home phone, which is entered and maintained on the household.

The **private checkbox** will NOT hide data from a Campus user. Rather it is designed to be used when extracting data out of Campus in an ad hoc report. When designing the filter to pull data, the user can specify that data marked as private should not be exported.

- for reporting and data analysis.
9. The **District Assignment** tab ties the person to a particular school and adds their name to areas of functionality in the product.
10. The **Credentials** tab is used for entering and storing the data about a staff member's teaching credentials. This data is intended for reporting "highly qualified teachers" as required by No Child Left Behind. For more information about the district employment and assignment tabs, consult the Staff Entry lesson.
11. The **POS Deposit** tab is used in conjunction with the Campus Food Service and Point of Sale system. If your district is using Food Service, additional training will be provided for point of sale and deposits.
12. **School Choice** is used in larger districts that allow students to apply to attend a particular school or program in the next school year.

<b>Abegg Household</b>				
Phone: (555)844-6117				
<b>Household Info</b>	<b>Addresses</b>	<b>Members</b>	 <b>Fees</b>	 <b>POS Deposit</b>

### Census > Household

1. In your index outline, click on Households.
2. Search for the household using the last name of a person in the household.
3. The **Household Info** tab is where the household name is defined (according to district policy and procedure) and the household phone is maintained.
4. The **Addresses** tab records the addresses that the family is or was associated with.
5. The **Members** tab will show all members of the household and allows the district to record when they became members or when they ended their membership in the household.
6. The **Fees** tab allows a payment to be made to the fees of any household members.
7. The **POS Deposit** is used in conjunction with the Campus Food Service point of sale terminal to fund the lunch accounts of household members.



## Census Module Overview

2175 Airport Rd	Map this address
St Paul, MN 55116	
Address Info	Households
Schools	Overrides

### Census > Addresses

1. In your Index outline, click on Addresses.
2. Search for an address using the number and street name in the search box or use advanced search methods.
3. "Map this address" will open a new window and show the location of this address on Google maps. PO boxes will not be mapped.
4. The **Address Information** tab defines the elements of the address.
5. The **Households** tab will show all households (family units) that are or have been associated with an address.
6. The **Schools** tab allows districts to associate an address with a particular set of schools, or to define a particular school's attendance area.
7. The **Overrides** tab lists an additional school that the address is assigned to when there is a school already assigned to the address as a school boundary indicator. This is used to indicate which school a student attends in a district. This tab is managed by district level staff.



**Prefix**—a directional indication before the street name, such as 2000 East Maple.

**Tag**—the type of street, such as St., Boulevard, Parkway, etc. Districts should consult with your local post office for preferred nomenclature.

**Direction**—directional indication after the street name and tag, such as 2000 Main Street South.

**Location code**—an eight character code used in some districts when importing addresses from a local utility. The first two characters are a city code, the next two are a zone code, next two are a neighborhood code, last two characters are lot number.

Federal **Impact Aid** (Title VIII of ESEA) provides additional funding to districts to overcome property tax revenue lost due to Federally-owned property within the district boundaries. In addition, the children of people either employed on eligible government installations or on active duty in the military may also generate Impact Aid for a district. Consult with district personnel and procedures for the proper way to use the drop downs in this area.



# NEW STUDENT REGISTRATION (DE)



## OVERVIEW

This lesson will introduce the process of adding new students to the Campus database. Once the new student is added, additional people will be added and a household will be created.

## OBJECTIVES

At the conclusion of this lesson, the learner should be able to:

- Add people using Census > Add Person.
- Add an address.
- Create a household using the Census Wizard.
- Enroll students.

