SECRETARY 1 (M)

Infinite Campus
University

Description: This course will cover an overview of Campus, student information and attendance processing.
Time: 4 hours

Campus Overview (30 minutes)	• Learn to navigate the Campus application • Learn to use the help options • Learn search procedures • User Communication- learn to create a user notice
Student Information > General (1 hour 30 minutes)	Understand and learn how to enter all applicable information available in Student Information > General tabs • Summary – view information • Enrollment – enter data • Schedule – use Walk-in Scheduler • Attendance – view information • Programs – create flags only • Grades – view information • Transcript – enter data • Credit Summary – view information • Assessment – view information • Behavior – enter data • Transportation – enter data • Fees – enter data • Ad Hoc Reports – view information • Graduation - view information Learn to generate relevant Student Information Reports
Attendance Processing (1 hour 30 minutes)	View all attendance functions including • Attendance Wizard • Classroom Monitor • Daily Attendance • Attendance Reports • Attendance Letter Wizard
Review (30 minutes)	• Discuss key words • Complete review questions and activities • Complete training survey

Review Questions

1. Should a class ever be deleted from a student's schedule? Explain.
2. What is the difference between Load, Unload, End and Restore in the Walk-in Scheduler?
3. Is it possible to track both positive and negative behaviors in Campus?

Infinite Campus University

Campus Key Words

Load/unload

End/Restore

Get Sched Reqs

Behavior Event

Behavior Admin Staff

Behavior Referral Staff

Behavior Resolution

Variable Fee

Exempt Fee

Overwrite Existing Marks

Append Comments

Check In/Check Out

Batch/Batch Edit

4. Why would you want to us “add a student” to a fighting event instead of creating separate behavior events for each student?

5. What is the best way to bring up all students who have been marked absent by teachers who have not been processed by the attendance secretary for period 1?

6. How is it possible to mark all students in fifth grade absent exempt for a week long class trip?

7. Name 5 things you can learn from the classroom monitor.

8. Describe 3 places where the attendance secretary can edit attendance information.

Behavior Activity

- Search for a student.
- Add a behavior event to that student’s record.
- Add a role.
- Add an additional student to this behavior event.
- Add a resolution to both students.

Walk In Scheduler Activity

Search for a 10th grade student. This student’s parent has had personality conflicts with all the child’s teachers (except for one) and wants to totally re-schedule their child for second semester; except for one class.

Before loading schedule requests into the student’s schedule,

- Lock one course into the student’s schedule in second semester.
- Lock the first semester’s courses.
- Unload the student’s schedule, then reload.

Attendance Activity

- Mark all students in the third grade out for 3 days for state testing.
- Mark 6 students out for illness on a selected date.
- Edit 2 students attendance marks.
- Mark out an entire family for a week long vacation.
- Check a student in from a doctor’s appointment at 9:30 AM.

LOGGING IN & NAVIGATION

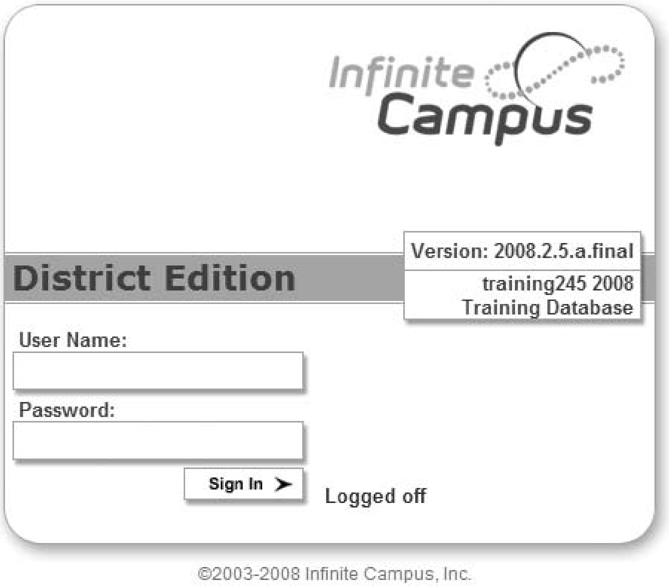
OVERVIEW

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.



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.

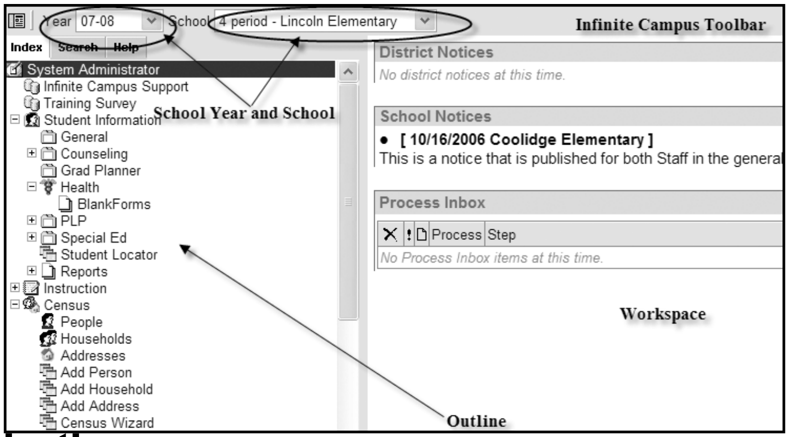
1. Launch a web browser such as Internet Explorer, Firefox or Camino on your computer.
2. Enter the web address (URL) provided by your trainer in the location bar of your browser.
3. When the page loads, your screen should display the login screen for Infinite Campus.
4. Enter the user name and password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


Year
School
Infinite Campus Toolbar
Index
Search
Help
System Administrator
Infinite Campus Support
Training Survey
Student Information
General
Counseling
Grad Planner
Health
BlankForms
PLP
Special Ed
Student Locator
Reports
Instruction
Census
People
Households
Addresses
Add Person
Add Household
Add Address
Census Wizard
School Year and School
District Notices
School Notices
Process Inbox
Process
Step
Workspace
Outline

Year: 07-08

School: 4 period - Lincoln Elementary

No district notices at this time.

- [10/16/2006 Coolidge Elementary]

This is a notice that is published for both Staff in the general

No Process Inbox items at this time.

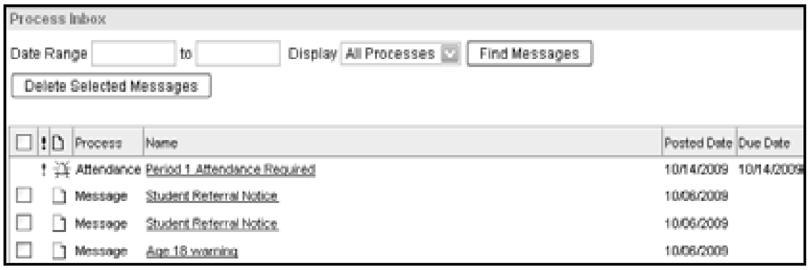
Navigation

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.

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.



Process Inbox

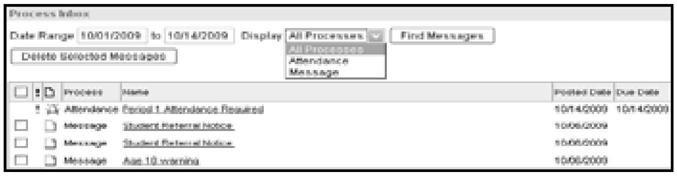
Date Range ____ to ____ Display All Processes

☐	!		Process	Name	Posted Date	Due Date
	!		Attendance	Period 1 Attendance Required	10/14/2009	10/14/2009
☐			Message	Student Referral Notice	10/06/2009	
☐			Message	Student Referral Notice	10/06/2009	
☐			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



Process Inbox

Date Range 10/01/2009 to 10/14/2009 Display All Processes

☐	!		Process	Name	Posted Date	Due Date
	!		Attendance	Period 1 Attendance Required	10/14/2009	10/14/2009
☐			Message	Student Referral Notice	10/06/2009	
☐			Message	Student Referral Notice	10/06/2009	
☐			Message	Age 18 warning	10/06/2009	

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.

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.

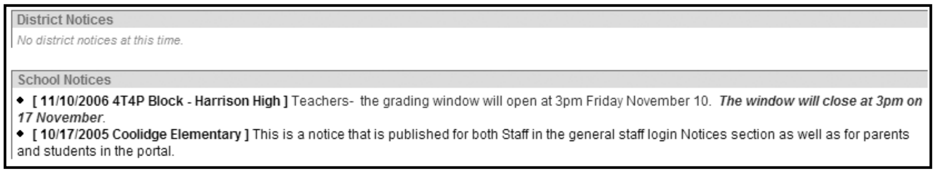
Logging Out of Campus

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.

USER COMMUNICATION

OVERVIEW

User notices are messages that can be placed on the Portal login screen, the Campus home page for staff members, or both. These messages are created using the User Notices tool found in User Communication.



District Notices

No district notices at this time.

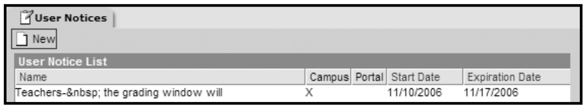
School Notices

- **[11/10/2006 4T4P Block - Harrison High]** Teachers- the grading window will open at 3pm Friday November 10. ***The window will close at 3pm on 17 November***.
- **[10/17/2005 Coolidge Elementary]** This is a notice that is published for both Staff in the general staff login Notices section as well as for parents and students in the portal.

OBJECTIVES

- Create and modify User Notices.
- Learn best practices for using User Notices.
- Learn how to modify the Infinite Campus banner.

Creating a User Notice for a School

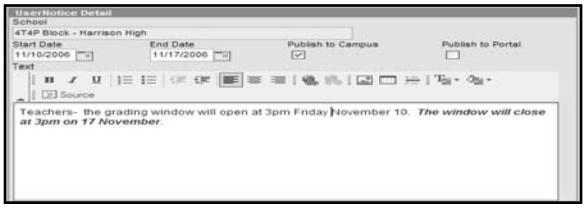


User Notice List

Name	Campus	Portal	Start Date	Expiration Date
Teachers- the grading window will	X		11/10/2006	11/17/2006

A school user notice can be viewed by people with rights to that school. Rights are determined for staff members by calendar rights, and for parents or students by the enrollment in the school for that year.

WYSIWYG- "what you see is what you get". A type of editor that shows how the final result will look as it is edited.



UserNotice Detail

School: 4T4P Block - Harrison High

Start Date: 11/10/2006

End Date: 11/17/2006

Publish to Campus: ☑

Publish to Portal: ☐

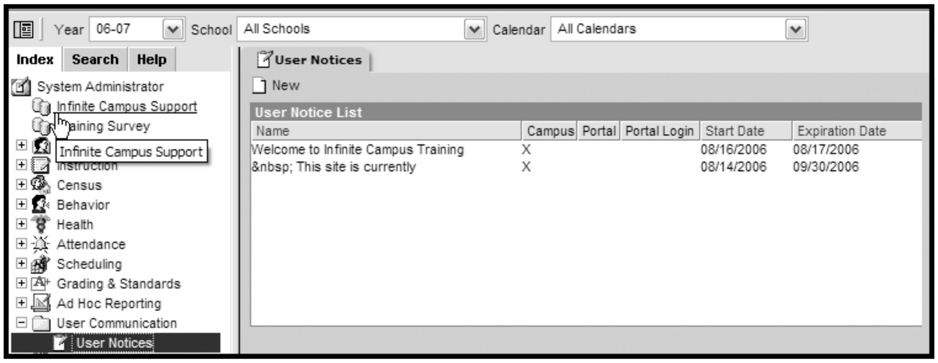
Text: Teachers- the grading window will open at 3pm Friday November 10. ***The window will close at 3pm on 17 November***.

To create a user notice:

1. Select the appropriate school from the School dropdown list in the Campus toolbar.
2. In the Index Outline, expand User Communication and select User Notices.
3. On the User Notice tab, click the New icon.
4. Enter a Start and End Date for the notice. The notice will appear at midnight on the start date and will disappear at 11:59 PM on the end date. If no end date is entered, the message will display until it is deleted.
5. Select if the notice will be published to Campus (where it will be viewed by staff members) only, to the Portal (where it will be viewed by parents and students) or to both.
6. Enter the text of the notice in the Text field. The WYSIWYG editor may be used to format the user notice for color and layout options. In addition, web links, tables or images may be inserted into the user notice.
7. Click Save when finished.

Editing an Existing Notice

1. Select the appropriate school from the School dropdown list in the Campus toolbar.
2. In the Index Outline, expand User Communication and select User Notices.
3. The User Notice List will contain all notices for the selected school. To edit a particular message, select it in the list.
4. Make changes as needed, such as changing the end date or changing the content.
5. Click Save when finished.


Year 06-07 School All Schools Calendar All Calendars

User Notice List

Name	Campus	Portal	Portal Login	Start Date	Expiration Date
Welcome to Infinite Campus Training	X			08/16/2006	08/17/2006
This site is currently	X			08/14/2006	09/30/2006

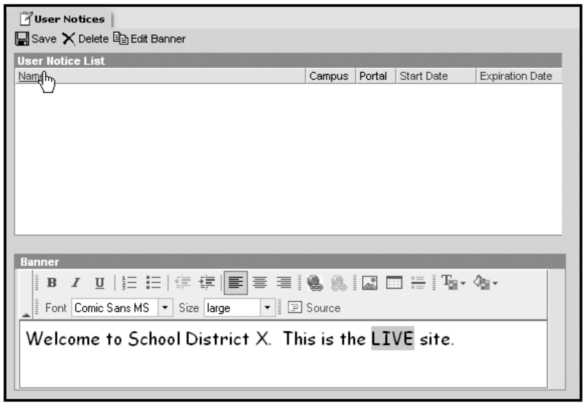
Index
Search
Help
System Administrator
Infinite Campus Support
Training Survey
Infinite Campus Support
Instruction
Census
Behavior
Health
Attendance
Scheduling
Grading & Standards
Ad Hoc Reporting
User Communication
User Notices
User Notices
New

Creating District Notices

The process of creating or changing district notices is the same as creating school notices. The key difference is to change the school selection to ***all schools.*** Any notices created with all schools selected will be seen by Campus as a district notice.

The Campus Banner is a district wide setting. Changes made to the banner will be seen by all district staff.

Editing the Campus Banner


User Notice List

Name	Campus	Portal	Start Date	Expiration Date

Banner

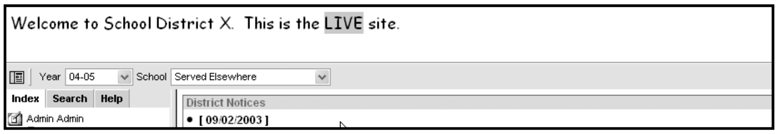
Font Comic Sans MS Size large

Welcome to School District X. This is the LIVE site.

User Notices
Save
Delete
Edit Banner
Source

Districts may change the Campus banner as needed or desired. For example, if a district has a staging server of Campus for testing, editing the banner to indicate the user is in the sandbox/staging site will help users verify they are in the right site and identify issues before editing or deleting data.

1. To edit the banner, click the Edit Banner button.
2. The WYSIWYG editor will then show the web page for the banner. This page may be edited as needed.
3. When finished editing, click Save.
4. Changes to the banner will be seen by users logging in from that point forward.


Welcome to School District X. This is the LIVE site.

Year 04-05 School Served Elsewhere

District Notices

• [09/02/2003]

Index
Search
Help
Admin Admin

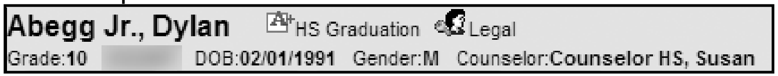
STUDENT INFORMATION

Overview

Data in Student Information>General is based on being enrolled in a specific school for a year. Much of the data, such as schedules, attendance, and grades are for the year selected in the grey menu bar at the top of the screen. To access information from prior years, select the relevant year and school combination in the dropdown menus at the top.

