



User Management & Admin Security Summer Training July 29, 2025





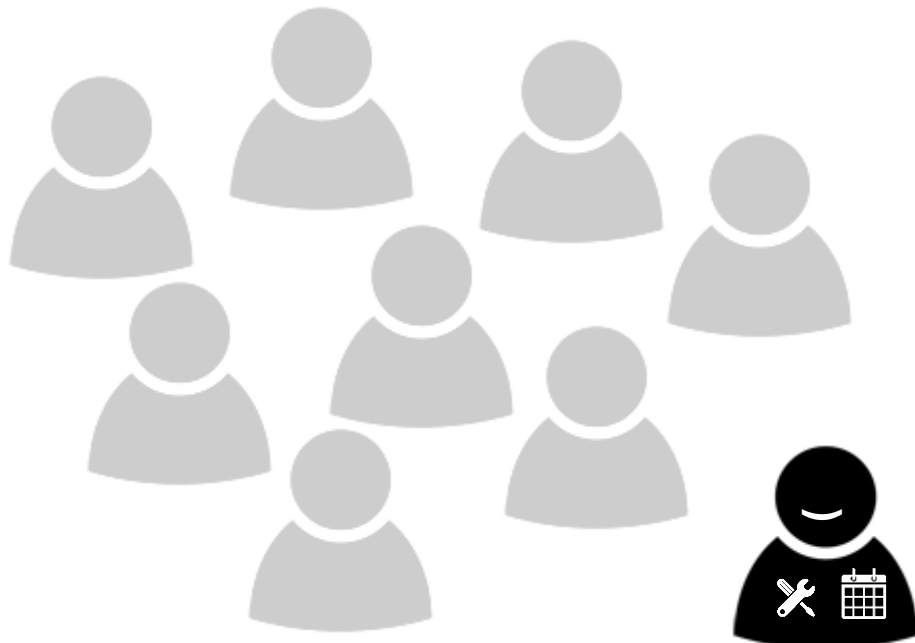
User Management Training



Why User Groups?

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Assigning individual users to the specific tools and calendars that they need is extremely labor intensive.



Grouping users based on their needs, simplifies the configuration and yearly maintenance of User Accounts.

Teacher



Secretaries



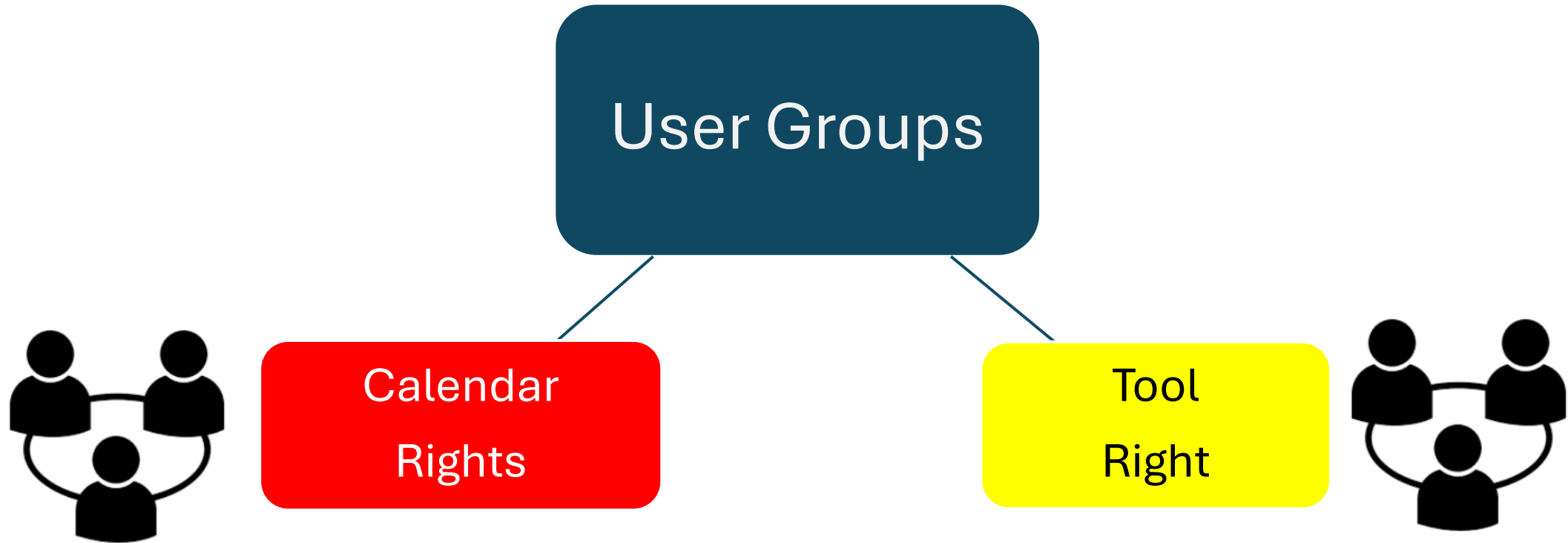
Treasurer



NOTE:

Users can belong to multiple groups, which grants the User access to the Calendars or Tools associated within that group.





User Groups consist of Calendar Rights OR Tool Rights

Calendar Rights: Define what schools and school years can be accessed.

Tool Rights: Define the level of access users have access to throughout Campus.

It is HIGHLY recommended to separate Tool Rights User Groups from Calendar Rights User Groups.

Calendar Rights

Path: User Management > User Group > Calendar Rights
Ensure you are adding Calendar Rights to the correct User Group

Search

Type

User Group

Search

User Group Search...

1 - 20 of 73 results

⏮

⏪

1

2

3

+ Arthur Elem

+ Fillmore MS

+ Harrison HS

- Arthur Elem

- Fillmore MS

- Harrison HS

0 Arthur Elem

Utilize the following User Group Label for **each school** within your district:

- ❖ 0 School Name (to express the Current School Year)
- ❖ - School Name (to express Past School Years)
- ❖ + School Name (to express Future School Years)

Assign All Years Modify rights with caution



Calendar Rights Continued:

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It is important to update the Year dropdown for each Calendar group prior to the start of the new school year.