*Prior to creating a new record for the student, we will first check to see if this individual has already been created in the district's Campus database (as in the case of a student who was previously enrolled). If they already have been entered, select them and create a new enrollment record for that person so that all their records in Campus are tied to one individual later in the registration process.*

## Adding a Student

1. From the outline, select Census > Add Person.
2. Enter the student's Last Name, a portion of the First Name (if needed), select the appropriate Gender and click Search.
3. All people who match the search parameters will display in the search results.
4. Use information such as a birth date to determine if one of the results is the correct student needing to be registered. If the student exists, repeat steps 1-4 for any other students in the household.
5. IF NO RESULTS ARE FOUND, click Create New Person.
6. Enter the student's identity information. All fields in red and marked with an asterisk are required fields.
7. Enter the data for the student's race/ethnicity. The checkboxes are federally reported elements starting in the 2010-2011 year.
8. If the student is Hispanic/Latino, select Yes. If No is selected, one or more races MUST be selected.
9. Select the races that apply for the student.
10. The Race/Ethnicity dropdown will contain the state's specific race/ethnicity codes for state specific reporting.
11. Select the Race/Ethnicity Determination from the dropdown list.
12. Create a Student Number by either entering the number manually in the field or checking Generate Number.
13. Click Save.

**Person Search**  
Person Search  
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student.

\*Last Name: johnson  
First Name:   
Middle Name:   
Birth Date:   
Gender:   
Search

Details	Name	PersonID	Gender	Birth Date
Details	Johnson, Daniel	PersonID: 46270	M	
Details	Johnson, Delphine	PersonID: 46271	F	
Details	Johnson, Jacqueline	PersonID: 46272	F	09/22/2001
Details	Johnson, Todd	PersonID: 46273	M	10/01/2000
Details	Johnson, Alex	PersonID: 3522	M	04/03/1996
Details	Johnson, Ashley K	PersonID: 1143	F	618953
Details	Johnson, Brett	PersonID: 620327	M	
Details	Johnson, 1316	PersonID: 1316		

**New Person**  
Person Creation  
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

**Person Information**  
\*Last Name: Student  
\*First Name: New  
Middle Name:   
Suffix:   
\*Gender:   
Birth Date:   
Soc Sec Number:   
Race/Ethnicity  
Is the individual Hispanic/Latino?   
Is the individual from one or more of these races? (check all that apply)  
☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☐ White  
Race Ethnicity: S. White, not Hispanic  
Race/Ethnicity Determination:   
Nickname:   
Comments:   
Person Identifiers  
Student Number:   
State ID:   
Staff Number:   
Generate Number: ☐

*Repeat steps for all students that are in the household.*

*Once all students are added, continue to use Census > Person to add the parents and other family members who are not enrolled students.*

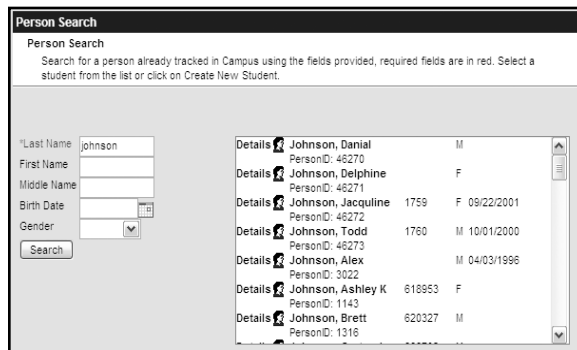
### Adding People (Census > Add Person)

1. Select Census > Add Person.

2. Enter the search criteria to see if this person exists in Campus.

3. Click Search.

4. All people who match the search will display in the search results. Use the information in the window or click Details to find more demographic information to determine if an exact match was found.



**Person Search**

Search for a person already tracked in Campus using the fields provided; required fields are in red. Select a student from the list or click on Create New Student.

Last Name: johnson  
 First Name:   
 Middle Name:   
 Birth Date:   
 Gender:   
 Search

Details	Name	PersonID	Gender	Birth Date
Details	Johnson, Daniel	46270	M	
Details	Johnson, Delphine	46271	F	
Details	Johnson, Jacqueline	1759	F	09/22/2001
Details	Johnson, Todd	1760	M	10/01/2000
Details	Johnson, Alex	3022	M	04/03/1996
Details	Johnson, Ashley K	818953	F	
Details	Johnson, Brett	620327	M	
Details	Johnson, 1316			

5. IF NO RESULTS ARE FOUND, click Create New Person.

6. Enter the information to complete the person's demographic information as required by school policy and procedure. DO NOT check "generate number" as the parents will not have student numbers.