Objectives

- Navigate to the tabs for specific student information
- View particular information


Abegg Jr., Dylan HS Graduation Legal
Grade:**10** [redacted] DOB:**02/01/1991** Gender:**M** Counselor:**Counselor HS, Susan**

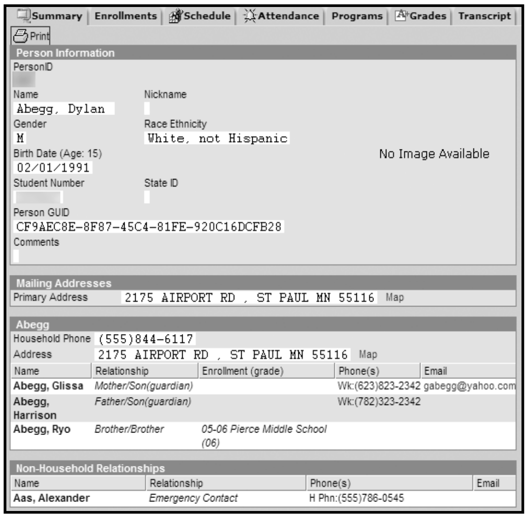
Navigating to a Student's file

1. In the Index outline on the left side of the window, expand Student Information.
2. Select General.
3. Search for a student.
4. Select a student.
    - The Student Information > General file is subdivided into separate tabs for commonly used information.
    - The name of the student that is begin worked with will show above the tabs. Next to the student name there may be an icon. This icon is known as a program in Campus and is designed to call attention to an issue or concern about this child. Hovering over the icon with the cursor will open a pop-up with more information about the child.
    - The team and counselor for the student may also appear next to in the header if that information is being tracked in Campus.

Summary Tab

The Summary tab is a read-only view of the data that was created for the student in the Census module.

- The top section will be personal identification information for that student.
- The mailing addresses for the student will show below the student's information.
- The households that a student is a member of will display below the mailing addresses. All members of the household and their relationship to the selected student will display in this area.
- Relationships that are made to people outside of the household, such as emergency contacts will display in the "non-household relationships" area below the household.



Person Information

PersonID: [redacted]
Name: Abegg, Dylan
Nickname:
Gender: M
Race Ethnicity: White, not Hispanic
Birth Date (Age: 15): 02/01/1991
No Image Available
Student Number: [redacted]
State ID:
Person GUID: CF9AEC8E-8F87-45C4-81FE-920C16DCFB28
Comments:

Mailing Addresses

Primary Address: 2175 AIRPORT RD , ST PAUL MN 55116 Map

Abegg

Household Phone: (555)844-6117
Address: 2175 AIRPORT RD , ST PAUL MN 55116 Map

Name	Relationship	Enrollment (grade)	Phone(s)	Email
Abegg, Glissa	*Mother/Son(guardian)*		Wk:(623)823-2342	gabegg@yahoo.com
Abegg, Harrison	*Father/Son(guardian)*		Wk:(782)323-2342	
Abegg, Ryo	*Brother/Brother*	*05-06 Pierce Middle School (06)*		

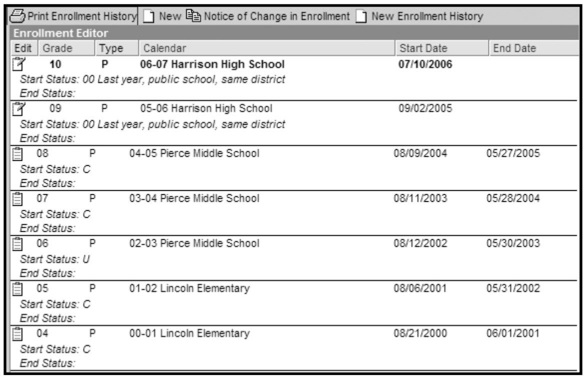
Non-Household Relationships

Name	Relationship	Phone(s)	Email
Aas, Alexander	*Emergency Contact*	H Phn:(555)786-0545	

There are two print options on the Student Summary tab: Print and Print with Picture. Print With Picture is a separate distinct user right. Depending on your rights, you may not have the right to print the summary with picture in your district's live site.

State Reporting and Special Education fields are used in preparing extracts for the state and will vary in each state. Your training site will have a state-neutral set of data elements rather than the state reporting fields for your state.

Enrollment Tab

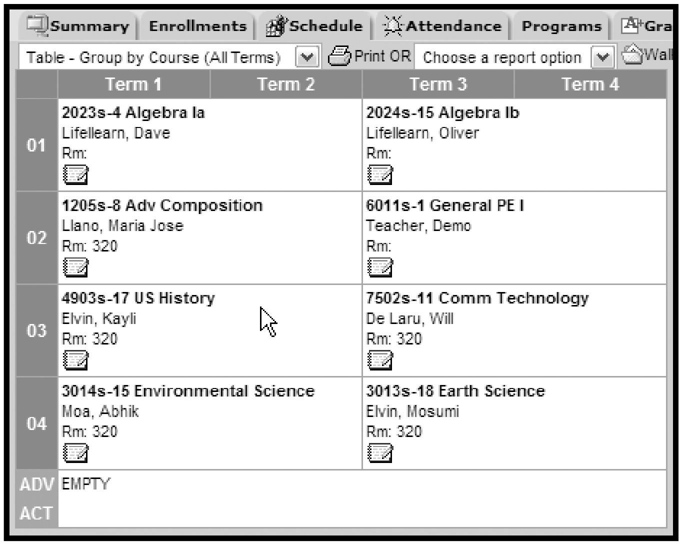


Edit	Grade	Type	Calendar	Start Date	End Date
	10	**P**	**06-07 Harrison High School** *Start Status: 00 Last year, public school, same district* *End Status:*	**07/10/2006**	
	09	P	05-06 Harrison High School *Start Status: 00 Last year, public school, same district* *End Status:*	09/02/2005	
	08	P	04-05 Pierce Middle School *Start Status: C* *End Status:*	08/09/2004	05/27/2005
	07	P	03-04 Pierce Middle School *Start Status: C* *End Status:*	08/11/2003	05/28/2004
	06	P	02-03 Pierce Middle School *Start Status: U* *End Status:*	08/12/2002	05/30/2003
	05	P	01-02 Lincoln Elementary *Start Status: C* *End Status:*	08/06/2001	05/31/2002
	04	P	00-01 Lincoln Elementary *Start Status: C* *End Status:*	08/21/2000	06/01/2001

The Enrollment tab will list all enrollments for the child that have been created in Campus. Many pieces of data used for state reporting are stored here and are tied to an enrollment. To view this data, click on the enrollment in the Enrollment Editor.

- The General Enrollment Information area determines what school and grade the child is in and also records their enrollment dates and status for state reporting.
- The State Reporting Fields area is the primary source of student information that is reported in extracts.

Schedule Tab



	Term 1	Term 2	Term 3	Term 4
01	**2023s-4 Algebra Ia** Lifellearn, Dave Rm:		**2024s-15 Algebra Ib** Lifellearn, Oliver Rm:	
02	**1205s-8 Adv Composition** Llano, Maria Jose Rm: 320		**6011s-1 General PE I** Teacher, Demo Rm:	
03	**4903s-17 US History** Elvin, Kayli Rm: 320		**7502s-11 Comm Technology** De Laru, Will Rm: 320	
04	**3014s-15 Environmental Science** Moa, Abhik Rm: 320		**3013s-18 Earth Science** Elvin, Mosumi Rm: 320	
ADV	EMPTY			
ACT				

The Schedule tab will show the courses that the student is taking. The terms (divisions of the year) will be across the top and the periods (divisions of the day) will be down the left side.

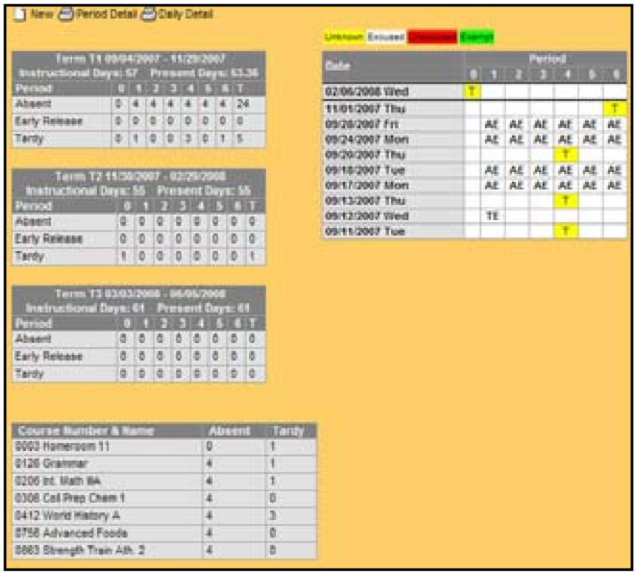
- To switch to a different view of the schedule, choose a different option in the left dropdown menu.
- To print the student's schedule in the on-screen layout, click Print. The district may also have created a template that will be available in the Choose a Report Option dropdown. Campus will then create an Adobe PDF version of the schedule that can be printed, saved to a local drive, or emailed as needed.
- Depending on user rights, users may see a red grade book icon on each entry in the schedule. If the teacher is using Campus grade book, clicking this icon will take a user to a read-only summary of the student's assignments and progress in that course.

Student Information (Read Only)

Attendance Tab

The Attendance tab will show the student's attendance history in the selected year.

- The left side of the attendance tab will show a summarized view of the student attendance, showing attendance history by term at the top and a history by course at the bottom.
- On the right side will be a line-by-line record of the student's attendance for a year. The events are color-coded according to the key at the top of the tab. The codes are school defined elements,
- To find out more information about a particular attendance event, hover over the cell with the code. A pop-up will display the type of attendance event, the status (excused, unexcused, unknown, or exempt), any comments that were made when the event was created, and the user who entered the attendance event.



Term T1 09/04/2007 - 11/29/2007
Instructional Days: 57 Present Days: 53.36

Period	0	1	2	3	4	5	6	T
Absent	0	4	4	4	4	4	4	24
Early Release	0	0	0	0	0	0	0	0
Tardy	0	1	0	0	3	0	1	5

Term T2 11/30/2007 - 02/29/2008
Instructional Days: 55 Present Days: 55

Period	0	1	2	3	4	5	6	T
Absent	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0
Tardy	1	0	0	0	0	0	0	1

Term T3 03/03/2008 - 06/06/2008
Instructional Days: 61 Present Days: 61

Period	0	1	2	3	4	5	6	T
Absent	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0

Course Number & Name	Absent	Tardy
0003 Homeroom 11	0	1
0120 Grammar	4	1
0206 Int. Math IIA	4	1
0306 Coll Prep Chem 1	4	0
0412 World History A	4	3
0756 Advanced Foods	4	0
0863 Strength Train Ath. 2	4	0

Date	Period						
	0	1	2	3	4	5	6
02/06/2008 Wed	T						
11/01/2007 Thu							T
09/28/2007 Fri		AE	AE	AE	AE	AE	AE
09/24/2007 Mon		AE	AE	AE	AE	AE	AE
09/20/2007 Thu					T		
09/18/2007 Tue		AE	AE	AE	AE	AE	AE
09/17/2007 Mon		AE	AE	AE	AE	AE	AE
09/13/2007 Thu					T		
09/12/2007 Wed		TE					
09/11/2007 Tue					T		

When hovering over an attendance code, the name of the teacher who entered the attendance will display.

Color-Coded Key

Yellow – unknown
Teacher attendance records that have not been verified.

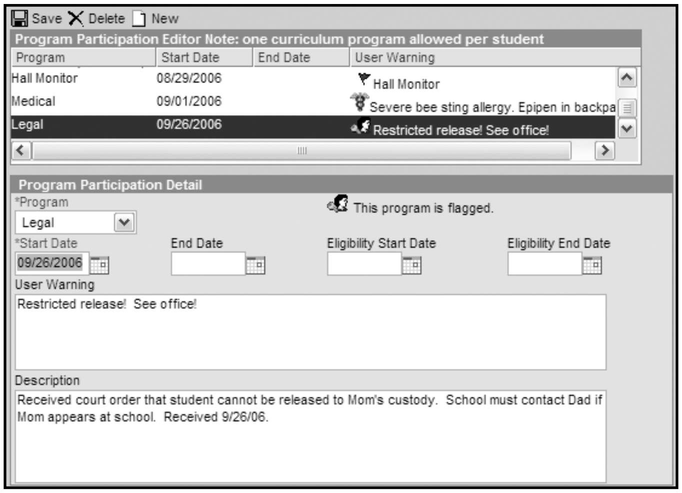
White – excused
Attendance records that have a code applied that is mapped to a status of excused.

Red – unexcused
Attendance records that have a code applied that is mapped to a status of unexcused.

Green – exempt
Attendance records that have a code applied that is mapped to a status of exempt.

Programs Tab

The Programs tab is where more information can be found out about the warning flag that is seen next to the student's name above the tabs. Users may or may not have access to this tab depending on district policy and procedure.



Program Participation Editor Note: one curriculum program allowed per student

Program	Start Date	End Date	User Warning
Hall Monitor	08/29/2006		Hall Monitor
Medical	09/01/2006		Severe bee sting allergy. Epipen in backpa
Legal	09/26/2006		Restricted release! See office!

Program Participation Detail

*Program: Legal

This program is flagged.

*Start Date: 09/26/2006

End Date:

Eligibility Start Date:

Eligibility End Date:

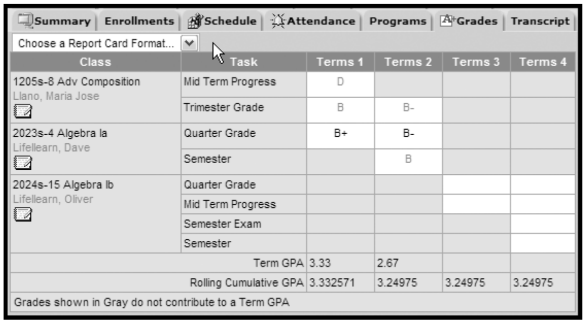
User Warning: Restricted release! See office!

Description: Received court order that student cannot be released to Mom's custody. School must contact Dad if Mom appears at school. Received 9/26/06.

To find out more information about a particular warning program, select the program in the editor list. The details will open on screen and provide more information about the concern.

Grades Tab

The Grades tab will display all grades that have been submitted for a student for the year. This will include report card grades and/or standards and may also include mid-term progress marks and weekly eligibility grades.



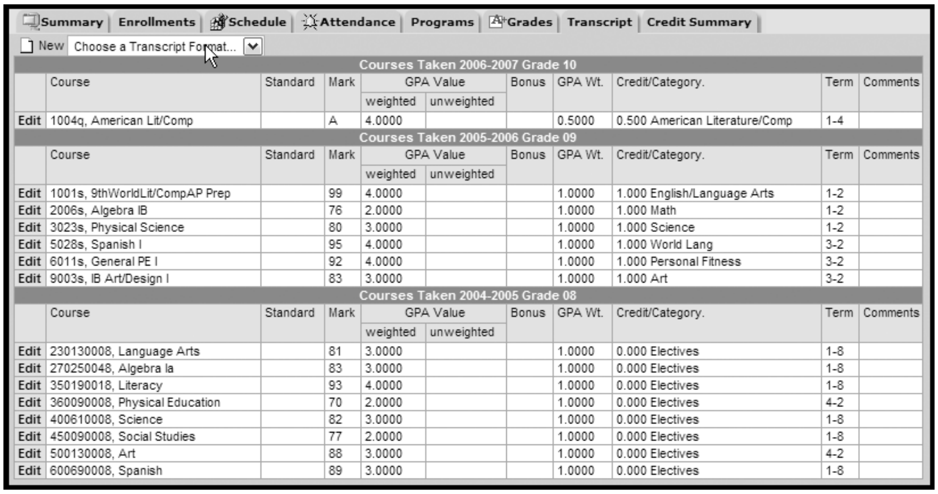
Class	Task	Terms 1	Terms 2	Terms 3	Terms 4
1205s-8 Adv Composition Llano, Maria Jose	Mid Term Progress	D			
	Trimester Grade	B	B-		
2023s-4 Algebra Ia Lifellearn, Dave	Quarter Grade	B+	B-		
	Semester		B		
2024s-15 Algebra Ib Lifellearn, Oliver	Quarter Grade				
	Mid Term Progress				
	Semester Exam				
	Semester				
	Term GPA	3.33	2.67		
	Rolling Cumulative GPA	3.332571	3.24975	3.24975	3.24975

Grades shown in Gray do not contribute to a Term GPA

- The Report Card Format dropdown allows the user to select a defined template and generate a report card for one student if needed.
- Down the left side will be the courses a student is in and the grading tasks the teacher was expected to turn in. Across the top will be the terms. A white cell in the table indicates that this particular grade was expected to be submitted at that point in time. The grade in the white cell is the grade submitted by the teacher.
- To view a student's overall progress in a course, click the red grade book icon below the course name. If the teacher is using the Campus grade book, the student's individual scores on assignments in that class can be seen.
- At the bottom of the grades tab will be the students term GPA for that term. Term GPA is the value used in many Campus schools for their term honor roll.

