Period Attendance and Grade Book for High School Teachers Agenda:

By the end of today's session, you will receive hands-on practice in:

❑ Adjust Account Settings (Stepper page # 1)
   ❑ **Activity 1: Account Settings**
   Index > Account Settings
      ❑ Set up how you would like to see things in Campus Instruction

❑ View Roster and Print Report (Stepper page # 2 - 5)
   ❑ **Activity 2: Roster**
   Index > Roster
      ❑ Do any of your student's have a Flag/Health Condition?
      ❑ Look for a student's emergency contact?
      ❑ "Print" your class Roster

❑ Take Attendance (Stepper page # 6 - 7)
   ❑ **Activity 3: Attendance**
      ❑ Watch video

❑ Excuse Period Attendance (Stepper page # 8 - 9)
   ❑ **Activity 4: Excuse Period Attendance**
      ❑ Watch video

❑ Create Student Groups (Stepper page # 10)
   ❑ **Activity 5: Student Groups**
   Index > Student Groups
      ❑ Create a Student Group for your class

❑ Use features in Grade Book to:
   ❑ **Activity 6: Grade Book** (Stepper page # 11)
   Index > Grade Book > Settings

❏ Set your Preferences

❏ **Activity 7: Grade Book** (Stepper page # 13 - 14)
Index > Grade Book > +Add
  ❏ Create an Assignment

❏ **Activity 8: Grade Book** (Stepper page # 15 - 16)
Index > Grade Book
  ❏ Grade the Assignment
    ❏ Use the Fill Scores/Comments feature
    ❏ Use the assignment tags

❏ # Create Section Groups (Stepper page # 17 - 18)
  ❏ **Activity 9: Section Groups**
 **Index > Grade Book > Setting >Section Groups**
    ❏ Create a Section Group

❏ # Planner
  ❏ **No Activity**

❏ # Print Reports
  ❏ **Activity 10: Reports**
  Index > Reports (Grade Book)
    ❏ Run a Student Summary Report (Interim Report)
  Index > Reports (Roster)
    ❏ Run a Blank Spreadsheet Report
  Index > Reports (Roster)
    ❏ Run a Roster Label Report

Philadelphia SIS Project – Campus Instruction (HS)

Adjusting Account Settings - *Activity 1*

1. On the top right-hand side of the screen, click on the person icon, click on **Account Settings**.
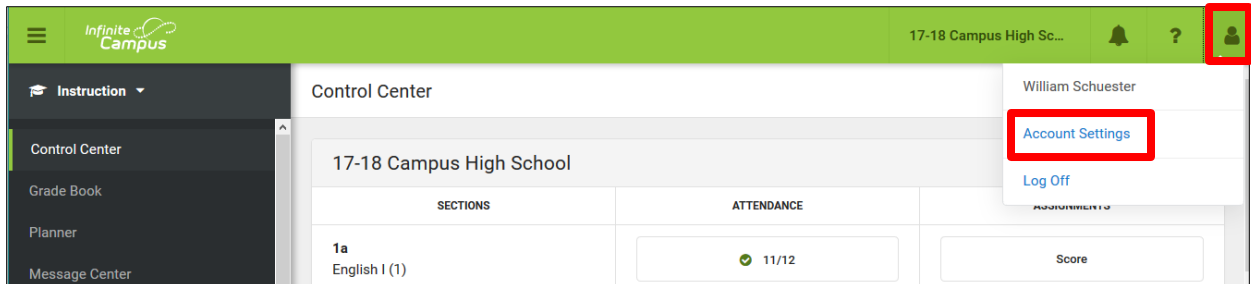
2. Once in Account Settings, check the appropriate boxes. Then, click on **Save**.
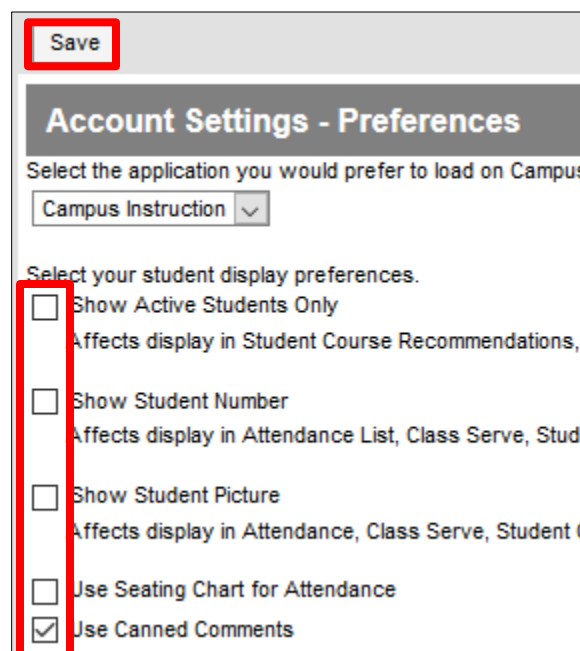
Set Campus Instruction as default if it's not done in your live site