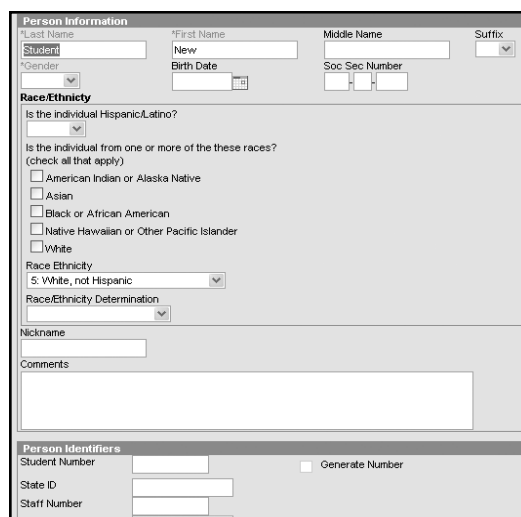
7. Click Save.

8. Click on the person's name to move to their Demographics tab.

9. Add any personal contact information (such as cell phone, work phone, and e-mail address) the parent provided.

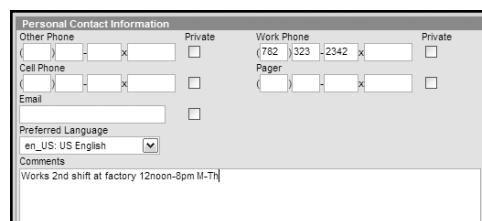
10. Select the correct contact means for the different types of Messenger messages.

11. When finished, click Save.



**Person Information**

Last Name: Student  
 First Name: New  
 Middle Name:   
 Suffix:   
 Gender:   
 Birth Date:   
 Soc Sec Number:   
 Race/Ethnicity  
 Is the individual Hispanic/Latino?  
 Is the individual from one or more of the these races?  
 (check all that apply)  
☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☐ White  
 Race Ethnicity  
 S: White, not Hispanic  
 Race/Ethnicity Determination  
 Nickname  
 Comments  
 Person Identifiers  
 Student Number:   
 State ID:   
 Staff Number:   
☐ Generate Number



**Personal Contact Information**

Other Phone:   
 Cell Phone:   
 Email:   
 Preferred Language  
 en\_US: US English  
 Comments  
 Works 2nd shift at factory 12noon-8pm M-Th

*Repeat for all adults or other non-students in the household.*

Enter enough criteria to limit your results to a usable number, but not so much criteria that it filters down to no results. As an example, if the father's name is James Smith, searching for "James Smith" would exclude any record that may have been created as "Jim Smith." Searching by last name and first initial may yield better results.

## New Student Registration (District Edition)



**Add Address**

**Address Search**  
Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

House/P.O. #	123	Address 123 NoCity 55116 123 DALE Way W. Elk City 15704 123 Madrona Dr. Council 13749 123 MILTON Rd. Mackay 13749 123 Sesame Street Dupree 57623
Street Name		
Street Tag		
Apt #		
City		
Home Phone	( ) - - x	
<input type="button" value="Search"/>		

### Adding an Address (Census > Add Address)

1. In the Index, select Census > Add Address.
2. Enter the search criteria to search for the family's address.
3. If the family's address is found and shows in the search results, click on the address and proceed with **Checking an Existing Address**.
4. If the address is NOT found, click New Address.
5. Enter the elements for the address in the fields provided.
6. Click Save. Proceed to the Census Wizard.