Transcript Tab

The Transcript tab holds the permanent academic record for the student. The grading system in Campus is set up by the district to indicate which grading tasks are posted to the transcript. A user with proper rights can also manually add or adjust grades to the student transcript if needed. A printed version of the transcript may be generated by choosing a format type in the dropdown. A PDF version of the transcript will then display in a new window and can be printed or saved as needed.



Courses Taken 2006-2007 Grade 10

	Course	Standard	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category.	Term	Comments
				weighted	unweighted					
Edit	1004q, American Lit/Comp		A	4.0000			0.5000	0.500 American Literature/Comp	1-4	

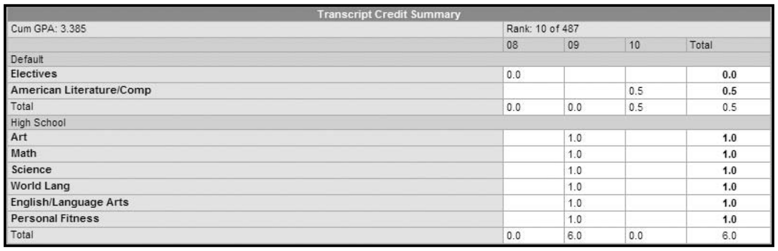
Courses Taken 2005-2006 Grade 09

	Course	Standard	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category.	Term	Comments
				weighted	unweighted					
Edit	1001s, 9thWorldLit/CompAP Prep		99	4.0000			1.0000	1.000 English/Language Arts	1-2	
Edit	2006s, Algebra IB		76	2.0000			1.0000	1.000 Math	1-2	
Edit	3023s, Physical Science		80	3.0000			1.0000	1.000 Science	1-2	
Edit	5028s, Spanish I		95	4.0000			1.0000	1.000 World Lang	3-2	
Edit	6011s, General PE I		92	4.0000			1.0000	1.000 Personal Fitness	3-2	
Edit	9003s, IB Art/Design I		83	3.0000			1.0000	1.000 Art	3-2	

Courses Taken 2004-2005 Grade 08

	Course	Standard	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category.	Term	Comments
				weighted	unweighted					
Edit	230130008, Language Arts		81	3.0000			1.0000	0.000 Electives	1-8	
Edit	270250048, Algebra Ia		83	3.0000			1.0000	0.000 Electives	1-8	
Edit	350190018, Literacy		93	4.0000			1.0000	0.000 Electives	1-8	
Edit	360090008, Physical Education		70	2.0000			1.0000	0.000 Electives	4-2	
Edit	400610008, Science		82	3.0000			1.0000	0.000 Electives	1-8	
Edit	450090008, Social Studies		77	2.0000			1.0000	0.000 Electives	1-8	
Edit	500130008, Art		88	3.0000			1.0000	0.000 Electives	4-2	
Edit	600690008, Spanish		89	3.0000			1.0000	0.000 Electives	1-8	

Student Information (Read Only)



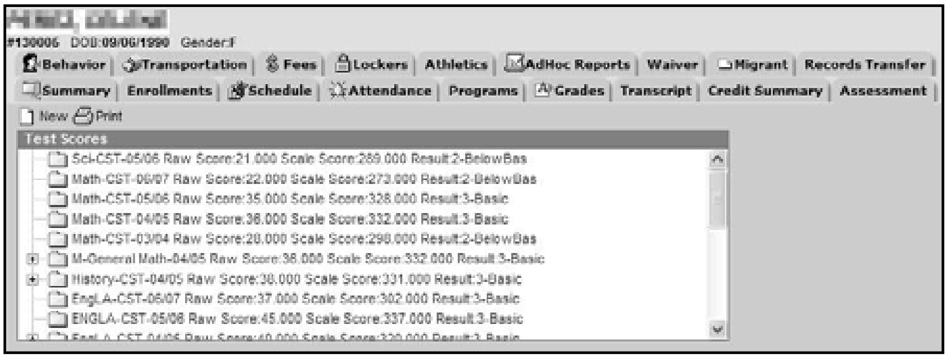
Transcript Credit Summary				
Cum GPA: 3.385	Rank: 10 of 487			
	08	09	10	Total
Default				
Electives	0.0			**0.0**
American Literature/Comp			0.5	**0.5**
Total	0.0	0.0	0.5	0.5
High School				
Art		1.0		**1.0**
Math		1.0		**1.0**
Science		1.0		**1.0**
World Lang		1.0		**1.0**
English/Language Arts		1.0		**1.0**
Personal Fitness		1.0		**1.0**
Total	0.0	6.0	0.0	6.0

Credit Summary Tab

The Credit Summary tab will show the total amount of credits that are listed on the student's transcripts based upon the credit groups that are associated with the school. Clicking the student total for a credit group will show the courses that a student has taken in that area, while clicking on the credit group name will show where credit could be earned in the selected school and calendar.

Assessment Tab

The student Assessment tab will show the scores a student has earned on district, state, or national standardized tests. A test may have subtests that are organized beneath the top level test. To see scores on these subtests, click on the plus sign to the left of the assessment name.



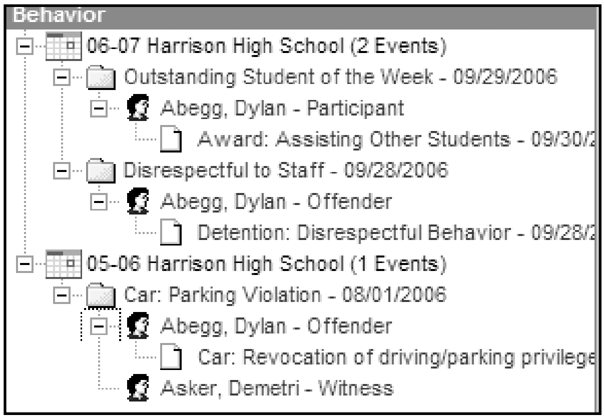
[redacted]

#130006 DOB:09/06/1990 Gender:F

Behavior | Transportation | Fees | Lockers | Athletics | AdHoc Reports | Waiver | Migrant | Records Transfer
Summary | Enrollments | Schedule | Attendance | Programs | Grades | Transcript | Credit Summary | Assessment
New Print
Test Scores

Sci-CST-05/06 Raw Score:21.000 Scale Score:289.000 Result:2-BelowBas
Math-CST-06/07 Raw Score:22.000 Scale Score:273.000 Result:2-BelowBas
Math-CST-05/06 Raw Score:35.000 Scale Score:328.000 Result:3-Basic
Math-CST-04/05 Raw Score:38.000 Scale Score:332.000 Result:3-Basic
Math-CST-03/04 Raw Score:20.000 Scale Score:298.000 Result:2-BelowBas
M-General Math-04/05 Raw Score:38.000 Scale Score:332.000 Result:3-Basic
History-CST-04/05 Raw Score:38.000 Scale Score:331.000 Result:3-Basic
EngLA-CST-06/07 Raw Score:37.000 Scale Score:302.000 Result:3-Basic
ENGLA-CST-05/06 Raw Score:45.000 Scale Score:337.000 Result:3-Basic

Behavior Tab



06-07 Harrison High School (2 Events)
  Outstanding Student of the Week - 09/29/2006
    Abegg, Dylan - Participant
      Award: Assisting Other Students - 09/30/2
  Disrespectful to Staff - 09/28/2006
    Abegg, Dylan - Offender
      Detention: Disrespectful Behavior - 09/28/2
05-06 Harrison High School (1 Events)
  Car: Parking Violation - 08/01/2006
    Abegg, Dylan - Offender
      Car: Revocation of driving/parking privilege
    Asker, Demetri - Witness

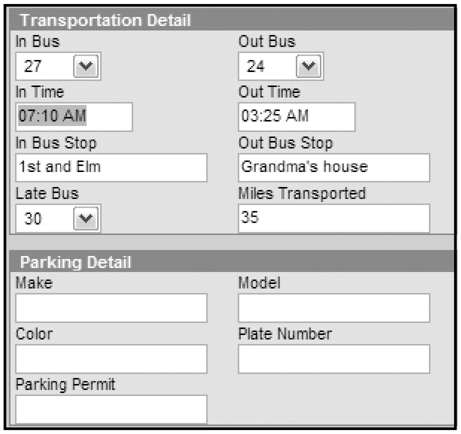
The Behavior tab can be used to track student behavioral events, the student's role in the event, and the resolution that occurred as a result of the event. Behaviors may be positive or negative events. Events will be organized by the school and year they occurred in—depending on user rights, you may be able to see previous years' events.

The Event Name, Event Date and Event Time are mandatory fields. The Demerits field is 4-digit alpha-numeric.

Student Information (Read Only)

Transportation Tab

The Transportation tab can be used to store and organize both bus information and parking information, including parking permit and vehicle information.



Transportation Detail

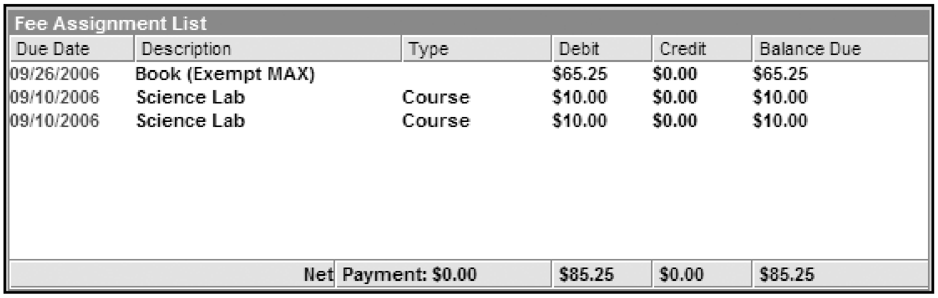
In Bus: 27	Out Bus: 24
In Time: 07:10 AM	Out Time: 03:25 AM
In Bus Stop: 1st and Elm	Out Bus Stop: Grandma's house
Late Bus: 30	Miles Transported: 35

Parking Detail

Make
Model
Color
Plate Number
Parking Permit

Fees Tab

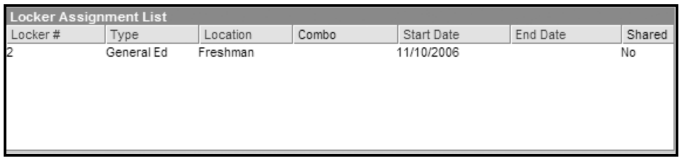
The Fees tab will show all fees that have been assessed to a student, the payments that have been made and their current balance. The Print icon will generate a billing statement for the student.



Fee Assignment List

Due Date	Description	Type	Debit	Credit	Balance Due
09/26/2006	Book (Exempt MAX)		$65.25	$0.00	$65.25
09/10/2006	Science Lab	Course	$10.00	$0.00	$10.00
09/10/2006	Science Lab	Course	$10.00	$0.00	$10.00
Net	Payment: $0.00		$85.25	$0.00	$85.25

Lockers Tab



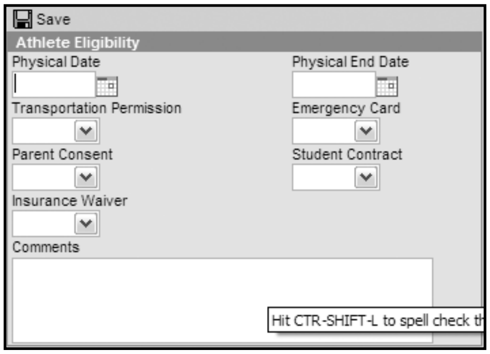
Locker Assignment List

Locker #	Type	Location	Combo	Start Date	End Date	Shared
2	General Ed	Freshman		11/10/2006		No

The Lockers tab will show all lockers that the student has been assigned to. Campus supports multiple types of lockers, such as academic and gym, and multiple locations for those lockers, such as the senior hallway.

Athletics Tab

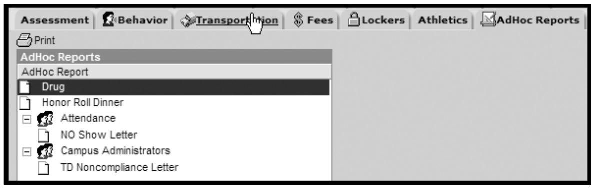
The Athletics tab holds basic information about the student's athletic eligibility. School's may add additional fields or areas to the Athletics tab to track specific sports or participation as needed.



Save
Athlete Eligibility
Physical Date
Physical End Date
Transportation Permission
Emergency Card
Parent Consent
Student Contract
Insurance Waiver
Comments
Hit CTR-SHIFT-L to spell check th

Ad Hoc Reports Tab

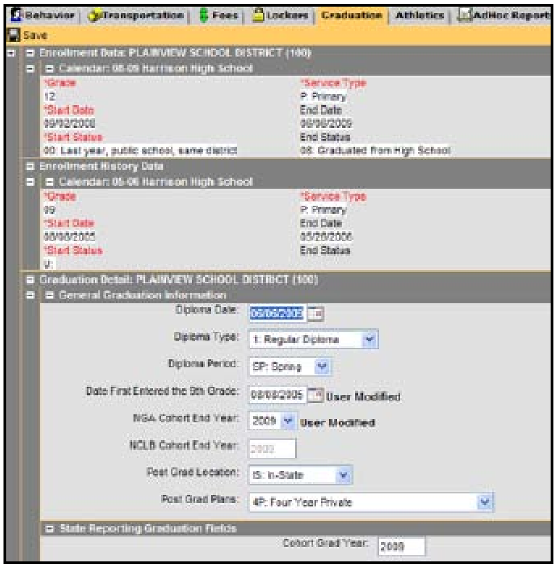
An ad hoc report is a form letter generated in Campus using a tool available in the Ad Hoc Reporting module. The Ad Hoc Reports tab allows one of these created form letters to be generated for one particular student.



Drug
Honor Roll Dinner
Attendance
NO Show Letter
Campus Administrators
TD Noncompliance Letter

Graduation Tab

Student graduation data is used for both state and federal reporting. This tab includes read only historical data and editors to enter relevant graduation information.



Enrollment Data: PLAINVIEW SCHOOL DISTRICT (100)
Calendar: 08-09 Harrison High School
*Grade: 12
*Service Type: P: Primary
*Start Date: 09/02/2008
End Date: 06/06/2009
*Start Status: 00: Last year, public school, same district
End Status: 08: Graduated from High School

Enrollment History Data
Calendar: 05-06 Harrison High School
*Grade: 09
*Service Type: P: Primary
*Start Date: 08/08/2005
End Date: 05/26/2006
*Start Status: U:
End Status

Graduation Detail: PLAINVIEW SCHOOL DISTRICT (100)
General Graduation Information
Diploma Date: [illegible]
Diploma Type: 1: Regular Diploma
Diploma Period: SP: Spring
Date First Entered the 9th Grade: 08/08/2005 User Modified
NGA Cohort End Year: 2009 User Modified
NCLB Cohort End Year: 2009
Post Grad Location: IS: In-State
Post Grad Plans: 4P: Four Year Private

State Reporting Graduation Fields
Cohort Grad Year: 2009

The editors available on the graduation tab include:

- Enrollment Data - displays ninth grade enrollment data if the student has not graduated and twelfth grade data if the student has a graduated end status selected on the enrollment tab.
- Enrollment History Data - displays ninth grade enrollment data if the student has a graduated end status selected on the enrollment tab.
- General Graduation Information - displays and allows a user to edit graduation data, with proper rights, including the student's Diploma Date, Diploma Type, Diploma Period, Date First Entered the 9th Grade, NGA Cohort End Year, NCLB Cohort End Year, Post Grad Location, and Post Grad Plans, and/or Transition Status.
- State Reporting Graduation Fields - displays and allows a user to edit, with proper rights, graduation data required by an individual state for reporting.

The enrollment end batch tool will allow a user, with proper rights, to populate the general graduation information. State Reporting graduation fields will need to be manually entered on this tab for each student.

WALK-IN SCHEDULER (M)

OVERVIEW

The Walk-in Scheduler allows a counselor or secretary to build a schedule for a student or make changes to an existing schedule. The moment changes are made in the Walk-In Scheduler, the change is made to the teacher's roster and in the teacher's grade book, thus minimizing the amount of time spent in duplicate data entry.

Scheduling a student into a course which has course fees (such as a lab or materials fee) will automatically assess the fee to the student.