☑ Show active students only – otherwise, it defaults to all students including dropped students

☑ Show Student Number – otherwise, the student number will not be displayed

☑ Show Student Picture – when pictures are available they will display

☑ Use Seating Chart for Attendance – only if you want to use this feature

☑ Use Canned Comments – Defaulted, otherwise you won't be able to use Canned Comments when Posting is available

Roster - Student Contact Information - _Activity 2_
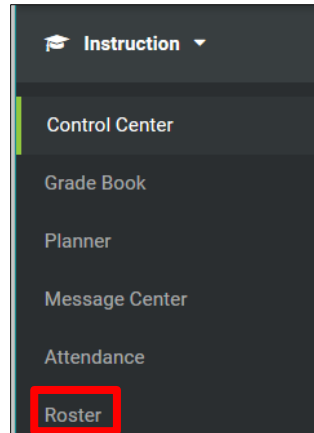
1. On the left-hand side of the screen, click on **Roster**.

2. Select the appropriate **Term** and **Section** for the student.

3. Click on the student's name. The contact information will display in a pop-up box.

Note: This can be done anywhere the student's name is a blue hyperlink.

2

Roster - Accessing Student Information - Activity 2

1. On the left side of the screen, click on **Roster.** Select the appropriate **Term** and **Section** for the student.

2. Click on the student's name.

3. On the pop-up box, click **To Student Information**. This will take you to a **Campus Tools** view

Getting back to Campus Instruction from Campus Tools

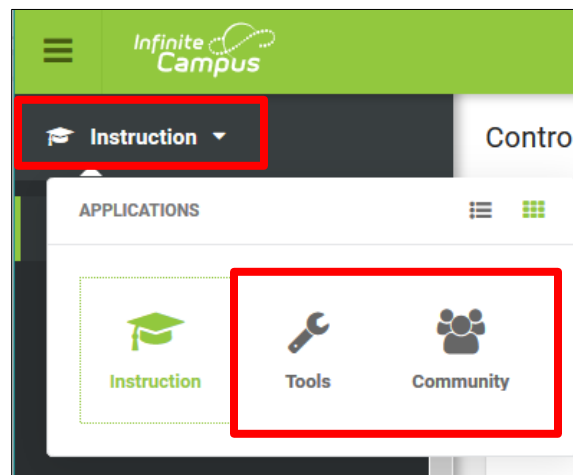1. On the top right side of the screen, click on the **App Switcher**.

2. Click on Campus Instruction.
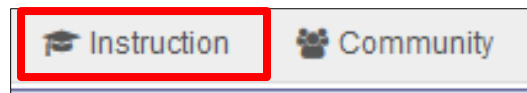
Getting to Campus Tools or Campus Community from Campus Instruction

1. On the left side of the screen, click on the arrow next to **Campus Instruction**. A pop up opens and you can choose which application you want.
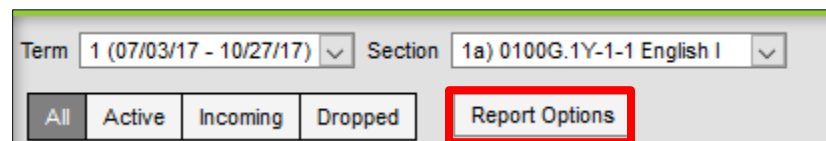
Roster - Printing a Roster Report - Activity 2

1. On the left-hand side of the screen, click on **Roster**.
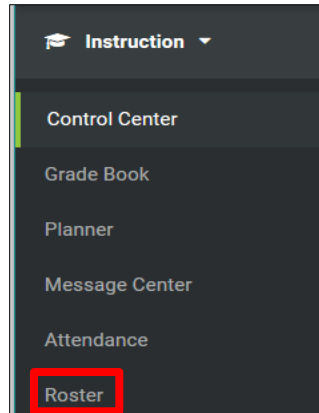
2. Select **Report Options**.