**2175 Airport Rd** Map this address  
St Paul , MN 55116

**Address Info** Households Schools Overrides

### Checking an Existing Address

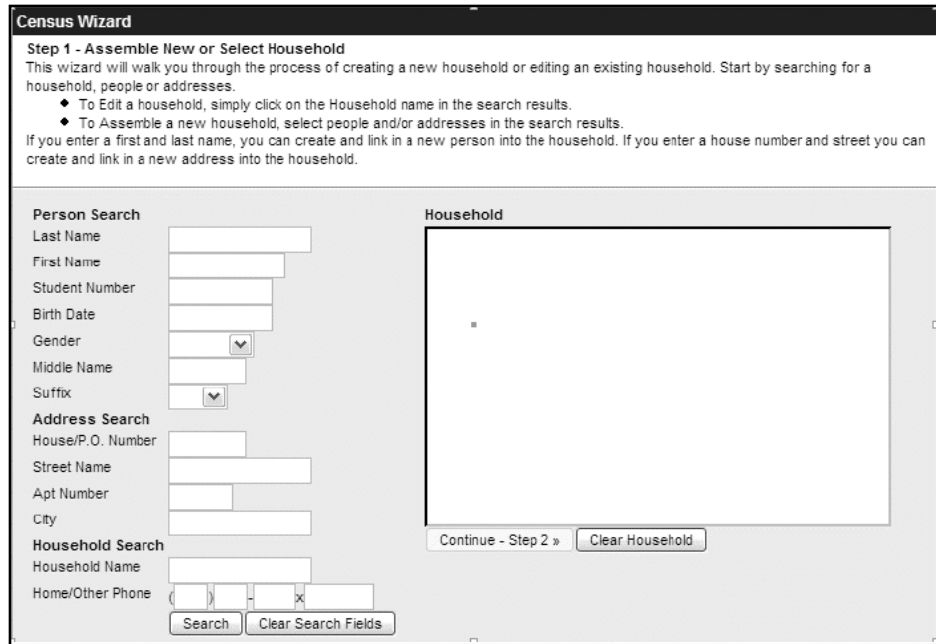
**If the address is found when searching to create a new address, follow these steps. Otherwise, proceed to Census Wizard.**

1. Check to be sure the address selected matches all elements of the address given by the family.
  - If all elements match, proceed to step two.
  - If any elements do not match (such as a different apartment number), consult your district's established policy and procedure for the correct process to follow. DO NOT CHANGE address data at this point as you may be changing the address of another family! You may need to create a new address in the Campus database for the family.
2. Select the Households tab to determine if a household is currently at this address. If a household is currently at the address, consult the district's established policy and procedure for the correct process to follow.
3. If the address is not currently being used by a household, proceed with the steps for Census Wizard.

## New Student Registration (District Edition)

### Census Wizard

The Census Wizard tool allows a user to create a household (family unit) for a group of people, attach a mailing address, and define relationships between people in a three step process. In addition, the process of enrolling students and adding contact information may also be done from links found in this tool.



**Census Wizard**

**Step 1 - Assemble New or Select Household**

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people or addresses.

- ◆ To Edit a household, simply click on the Household name in the search results.
- ◆ To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create and link in a new address into the household.

**Person Search**

Last Name

First Name

Student Number

Birth Date

Gender

Middle Name

Suffix

**Address Search**

House/P.O. Number

Street Name

Apt Number

City

**Household Search**

Household Name

Home/Other Phone

**Household**

### Step 1. Assembling Households and Addresses

1. Search for household members in the search box in the wizard.
2. Click on a person in the search results to place them into the new household assembly area.
3. If needed, people may be removed from the assembly area by clicking the "X" next to their name.
4. Repeat steps as needed until all people in the household are in the assembly area.
5. Search for the household's address(es) by number and street name.
6. Click on an address in the outline to place it into the new household assembly area.
7. Click Continue to advance to step two.

## New Student Registration (District Edition)



### Step 2. Editing Membership and Mailing

1. Name the household according to district policy and procedure.
2. Enter the Home Phone Number.
3. Mark the mailing address with the Mailing checkbox.
4. Enter Start Dates as required by district policy and procedure.
5. Mark necessary Secondary flags on address and membership
6. Click Save & Continue- Step 3.


<b>Household</b>						
Household Name (Override) Abegg	Household Phone Number (555) 844 6117					
<input type="checkbox"/> Private						
<b>Household Locations</b>						
Address	Start	End	Private	Secondary	Mailing	
2994 100TH St. E., Nampa MD 13749		03/31/2007	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Pine Tree Dr #302, Arden Hills MN 55112	04/01/2007		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Household Members</b>						
Name	Birthdate	Gender	Start	End	Private	Secondary
Abegg Jr., Dylan	02/01/1991	M			<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Glissa		F			<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Ryo	09/07/1994	M			<input type="checkbox"/>	<input type="checkbox"/>
Abegg Sr., Dylan		M			<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Save &amp; Continue - Step 3"/>						

**Private** The private checkbox will not hide this data from a user of Campus. Rather it may be used when doing an ad hoc query for a data export. Data marked as private can be excluded from the export.