OBJECTIVES

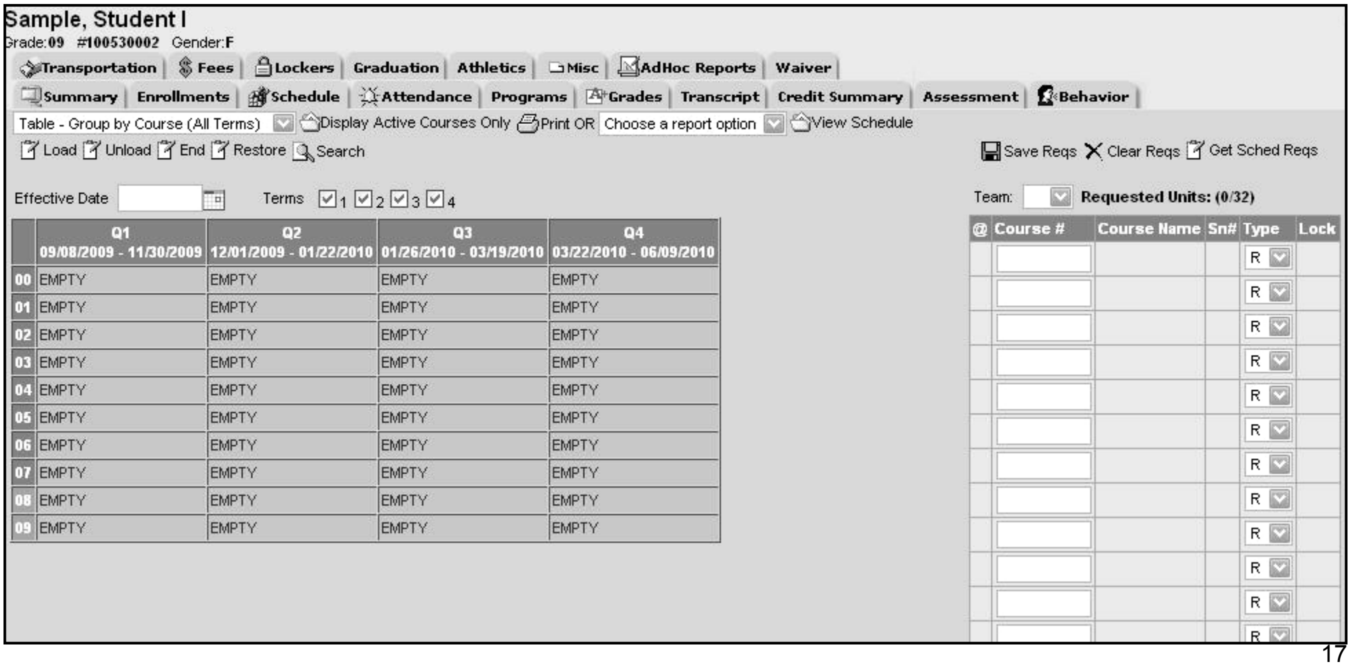
At the end of this lesson the learner will be able to:

- Create a full schedule for a student to include the required courses and "electives" to fill the time slots.
- Change a student's schedule for a current term in the proper way—preserving all grading and attendance data from the old section and the dates of the change.
- Change a student's schedule for a future term in the proper way.
- Fill an empty period with a course that is available at that given time.
- Restore a student's schedule to put them back into their sections.

Accessing the Walk-In Scheduler

1. Expand Student Information.
2. Select General.
3. The Student Information for the last student whose data you worked with will display. If this is the correct student, skip to step four. If the incorrect student displays, click the Search tab. Select Student as the search type and search for the student using part of their last name [comma] first name (e.g. A, Dylan).
4. Click the Schedule tab to bring up the current schedule for the student.
5. On the Schedule tab, click Walk-in Scheduler.

Period numbers/names that are shaded in light grey are **Non-Instructional** periods and may be used as a place-holder (activity periods, etc.)


Transportation
Fees
Lockers
Graduation
Athletics
Misc
AdHoc Reports
Waiver
Summary
Enrollments
Schedule
Attendance
Programs
Grades
Transcript
Credit Summary
Assessment
Behavior
Display Active Courses Only
Print OR
View Schedule
Load
Unload
End
Restore
Search
Save Reqs
Clear Reqs
Get Sched Reqs
Effective Date
Team:
@
Course #
Course Name
Sn#
Type
Lock
R

Sample, Student I

rade:**09** **#100530002** Gender:**F**

Table - Group by Course (All Terms)

Choose a report option

Terms ☑1 ☑2 ☑3 ☑4

Requested Units: (0/32)

	Q1 09/08/2009 - 11/30/2009	Q2 12/01/2009 - 01/22/2010	Q3 01/26/2010 - 03/19/2010	Q4 03/22/2010 - 06/09/2010
00	EMPTY	EMPTY	EMPTY	EMPTY
01	EMPTY	EMPTY	EMPTY	EMPTY
02	EMPTY	EMPTY	EMPTY	EMPTY
03	EMPTY	EMPTY	EMPTY	EMPTY
04	EMPTY	EMPTY	EMPTY	EMPTY
05	EMPTY	EMPTY	EMPTY	EMPTY
06	EMPTY	EMPTY	EMPTY	EMPTY
07	EMPTY	EMPTY	EMPTY	EMPTY
08	EMPTY	EMPTY	EMPTY	EMPTY
09	EMPTY	EMPTY	EMPTY	EMPTY

Building a Schedule from Scratch for a New Student

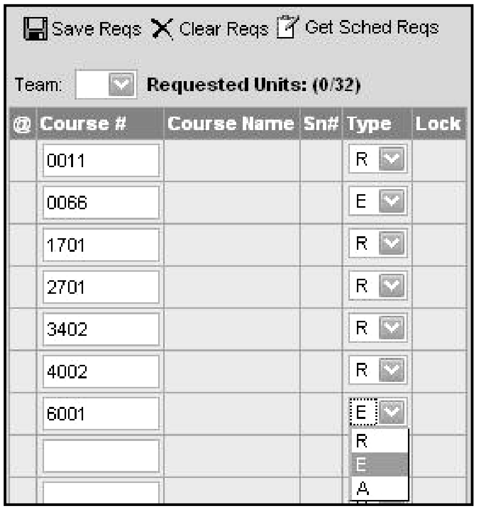
There are two methods to find courses for a student.

Request is a piece of data in Campus that is used by the system when scheduling students based on how well they can be met based on the master schedule created by the school scheduler. These requests may be fulfilled (or loaded) into the student schedule by the Schedule Wizard for an entire school population or for one student at a time via the Walk-in Scheduler.

Requested Units will show the number of units of time the student has requested over the possible number that can be scheduled. The total number of possible units is based upon the school's calendar, specifically the product of the number of terms multiplied by the number of period schedules times the number of periods on the longest day. For example, in a four-by-four block schedule, the number of units possible to be scheduled is 16, while in a trimester based, 2 day rotation, 8 period day, the number of units possible is 48 (3*2*8)

Load - This will load the requests from the right side of the screen into the schedule.

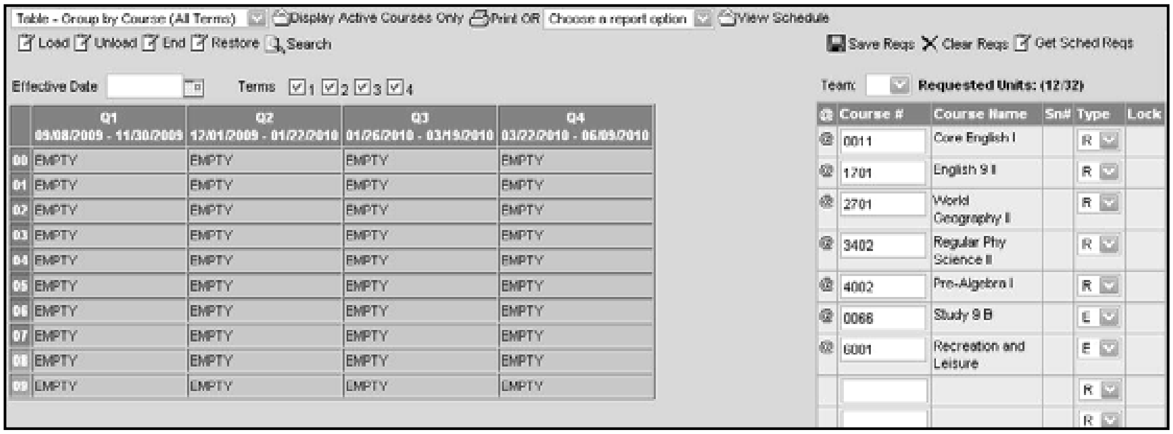
Method 1: Request Based



Team: Requested Units: (0/32)

@	Course #	Course Name	Sn#	Type	Lock
	0011			R	
	0066			E	
	1701			R	
	2701			R	
	3402			R	
	4002			R	
	6001			E	

1. Enter the course numbers for the courses the student needs to take in the fields in the Walk-In Scheduler.
2. The Sn# (Section Number) will fill in once the requests are loaded into the schedule.
3. The type indicates the source of the request. There are three types of requests:
    - A Required Request (R) is a request entered by a school staff member through Campus. These requests will be fulfilled by Campus.
    - An Elective Request (E) is a request that is entered by the parent or the student from the Portal for on-line registration. These requests will be fulfilled by Campus.
    - An Alternate Request (A) is a request that will NOT be fulfilled by Campus automatically, but it can be scheduled by hand as needed.
4. Click Save Reqs. Campus will look up the course numbers and if a match is found it will display the course name. It will also total the number of units requested based on the terms, schedules and periods defined on the course.
5. If the school is divided into teams and the student should be placed on a particular team, select the relevant team from the Team drop-down list above the requests.
6. To load requests for a student into a particular part of the year (as in a student who enrolled at midyear) uncheck the boxes for the terms that should not be scheduled and select Load at the top of the student's schedule grid.
7. To load all requests for a student, select Load at the top of the student's schedule grid.



Effective Date

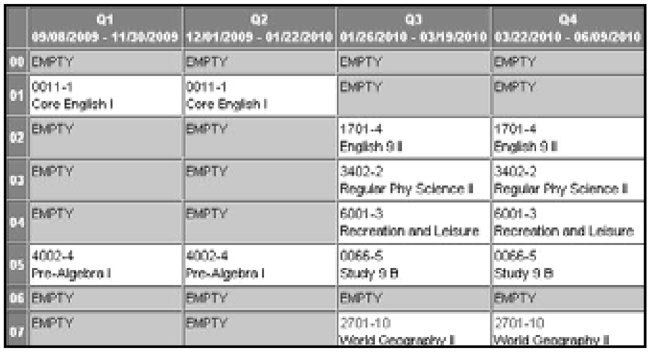
Terms ☑ 1 ☑ 2 ☑ 3 ☑ 4

	Q1 09/08/2009 - 11/30/2009	Q2 12/01/2009 - 01/22/2010	Q3 01/26/2010 - 03/19/2010	Q4 03/22/2010 - 06/09/2010
00	EMPTY	EMPTY	EMPTY	EMPTY
01	EMPTY	EMPTY	EMPTY	EMPTY
02	EMPTY	EMPTY	EMPTY	EMPTY
03	EMPTY	EMPTY	EMPTY	EMPTY
04	EMPTY	EMPTY	EMPTY	EMPTY
05	EMPTY	EMPTY	EMPTY	EMPTY
06	EMPTY	EMPTY	EMPTY	EMPTY
07	EMPTY	EMPTY	EMPTY	EMPTY
08	EMPTY	EMPTY	EMPTY	EMPTY
09	EMPTY	EMPTY	EMPTY	EMPTY

Team: Requested Units: (12/32)

@	Course #	Course Name	Sn#	Type	Lock
@	0011	Core English I		R	
@	1701	English 9 II		R	
@	2701	World Geography II		R	
@	3402	Regular Phy Science II		R	
@	4002	Pre-Algebra I		R	
@	0066	Study 9 B		E	
@	6001	Recreation and Leisure		E	
				R	
				R	

Walk-In Scheduler



	Q1 09/08/2009 - 11/30/2009	Q2 12/01/2009 - 01/22/2010	Q3 01/26/2010 - 03/19/2010	Q4 03/22/2010 - 06/09/2010
00	EMPTY	EMPTY	EMPTY	EMPTY
01	0011-1 Core English I	0011-1 Core English I	EMPTY	EMPTY
02	EMPTY	EMPTY	1701-4 English 9 II	1701-4 English 9 II
03	EMPTY	EMPTY	3402-2 Regular Phy Science II	3402-2 Regular Phy Science II
04	EMPTY	EMPTY	6001-3 Recreation and Leisure	6001-3 Recreation and Leisure
05	4002-4 Pre-Algebra I	4002-4 Pre-Algebra I	0066-5 Study 9 B	0066-5 Study 9 B
06	EMPTY	EMPTY	EMPTY	EMPTY
07	EMPTY	EMPTY	2701-10 World Geography II	2701-10 World Geography II

The @ sign next to the course number may be used to find when a course is offered if the scheduler wishes to build the student schedule manually or find sections of a course that were not placed. When using the @ sign functionality, the student schedule grid may show one of three colors:

- Red-shows a section exists during that time on the schedule, but is at capacity.
- Green-shows a section exists during that time and has open seats. Open sections also have a triangle in the lower right corner that when hovered on will indicate that the section is open.
- Yellow-the student is currently scheduled into the course at that time.

Hovering on a section number in the schedule grid will display the teacher and number of students with active IEPs assigned to that section.

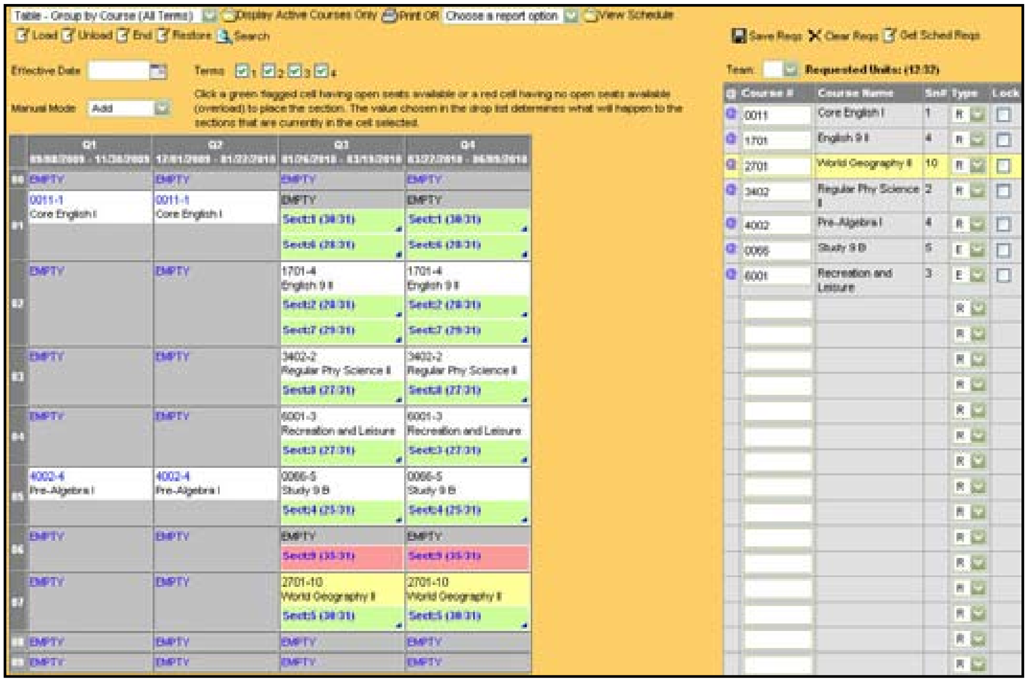
To place a student in a section using this method, click the cell in the term and period for which you wish to add the course to the student's schedule.

Unload - This will remove all courses from the student's schedule. This option should not be used after the student has attended any course on his/her schedule.

A particular user right exists to be able to overload full sections in the walk-in scheduler. Depending on user rights, you may be able to click on a section and overload the course or you will get an error message if you do not have the rights for this.

Get Schedule Requests - If a schedule was manually completed, the Get Sched Reqs will keep a record of the courses into which the student was originally scheduled.

Lock - If checked, this will not allow the section to be removed for any reason from the student's schedule.



Effective Date

Terms ☑1 ☑2 ☑3 ☑4

Manual Mode: Add

Click a green flagged cell having open seats available or a red cell having no open seats available (overload) to place the section. The value chosen in the drop list determines what will happen to the sections that are currently in the cell selected.