Calendar Rights
- Arthur Elem

New Save Delete

Rights Editor	
Name	
24-25 Arthur Elementary (Read Only)	

School Year Rights

School: Arthur Elementary

Year: 24-25

Calendar: 24-25 Arthur Elementary

Modify Rights: ☐

Modify Rights Checkbox:

- ✓ If **checked**, users are allowed to modify data in conjunction with their Calendar rights
 - ❖ It is *NOT* recommended to grant Modify Rights to previous school years.
- If **unchecked**, the Calendar will be (*Read Only*)
 - ❖ Users will not be allowed to modify ANY data, despite their specific Calendar rights.
 - ❖ All Past School Calendar Rights should have this box unchecked



User Group Creation:

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Tool Rights User Groups should be created in sets and should contain tool rights **tailored to specific job duties**. For example, create a separate group for nurses, secretaries, principals, etc.
(Note: Click the title to view a list of suggested tool rights for various user group types)

Path: User Management > User Groups > Add User Group

User Group Name *

Training User Group

Associated Product

Student Information System

Description

*Optional Field to add information regarding the User Group

Save | **Save & Navigate** ●

Save & Navigate
will take you to the
User Group Tab.



Tool Right Types:

Right	Description
R (Read)	Allows users to view information. When applicable, the user is also allowed to <u>print</u> information, but will NOT have access to the Save, Add or Delete icons. *Many wizards only require R right for complete access*
W (Write)	Allows users to view and modify ONLY existing data. The <u>Save</u> icon will be functional for users to change or remove data from a specific field.
A (Add)	Allows users to modify and add new data and records. The <u>New</u> and <u>Add</u> icons will be functional.
D (Delete)	Allows users to completely remove an existing record, including all data contained within the record. The <u>Delete</u> icon will be functional. *Assign this right with caution*



Create Tool Rights:

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Path: User Management > User Group > Tool Rights

Tool Rights

Training Group

Group Tool Rights Editor

Search Campus Tools

Enter text to search for matching tools...

Tool Rights

▶ Instruction	<input type="checkbox"/> All				
▶ Student Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Attendance Office	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Behavior Office	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Census	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ People	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Add Person	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Demographics	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Staff State ID	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Reset Portal Password	<input type="checkbox"/> All				
GUID	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

- ☐ Rights are listed by module and expand to sub-categories found within each module.
- ☐ A partially checked indicator on the RWAD checkboxes of tools showcases a user does not have tool rights to the tool/menu but does have rights to tools or sub-rights contained within the tool/menu.
- ☐ Read, Write, Add or Delete rights assigned at the module level, will automatically assign the same rights to all subcategories.
 - Example, giving **R**ead, **W**rite and **A**dd rights to the Fees Module, assigns RWA rights to all tools within that folder
- ☐ Feel free to expand each category and add or unselect specific rights
 - ❖ Campus Community has documentation to explain Tool Rights options for each module: [Tool Rights \(Census\)](#)

Membership Summary:

Showcases the username and full name of all members within the specific user group. When you click on a specific user's name, you will be redirected to the individual User Account Tab.

Path: User Management > User Group > Membership Summary

Membership Summary ☆

Secretaries

User Group User Summary		
5Teacher1 (5Teacher, 1)	5Teacher2 (5Teacher, 2)	5Teacher3 (5Teacher, 3)
5Teacher4 (5Teacher, 4)	Saarons (Aarons, Samantha)	ehendrickson (Hendrickson, Elizabeth)
DAugold (Nelson, Darla)	admin15 (Olson, Michelle)	norma.rule (Rule, Norma)
everch (Verch, Ernestine)	secretary01 (Write, Amy)	secretary02 (Write, Brenda)
secretary03 (Write, Cher)	secretary04 (Write, Diane)	secretary05 (Write, Elsie)
secretary06 (Write, Fiona)	secretart07 (Write, Grace)	secretary08 (Write, Hilde)
secretary09 (Write, Joan)	secretary10 (Write, Kay)	secretary11 (Write, Lois)



User Creation:

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CENSUS

Before a user account can be created, the user must first exist as a person in Infinite Campus and have a District Assignment Record.



CREATE USER ACCOUNT

Create individually, using the “Create a New User” editor



USER GROUP ASSIGNMENT

The user may then be assigned as a member to as many groups as applicable.



District Assignment Tab:

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Indicates the **school** the Staff member is assigned. Only Staff with a District Assignment Record will showcase in a variety of tool dedicated to Staff Members throughout Infinite Campus.

Path: Census > Staff > District Assignment

District Assignments
Training, Introductory

Save **Delete** **New** **Documents**

Employment Assignment Information

School
Arthur Elementary

Department
[Dropdown]

*Start Date
07/01/2025 [Calendar]

End Date
[Calendar]

Type
01:Administrative [Dropdown]

FTE of Assignment
[Input]

Title
Principal [Dropdown]

Assignment Code
[Dropdown]

Highly Qualified
[Dropdown]

Teacher ☐ Special Ed ☒ Program ☐ Behavior Admin ☒ Health ☒ Behavior Response Approver ☒ Response to Intervention ☐

Advisor ☐ Supervisor ☒ Counselor ☐ Foodservice ☐ Exclude Behavior Referral ☐ Self Service Approver ☐ FRAM Processor ☐

Activity Staff ☐ Activity Preapproval ☐

Supervisors
[Dropdown]

External LMS Exclude ☐

Exclude ☐

Intent To Be Certified
[Dropdown]

Field	Description
School*	Indicates what building a staff is employed
Department	Assignment area, used for scheduling
Start Date*	Began employment at the school
End Date	Ended employment, considered active through midnight on the entered end date
Title	Position name of the staff. Editable within Campus Attribute/Dictionary (See PP 19 for details)
Type	Indicates the staff position
Checkboxes	Determine what access a user has to certain areas of the product. (See PP 18 for insight in each area)



District Assignment Tab: Checkbox Insight

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Checkbox	Description
Teacher	Name appears on the Teacher list on the Staff History Tab
Special Education	Name appears on the <u>Special Ed Staff</u> list on the Team Member Tab
Behavior Admin	Name appears on the <u>Behavior Admin Staff</u> list on the Behavior Management Resolution editor, and display in the Notify list on Behavior Referral tool.
Health	Name appears on the <u>Administered By</u> list on the Health Office Visit Tab and other Health tools.
Behavior Response Approver	Name appears on the <u>Behavior Response Approver</u> list on the Response editor
Response to Intervention	Name appears on the <u>Response to Intervention</u> list on the Team Member tab
Advisor	Name appears on the students <u>Advisor</u> list on the Team Member tab
Supervisor	Supervisor at the school or district, and name will display on Supervisor dropdown in the District Assignment area.
Counselor	Name appears on the Fill Counselor Wizard in Scheduling
Self Service Approver	Indicates the member can approve or deny requests entered using My Data (<i>Turns on notification through Process Inbox</i>).
FRAM Processor	Has the ability(<i>depending on tool rights</i>), to process Meal Benefits Apps via the Household Application or Online App tools.



Attribute Dictionary Insight for District Assignment Title

Path: System Settings > Custom Data and Links > Core Attribute/Dictionary

Core Attribute/Dictionary

Campus Attributes/Dictionary Editor

+

Employment

-

EmploymentAssignment

+

Assignment Code

+

Employment Type

+

Exclude

+

External LMS Exclude

+

Health License

+

Highly Qualified

+

Intent To Be Certified

+

Primary Grade Level

+

Primary Teaching Area

-

Title

+

Dictionary (7 Entries)

Title Dictionary Detail

Add Row

	Code	Name	Seq	Value	Standard Code	Active
X	Secretary	Secretary	8			<input checked="" type="checkbox"/>
X	Coach	Coach	0			X
X	Intervention	Intervention Teacher	0			X
X	Teacher	Teacher	1			X
X	PR	Principal	2			

- STEPS:
- Select Add Row

➤ Input **Code** and **Name** (Title), **Seq** (Dropdown Order), **Active** checkbox

➤ Click **Save**



Editing Users' Group Membership:

Path: User Management > User Account Admin > User Account


The screenshot shows the 'User Account Admin' interface for a user named 'Write, Amy' (Staff #: S01). The 'User Groups' section is active, displaying a list of user groups on the left and 'Current Group Membership' on the right. The left list includes groups like 'All Calendars', 'Application Specialists', 'Assessment', 'Behavior', 'Behavior Referral', 'Behavior Setup', 'CampusAllCalsModifyRights', 'Counselor', 'Data Health Check', 'District Setup', 'Events & Actions', 'FRAM', 'FS-Admin', 'FS-Caf Serve', and 'Health'. The right list shows '0 Harrison HS', 'Attendance', 'Census', 'Clericals', 'Fees', and 'Secretaries'. At the bottom, there are buttons for 'Save', 'Close', 'Delete', 'Login As User', 'Reset Password', and 'Reset Account Settings'. A dropdown menu is open, showing options: 'Access Log', 'Calendar Rights Summary', 'Tool Rights Summary', and 'Log and Summaries'.


Tool/Calendar rights should NOT be assigned to users individually.

Running these report will show all the Tool or Calendar Rights the User has access to based on the User Groups added.



Modifying User Accounts:



User Account ☆
Write, Amy  Staff #: S01


User Credentials

Homepage
Campus Tools ▼

Authentication Type
Local Campus Authentication ... ▼

Username *
secretary01

☐ Force Password Change

Account Expiration Date
month/day/year 

☐ Disable Account

Authentication Information

Authentication Options

☐ Exclude from Multi-Factor Authentication and New Device Notifications
☐ Time-Based Multi-Factor Authentication

Product Security Roles

☐ **Data Change Tracker**
This security role grants access to Data Change Tracker settings and reports.

☐ **Point Of Sale**
Users assigned this role will have all Point of Sale tool rights, providing access to all Point of Sale functionality. They also have rights to add a person in Census, schedule reports through Batch Queue manage Data Interchange components, and use some Data Utilities tools. Users with this role can assign Point of Sale tool rights to other Campus application users.

☐ **Student Information System**
This is the System Administrator role. It has full tool rights for all of the SIS including System Administration > User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.

☐ **Student Information System - Group Assignment**
This role provides non-security users the ability to assign User Groups to other users without being given the security and system access granted with other product security roles.

☐ **Student Information System - Login As User**
This role indicates whether or not the user may log in as another user from the User Account tab.

Save

Close

Delete

Login As User

Reset Password

Reset Account Settings

Log and Summaries

Limit Product Security Roles to as few users as possible.



User Security Reports

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Report	Description
Ad Hoc Runtime Security	Identifies filter which are assigned to users and/or groups where the user or group does not have proper tool rights for accessing fields within the filter. Since tool rights can be within multiple areas, there is a Rights 1, 2 and 3 column to indicate what tool right must be given for the filter to work.
Audit Log	Allows system administrators the ability to monitor and track changes made to areas of user security. The Affected Object field allows the user to search for objects that were changed, or users affected by the changed. Lastly, changed made to the System Preferences tool will be logged as well.
Client Statistics	Showcases the operating system and browser of users who accessed the system within the selected date range.
Product Security Role*	Provides a list of all users who have been granted specific Product Security Roles. Users can group report by person or product security role.
Tool & Calendar Right Access*	Gives a list off all users or groups who have been granted tool rights for a specific tool and/or rights to a particular calendar.
User Account Automation Log	Allows users to view detailed information about user account username modifications (Filter: Collision Resolution), creation failures and accounts automatically disabled. Since user accounts with no employment records are not automatically disabled, filter by: Account Requiring Review-Staff to manually deactivate erroneous or non-employed accounts.
User Group Report*	Shows a detailed report about which user groups exist, the tool/calendar rights assigned, and which user groups are assigned to which Staff Account rules.

Reports: User Group Report

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Select 'User Group Details Report' from the dropdown and highlight the groups you would like to see the set of rights assigned to the group.

Note: If looking at more than 50 groups at a time, must Generate report in CSV format

User Group Report

User Group Report

This report provides both a high level overview and detailed information about user groups.

The following options are available for this report:

- **User Groups Summary:** Provides a list of all existing user groups
- **User Group Details Report:** Provides a list of all tool and calendar rights associated with selected user group(s) (limited to 50 groups in PDF format)
- **Staff Automation Rule Details Report:** Provides a list of all user groups associated with selected rule(s)

Report Selection

Report Type: User Group Details Report

User Groups

+ Arthur Elem
+ Fillmore MS
+ Harrison HS
- Arthur Elem
- Fillmore MS
- Harrison HS
0 Arthur Elem
0 Arthur Elementary (SY BEGINING)
0 Carter MS
0 Elementary Training
0 Fillmore MS
0 Harrison HS
0 HS/MS Training
Activity Registration
Ad Hoc Reporting
Administrators

Format: PDF

*For best results, ensure that your printer is set to print in 'landscape' mode.

Generate Report

Group Name: + Arthur Elem				
Tool Rights				
	Read	Write	Add	De
Student Information > General > Attendance	X	X	X	
Student Information > General > Attendance > Additional Enrollment Attendance	X	X	X	
Student Information > General > Attendance > Chronic Absenteeism Information	X	X	X	

Group Name: + Arthur Elem		
Calendar Rights	Modify Rights	Close Scho
26-27 Arthur Elementary (All Calendars)		

Group Name: + Fillmore MS		
Calendar Rights	Modify Rights	Close Scho
26-27 Fillmore Middle School (All Calendars)		

Group Name: + Harrison HS		
Calendar Rights	Modify Rights	Close Scho
26-27 Harrison High (All Calendars)		

Group Name: - Arthur Elem		
Calendar Rights	Modify Rights	Close Scho
24-25 Arthur Elementary		

By viewing this report, I can see that my Calendar Rights Group has Tool Rights associated that need to be removed.



Reports: Tool & Calendar Rights

By selecting one specific tool/calendar right and the RWAD associated, I can gain insight as to who may need to be removed and how they are receiving their access.

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Tristan Aaron		6626	-	taaron	User Account Calendar Right

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
System Administrator		1	08/09/2019 -	admin	ADMIN

School	Assignment Start-End Date	Role
META JR/SR High School	07/01/2016 -	BA FP
META Elementary School	07/01/2016 -	Sp BA FP

This access type should not be on the report, as it means the selected right is directly given to the user profile.

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Jeff Cullum	71216	5188	01/01/1901 - 08/01/2014	al_jcullum*	ADMIN, CampusAllCalsModifyRights

This right should be given out scarcely as it allows users to edit data from past school years and access to all current and future calendars.



Batch Editing: User Account Batch Wizard

Path: System Admin > User Security > User Preference Management

By selecting Account Type: **Staff**, Administrators can mass add or remove User Accounts for Staff Members.

Specify if you want to see Calendar, Tool Rights or Mixed Groups.

1. Account Type Staff

2. Change Type Remove User Groups

3. Additional Account Information

Search Groups

Group Type Mixed Or Empty Group

Group Name

Search

Click on a group to add to the list

+1 - Elementary (Next School Year)

+1 - JR/SR High (Next School Year)

-1 - JR/SR High (Prior Year)

-1 META Elementary

0 - Elementary (Current Year)

0 - JR/SR High (Current Year)

OMO

ADMIN

BEHAV

CampusAllCallreadonly

CampusAllCalsModifyRights

Electronic Bldg Current Year

Electronic Bldg Next School Yr

Electronic Bldg. Prior Year

Health All

Health Staff

Messenger

Secretary (HS)

Select All

Click on a group to remove from list

CampusAllCalsModifyRights

Remove All

Single Click to move between columns



Batch Editing: User Account Batch Wizard

Path: System Admin > User Security > User Preference Management

Decipher if you want to change for a specific school, or specific staff member(s).

☐ Remove User Groups from all staff in the selected school(s)
☒ Remove User Groups for selected staff

Search for person

Last name
 First name
 Gender
 Title
 Role
 Adhoc Filter

Select a person to add to edit list

Administrator, System - admin
 Algebra, Professor - professor algebra
 Artful, Teacher - Artful
 Baker, Teacher - baker teacher
 Brave, Teacher - Brave teacher
 Carrington, Jennifer - jenn
 Carroll, Amy - al_acarroll
 Chap, Teacher - Chap Teacher
 coach, Dan - Coach Dan
 Coach, Lois - al_lharkins
 Coach, Matthew - al_mrosler
 College, Math - al_jrandolph
 Coordinator, Samuel - Train2
 County, Tri - al_tccc
 Dea, Kelly - al_kdael
 Doubrava-Jones, Laurel - al_ldoubrava
 Doudna, Britney - al_bdoudna
 Doug. Professor - al_ldouglas

Click on a person to remove from list

Administrator, System - admin
 Algebra, Professor - professor algebra
 Artful, Teacher - Artful
 Baker, Teacher - baker teacher
 Brave, Teacher - Brave teacher
 Carrington, Jennifer - jenn
 Carroll, Amy - al_acarroll
 Chap, Teacher - Chap Teacher
 coach, Dan - Coach Dan
 Coach, Lois - al_lharkins
 Coach, Matthew - al_mrosler
 College, Math - al_jrandolph
 Coordinator, Samuel - Train2
 County, Tri - al_tccc
 Dea, Kelly - al_kdael
 Doubrava-Jones, Laurel - al_ldoubrava
 Doudna, Britney - al_bdoudna
 Doug, Professor - al_ldouglas

Note: If you click on Search without any filters, you will get a list of all Staff Members.

Remember only staff with a District Assignment Record will showcase.



Reports: Product Security Role

Product Security Role Report

Product Security Role Report

This report displays a list of users who have been granted Product Security Roles

Product Security Role Descriptions:

Data Change Tracker

This security role grants access to Data Change Tracker settings and reports.

Point Of Sale

Users assigned this role will have all Point of Sale tool rights, providing access to all Point of Sale functionality. They also have rights to add a person in Census, schedule reports through Batch Queue, manage Data Interchange components, and use some Data Utilities tools. Users with this role can assign Point of Sale tool rights to other Campus application users.

Student Information System

This is the System Administrator role. It has full tool rights for all of the SIS including System Administration > User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.

Student Information System - Group Assignment

This role provides non-security users the ability to assign User Groups to other users without being given the security and system access granted with other product security roles.

Student Information System - Login As User

This role indicates whether or not the user may log in as another user from the User Account tab.

Product Security Roles

Data Change Tracker
Point Of Sale
Student Information System
Student Information System - Group Assignment
Student Information System - Login As User

(CTRL-click or SHIFT-click to select multiple)

☐ Include Disabled Accounts

Group By: Person

Format: PDF

Generate Report

Important Note:

These roles grant users a great deal of power within your SIS and should only be given to as few users as possible!

Name	Username	Product Security Role(s)
campus support	support	Point Of Sale Student Information System
Franklin Professor	al_fdoudna	Student Information System - Login As User
Guest Guest	Guest1	Student Information System Student Information System - Login As User



Steps to Clean User Groups/Members

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Edit Staff Details

Ensure ALL Staff have a District Assignment Record.

Slides: 12

Edit User Groups

Run the User Group Report
(Slide: 18)

Edit the Rights within a User Group
(Slides: 4-9)

Edit Group Memberships

Run the Tool & Calendar Rights Report
(Slide: 19)

Utilize the User Account Batch Wizard
(Slide: 20-21)

Product Security Roles

Run the Product Security Role Report
(Slide: 22)

Remove rights from Individual User Accounts
(Slide: 15)



Scenario

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Q. How do I grant a different set of tool rights to a Staff Member for another School Building?
A. You will need to create an additional Username/Password for the Staff Member. They would then use the other log in to access the additional school building(s).

Search Feedback

Type
User

Search
training

23-24
1 - 3 of 3 results

Teacher, Training
01/27/1995

Training123

Add User

Add User Account ☆
Teacher, Training DOB: 01/27/95
Creating account for: Teacher, Training

Username *
TrainingJRSR

Home Page *
Campus Application

Choose or generate password: ⓘ
Password *
.....

Verify Password *
.....

☐ Show Password

User Group Membership

Search and Add User Groups ↑

-1 - JR/SR High (Prior Year)

-1 META Elementary

Current Group Membership ↑

0 - JR/SR High (Current Year)

Health Staff

Type
User

Search
training

23-24
1 - 3 of 3 results

Teacher, Training
01/27/1995

Training123

TrainingJRSR

Add User





System Administration Training



Attendance Admin



Attendance Admin: Attendance Codes

The Attendance Code Editor creates the attendance codes that are assigned to the students' attendance entries.

Path: Attendance Office > Settings > Attendance Code Setup

STEPS:

Attendance Code Setup

+ New 📄 Save ✕ Delete

Code	Description
AEX	Absent Excused
ARES	Attendance-Behavior Related
AUK	Absent Unknown
AUX	Absent Unexcused
AX	Absent Exempt
DEER	deer hunting
EReX	Early Release Excused
ERuK	Early Release Unknown
ERuX	Early Release Unexcused
ERX	Early Release Exempt
ISS	In-School Suspension
MEx	Medical excused
OSS	Out of School Suspension

AttendanceExcuse Detail	
*Code MED	
State Code M: Medical	
*Description Medical excused	
Status Absent	Excuse Excused
<input type="checkbox"/> Display code in behavior resolution	
<input type="checkbox"/> Use code in virtual attendance posting	

Important Note

The **Status: Tardy** means
Tardy to class.

To record a Tardy/Late
arrival to school, use the
Absent as the Status.

1. Click **New** or an existing Code to Edit
2. Enter an attendance **Code** (2-3 Characters in Length)
3. *If applicable: Add **State Code** (Medical, OSS)
4. Enter the **Description** to define the code
5. Select the appropriate **Status** and **Excuse** for the code selected
 - ❖ **Status:** Absent, Tardy, Early Release, Present
 - ❖ **Excuse:** Unknown, Excused, Exempt, Unexcused
6. If the attendance code is tied to behavior, check the **Display code in behavior resolution** checkbox
7. Click **Save** when finished



Marking the Attendance Codes that relate to Behavior Resolutions

Attendance Code Setup



+ New 📄 Save ✕ Delete

Code	Description
ALT	Alternative School
BUS	Late Bus
ELV	Early Leave
ELX	Early Leave Unexcused
EXC	Excused Absence
FLD	Field Trip
Fune	Funeral
HIWA	High Water
HOM	Home Instruction
INS	Institutionalized
ISS	In School Suspension
MED	State Medical Code
OSS	Out of School Suspension
PAEX	Parent Authorized Excuse

AttendanceExcuse Detail

*Code
ISS

State Code
▼

*Description
In School Suspension

Status
Present ▼

Excuse
Exempt ▼

☒ Display code in behavior resolution

☐ Use code in virtual attendance posting

Add Resolution

Resolution Details

*Resolution Type:
IIS: 3 In-School-Suspension ▼

State Code: 3: In-School Suspension

*Resolution Assign Date: 07/22/2025 📅 *Resolution Start Date: 07/23/2025 📅 Resolution Start Time: 8:00 AM

*Duration in School Days:
1

Attendance Code
▼

ARES: Attendance-Behavior Related

ISS: In-School Suspension

OSS: Out of School Suspension

Check this box to map attendance codes to display in a Behavior Resolution.

Attendance Letter Ad Hoc

Path: Reporting > Ad Hoc Reporting > Filter Designer

Update the Dates for your district's truancy letters to the first day until the last day of your school year.

Q

student Copy of Attendance Letter - EA 38

Q

student Copy of Attendance Letter - EA 65

Q

student Copy of Attendance Letter - HT 30

Q

student Copy of Attendance Letter - HT 42

Q

student Copy of Attendance Letter - HT 72

Search

Edit

Test

Copy

Delete

Export

1. Select the Letter, Click **Edit**.

2. Go to the **Filter Parameters** Area of the Filter Designer

3. Update the **dates for 25-26SY**.

4. Repeat steps for all Truancy Letters

Filter Designer

Field Selection > **Filter Parameters** > Output Formatting > Grouping and Aggregation

*Query Name:

Copy of Attendance Letter- EA38

Short Description:

Long Description:

Filter the data

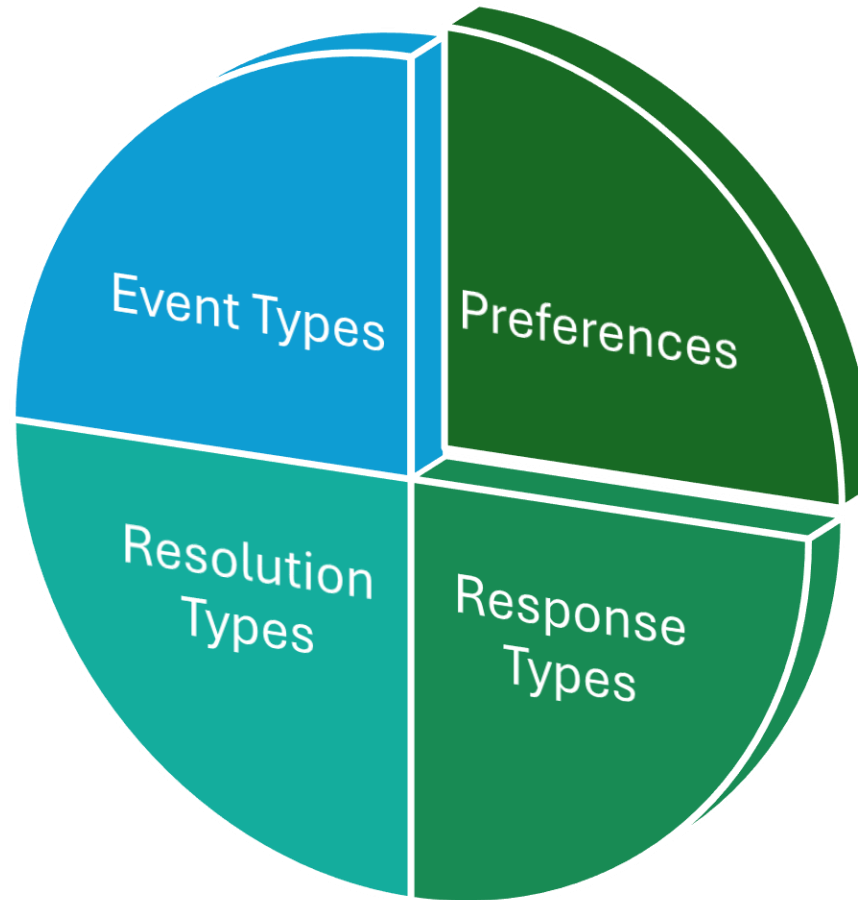
	ID *Field	Operator	Value
X	1 student.firstName		
X	2 student.lastName		
X	3 Truancy.informalActionDate	BETWEEN	DATE 07/01/2025 THROUGH DATE 06/30/2026
X	4 Truancy.informalActionComments	=	EA38



Behavior Admin

30

Path: Behavior Office > Settings



Event Types

Path: Behavior Office > Settings > Event Type Setup

Event Type Setup ☆

Save

Delete

New

Show History

Active Event Types ▼

Behavior Event Type Editor

Code	Name	Alignment	Start Date	End Date
SR	11 Drugs Other Than Tobacco or Alcohol	Discipline	01/01/1990	
SR	14 False Alarms/Bomb Threat	Discipline	01/01/1990	
SR	18 Disobedient/Disruptive Behavior	Discipline	01/01/1990	
SR	19 Harassment/Intimidation	Discipline	01/01/1990	
SR	20 Firearm Look a likes	Discipline	07/01/2017	
NSR	Cheating	Discipline	07/01/2015	
NSR	Chewing Gum	Discipline	07/01/2015	
NSR	Disruption of Class	Discipline	07/01/2015	
NSR	Fighting/Violence	Discipline	01/01/1990	
NSR	Gambling	Discipline	07/01/2015	
NSR	Harassment	Discipline	07/01/2015	

Behavior Event Type Detail

School

District Wide

Available In Referral

☒

Code

SR

*Name

18 Disobedient/Disruptive Behavior

*Alignment

Discipline ▼

Demerits

0

*Start Date

01/01/1990

End Date

Category

State Event Code (Mapping)

Disobedient/Disruptive Behavior ▼

*Classification

None ▼



Adding an Event Type

Be sure the Action bar is set to **All School** and **All Calendars** to ensure the Event Types are set district wide.

Event Type Setup ☆

Save

Delete

New

Show History

Active Event Types

Behavior Event Type Detail

School

District Wide

Available In Referral

☒

Code

SR

*Name

18 Disobedient/Disruptive Behavior

*Alignment

Discipline

Demerits

0

*Start Date

01/01/1990

End Date

Category

State Event Code (Mapping)

Disobedient/Disruptive Behavior

*Classification

None

See **Slide 33** to gain insight on the State Reportable Event Types.

Field	Description
Code:	District label used to easily find the resolution and can be up to 5 characters in length. Our recommendation: Enter the numerical value associated with the state event code and enter NSR if the Event Type is Not State Reportable.
Alignment:	Indicates whether the behavior is for disciple or an award
Category:	(Optional) Indicates the severity level of the event
Name:	Indicates the behavior event (match to the state event code if the event will be reported to the state)
Start Date:	Indicated the date the behavior event is available for assignment
State Event Code:	Click the Dropdown to match the event to one of the state reportable event codes. It is HIGHLY recommended that each event be tied to a State Event to minimize errors, however, districts can choose 'No State Event Code' if they do not want the event ties.
Available in Referral:	Checking the box allows this event type to display when creating behavior referrals
End Date:	Indicated the date the behavior event is no longer available for assignment
Classification:	Assign when the event is related to Harassment, Drugs or Weapons. You may select None if none of the options apply.

State Reportable Event Types

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Code	Title	Description
01	Truancy	<p>See EMIS Manual Section 2.11 (<i>Student Discipline (GD) Record</i>) for the detailed description on each State Reportable Event Type (<i>Discipline Reason Element</i>)</p>
03	Fighting/Violence	
04	Vandalism/Damage to School or Personal Property	
05	Theft/Stealing personal or School Property	
06	Use, Possession, Sale or Distribution (UPSD) of a Firearm	
07	'UPSD' of a Dangerous Weapon Other than a Firearm or Explosive, incendiary or Poison Gas	
08	'UPSD' of any Explosive, Incendiary or Poison Gas	
09	'UPSD' of Tobacco Products	
10	'UPSD' of Intoxicating Alcoholic Beverages	
11	'UPSD' of Drugs other than Tobacco or Alcohol	
14	False Alarms/Bomb Threat	
18	Disobedient/Disruptive behavior	
19	Harassment/Intimidation	
20	Firearm Look-a-Likes	
21	Unwelcome Sexual conduct	
22	Serious Bodily Injury	



Resolution Types

Path: Behavior Office > Settings > Resolution Type Setup

Resolution Type Setup ☆

 Save

Code	Name	Alignment	Start Date	End Date
SR	1 Expulsion	Discipline	01/01/1990	
ISS	3 In School Suspension	Discipline	01/01/1990	
SR	4 Alternative School	Discipline	01/01/1990	
SR	6 Emergency Removal by District Personne...	Discipline	01/01/1990	
RMV	7 Removal by a Hearing Officer	Discipline	01/01/1990	
NSR	Bus/Transportation Revocation	Discipline	01/01/1990	
NSR	Detention	Discipline	07/01/2017	
NSR	In-School Intervention	Discipline	07/01/2015	
NSR	Missing the Field Trip	Discipline	07/01/2020	
N/A	N/A	Discipline	09/01/2015	

Behavior Resolution Type Detail

School
District Wide ☒ Calculate End Date/Duration

Code *Name

*Alignment *Start Date End Date

Category State Resolution Code (Mapping) Sub-Type

☒ Allow attendance modification

Selecting a Sub-Type of Suspension allows users to track how many days a student was assigned a suspension resolution during the year. The student's resolution will have a required Duration in School Day field and the sum of all Duration in School Days will be reported on the student's Behavior tab.



Adding a Resolution Type

35

Be sure the Action bar is set to **All School** and **All Calendars** to ensure the Event Types are set district wide.

Save

LOSS OUT OF SCHOOL SUSPENSION Discipline 07/01/2020

Behavior Resolution Type Detail

School District Wide Calculate End Date/Duration ☒

Code ISS *Name 3 In School Suspension

*Alignment Discipline *Start Date 01/01/1990 End Date

Category Involved State Resolution Code (Mapping) Sub-Type Suspension

No State Resolution Code (Mapping)

☒ Allow attendance modification

Selecting a Sub-Type of Suspension allows users to track how many days a student was assigned a suspension resolution during the year. The student's resolution will have a required Duration in School Day field and the sum of all Duration in School Days will be reported on the student's Behavior tab.

See **Slide 36** to gain insight on the State Reportable resolution elements

Field	Description
Allow Attendance Modification:	When check marked, the student's attendance will be updated upon completion of the behavior resolution. (See Slide 28 for insight on mapping Attendance Codes to Behavior Resolutions)
Calculate End Date/Duration:	When check marked, the duration of the behavior resolutions is automatically calculated when length of time is entered in the field.
Sub-Type:	Allows the resolution to be available in different behavior processing tools: Suspension- Tracks how many days a student was assigned suspension resolution throughout the school year Detention- The record appears in the Detention Tracker until the Detention time is served or marked complete. Expulsion- tracks when a student was assigned an expulsion related resolution.

Code, Alignment, Category, Name, Start Date, End Date and State Resolution Code have the same definition from the Event Type Editor.

State Reportable

Resolution Types:

Code	Title	Description
1	Explosion	<p>See EMIS Manual Section 2.11 (Student Discipline (GD) Record) for the detailed description on each State Reportable Resolution Type (Discipline Element)</p>
2	Out-of-School Suspension	
3	In-School Suspension	
4	In-School Alt Discipline Class/Program/Building	
6	Emergency Removal by District Personnel	
7	Removal by a Hearing Officer	

IMPORTANT:

If the Resolution is a state reportable event, there **MUST** be a state reportable Event Type attached.

If not: the EMIS data will fatal the record and will NOT report.

Important Note:

If the Resolution is state reportable,
there **MUST** be a state reportable
Event Type attached.

*If not: the EMIS data will fatal the record
and will NOT report.*

** If the Resolution is NOT state reportable,
the event will not pull for EMIS reporting.**



Preferences

Path: Behavior Office > Settings > Behavior Preferences

Behavior Preferences ☆



Save

Behavior Preference Options

Display Special Ed option on reports setup.

Yes ▼

Display Race and Ethnicity option on reports setup.

Yes ▼

Display Gender Identity option on reports setup.

Yes ▼

Select Default Administrators to notify (*CTRL-click or SHIFT-click to select multiple).

Administrator, System
Guyana, School
McCarty, Kelly
Principal, Behavior
TeacherJ, Richard

*Reference Slide 40 for
insight on how to add an
Administrator to this list.*

Automatically select the "Display on Portal" option on the behavior incident.

No ▼

Notify the person who enters the referral when a resolution has been assigned.

Yes ▼

Add Parent/Guardian signature line on the Behavior Detail Report.

Yes ▼

Add Administrator signature line on the Behavior Detail Report.

Yes ▼

Add Student signature line on the Behavior Detail Report.

Yes ▼

Require behavior approver for Behavior Response.

No ▼

Require behavior resolution before behavior incident can be set to complete.

Yes ▼

Lock behavior discipline incidents that have a status of Complete.

No ▼

Require participant before behavior incident can be set to complete.

Yes ▼

Require participant before behavior referral can be submitted.

Yes ▼

See **Slide 39** to gain additional insight on certain Behavior Preference Options



Behavior Preferences Detail

Option	Explanation
Display Special Ed Option on reports setup	Adds a Special Ed option to the display area of Event, Resolution and Removal report editors. When selected, this report display option includes an indication of whether the student has an active, locked IEP at the time of the Incident in the report.
Display Race and Ethnicity option on reports setup/ Display Gender option on reports setup	Adds a Race/Ethnicity and/or a Gender option to the display area of the Event, Resolution and Removal report editors.
Select Default Administrators to notify	Selecting individuals causes them to be selected by default in the Notify section of the Behavior Referral. *Default selections can be modified in the Referral.*
Automatically display incident on parent portal	Will auto check-mark the Display on Portal checkbox for all participants.
Notify the person who enters the referral when a resolution has been assigned	Will Notify the individual who submitted the referral when a resolution is assigned to a participant. A process alert is sent, and an email (<i>If the Staff checkbox is marked on the Personal Contact Information on Demographics</i>)
Require Resolution before an Incident can be set to complete	Requires a resolution be assigned to a behavior incident before that incident can be marked complete This allows behavior and attendance to remain in sync.
Require Behavior Resolution before Behavior Incident can be set to complete	Requires a participant to be associated with the Behavior Incident before it can be marked as complete.
Require Participant before Incident is set to complete	Requires a participant to be associated with the Behavior Incident before it can be marked as complete.
Require Participant before Referral can be submitted	Requires a participant to be associated with the Behavior Referral before it can be submitted.

Adding a Behavior Admin:

Steps:

1. Select on the Title- (Date)
2. Check the **Behavior Admin** box under the “*Employment Assignment Information*” section
3. Click **Save**

District Assignments ☆ 3

Teacher, Training DOB: 01/27/95

Save Delete New

Assignments

🏠 META Elementary School
✎ Teacher - (07/01/2022-)

Employment Assignment Information

School
META Elementary School

Department
Kindergarten

*Start Date
07/01/2022

End Date

Title
Teacher

Type
02: Certified

FTE of Assignment

Assignment Code

Highly Qualified

Teacher ☒ Special Ed ☐ Program ☐ Behavior Admin ☒ Health ☐

Advisor ☐ Supervisor ☐ Counselor ☐ Foodservice ☐ Exclude Behavior Referral ☐

4

INFINITE CAMPUS
SUMMER TRAINING
HOW TO BE A
CAMPUS SUPERHERO!

Creating a New Fee

41

Path: Fees > Setup > Fee Editor

Fee Editor ☆

+

New

💾

Save

✕

Delete

Fee Editor

Name	School	Fee Type	Amount
Chromebook Fee	District (All Schools)	Library	\$75.00
Gym Class	District (All Schools)	Activity	\$20.00(Variable Rate)*
Lost textbook fee	District (All Schools)	Course	\$0.00(Variable Rate)*
Zoo Field Trip	District (All Schools)	Field Trip	\$45.00
Art Supply Fee	META Elementary School	Course	\$10.00
Class Fee	META Elementary School	Course	\$10.00
Music Fee	META Elementary School	Course	\$5.00
Pencil Fee	META Elementary School	Activity	\$0.00(Variable Rate)*
Recorder Fee	META Elementary School	Course	\$5.00

Fee Detail

*Name

Gym Class

*Amount

\$ 20.00

School

District (All Schools)

*Fee Type

Activity

Account Number

Description

Gym Uniforms

☐ Assessed Only Once

☒ May be Adjusted

☐ Exempted From Fee Maximums

☒ Display on Parent Portal

☒ Variable Rate

☒ Active

☐ Optional

☐ Allow Recurring Pmts

☒ Display on Student Portal

1. Select **New**
 - ❖ The “Fee Detail Editor” will auto populate
2. Enter the name and amount of the fee
3. Select the School the fee will apply to
4. Select the Fee Type
 - ❖ See Slide 42 for adding a fee type
5. *Optional:* Enter a **Description**
6. Select appropriate checkboxes
 - ❖ See Slide: 43 for option descriptions



Creating Fee Types:

42

Path: System Settings > Custom Data and Links > Core Attribute/Dictionary

Core Attribute/Dictionary ☆

System Settings > Custom Data and Links

Save

Campus Attributes/Dictionary Editor

+

 EnrollmentEndStatusType

+

 EnrollmentStartStatusType

+

 Evaluation

+

 ExtendedLearningOpportunity

-

 Fee

▶

 Fee Type

📖

 Dictionary (6 Entries)

+

 FeeAdjustment

+

 FeeVoid

+

 FinancePaymentType

+

 FollowUpData

+

 FosterCare

+

 FRAM

Fee Type Dictionary Detail

Add Row

	Code	Name	Seq	Value	Standard Code	Active
✕	A	Activity	0			X
✕	C	Course	0			X



Fee Checkbox Details:

Assessed Only Once

A warning message will display when assigning the fee to the student if it's already been assigned in the selected calendar

Variable Rate:

Means the fee can have a different amount entered than the default amount. It is distinguished by an asterisk after the Fee Name when assigning the fee to a student.

May be exempted

Indicates the student does not have to pay the fee. It allows the Exempt checkbox on the student's fees tab to display

Active

Allows the fee to be assigned to the student. If the box is not checked, the fee will show as red at the bottom of the list.

May be adjusted

Allows the Make Adjustment button populate on the student's fee's tab

Optional

Only use if the Online Payment function is turned on. Permits parents to assign the optional fee to their child, for things like donations or classroom assistance.

Exempted from Fee Maximums

The amount will not count toward the student's Fee Maximum amount

Allow Recurring Pmts



When you select this box, the "Exempt from fee maximums" box is auto checked.

Deleting a Fee

Fees can be deleted by selecting the fee from the Fee Editor and clicking **Delete**.

If the fee is assigned to a student, you will receive the following error:

Fee Editor ☆

 New  Print

Fee Editor

Name	School	Fee Type	Amount
Fall Sports	District (All Schools)	Activity	\$50.00
Field Trip Transportation Fee	District (All Schools)	Field Trip	\$10.00
Foreign Language Trip Payment	District (All Schools)	Field Trip	\$2,200.00
Graduation Fee	District (All Schools)	Enrollment	\$25.00

Security: The record you tried to delete is linked up with other records, and the system will not allow you to delete it until you delete the records that are linked to it. This is to prevent you from deleting something by accident. Remove the records in dbo.FeeAssignment to be able to delete this.

District: Campus Training - OH (Training) appServer app1
Date: Jul 28, 2025, 6:48:06 AM
Error Token: 2017227459

Portal Preferences Cont.

Click on the School Name to Manage Calendars and Display Options.

- ❖ When a calendar is **enabled**, data in that calendar is available in the portals.
- ❖ Keeping calendars enabled when its in the **previous school** allows parents/students to continue their access of a calendar past it's end date (*Access can be extended for up to 90 days past the calendars End Date*).

Portal Display Options

Calendar and Term Settings
Template: Arthur Elementary

Calendars Assigned to the Template (2)

Unassign	25-26 Arthur Elementary (07/01/2025 - 06/30/2026)	ENABLED	—
----------	---	---------	---

Portal Calendar Settings

☒ Enable calendar when it is in the active or future school year

☒ Keep calendar enabled when it is in the previous school year for days from Calendar End Date (until 07/20/2026) i

Portal Term Settings

☐ Automatically enable all terms days before first term's start date

☒ Automatically enable each term days before that term's start date

Terms i

☒ T1 (07/01/2025 - 10/24/2025)

☒ T2 (10/27/2025 - 02/27/2026)

☒ T3 (03/02/2026 - 06/30/2026)

Save Close

- ❖ Term-specific settings control access to Assignments, Attendance, Grades, and Schedule data.
- ❖ Terms are automatically enabled based on the preference selection.


Bonus Insight*

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Path: System Settings > System Preferences > System Preferences

Take a moment to review your district-level System Preferences tool to ensure your settings are up-to date for your districts general use of Infinite Campus. Please click [HERE](#) for an in-depth description of each preference, and the impact it may have on your product use.

System Preferences ☆

 Save

District Preferences

Search Screen Field Order	Student Number AFTER Name Fields ▾
Enrollment Overlap Behavior	Decentralized Enrollment: Allow overlapping Primary Enrollments
Enrollment Start Status Type Updates	Campus Maintained ▾
Enrollment End Status Type Updates	Campus Maintained ▾
Allow GPA Bonus Points	No ▾
Turn on Federal Impact Aid Tracking	No ▾
Search Limit	1000 ▾
School Boundary Warnings	Off ▾
Disable Custom Comments When Posting Grades	No ▾
# of Significant GPA Decimal Places	3 ▾



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