3. Click **Show Guardians**, **Show Flags**, and **Show Health Conditions** as appropriate for an "emergency folder". Click on **Generate Report**.

Taking Attendance - *Activity 3*

1. When you log in to Infinite Campus, your middle work area displays the **Control Center**. You will see Attendance for each period you teach, and a red button on **Take**, click on **Take.** Attendance should be taken for each Period you teach.
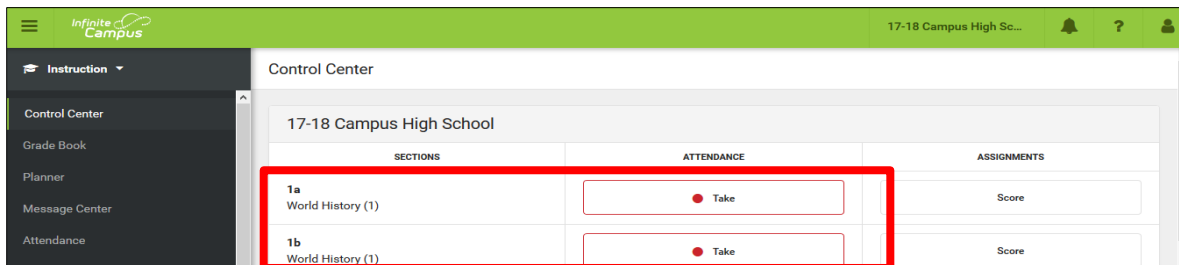
2. A new window opens allowing you to take Attendance. Students attendance will show based on if they swipe in in the morning using ScholarChip, **P** for **Present**, **A** for **Absent** or **T** for **Tardy.** Select the appropriate option during each period. Once Absent or Tardy are selected, the Comments box opens. Click **Save**.

Note: Even if **ALL** students are present a teacher will need to open attendance and click Save. Comments are part of a student's attendance record (not just for the teacher's eyes – only write appropriate comments).

3. Once Attendance is taken, you will see a green check box with the total number present/absent.
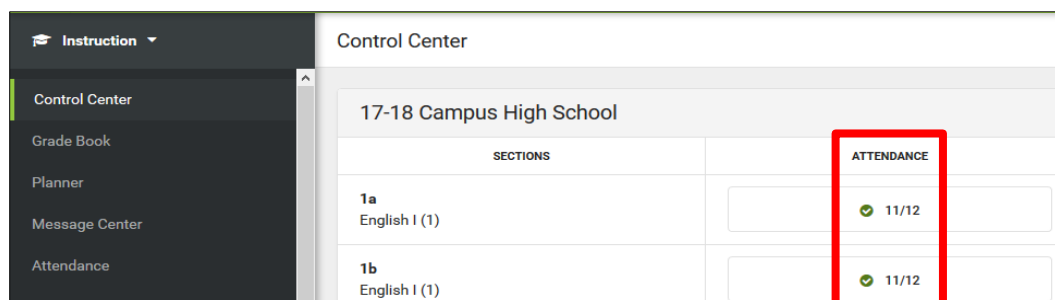
Taking Attendance - *Activity 3*

(2nd option. You would use if you are using a Seating Chart to take attendance or can take as a list.)

1. On the left-hand side of the screen, click on **Attendance***.*

2. Students attendance will show based on if they swipe in in the morning using ScholarChip, **P** for **Present**, **A** for **Absent** or **T** for **Tardy.** Select the appropriate option during each period. Once Absent or Tardy are selected, the Comments box opens. Click **Save**.

Note: Comments are part of a student's attendance record (not just for the teacher's eyes – only write appropriate comments).

Excuse Period Attendance - _Activity 4_

1. If a student is absent due to an excused reason such as extra-curricular activities or counselor appointments, you will need to excuse the absence. Click on your student's name in either **Attendance** or **Roster**. Click on **To Student Information**.

2. You are re-directed to Campus Tools, click on the **Attendance** Tab.

3. Find the date of the Absence that you are excusing and click on the **A**.

4. Mark the Code in the drop down, **12: Authorized School Activities**, Status **Absent**.

5. If a student is absent due to illness. You will need to excuse the absence. You will do the same steps as above but you will mark the code in the dropdown, **05: Illness** and you will use the **Fill down** button if the student was absent all day.

Creating Student Groups - Activity 5

4. On the left side of the screen, click on **Student Groups**.

5. Select *New*.

6. Enter a **Student Group Name**. *This is a required field.* Select the appropriate student name(s) for the group by clicking **Add**. Click **Save**. * Repeat steps for each student group needed.