	Q1 09/08/2009 - 11/30/2009	Q2 12/01/2009 - 01/22/2010	Q3 01/26/2010 - 03/19/2010	Q4 03/22/2010 - 06/09/2010
00	EMPTY	EMPTY	EMPTY	EMPTY
01	0011-1 Core English I	0011-1 Core English I	EMPTY Sect:1 (30/31) Sect:6 (28/31)	EMPTY Sect:1 (30/31) Sect:6 (28/31)
02	EMPTY	EMPTY	1701-4 English 9 II Sect:2 (28/31) Sect:7 (29/31)	1701-4 English 9 II Sect:2 (28/31) Sect:7 (29/31)
03	EMPTY	EMPTY	3402-2 Regular Phy Science II Sect:8 (27/31)	3402-2 Regular Phy Science II Sect:8 (27/31)
04	EMPTY	EMPTY	6001-3 Recreation and Leisure Sect:3 (27/31)	6001-3 Recreation and Leisure Sect:3 (27/31)
05	4002-4 Pre-Algebra I	4002-4 Pre-Algebra I	0066-5 Study 9 B Sect:4 (25/31)	0066-5 Study 9 B Sect:4 (25/31)
06	EMPTY	EMPTY	EMPTY Sect:9 (35/31)	EMPTY Sect:9 (35/31)
07	EMPTY	EMPTY	2701-10 World Geography II Sect:5 (30/31)	2701-10 World Geography II Sect:5 (30/31)
08	EMPTY	EMPTY	EMPTY	EMPTY
09	EMPTY	EMPTY	EMPTY	EMPTY

Team:

Requested Units: (12/32)

@	Course #	Course Name	Snf	Type	Lock
@	0011	Core English I	1	R	☐
@	1701	English 9 II	4	R	☐
@	2701	World Geography II	10	R	☐
@	3402	Regular Phy Science II	2	R	☐
@	4002	Pre-Algebra I	4	R	☐
@	0066	Study 9 B	5	E	☐
@	6001	Recreation and Leisure	3	E	☐
				R	
				R	
				R	
				R	
				R	
				R	
				R	
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				R	
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				R	
				R	
				R	
				R	
				R	

Method 2: Search Mode

The second method uses a course search functionality to add courses to the schedule.

1. Click Search at the top of the student Schedule tab.

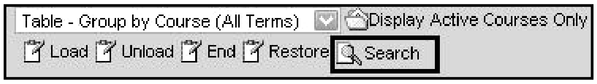
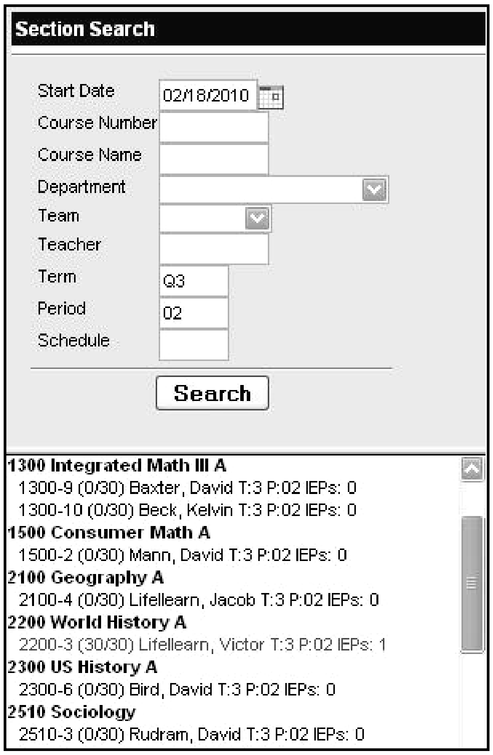


Table - Group by Course (All Terms)
Display Active Courses Only
Load
Unload
End
Restore
Search



Start Date 02/18/2010
Term Q3
Period 02

1300 Integrated Math III A
1300-9 (0/30) Baxter, David T:3 P:02 IEPs: 0
1300-10 (0/30) Beck, Kelvin T:3 P:02 IEPs: 0
1500 Consumer Math A
1500-2 (0/30) Mann, David T:3 P:02 IEPs: 0
2100 Geography A
2100-4 (0/30) Lifellearn, Jacob T:3 P:02 IEPs: 0
2200 World History A
2200-3 (30/30) Lifellearn, Victor T:3 P:02 IEPs: 1
2300 US History A
2300-6 (0/30) Bird, David T:3 P:02 IEPs: 0
2510 Sociology
2510-3 (0/30) Rudram, David T:3 P:02 IEPs: 0

2. Any one of the fields provided or combination of fields may be used for searching. The Start Date field at the top of the Section Search will be used as the start date the student will begin attending that section. It will also trigger the teacher's roster to include that student on that date.
3. Search results will appear below the section search.
4. The search results will show course number, section number, current student count/maximum, teacher, term, period and the number of students currently in that section with a locked (active) IEP. Courses in red have reached capacity and may not be added to a student's schedule unless the right to overload sections has been granted.
5. To add a course, select the section in the search results.

A system preference, if enabled, will warn users if a schedule gap is created by removing a student from a section roster by either end dating or deleting.

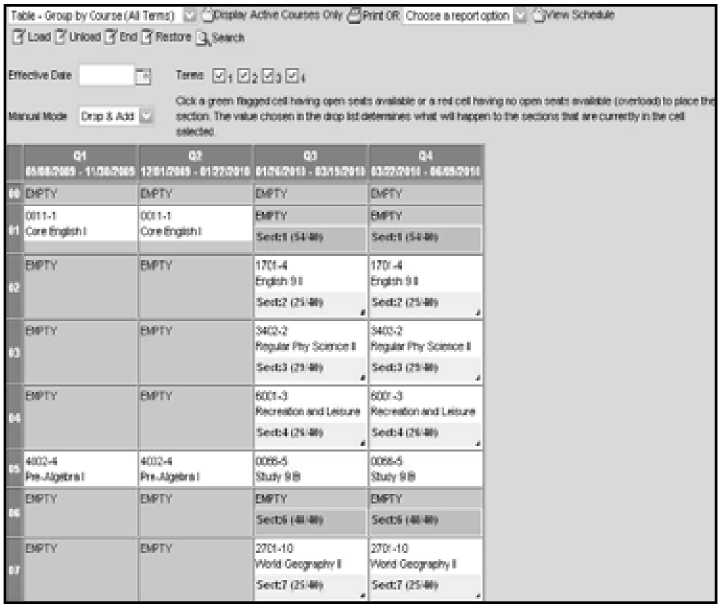
Start Date - This is the date the student will begin attending the course.

End Date - The date the student will stop attending the course.

Changing a Course for a Student in the Current Term

If a student has attended the class even once, it is critically important to preserve any and all data associated with that roster entry, such as grades in the teacher grade book and attendance data. Preserving this information will be done if a drop date is added to the section the student is dropping and a start date is put on the course they will be attending. The two ways to accomplish this are explained below.

Drop and Add mode Using the @ Sign



Effective Date

Terms ☑1 ☑2 ☑3 ☑4

Manual Mode: Drop & Add

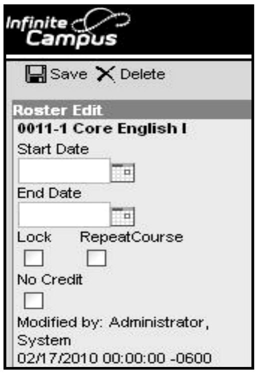
Click a green flagged cell having open seats available or a red cell having no open seats available (overload) to place the section. The value chosen in the drop list determines what will happen to the sections that are currently in the cell selected.

	Q1 [illegible]	Q2 [illegible]	Q3 [illegible]	Q4 [illegible]
00	EMPTY	EMPTY	EMPTY	EMPTY
01	0011-1 Core English I	0011-1 Core English I	EMPTY Sect:1 (54/40)	EMPTY Sect:1 (54/40)
02	EMPTY	EMPTY	1701-4 English 9 II Sect:2 (25/40)	1701-4 English 9 II Sect:2 (25/40)
03	EMPTY	EMPTY	3402-2 Regular Phy Science II Sect:3 (25/40)	3402-2 Regular Phy Science II Sect:3 (25/40)
04	EMPTY	EMPTY	6001-3 Recreation and Leisure Sect:4 (26/40)	6001-3 Recreation and Leisure Sect:4 (26/40)
05	4002-4 Pre-Algebra I	4002-4 Pre-Algebra I	0066-5 Study 9 B	0066-5 Study 9 B
06	EMPTY	EMPTY	EMPTY Sect:6 (40/40)	EMPTY Sect:6 (40/40)
07	EMPTY	EMPTY	2701-10 World Geography II Sect:7 (25/40)	2701-10 World Geography II Sect:7 (25/40)

1. Select the course to be added to the student's schedule from the requests list.
2. Change the Manual Mode to Drop & Add.
3. Select the available section in the schedule grid.
4. Enter an Effective Date when prompted.
5. The course that was in that period will be dropped as of the day before the entered Effective Date, indicating their last day of attendance in that section.

Manual Drop Dates

To manually add an end date for a student for a section, click the section number in the student's schedule. This will open a new window where these dates can be entered. When finished, save the date by clicking Save.



0011-1 Core English I

Start Date

End Date

Lock ☐ RepeatCourse ☐

No Credit ☐

Modified by: Administrator, System
02/17/2010 00:00:00 -0600

Repeat Course - If marked, it will indicate that this is a repeated course for the student on the transcript when credit is awarded

End - This will end the student's enrollment in all course sections on the schedule.

Changing a Course for a Student in a Future Term

If a student has NEVER attended a course and there are no grades or attendance data, a course may be deleted off the student's schedule. The two ways to accomplish this are explained below.

Replace Mode Using the @ Sign

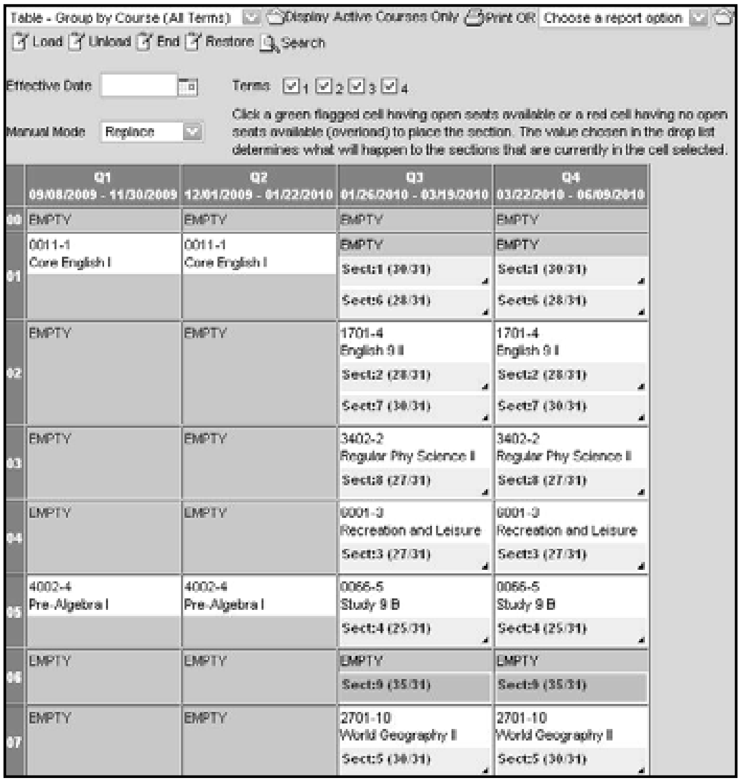


Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option

Load Unload End Restore Search

Effective Date

Terms ☑ 1 ☑ 2 ☑ 3 ☑ 4

Manual Mode Replace

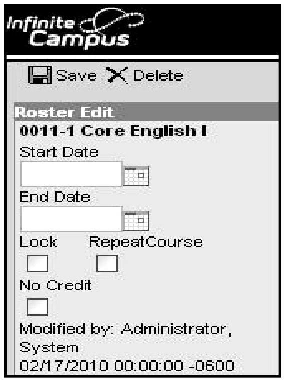
Click a green flagged cell having open seats available or a red cell having no open seats available (overload) to place the section. The value chosen in the drop list determines what will happen to the sections that are currently in the cell selected.

	Q1 09/08/2009 - 11/30/2009	Q2 12/01/2009 - 01/22/2010	Q3 01/26/2010 - 03/19/2010	Q4 03/22/2010 - 06/09/2010
00	EMPTY	EMPTY	EMPTY	EMPTY
01	0011-1 Core English I	0011-1 Core English I	EMPTY Sect:1 (30/31) Sect:6 (28/31)	EMPTY Sect:1 (30/31) Sect:6 (28/31)
02	EMPTY	EMPTY	1701-4 English 9 II Sect:2 (28/31) Sect:7 (30/31)	1701-4 English 9 II Sect:2 (28/31) Sect:7 (30/31)
03	EMPTY	EMPTY	3402-2 Regular Phy Science II Sect:8 (27/31)	3402-2 Regular Phy Science II Sect:8 (27/31)
04	EMPTY	EMPTY	0001-3 Recreation and Leisure Sect:3 (27/31)	0001-3 Recreation and Leisure Sect:3 (27/31)
05	4002-4 Pre-Algebra I	4002-4 Pre-Algebra I	0066-5 Study 9 B Sect:4 (25/31)	0066-5 Study 9 B Sect:4 (25/31)
06	EMPTY	EMPTY	EMPTY Sect:9 (35/31)	EMPTY Sect:9 (35/31)
07	EMPTY	EMPTY	2701-10 World Geography II Sect:5 (30/31)	2701-10 World Geography II Sect:5 (30/31)

1. To automatically drop a student and add them to a new section, select the section to be added to the schedule from the request list.
2. Change the Manual Mode to Replace.
3. Select the available section in the schedule grid. When a schedule change is made, the course that was in that time will be deleted.

Manual Delete

To manually delete a section from the schedule, click the section number in the student's schedule. This will open a new window where the roster entry can be deleted. When the delete option is selected, a warning will appear stating all grades in the teacher's grade book will be deleted. Click OK to continue with the deletion.



Roster Edit

0011-1 Core English I

Start Date

End Date

Lock ☐ RepeatCourse ☐

No Credit ☐

Modified by: Administrator, System
02/17/2010 00:00:00 -0600

Filling an Empty Hole in the Schedule

When scheduling students in either of the previously described methods, it may not be possible to fulfill all requests. This results in the need to manually fill the empty holes in the schedule.

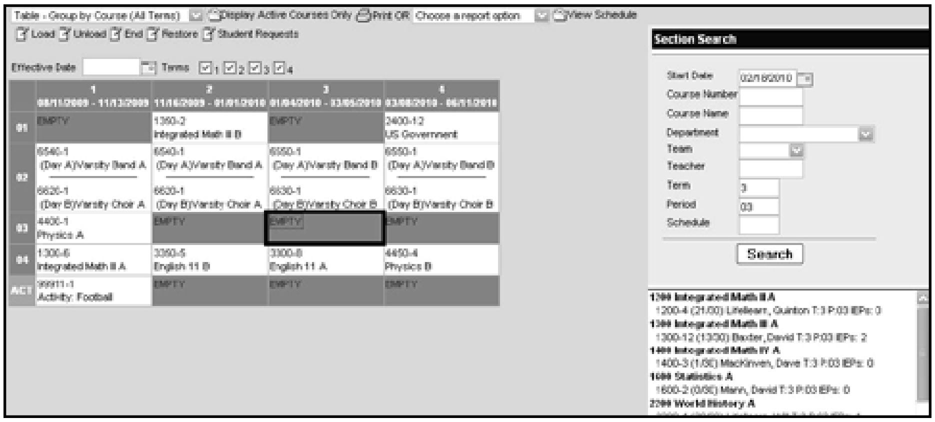


Table - Group by Course (All Terms)
Display Active Courses Only
Print OR
Choose a report option
View Schedule
Load
Unload
End
Restore
Student Requests
Effective Date
Terms ☑1 ☑2 ☑3 ☑4
Section Search
Search

	1 08/11/2009 - 11/13/2009	2 11/16/2009 - 01/01/2010	3 01/04/2010 - 03/05/2010	4 03/08/2010 - 06/11/2010
01	EMPTY	1360-2 Integrated Math II B	EMPTY	2400-12 US Government
02	6540-1 (Day A)Varsity Band A 6620-1 (Day B)Varsity Choir A	6540-1 (Day A)Varsity Band A 6620-1 (Day B)Varsity Choir A	6550-1 (Day A)Varsity Band B 6630-1 (Day B)Varsity Choir B	6550-1 (Day A)Varsity Band B 6630-1 (Day B)Varsity Choir B
03	4400-1 Physics A	EMPTY	EMPTY	EMPTY
04	1300-6 Integrated Math II A	3360-5 English 11 B	3300-8 English 11 A	4450-4 Physics B
ACT	99911-1 Activity: Football	EMPTY	EMPTY	EMPTY

Start Date: 02/16/2010
Course Number:
Course Name:
Department:
Team:
Teacher:
Term: 3
Period: 03
Schedule:

1200 Integrated Math II A
1200-4 (21/30) Littlefeet, Quinton T:3 P:03 IEPs: 0
1300 Integrated Math III A
1300-12 (13/30) Baxter, David T:3 P:03 IEPs: 2
1400 Integrated Math IV A
1400-3 (1/30) MacKinven, Dave T:3 P:03 IEPs: 0
1600 Statistics A
1600-2 (0/30) Mann, David T:3 P:03 IEPs: 0
2200 World History A

1. Select the period for which to add sections by clicking on the hyperlinked word Empty.
2. When this is done, the right-hand side of the screen will provide a search screen. The term and period search fields will be entered by default, and matching course sections will appear in the search results area.
3. Select the desired section from the search results. The selected section will appear in the student's schedule grid.