**Secondary address** Some of the time this household can be found at this address (as in the case of a lake home, cabin in the mountains or other second home).

**Secondary membership-** Some of the time this member can be contacted through this household (e.g. a student lives with a parent for part of the time).

### Step 3. Defining Relationships

1. Choose the district-defined description that best describes the relationship between the pair. (Relationships work in both directions and will auto fill down)
2. Comments on the relationship may be entered by clicking the  icon.
3. Enter Start Dates (if needed) and appropriate flags.
4. Click Save & Done when finished.

<b>Census Wizard - Edit Relationships</b>										
Step 3 - Edit Relationships of Household Members Edit the relationships between the family members.										
<b>Relationships to Abegg Jr., Dylan</b>										
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger
Abegg Sr., Dylan	02/01/1991	M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abegg, Glissa		F					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abegg, Ryo	09/07/1994	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Relationships to Abegg Sr., Dylan</b>										
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger
Abegg Jr., Dylan	02/01/1991	M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abegg, Glissa		F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Ryo	09/07/1994	M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Relationships to Abegg, Glissa</b>										
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger
Abegg Jr., Dylan	02/01/1991	M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abegg Sr., Dylan		M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg, Ryo	09/07/1994	M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Relationships to Abegg, Ryo</b>										
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger
Abegg Jr., Dylan	02/01/1991	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abegg Sr., Dylan		M					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abegg, Glissa		F					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Save &amp; Done"/>										

**Guardian**-names the legal guardian of the child. Will show on the student summary information and will pull into the Campus IEP.

**Mailing**-the non-student will receive a copy of all mailings about the student, such as report cards, behavior or attendance letters, etc.

**Portal**-will give access to the student's information in the Campus Portal.

**Messenger**-Messenger is the phone dialer and e-mail component of Campus. A Messenger contact for a student is a person who can be designated to receive messages of a general or high priority nature, or due to behavior or attendance event.



### Step 4. Define Relationships with People Outside the Household

1. Click the student's name in the search results (left side of screen) to add non-household relationships, such as emergency contacts.
2. Select the Relationship tab.
3. Click New Non-Household Relationship.
4. Search for and find the existing person.
5. Choose the district-defined description that best describes the Relationship between the pair.
6. Enter Start Dates and appropriate flags.
7. Click Save when finished.

Name	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Anderson, M	F	Guard: Father	07/29/2000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kenneth	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laverne	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson, Marge	F	Guard: Mother	07/29/2000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Britt, Sand	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Step 5. Creating an Enrollment for a Student

1. Click the "Enroll as Student" link below the student's name in the search results (left side of screen) to create an enrollment record for the student.
2. On the Enrollments tab, click New.
3. Select the calendar, schedule structure and grade level the student will be in.
4. Enter the Start Date (first day of attendance).
5. Select the Start Status that matches the student's situation.
6. Click Save when finished.
7. Additional information may be entered in the State Reporting and Special Education Fields. This information is used for demographic and statistical counting for state reporting extracts.

**Start/End Status-** a state defined series of codes.

**Primary Enrollment-**the main enrollment for the student. Most students will have primary enrollment.

**Partial Enrollment-** An 8th grader taking one math class at a high school may have a secondary enrollment the high school.

**Special Ed Enrollment--** a student enrolled in a school for special education services only. A parochial student who has one session of speech therapy a week at the public school would have a SPED enrollment at the public school and a primary enrollment at the parochial school.



# CENSUS: ADDING STAFF

## OVERVIEW

This lesson will introduce the process of adding staff members to the Campus database. For more information about the types of data tracked in Census and the theory behind the tool, consult the Census Module Overview.

## OBJECTIVES

At the conclusion of this lesson, the learner will be able to:

- Add people using Census > Add Person.
- Create a district assignment.
- Know and describe the functions of the checkboxes on a district assignment.
- Enter pertinent data for state and NCLB reporting of staff.