Features in Grade Book - Setting Preferences - Activity 6

1. On the left-hand side of the screen, click on **Grade Book**.
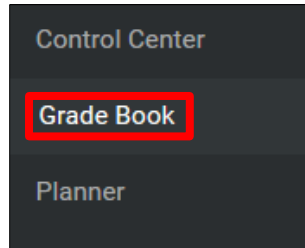
2. Once in Grade Book, click on **Settings** to open the Setting tools. Then, choose the **Preferences** you would like to use. This sets what you see in Grade Book. . Options are saved as soon as they are selected.
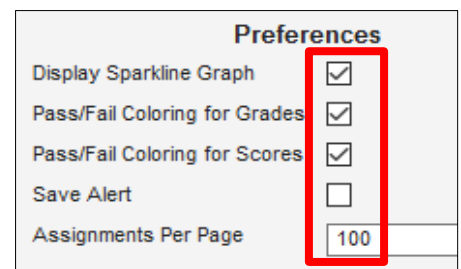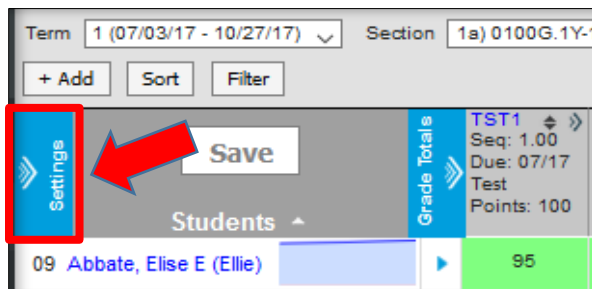
Features in Grade Book - Other Settings

1. More information about the other options is Setting.

- o **Grade Book Setup**
    - Categories – defined by SDP. Read Only. (e.g. Test/Quiz, Homework, etc.)
    - Curriculum List – list of assignments.
    - Filter Defaults – can filter to show last week, this week, or next week's assignments
    - Grade Calc. Options – defined by SDP. Read Only.
    - Section Groups – can group similar sections together in single Grade Book view.
- o **Grade Book Tools**
    - Curriculum Copier – can be used to copy a single assignment or group of assignments from section-to-section
    - Category Copier – can copy existing categories to other sections
    - Multi-Post Grades – can post grades for multiple tasks or standards at the same time. Will only be available when the posting window is open.
- o **Other**
    - Help – quick reference for Grade Book
    - Web Site Address – can add a website and it will display in the portal. (e.g. Google Classroom)
- o **Preferences**
    - Display Sparkline Graph – displays next to each student's name.
    - Pass/Fail Coloring for Grades – display color for In-Progress Grades and Posted Grades.
    - Pass/Fail Coloring for Scores – display color for individual assignment scores
    - Save Alert – notification after clicking <Save> button
    - Assignments for Page – can set the number of assignments that display

Creating an Assignment - **Activity 7**

1. On the left-hand side of the screen, click on **Grade Book**.
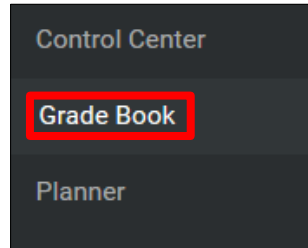
2. Choose the proper **Term**, **Section**, and **Task** for the Assignment. Then, click on the **+Add** button.

3. Fill in the information in red, **Assignment Name**, **Abbreviation** (5 characters), **Assigned**, **Due**, **GB Seq**. The abbreviation will show in your Grade Book. Choose the section that will use this assignment. Choose the **Category** with which the assignment is aligned. Choose the **Grading Task**, enter **Total Points** and **Multiplier**. **Save**.

4. If you would like to put an assignment on the Portal. Scroll down and click on the "For Students" arrow to open the options. You can add instructions that will show on the Student Portal. Click **Save**.

5. If you would like to put in notes for yourself. Scroll down and click on the Teacher arrow to open the options. Click **Save**.

Grading an Assignment - Activity 8

1. Grade the Assignment. You can grade straight down like a spreadsheet.

2. You can click on the name of the assignment to make changes to the assignment. You can click on the arrows to get more grading options. Such as, **Assignment Tagging** and **Fill Scores/Comments**.