Restoring a Schedule for a Re-enrolled Student

If a student has left the school and an end date was put on their enrollment, the schedule will automatically be ended. If the student returns to school, their schedule can be restored once a new enrollment in the same school and year is created.

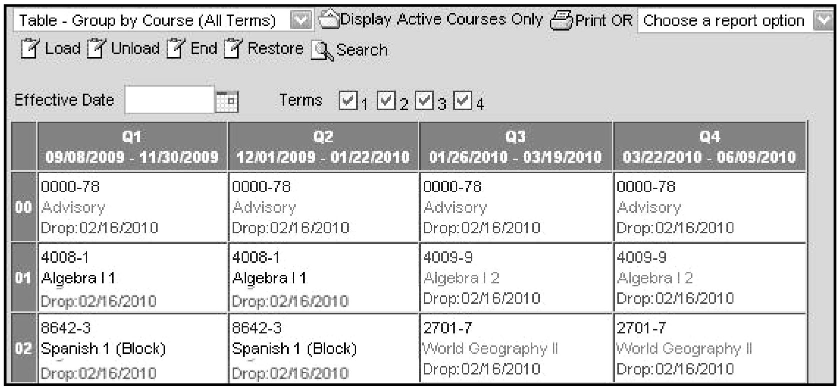


Table - Group by Course (All Terms)
Display Active Courses Only
Print OR
Choose a report option
Load
Unload
End
Restore
Search
Effective Date
Terms ☑1 ☑2 ☑3 ☑4

	Q1 09/08/2009 - 11/30/2009	Q2 12/01/2009 - 01/22/2010	Q3 01/26/2010 - 03/19/2010	Q4 03/22/2010 - 06/09/2010
00	0000-78 Advisory Drop:02/16/2010	0000-78 Advisory Drop:02/16/2010	0000-78 Advisory Drop:02/16/2010	0000-78 Advisory Drop:02/16/2010
01	4008-1 Algebra I 1 Drop:02/16/2010	4008-1 Algebra I 1 Drop:02/16/2010	4009-9 Algebra I 2 Drop:02/16/2010	4009-9 Algebra I 2 Drop:02/16/2010
02	8642-3 Spanish 1 (Block) Drop:02/16/2010	8642-3 Spanish 1 (Block) Drop:02/16/2010	2701-7 World Geography II Drop:02/16/2010	2701-7 World Geography II Drop:02/16/2010

1. Enter an Effective Date.
2. Click Restore.

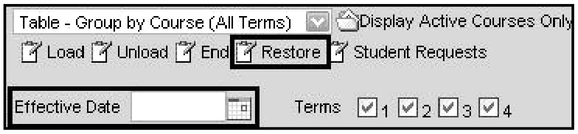


Table - Group by Course (All Terms)
Display Active Courses Only
Load
Unload
End
Restore
Student Requests
Effective Date
Terms ☑1 ☑2 ☑3 ☑4

ATTENDANCE WIZARD

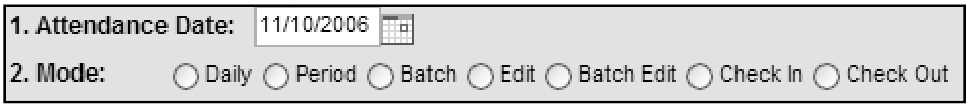
OVERVIEW & OBJECTIVES

The Attendance Wizard tool allows the attendance office to quickly create or change attendance data for a group of students using a variety of modes. During this lesson, the learner will learn how to

- Create attendance events for a given day using a variety of modes.
- Edit existing attendance data using the wizard in a variety of modes.

Navigating to the Attendance Wizard

1. In the index outline, expand the Attendance module.
2. Select Attendance Wizard.
3. The current date will automatically be entered into the date field. The attendance wizard date can be changed to create or edit attendance events for any attendance date.

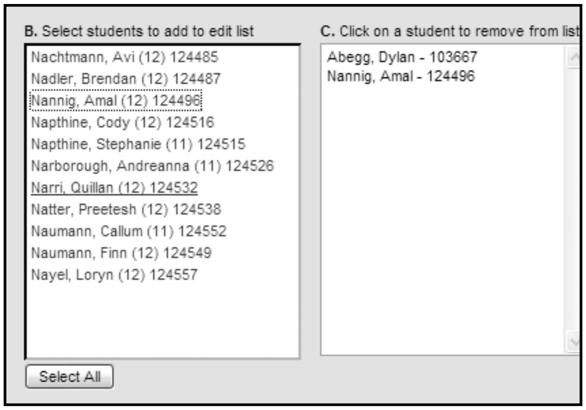


1. Attendance Date: 11/10/2006

2. Mode: ○ Daily ○ Period ○ Batch ○ Edit ○ Batch Edit ○ Check In ○ Check Out

Using the Daily Mode

1. Once the date is selected, choose the Daily mode.
2. Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing ad hoc filter.
3. Search results will appear in the column labeled B. To create an attendance event for that child on that day, click on the student's name. This will move their name into Column C. You may click Select All to move all students into Column C.



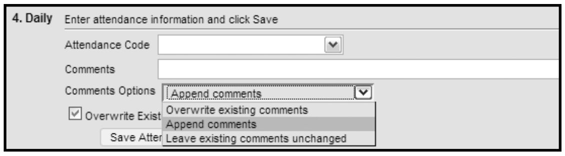
B. Select students to add to edit list

Nachtmann, Avi (12) 124485
Nadler, Brendan (12) 124487
Nannig, Amal (12) 124496
Napthine, Cody (12) 124516
Napthine, Stephanie (11) 124515
Narborough, Andreanna (11) 124526
Narri, Quillan (12) 124532
Natter, Preetesh (12) 124538
Naumann, Callum (11) 124552
Naumann, Finn (12) 124549
Nayel, Loryn (12) 124557

C. Click on a student to remove from list

Abegg, Dylan - 103667
Nannig, Amal - 124496

4. To remove a student's name from the list, click on their name in column C.
5. After the students have been moved to Column C, select the correct attendance code for the situation.



4. Daily Enter attendance information and click Save

Attendance Code
Comments
Comments Options: Append comments

Overwrite existing comments
Append comments
Leave existing comments unchanged
☑ Overwrite Exist
Save Atter

6. Enter any additional information in the Comments field.
7. Select the comment handling option. Append comments will leave any existing comments on the record and add the user-entered comments at the end of the field.
8. Click Save Attendance.

DAILY MODE. Marks selected students as absent for the entire day. Most common use of this mode is entering attendance data into Campus as the result of parent phone calls to a pre-excused voice mail account.

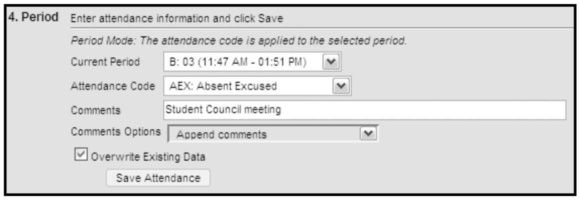
Attendance Wizard

Period Mode. Marks selected students as absent for a selected period. This mode is commonly used when excusing an entire group from the last period of the day.

The Overwrite Existing Data check box will erase any existing attendance data for that date or period and replace it with the code and comments entered in the Wizard. (The default is to overwrite.) This box may be unchecked or left checked depending on the workflow of the attendance office. For example, if a group of students is on a field trip and this data was entered into Campus earlier, the box would be checked when entering students who will be absent all day as the result of a parent phone call. This will remove the indication that the student is on a field trip and replace it with the indication of an all-day excused absence. Conversely, if the all-day absences have been entered first and the field trip list comes in later, the box would be unchecked when the field trip list is entered into the system to preserve any records of students who were absent for an entire day.

Using the Period Mode

1. Once the date is selected, choose the period mode for marking the students absent.
2. Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing ad hoc filter.
3. Search results will appear in the column labeled B. To create an attendance event for that child on that day, click on the hyperlink of a particular student's name. This will move his name into Column C. Alternatively, you may use Select All.
4. To remove a student's name from the list, click on their name in column C and it will be moved back to Column B.
5. After the students have been moved to Column C, select the period to create an attendance record for and the correct attendance code for the situation. Enter any information in the Comments field.



4. Period Enter attendance information and click Save

Period Mode: The attendance code is applied to the selected period.

Current Period: B: 03 (11:47 AM - 01:51 PM)

Attendance Code: AEX: Absent Excused

Comments: Student Council meeting

Comments Options: Append comments

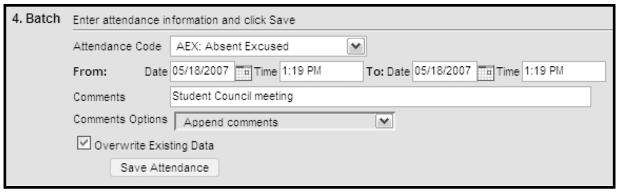
☑ Overwrite Existing Data

6. Click Save Attendance.

Batch Mode. Marks selected students as absent for a range of days. This mode is commonly used when a student or group of students is going on a week long trip.

Using the Batch Mode

1. Once the date is selected, choose the Batch mode for marking the students absent.
2. Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing ad hoc filter.
3. Search results will appear in the column labeled B. Select the student(s) who will need to have attendance events created.
4. Select the correct attendance code for the situation
5. Enter the date (and time if needed) for when to start applying the absence code in the From area and the last date (and time if needed) for that code in the To: section.



4. Batch Enter attendance information and click Save

Attendance Code: AEX: Absent Excused

From: Date 05/18/2007 Time 1:19 PM **To:** Date 05/18/2007 Time 1:19 PM

Comments: Student Council meeting

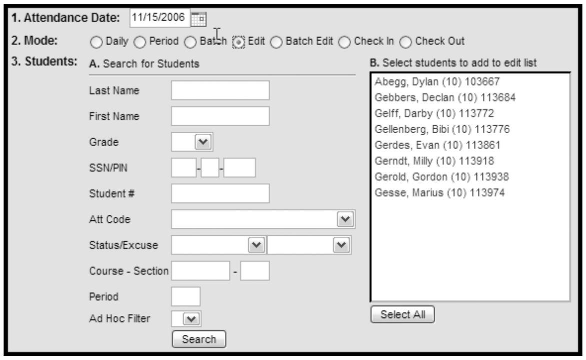
Comments Options: Append comments

☑ Overwrite Existing Data

6. Enter any additional information in the Comments field.
7. Click Save Attendance.

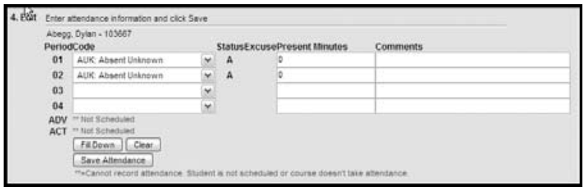
Attendance Wizard

Using the Edit Mode


1. Attendance Date: 11/15/2006
2. Mode: ○ Daily ○ Period ○ Batch ● Edit ○ Batch Edit ○ Check In ○ Check Out
3. Students: A. Search for Students

B. Select students to add to edit list

Abegg, Dylan (10) 103667
Gebbers, Declan (10) 113684
Gelff, Darby (10) 113772
Gellenberg, Bibi (10) 113776
Gerdes, Evan (10) 113861
Gerndt, Milly (10) 113918
Gerold, Gordon (10) 113938
Gesse, Marius (10) 113974


4. Edit Enter attendance information and click Save

Abegg, Dylan - 103667

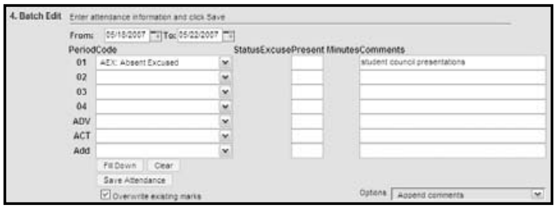
Period	Code	Status	Excuse	Present Minutes	Comments
01	AUK: Absent Unknown	A		0	
02	AUK: Absent Unknown	A		0	
03					
04					
ADV	** Not Scheduled				
ACT	** Not Scheduled				

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

1. To edit attendance from previous entries, select the date you wish to edit and then select the Edit Mode.
2. Students that have an attendance event for that day will appear in Column B.
3. To make changes to one particular student, select the student in Column B.
4. Make the attendance changes for the particular student and select Save Attendance.
5. If the change should be applied to all subsequent periods of the day, click Fill Down.
6. Click Save Attendance.
7. To do mass change, search for the students who have the common attendance event, such as students marked absent unknown from first period.

Edit Mode is used to edit existing attendance marks, as in taking all unknown absences from first period and changing them to unexcused.

Using the Batch Edit Mode


4. Batch Edit Enter attendance information and click Save

From: 05/18/2007 To: 05/22/2007

Period	Code	Status	Excuse	Present Minutes	Comments
01	AEX: Absent Excused				student council presentations
02					
03					
04					
ADV					
ACT					
Add					

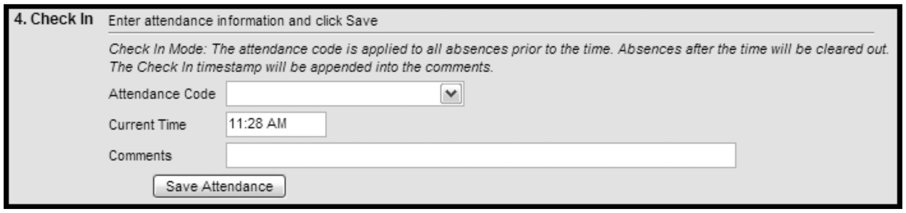
☑ Overwrite existing marks

Options: Append comments

1. Choose the Batch Edit mode.
2. Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing ad hoc filter.
3. Search results will appear in the column labeled B. Select the student(s) who will need to have attendance events created.
4. Select the correct Attendance Code for the situation.
5. Enter the date range and choose which periods the students will have an attendance event.
6. Enter any additional information in the Comments field.
7. Select the option desired for comments-- Append (add to existing), Overwrite (replace existing), or Leave Existing Comments Unchanged.
8. Click Save Attendance.

Batch Edit creates attendance events for a group of students over a range of days from a particular period. As an example, batch edit could be used to create absences for a group of students who will be gone from third period every day for a week.

Attendance Wizard



Enter attendance information and click Save

Check In Mode: The attendance code is applied to all absences prior to the time. Absences after the time will be cleared out. The Check In timestamp will be appended into the comments.

Attendance Code

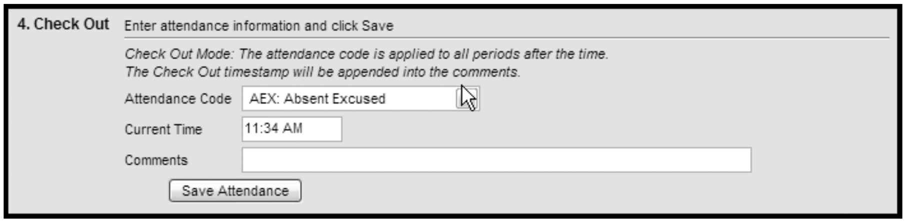
Current Time 11:28 AM

Comments

Check In mode is designed to change existing attendance marks to a user-specified code up to the timestamp. Any attendance records for periods that happen after that timestamp are cleared. The student will show as present from that point on.

Using the Check In Mode

1. Select the Check In mode.
2. Search for the student(s) who need to be checked in.
3. Select the student if needed in Column B to place their name in Column C.
4. Select the Attendance Code to update the absences recorded up to the check in time.
5. Enter any Comments as needed.
6. Click Save Attendance.



Enter attendance information and click Save

Check Out Mode: The attendance code is applied to all periods after the time. The Check Out timestamp will be appended into the comments.

Attendance Code AEX: Absent Excused

Current Time 11:34 AM

Comments

Check out mode is designed to mark a student with a particular attendance code for all periods after the timestamp. This mode is commonly used when a student leaves early and needs to be marked as absent for the rest of the day.

Using the Check Out Mode

1. Choose the Check Out mode.
2. Search for the student who is checking out. You may search by name or grade level.
3. Select the student if needed in Column B to place their name in Column C.
4. Select the Attendance Code to be applied to attendance after the timestamp.
5. Enter any Comments as needed.
6. Click Save Attendance.

Attendance Wizard Activities

Use the Attendance Wizard to enter the following known absences.

- 10 students will be out ill today.
- 5 have doctor/dentist appointments missing periods at the end or beginning of the day.
- 1 teacher is taking all his classes on a field trip for the entire day.
- An entire grade level is taking a standardized test during the morning periods.

CLASSROOM MONITOR

OVERVIEW

The Classroom Monitor will show attendance from the point of view of the teacher including if the teachers have taken attendance for the courses they are assigned to teach. In addition, the Classroom Monitor allows the user to rapidly enter attendance for substitute teachers, provided a roster or other list is submitted to the attendance office.

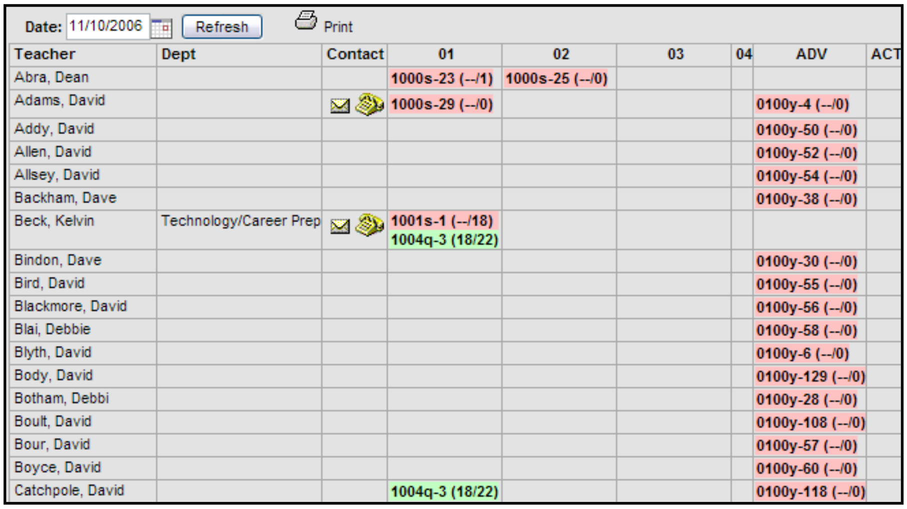
OBJECTIVES

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

- Monitor teacher attendance process compliance.
- Monitor individual classroom attendance trends.
- Take attendance for substitute teachers.

Opening the Classroom Monitor

1. Expand the Attendance module.
2. Select Classroom Monitor.
3. The Classroom Monitor will open for the current date based on the server clock.
4. To change the date, enter the date in the Date field or use the calendar tool to select the date.
5. Click Refresh to reload the Classroom Monitor for that particular date.
6. The Classroom Monitor will show attendance from the point of view of the courses, including if the teachers have taken attendance for the courses they are assigned to teach.
7. Any section highlighted green with the number of students present out of the total number of students in parenthesis indicates that attendance has been taken for that section; a pink background without a number of the students present in parenthesis indicates that attendance has not been taken for that section.



Date: 11/10/2006

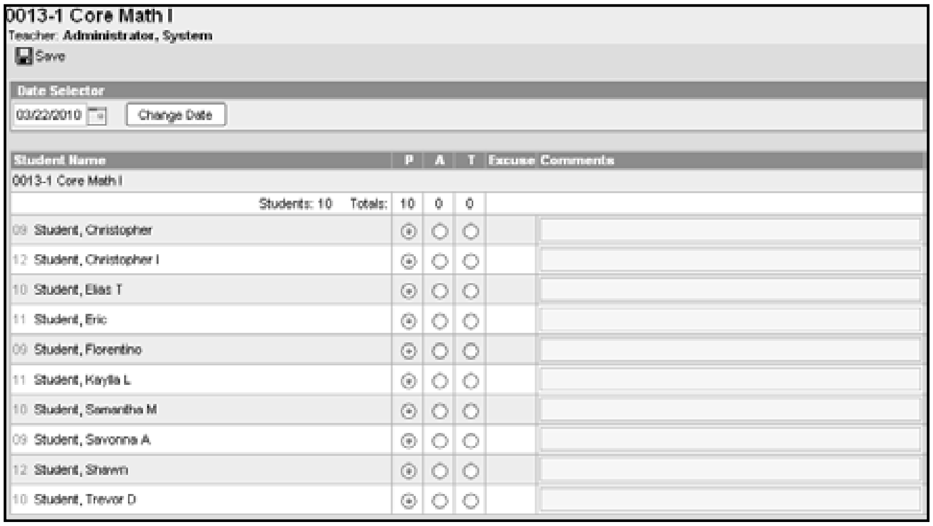
Teacher	Dept	Contact	01	02	03	04	ADV	ACT
Abra, Dean			1000s-23 (--/1)	1000s-25 (--/0)				
Adams, David		✉ ☎	1000s-29 (--/0)				0100y-4 (--/0)	
Addy, David							0100y-50 (--/0)	
Allen, David							0100y-52 (--/0)	
Allsey, David							0100y-54 (--/0)	
Backham, Dave							0100y-38 (--/0)	
Beck, Kelvin	Technology/Career Prep	✉ ☎	1001s-1 (--/18) 1004q-3 (18/22)					
Bindon, Dave							0100y-30 (--/0)	
Bird, David							0100y-55 (--/0)	
Blackmore, David							0100y-56 (--/0)	
Blai, Debbie							0100y-58 (--/0)	
Blyth, David							0100y-6 (--/0)	
Body, David							0100y-129 (--/0)	
Botham, Debbi							0100y-28 (--/0)	
Boult, David							0100y-108 (--/0)	
Bour, David							0100y-57 (--/0)	
Boyce, David							0100y-60 (--/0)	
Catchpole, David			1004q-3 (18/22)				0100y-118 (--/0)	

Contact Options for a Teacher

The e-mail address and work phone number for a teacher as entered on their Census > Person demographics may be obtained by hovering over the icons in the contact column next to their name. Clicking the e-mail icon will open a new message in your e-mail program if you have Microsoft Outlook, Mozilla Thunderbird, Qualcomm Eudora or Apple Mail installed.

Viewing Attendance Data for a Particular Course

1. The numbers on the schedule grid indicate the course and section the teacher is assigned to teach and the number of students present on that given day over the number of students scheduled into that section.
2. Hovering over the section will display the name of the course.
3. Selecting the section will open the attendance tool for that particular section showing specific students and their attendance status for that period on that day.



0013-1 Core Math I

Teacher: **Administrator, System**

03/22/2010

Student Name	P	A	T	Excuse	Comments
0013-1 Core Math I					
Students: 10 Totals:	10	0	0		
09 Student, Christopher	●	○	○		
12 Student, Christopher I	●	○	○		
10 Student, Elias T	●	○	○		
11 Student, Eric	●	○	○		
09 Student, Florentino	●	○	○		
11 Student, Kaylla L	●	○	○		
10 Student, Samantha M	●	○	○		
09 Student, Savonna A	●	○	○		
12 Student, Shawn	●	○	○		
10 Student, Trevor D	●	○	○		

Taking Attendance for a Substitute Teacher

If a teacher is gone and has a substitute, in most circumstances the sub will not take attendance in Campus. It is recommended that a roster or seating chart be provided for the sub to take attendance with and then return that form to the office. The attendance office may then enter the attendance by clicking on the section in the Classroom Monitor and entering the data as needed from the teacher attendance tool. When finished, clicking Save will mark attendance as taken in that period for the teacher. Their entry on the Classroom Monitor will now show as green.

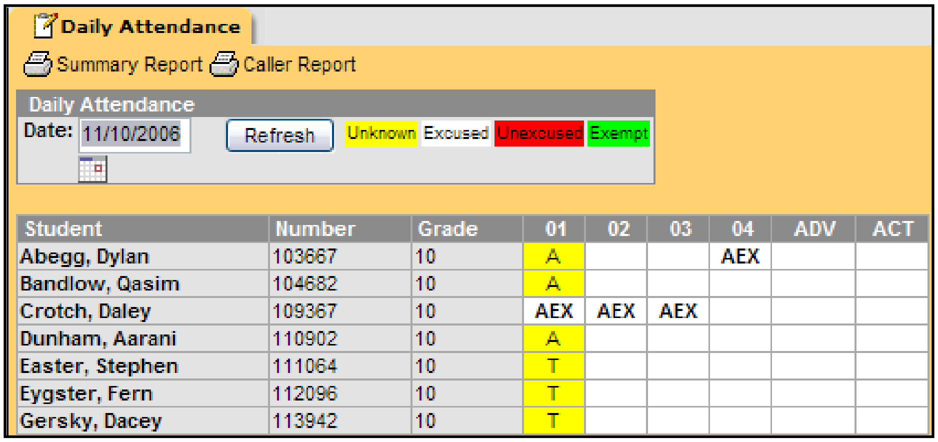
DAILY ATTENDANCE

OVERVIEW

The Daily Attendance tool allows a user to see at a glance all students who have an attendance event (absence or tardy) for a selected day. From here, a user with proper rights may also edit or process individual student attendance events.

OBJECTIVES

- Navigate through the screen and understand the different on-screen colors and options.
- Edit individual student attendance.
- View individual student attendance history.



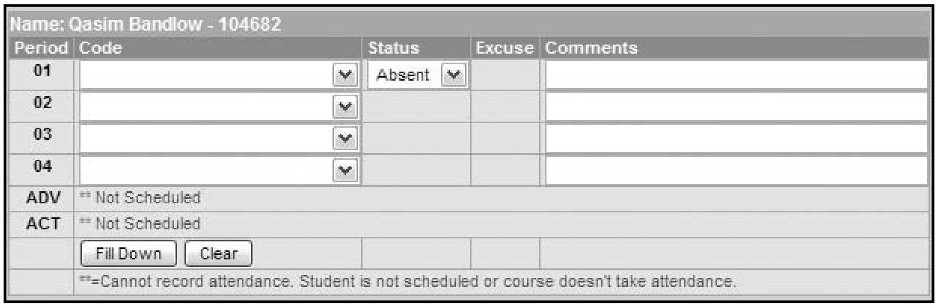
Date: 11/10/2006

Student	Number	Grade	01	02	03	04	ADV	ACT
Abegg, Dylan	103667	10	A			AEX		
Bandlow, Qasim	104682	10	A					
Crotch, Daley	109367	10	AEX	AEX	AEX			
Dunham, Aarani	110902	10	A					
Easter, Stephen	111064	10	T					
Eygster, Fern	112096	10	T					
Gersky, Dacey	113942	10	T					

Using the Daily Attendance Tool

1. Expand the Attendance module.
2. Select the Daily Attendance tool from the Index outline.
3. The tool will automatically load today's attendance data based on the server's timestamp.
4. To change the date, either enter the desired date in the Date field or use the calendar tool to select the date and click Refresh.
5. To view attendance data from another school or from another year, change the options selected in the gray toolbar at the top of the Campus session.
6. Events that have been created by the Attendance Wizard or by manual edits on the student's Attendance tab (in Student Information > General) will show the code and a color-coded status.
7. Any attendance that has been entered by a teacher will show just the attendance type of Absent or Tardy with a yellow background, meaning that these attendance events are of an unknown type and have yet to be processed by the attendance office. In the example above, Dylan Abegg's 4th period absence has been excused, but his first period absence has not been processed by the attendance office.
8. Hovering over an attendance event will cause a pop-up window to display, showing the meaning of the code, the person who entered the event, and any comments that were entered regarding that particular attendance event.

Daily Attendance



Name: Qasim Bandlow - 104682

Period	Code	Status	Excuse	Comments
01		Absent		
02				
03				
04				
ADV	** Not Scheduled			
ACT	** Not Scheduled			

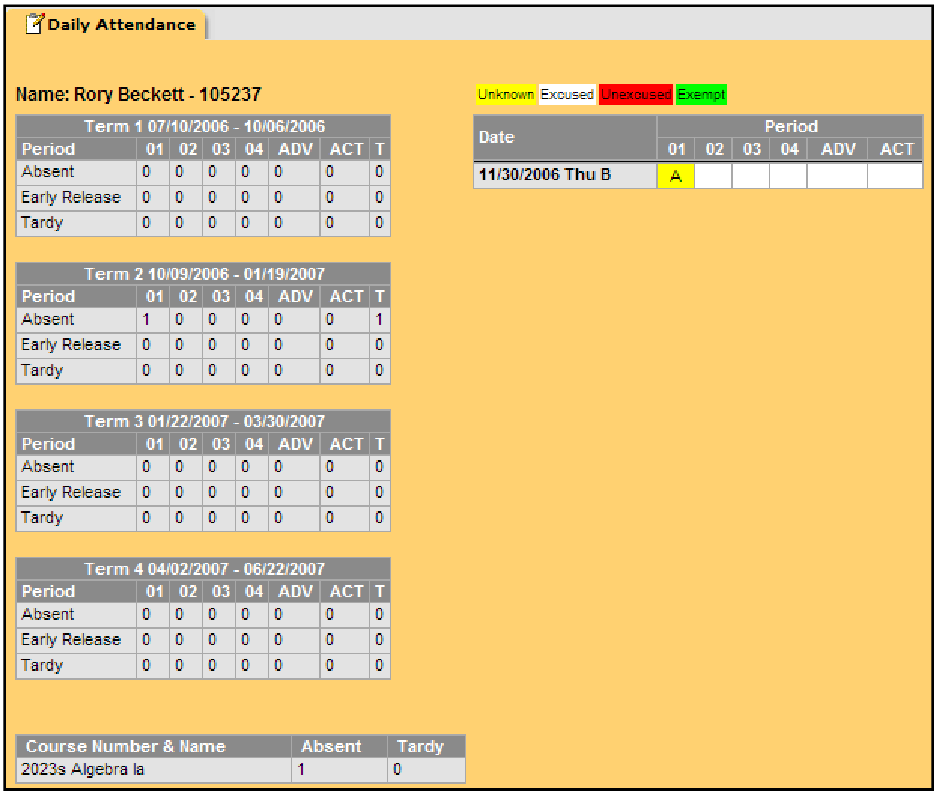
**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

Processing an Attendance Event for a Student

1. Select the event that needs to be edited by clicking on the absence/tardy code.
2. In the Code dropdown list, select the relevant attendance code. The blank option at the top of the dropdown will mark the student as present for that period.
3. Enter in any new comments in the Comments field.
4. If the change should be applied to all subsequent periods (as in a parent phone call excusing an entire day), select Fill Down.
5. If the entire day needs to be marked as present (as in the case of clerical error), click Clear.
6. When finished, click Save.

Viewing a Student's Attendance History

1. Select the student's name. Their attendance history in that particular school and year will then display on screen.
2. To return to the Daily Attendance tool, click the Daily Attendance tab at the top of the screen.



Name: Rory Beckett - 105237

Unknown Excused Unexcused Exempt

Term 1 07/10/2006 - 10/06/2006							
Period	01	02	03	04	ADV	ACT	T
Absent	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

Term 2 10/09/2006 - 01/19/2007							
Period	01	02	03	04	ADV	ACT	T
Absent	1	0	0	0	0	0	1
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

Term 3 01/22/2007 - 03/30/2007							
Period	01	02	03	04	ADV	ACT	T
Absent	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

Term 4 04/02/2007 - 06/22/2007							
Period	01	02	03	04	ADV	ACT	T
Absent	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

Date	Period					
	01	02	03	04	ADV	ACT
11/30/2006 Thu B	A					

Course Number & Name	Absent	Tardy
2023s Algebra Ia	1	0

ATTENDANCE DIALER

OVERVIEW

The Attendance Dialer can be used to send out emails and/or phone calls to a parent or other designated person if a child meets or exceeds set criteria for attendance events on a day. The attendance dialer tool allows a user to set the criteria and create the text of the message, which can become the template for a mass e-mail or the "script" for the text-to-speech engine that will deliver the message over the phone.

OBJECTIVES

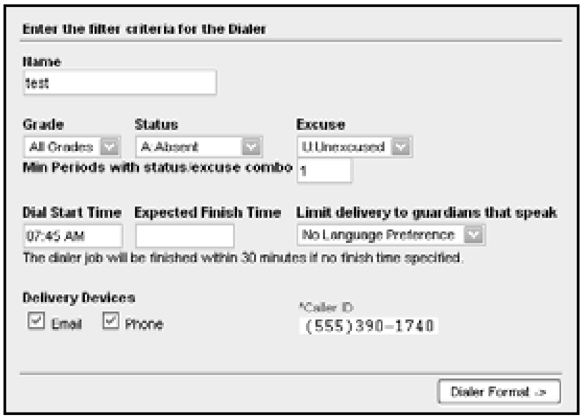
At the conclusion of this lesson, the learner should be able to
- Create an attendance dialer message threshold criteria and message template.
- Send or schedule an attendance message manually.
- Set up a recurring attendance dialer stored procedure.

Navigating to the Attendance Dialer

1. Expand the Attendance module.
2. Select Attendance Dialer.

Creating a New Dialer Template

1. Select New Template.
2. Enter a Name for the template.
3. Choose the grade level that this message applies to.
4. Select the desired Status and Excuse combination.
5. Enter the Minimum Number of Periods that the student would have this combination for to receive the message.



Enter the filter criteria for the Dialer

Name: test

Grade: All Grades

Status: A: Absent

Excuse: U:Unexcused

Min Periods with status/excuse combo: 1

Dial Start Time: 07:45 AM

Expected Finish Time:

Limit delivery to guardians that speak: No Language Preference

The dialer job will be finished within 30 minutes if no finish time specified.

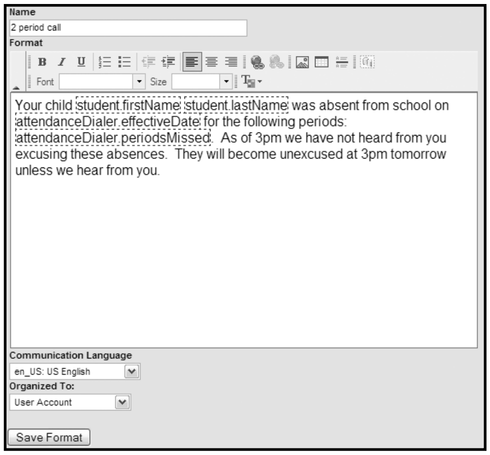
Delivery Devices

☑ Email ☑ Phone

*Caller ID: (555)390-1740

6. If the district sends out messages in multiple languages, select the proper language for this message. If sending messages in languages other than English, the message template will then be written in that language for e-mail, but will NOT be spoken by the text to speech editor. A WAV file will need to be created and uploaded to be used in place of the text entered into the template.
7. Choose the Delivery Device(s) that this message will go to.
8. The dialer template may be saved to the user's account by selecting User Account in the Organized to dropdown or it may be shared it with a user group by selecting the group name in the dropdown.
9. Click Dialer Format.

10. Enter the text of the message. Elements from the Campus database may be added to the message (to create a “mail merge”) by opening the Campus Field selection window (the last button in the top row of icons).
11. When finished click save format.


Name: 2 period call

Format:

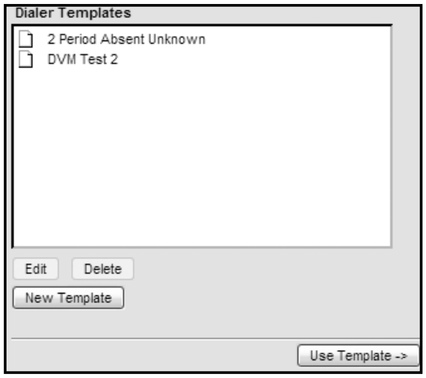
Your child student.firstName student.lastName was absent from school on attendanceDialer.effectiveDate for the following periods: attendanceDialer.periodsMissed. As of 3pm we have not heard from you excusing these absences. They will become unexcused at 3pm tomorrow unless we hear from you.

Communication Language: en_US: US English

Organized To: User Account

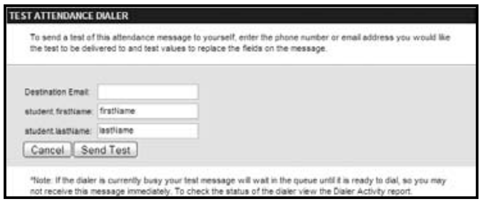
Using an Existing Template

1. Select the Attendance Dialer tool from the index outline.
2. Select the template in the Saved Templates list.
3. Click Use Template.
4. The template-defined parameters may be changed for a one-time exception (as an example, a dialer with a triggering criteria of one could be changed to a criteria of two in the case of traffic issues getting to school).


Dialer Templates

- 2 Period Absent Unknown
- DVM Test 2

5. To make a test call and hear the results, click test message. Enter a Destination Phone Number and Email address and sample values for the Campus Fields that were included in the template.


TEST ATTENDANCE DIALER

To send a test of this attendance message to yourself, enter the phone number or email address you would like the test to be delivered to and test values to replace the fields on the message.

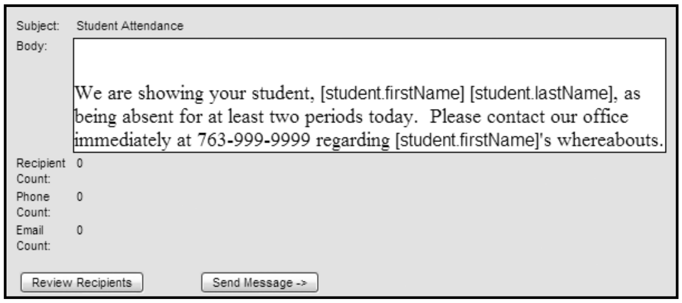
Destination Email:

student.firstName: firstName

student.lastName: lastName

*Note: If the dialer is currently busy your test message will wait in the queue until it is ready to dial, so you may not receive this message immediately. To check the status of the dialer view the Dialer Activity report.

6. To run the query and generate the message list, click Preview Notices.


Subject: Student Attendance

Body: We are showing your student, [student.firstName] [student.lastName], as being absent for at least two periods today. Please contact our office immediately at 763-999-9999 regarding [student.firstName]'s whereabouts.

Recipient Count: 0

Phone Count: 0

Email Count: 0

7. The Recipient Count shows how many individuals should be contacted, while the Phone and Email Count will show how many of those individuals have opted to have attendance calls delivered in that particular format.
8. To review specific recipients, click Review Recipients. Individual recipients may then be removed from the list as circumstances war-

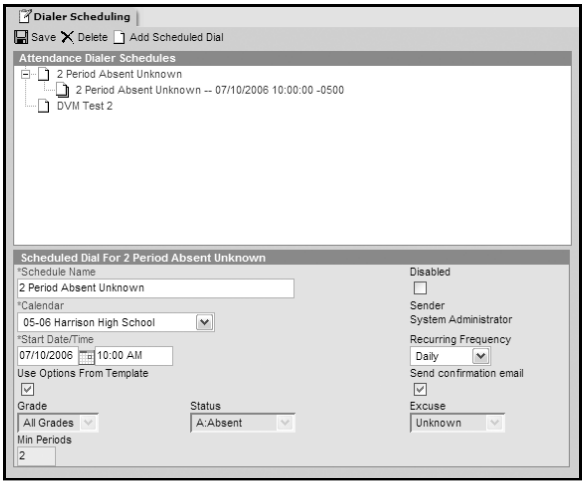
rant. If any changes are made, click save recipients.

9. Clicking send message will place it into the queue for the Messenger to deliver based on the settings of the Messenger tool from System Administration.

Setting an Automatic Dialer

The attendance dialer can be set to automatically run the query and send out messages if desired.

1. Select the Dialer Scheduling tool from the Index outline.
2. Select the template to automate from the list of templates.
3. Select the Calendar that will be queried.
4. Enter a Start Date and Time for the automated process to begin.
5. Select a Recurrence Frequency to determine how often the procedure will run.
6. If needed, the scheduled task can be turned off temporarily by checking the Disabled checkbox.
7. Click Save when finished.



Attendance Dialer Schedules

- 2 Period Absent Unknown
  - 2 Period Absent Unknown -- 07/10/2006 10:00:00 -0500
- DVM Test 2

Scheduled Dial For 2 Period Absent Unknown

*Schedule Name: 2 Period Absent Unknown
Disabled: ☐
*Calendar: 05-06 Harrison High School
Sender: System Administrator
*Start Date/Time: 07/10/2006 10:00 AM
Recurring Frequency: Daily
Use Options From Template: ☑
Send confirmation email: ☑
Grade: All Grades
Status: A:Absent
Excuse: Unknown
Min Periods: 2

If the dialer is scheduled to go out every hour, a parent will not receive multiple calls for a child on a particular day. Once the criteria have been reached for a student for a day, no further calls will be generated. However, if a person is listed as the Messenger contact for multiple children, they will receive a call for each child when the trigger criteria are met.

ATTENDANCE LETTERS

OVERVIEW

The attendance letter tool may be used to generate letters notifying guardians of attendance and truancy issues about their children. Official letter templates in line with local policy or state law may be provided by district administration for users to generate at their schools.

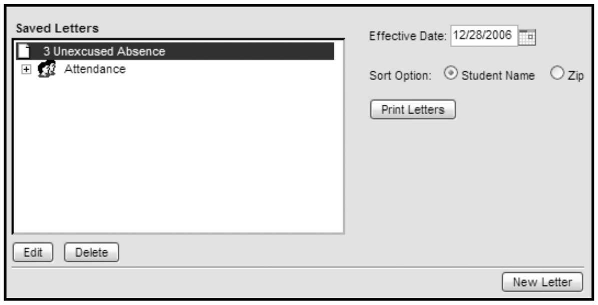
OBJECTIVES

At the conclusion of this lesson, learners will be able to

- Set the trigger criteria for an attendance letter.
- Create a letter format.
- Generate letters for a particular effective date.

Navigating to Attendance Letters

1. Expand the Attendance module by clicking the name or the plus sign.
2. Select Attendance Letters.



Saved Letters

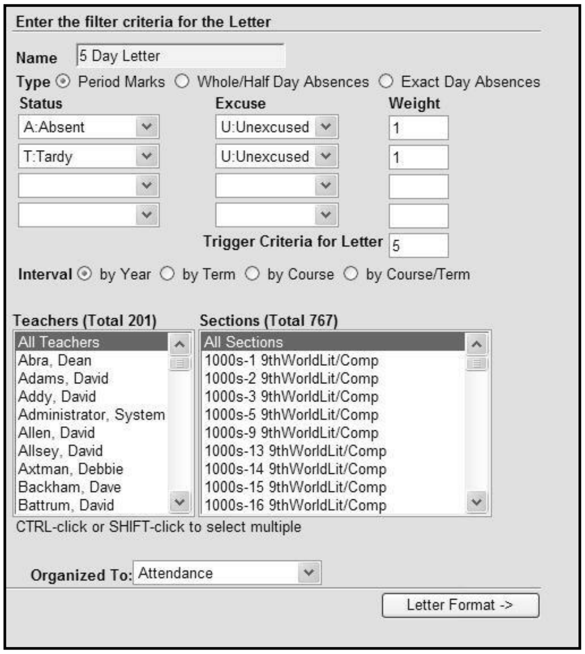
- 3 Unexcused Absence
- Attendance

Effective Date: 12/28/2006

Sort Option: ● Student Name ○ Zip

Creating a New Attendance Letter Template

1. Select New Letter.
2. Enter a template Name.
3. Select what Type of attendance marks this letter should be based upon.
4. Choose the Status and Excuse combination(s) and the weight that each particular attendance event carries.
5. Enter the Trigger Criteria for a Letter to be generated.
6. Choose the Interval to determine how far back the query should count.
7. If the letter should be ran for a particular group of teachers or sections, select the relevant groups.
8. Click Letter Format.



Enter the filter criteria for the Letter

Name: 5 Day Letter

Type ● Period Marks ○ Whole/Half Day Absences ○ Exact Day Absences

Status	Excuse	Weight
A:Absent	U:Unexcused	1
T:Tardy	U:Unexcused	1

Trigger Criteria for Letter: 5

Interval ● by Year ○ by Term ○ by Course ○ by Course/Term

Teachers (Total 201)

All Teachers
Abra, Dean
Adams, David
Addy, David
Administrator, System
Allen, David
Allsey, David
Axtman, Debbie
Backham, Dave
Battrum, David

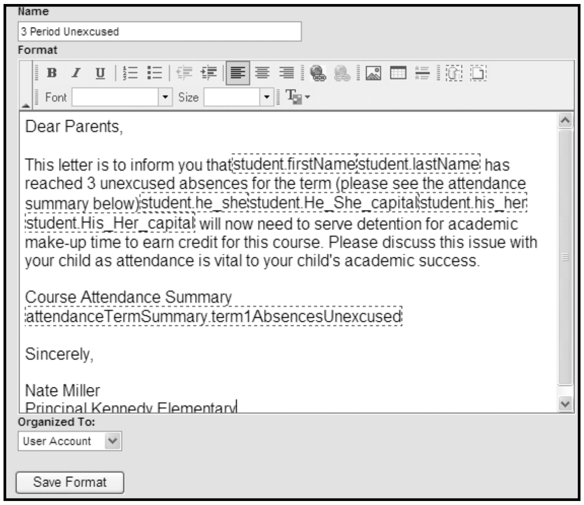
Sections (Total 767)

All Sections
1000s-1 9thWorldLit/Comp
1000s-2 9thWorldLit/Comp
1000s-3 9thWorldLit/Comp
1000s-5 9thWorldLit/Comp
1000s-9 9thWorldLit/Comp
1000s-13 9thWorldLit/Comp
1000s-14 9thWorldLit/Comp
1000s-15 9thWorldLit/Comp
1000s-16 9thWorldLit/Comp

CTRL-click or SHIFT-click to select multiple

Organized To: Attendance

9. Enter the text of the letter using the editor. To insert a data element from Campus (such as guardian name or other data) to complete a mail merge, select the Campus Field icon at the top right of the editor. To insert a preformatted table of information (such as an attendance summary), select the Campus Sub-Report icon at the top right of the editor.



Name: 3 Period Unexcused

Format

Dear Parents,

This letter is to inform you that student.firstName student.lastName has reached 3 unexcused absences for the term (please see the attendance summary below) student.he_she student.He_She_capital student.his_her student.His_Her_capital will now need to serve detention for academic make-up time to earn credit for this course. Please discuss this issue with your child as attendance is vital to your child's academic success.

Course Attendance Summary
attendanceTermSummary.term1AbsencesUnexcused

Sincerely,

Nate Miller
Principal Kennedy Elementary

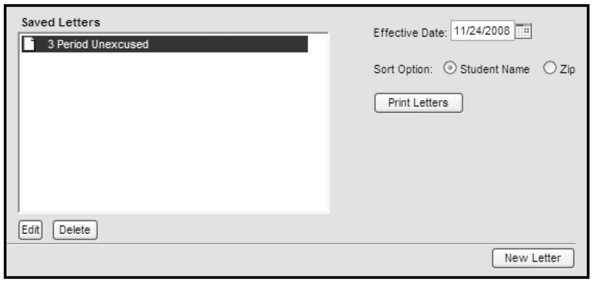
Organized To: User Account

10. When finished, click Save Format. A letter may be saved to your user account only (by having user account selected in the organized to) or shared with a user group.

NOTE: The attendance letters are designed to look at the criteria as a target. In the previous example, a student with a total of five tardies, unexcused and unknown absences for the term would meet the criteria; but a student with six unexcused absences from one course would not. Attendance letters should be run for each day to ensure all students who are meeting the criteria have a letter generated for them.

Generating an Attendance Letter

1. Select Attendance letters from the Index outline.
2. Select the template from the list of saved letters.
3. Enter an Effective Date.
4. Choose a Sort Option for how the generated letters should be sorted.
5. Click Print Letters. The query will run at this point. If any students match the criteria set, a letter will be generated and will be included in an Adobe PDF that may be saved and printed as needed.



Saved Letters
3 Period Unexcused

Effective Date: 11/24/2008

Sort Option: ● Student Name ○ Zip