## Adding a Person

1. From the Index, select Census > Add Person.
2. Enter the required search information to check if the person already exists in Campus.
3. Click Search. Search results will display in the white box to the right of the search criteria. Use the information on screen such birth date to determine if one of the results is the staff member that is being added. If yes, select that person and proceed to step 8.
4. If no matching person is found in the white box, click the Create New Person button. Enter the person information for the individual. All fields marked in red with an asterisk are required. Enter additional data according to district policy and procedure.
5. Enter a staff number for this person if available.
6. When finished, click Save.
7. Select the person from the white box.
8. On the Demographics tab for the new person, enter any additional data such as contact information for the staff member.
9. When finished, click Save.

**Person Search**  
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student.

\*Last Name: Johnson  
First Name:   
Middle Name:   
Birth Date:   
Gender:   
Search

Details	Name	PersonID	Gender	Birth Date
	Johnson, Daniel	46270	M	
	Johnson, Delphine	46271	F	
	Johnson, Jacqueline	1759	F	09/22/2001
	Johnson, Todd	1760	M	10/01/2000
	Johnson, Alex	46273	M	04/03/1996
	Johnson, Ashley K	618953	F	
	Johnson, Brett	620327	M	

**Person Creation**  
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

**Person Information**

\*Last Name: Jones \*First Name: Mike Middle Name: Suffix:   
\*Gender: Male Birth Date: 5/28/1995 Soc Sec Number:   
Race/Ethnicity: White Nickname:   
Comments:   
Person Identifier:

### Creating a District Assignment

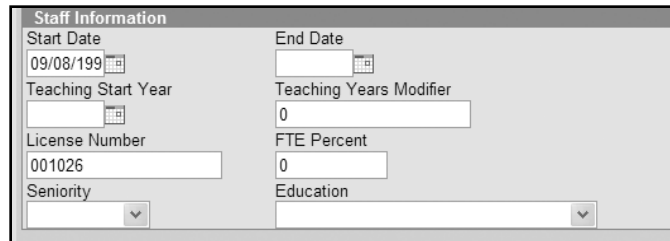
The **District Assignment** tab records all buildings at which a teacher or staff member has worked in the district. In addition to recording their work site history, the District Assignment tab has implications for the functionality of the product and where that person can be selected in various sections of the product.

1. Search for the person using search for all people if the individual's census file is not currently displayed.
2. Select the District Assignments tab.
3. Select New Assignment.
4. Select the school at which the staff member will be working.
5. Enter a Start Date.
6. Choose additional information from the Department, Title and Type drop down lists as needed.
7. Select the check boxes that will determine how this person should be used in Campus.
  - **Teacher** allows the person to be assigned to teach a section and gives access to that section's grade book and roster.
  - **Special Ed** makes the name appear in the Special Ed Staff drop down list when creating a team for a student.
  - **Behavior** will place the person's name in the drop down list as an individual who deals with student behavior issues.
  - **Health** will place the person's name in the drop down for treating student health issues.
  - **Advisor** makes the name appear in the advisor drop down list when creating a learner plan team for a student.
  - **Supervisor** will add the individual to the supervisor drop down list found on the District Assignments tab.
  - **Counselor** will place the staff member's name in the counselor list to be assigned to students.
  - **Exclude Behavior Referral** will remove the individual from the referring staff list on any student behaviors. They will not be able to be listed as the referring staff.
  - **Self Service Approver** will indicate that the individual is a designated approver for My Data change requests.
8. When finished, click Save.

### Recording District Employment Data

The **District Employment** tab houses data for internal reporting and data analysis.

- The Start and End Dates record when the person began and ended their time working with the school district.
- The Teaching Years Modifier is used to add additional years to the experience level of the teachers in data analysis. This number may be the same as the years of experience the teacher is credited on the salary scale.



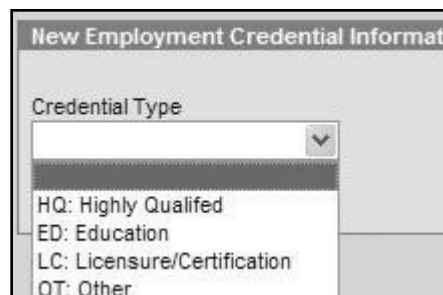
The screenshot shows a form titled "Staff Information" with two columns of fields. The left column contains: "Start Date" (09/08/199), "Teaching Start Year" (empty), "License Number" (001026), and "Seniority" (dropdown menu). The right column contains: "End Date" (empty), "Teaching Years Modifier" (0), "FTE Percent" (0), and "Education" (dropdown menu).