Assignment Tagging:

a. **T** = Turned In acknowledges that the assignment has been received by the teacher but no score has been entered

b. **M** = Missing indicates that the assignment was not received by the teacher and will calculate as a zero

c. **L** = Late indicates that the assignment was received after the due date/time and the score may or may not be reflective of this

d. **I** = Incomplete indicates that the assignment was received but not complete

e. **Ch** = Cheated indicates that the assignment score will be calculated as a zero

f. **X** = Exempt indicates that the assignment's score will not affect the student's score calculations

g. **Dr** = Dropped identifies this assignment as being able to be dropped from the student's grade calculation. Campus will drop the lowest score of all assignments marked as "dropped" within an assignment category

h. **Comments** can be entered in the empty field; Displays in parent and student portals

Fill Comments

TST1: Test 1

Select items to fill:

☐ GT1: HS Term Grade

☐ Comment

Select students:
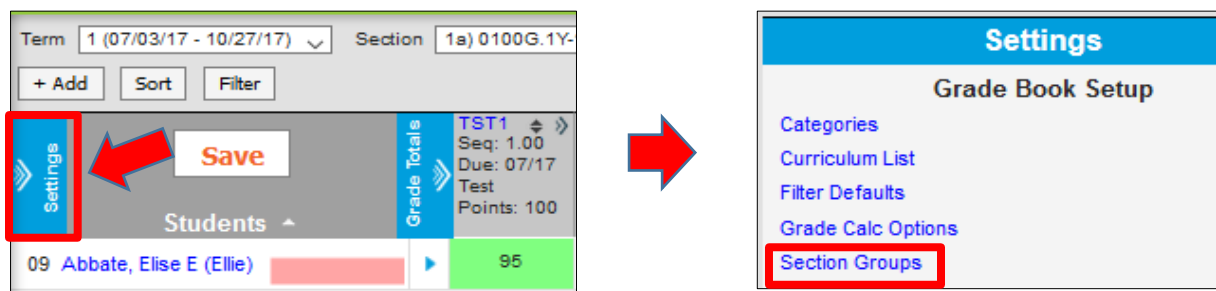Empty ▾   Fill   Cancel

Fill Scores/Comments: If you wanted to add the same score or comments for multiple students. Use this feature.

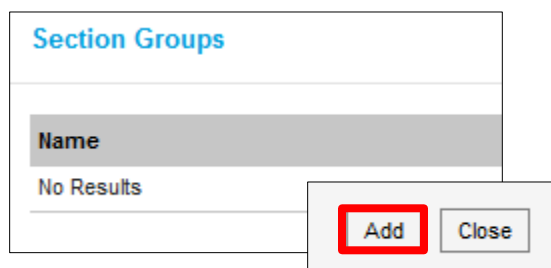## _Creating Section Groups_ - Activity 9

1. On the left-hand side of the screen, click on **Grade Book**.
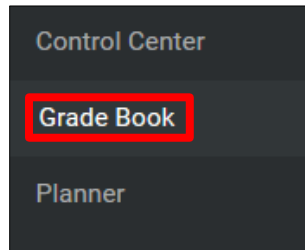
2. Once in Grade Book, Click on **Settings** to open the Setting tools. Then, click on **Section Groups.**

3. On the screen click **Add.**

4. **Name** the Section Group, Check the Sections you would like to group and color code each section. Click **Save.**

5. To grade by Section Group. Click on the **Section** drop down. Under **Group**, you will see the Section Group you created.

6. Students will be listed in one view with color coding to differentiate between classes.

Addendum – Grading an Assignment

1. To grade an Assignment, you can get to an already created assignment from the **Control Center** by clicking on **Score**.

| Control Center		
17-18 Campus Elementary School		
SECTIONS	ATTENDANCE	ASSIGNMENTS
AM Homeroom01	◯ Take	Score
PM Homeroom01	◯ Take	Score
Class Mathematics 1, Reading 1, Social Studies 1		Score (1)

2. A pop up box appears with a list of assignments to score. Click on the Assignment you would like to score. Another pop up box appears with your students and you can score. You cannot fill in comments but you can use Assignment Tagging and Fill Scores. Click **Save**.

Assignments
Term MP1

All | Unscored | Missing

Reading 1

Test 2   Due: 07/20/2017
13 unscored
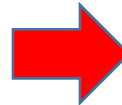
Test 2
Reading 1

All | Unscored | Missing

Fill Scores   ☐ Turned In

Score
/100

Asencio, Abram   ☐ Turned In ⌄

Score
/100

Bacon, Tony R   ☐ Turned In ⌄

Score
/100

Cantu, Domenica L   ☐ Turned In ⌄

Score
/100

Save   Close