### Recording NCLB Credentials

The **Credentials** tab allows users to track multiple credentials for staff with start and end dates for most credentials. For example, if a teacher is highly qualified in more than one subject area, the system supports having more than one highly qualified credential. If a teacher has earned more than one degree in college, the system will support tracking multiple education credentials.

To enter a New Credential

1. Click the Census > Person > Credentials tab.
2. Choose New Credential.
3. From the New Employment Credential Information drop-down list, choose the Credential Type.
4. Depending upon the Credential Type chosen, an editor will collect data on the staff member.



The screenshot shows a form titled "New Employment Credential Information". It has a "Credential Type" dropdown menu. The dropdown is open, showing a list of options: "HQ: Highly Qualified", "ED: Education", "LC: Licensure/Certification", and "OT: Other".

## Census: Adding Staff

### Type: Highly Qualified

To be deemed highly qualified, teachers must have: (1) a bachelor's degree, (2) full state certification or licensure, and (3) prove that they know each subject they teach.

To complete the Highly Qualified credential

1. Enter the Start Date for when the staff member officially became highly qualified.
2. If applicable, enter an End Date.
3. Choose the appropriate option from the Subject Type dropdown list.
4. Mark the checkbox if staff member has met the requirements of "HOUSSE" (Highly Objective Uniform State Standard of Evaluation), and enter his/her HOUSSE Completion Date.
5. Select the appropriate choice from the Subject Matter Competency dropdown list.
6. Click Save.
7. Repeat steps if a new credential needs to be added for each subject matter area in which the staff member is highly qualified.

### Type: Education

If the employee has more than one college degree, create a new credential for each.

To enter an Education credential

1. Enter the Start Date when education was completed.
2. Choose the appropriate Subject Type from the dropdown list.
3. Choose the appropriate Core Subject Area from the dropdown list.
4. Choose the Education Level achieved by the instructor from the dropdown list.
5. Click Save.
6. Repeat steps if additional Educational Levels if necessary.

## Census: Adding Staff

### Type: Licensure/Certification

This certification editor is for staff who work with LEP students and have related licensures.

To enter a Licensure/Certification:

1. Enter the effective Start Date when licensure was awarded.
2. Enter an End Date if applicable.
3. Mark the checkbox if employee is Fully Certified.
4. Choose the applicable LEP Credential from the dropdown list.
5. Enter License Number.
6. Choose License/Certification Type from the dropdown list.
7. Click Save when completed.
8. Repeat steps if additional licensures/certifications are necessary.

**New Employment Credential Information**

Type: Licensure / Certification

Start Date: 08/08/2008

End Date:

☒ Fully Certified

LEP Credential: ESL: English as a Second Language

License Number: 10234-BLG

License / Certification Type: REG: Regular / Full

REG: Regular / Full  
TMP: Temporary  
EMG: Emergency  
PRO: Provisional

LEP Credential List:  
ESL: English as a Second Language  
SPKOT: Teachers of English to Speakers of Other Languages  
ENGL: Teachers of English Language Learners  
BILT: Bilingual Education  
CERT: Certified in content with ESL/BE PD training  
BOTH: Both ESL and BE  
ENDS: Endorsed for ESL, TESOL, TELL, or BE

### Type: Other

This editor will collect any other credential data that is not compiled by the other editors or data that was collected by legacy systems.

To enter Other Employment Information

1. Enter the effective Start Date for the certification.
2. Choose the appropriate Teaching area from the dropdown list.
3. Choose the Credential Type from the dropdown list.
4. Enter Credit Hours if applicable.
5. Enter Credential/Licensure Number.

**Other Employment Information**

Start Date: 08/01/2007

Teaching Area: 18: Industrial and Technology

Credential Type: 01: Full Credential

Credit Hours:

Credential Number:

