Teacher Coach

HANDS-ON TRAINING

WINNING WITH CAMPUS

Thursday, July 30th

TRAINER – Ericka Spiezio

Basic Tips/ Information

- Slides 3-5

Teacher Center Information

- Slides 6-15

Important Tools

- Slides 16-33

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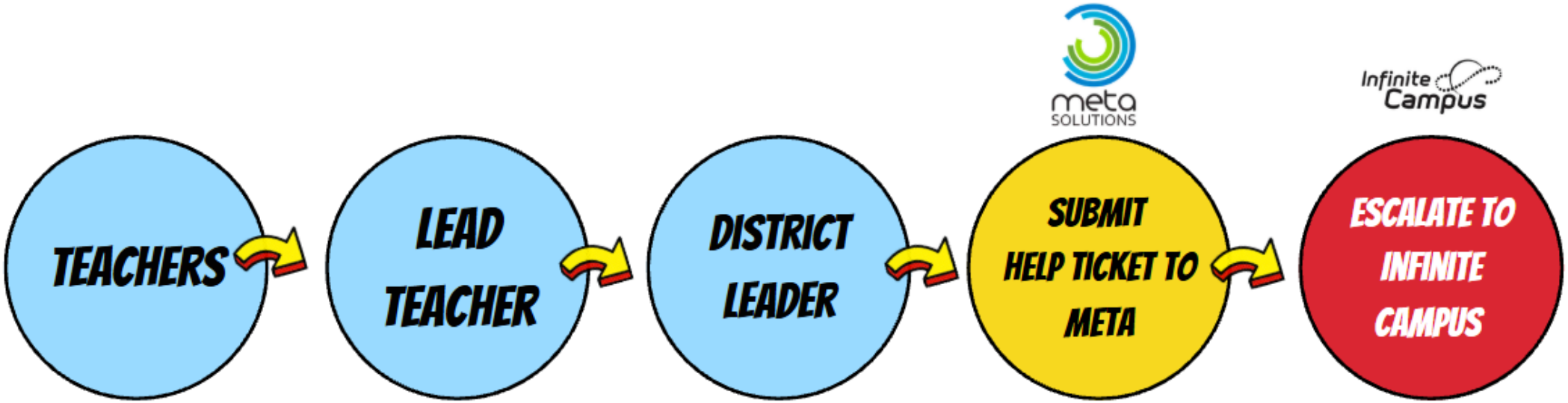
Have a Question?

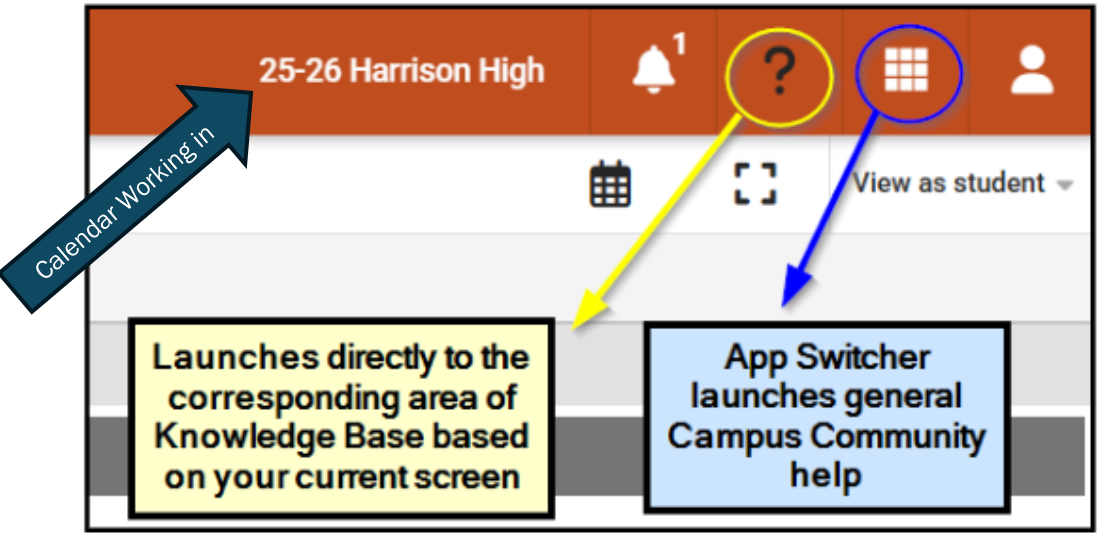


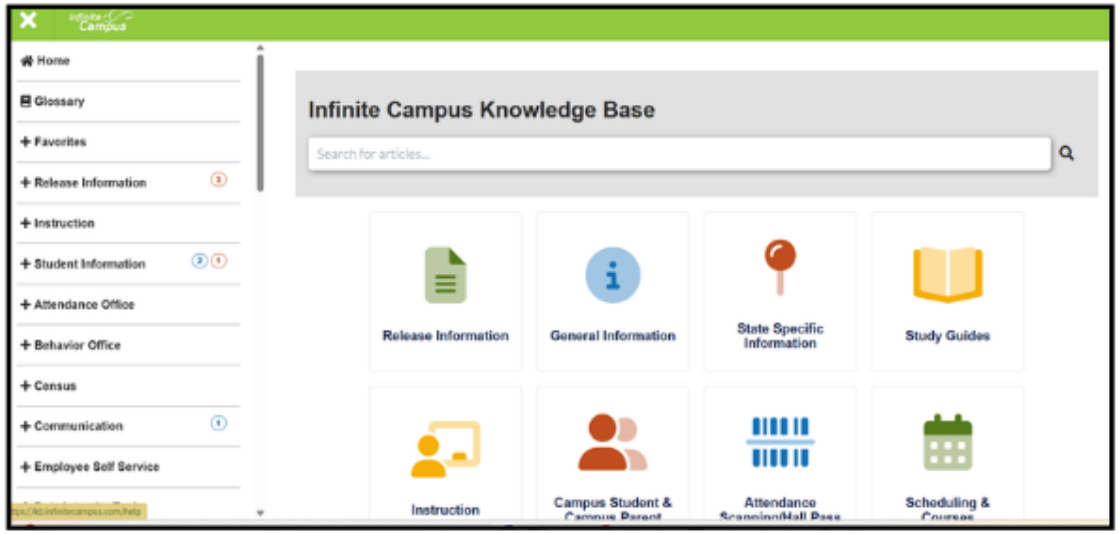
1st step is reaching out to the teacher lead or IT Contact → District IT contact will escalate issues as needed. → High level issues/fixes go to IC

- Needing help with a specific tool or function within Infinite Campus?
- Wanting to learn more in depth and explore IC tools and various capabilities.

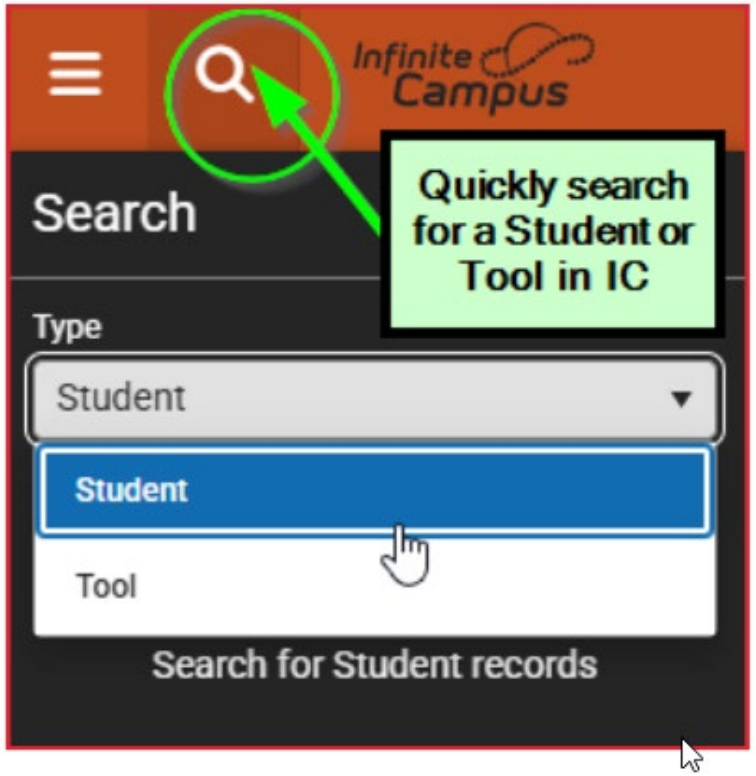
Click the "?" or App Switcher (grid icon) for help

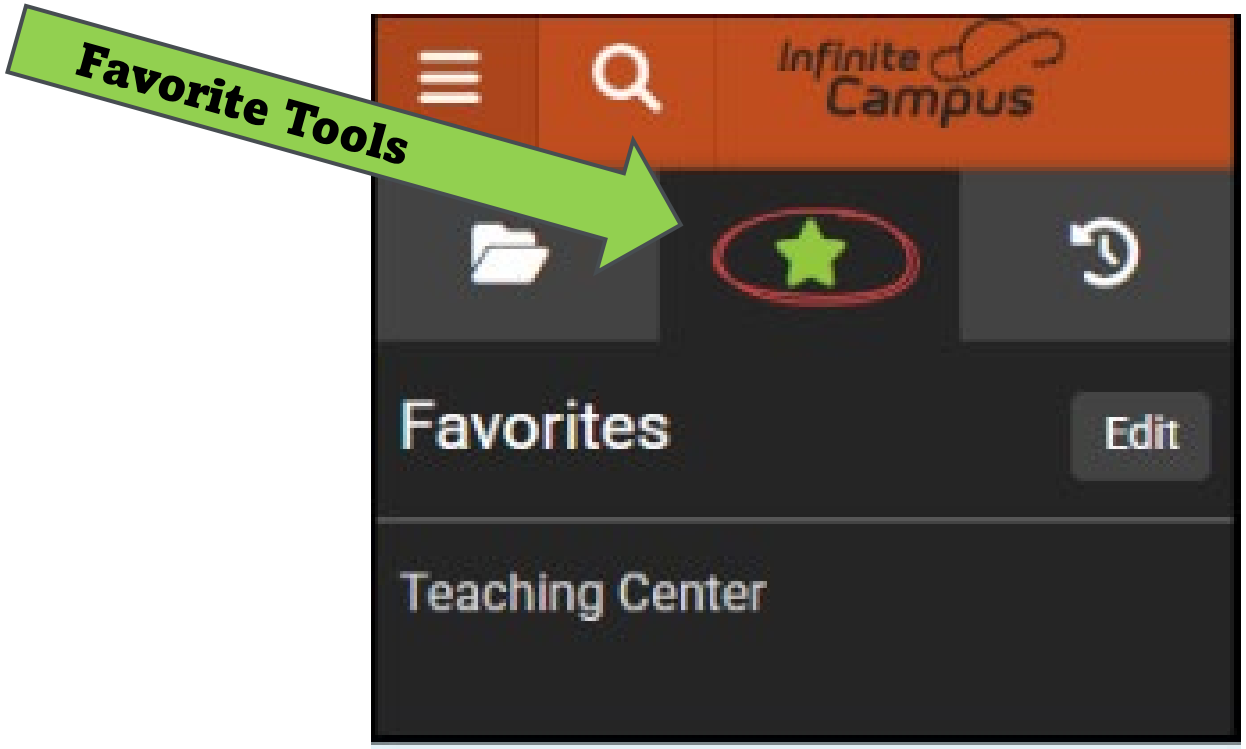
Knowledge Base





Tips & Tricks





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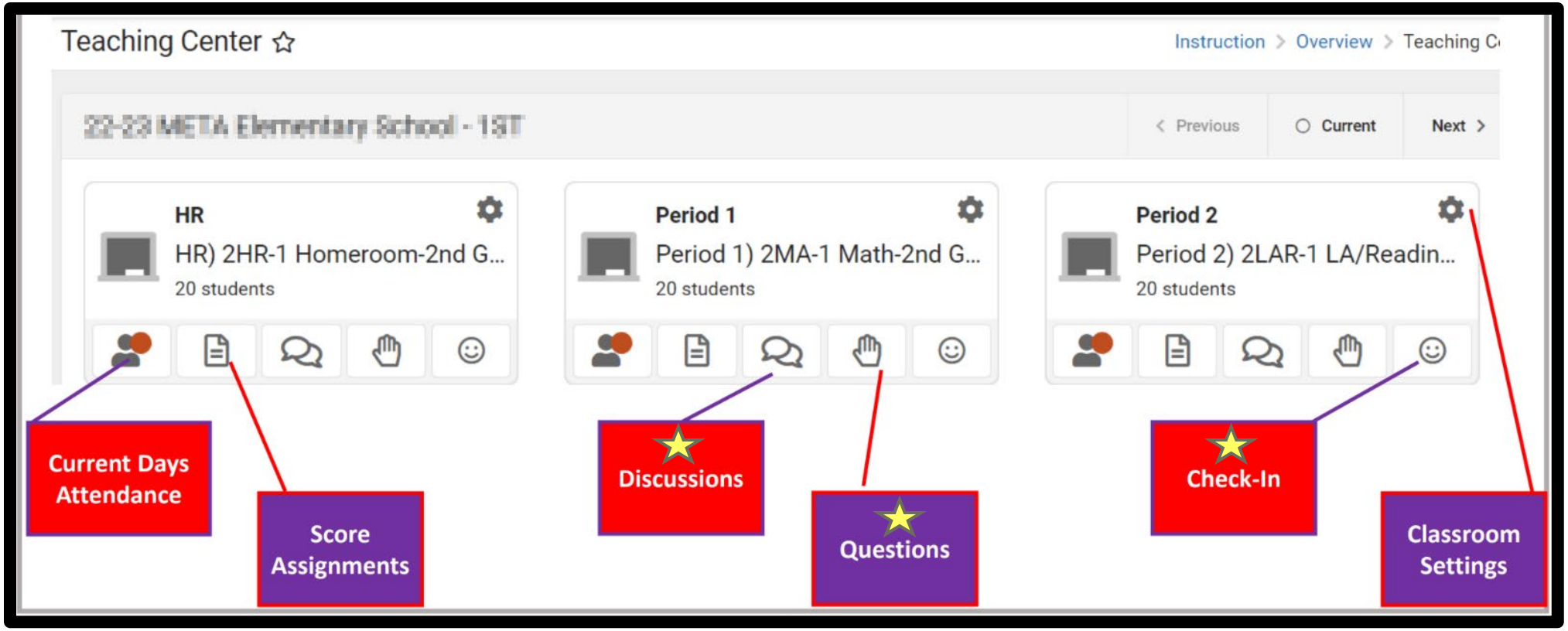
Teaching Center

★ **Premium Tools**



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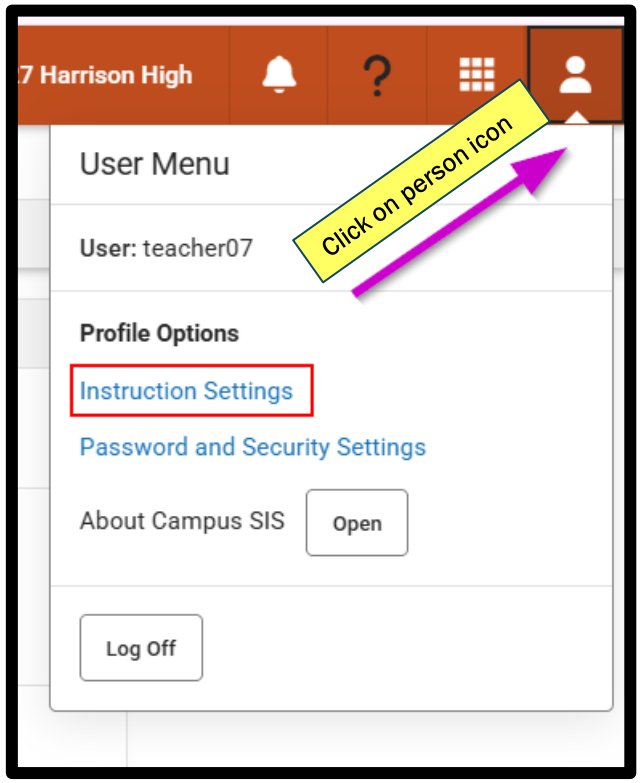
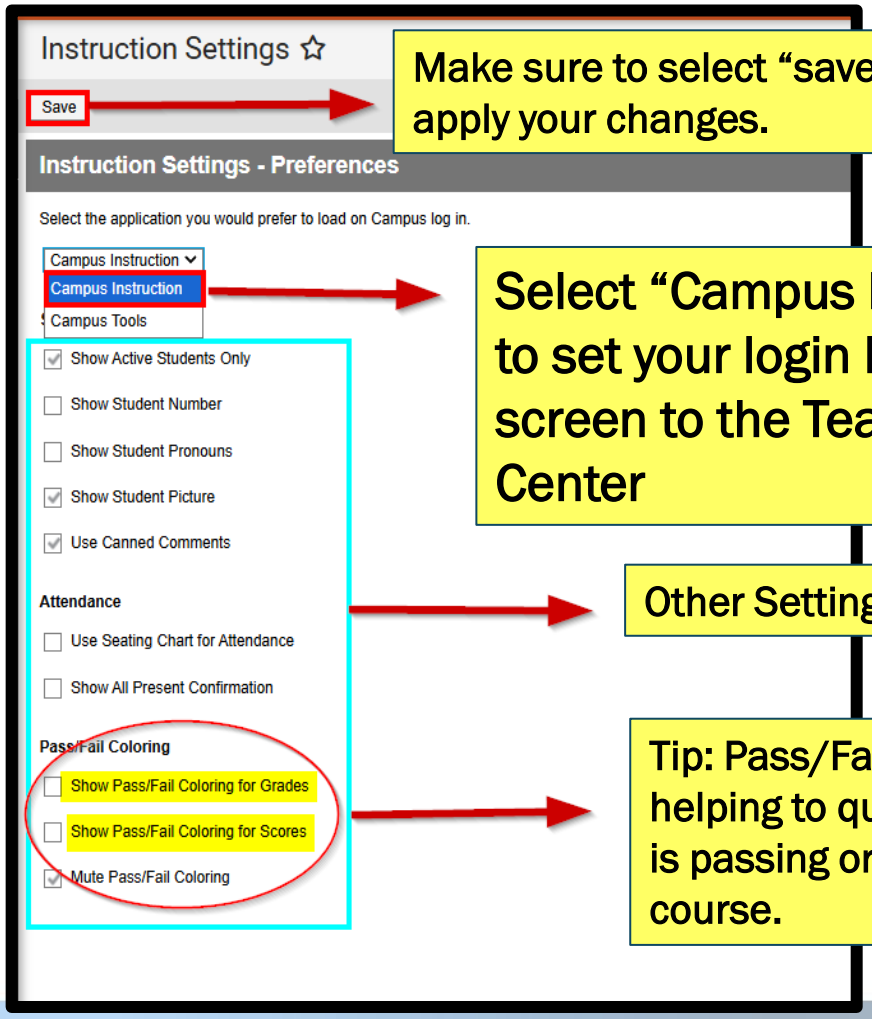
Teaching Center

Changing Settings





Make sure to select "save" to apply your changes.

Select "Campus Instruction" to set your login home screen to the Teacher Center

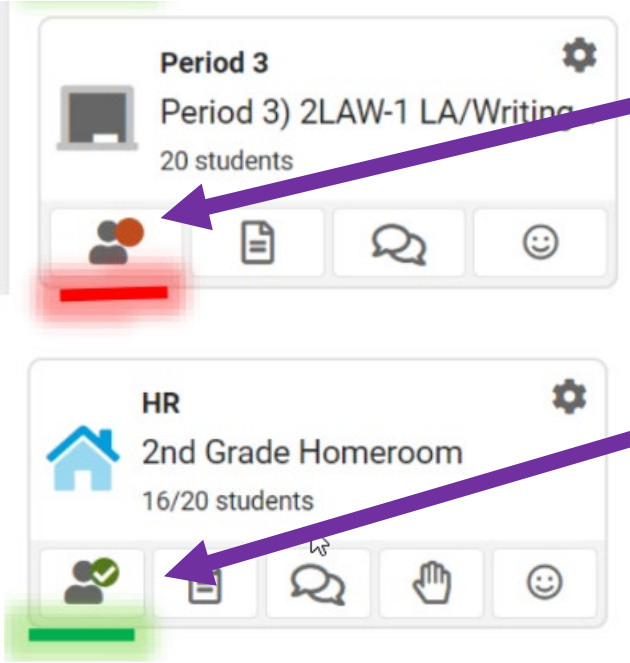
Other Settings you can try

Tip: Pass/Fail coloring is helping to quickly see who is passing or failing the course.

Teaching Center

Tardy is tardy to class, not tardy to school. Never count a student tardy 1st period, count them absent.

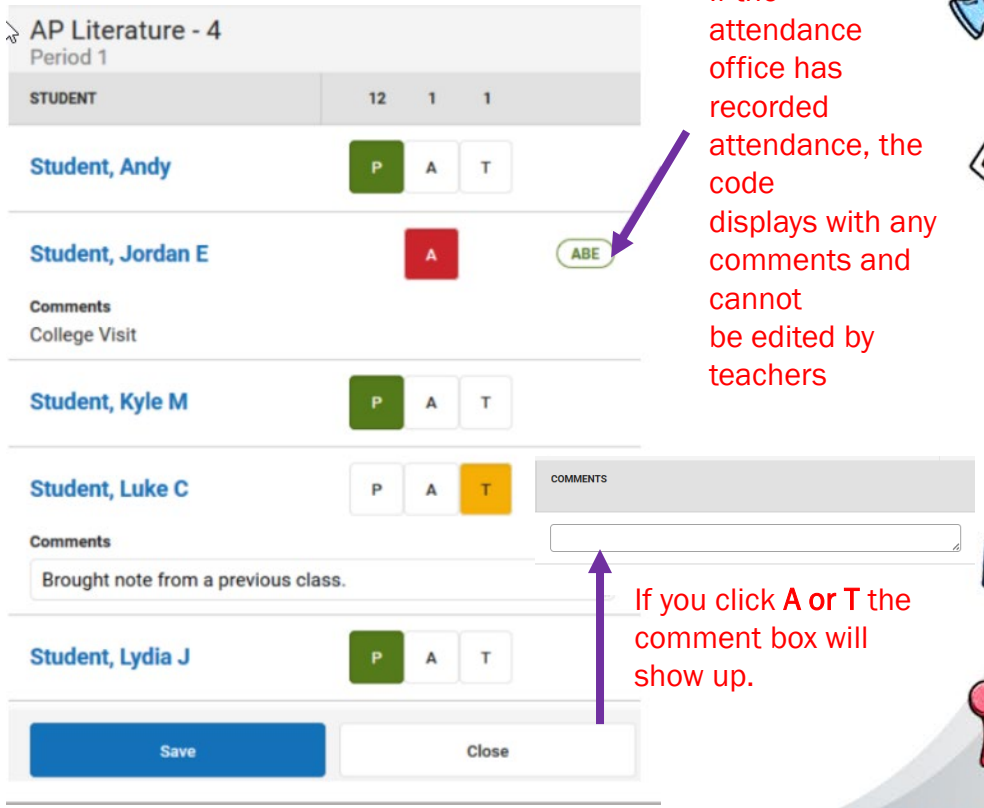
Taking Attendance



Attendance that has NOT been taken is indicated by a red dot next to the student icon.

Completed attendance will have a green checkmark.

*If all students are present, still open the window and click

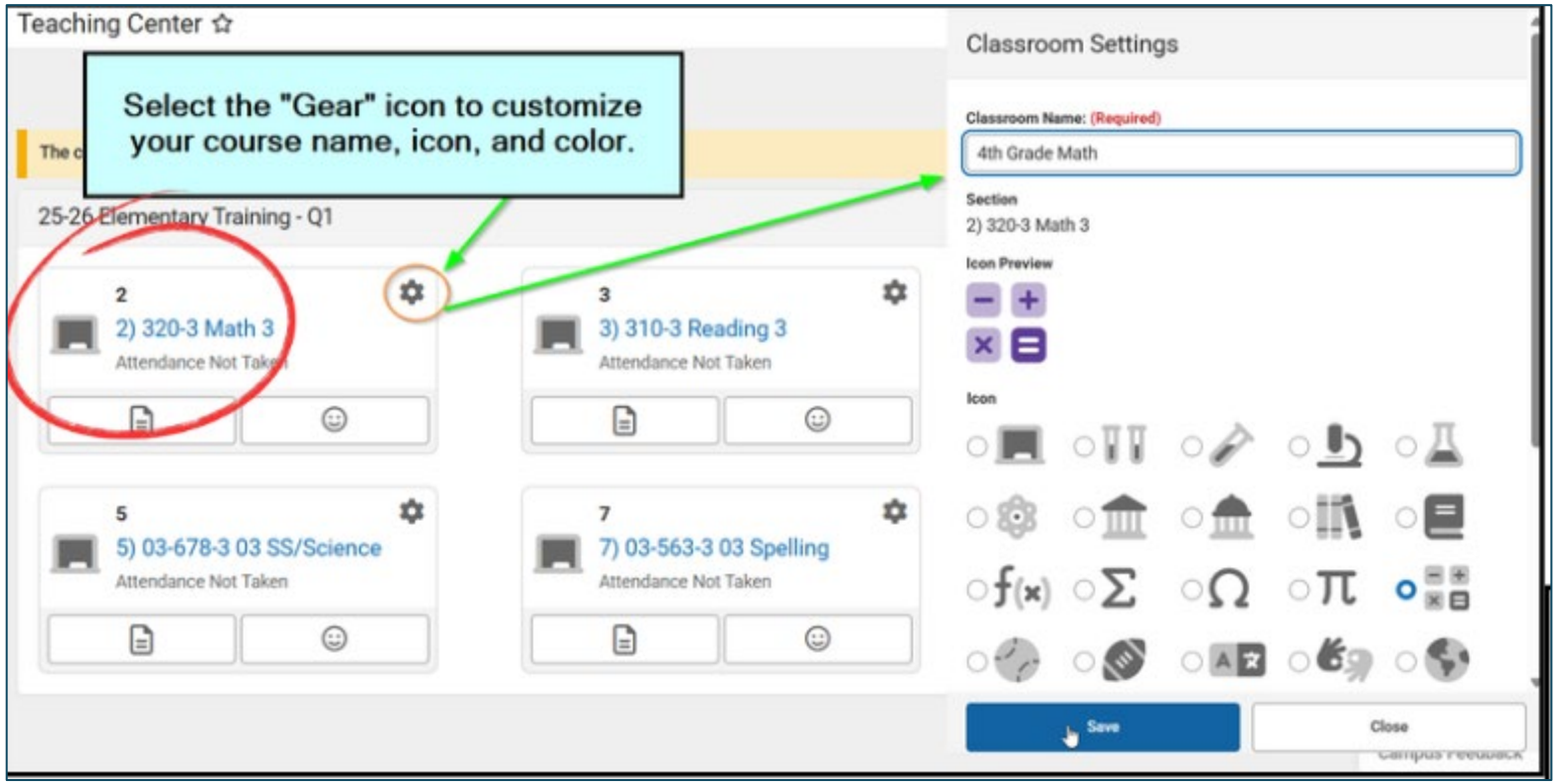


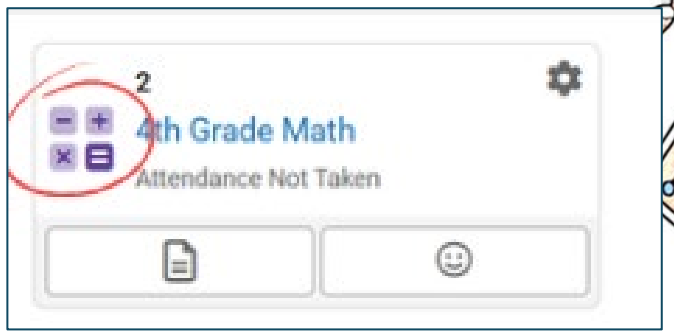
If the attendance office has recorded attendance, the code displays with any comments and cannot be edited by teachers

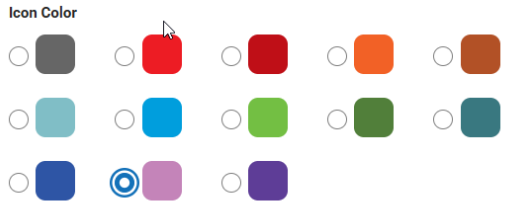
If you click **A or T** the comment box will show up.

Elementary teachers NEVER use Tardy!

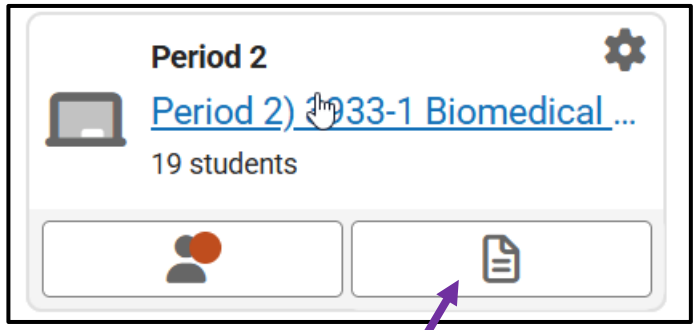
Teaching Center
Personalization



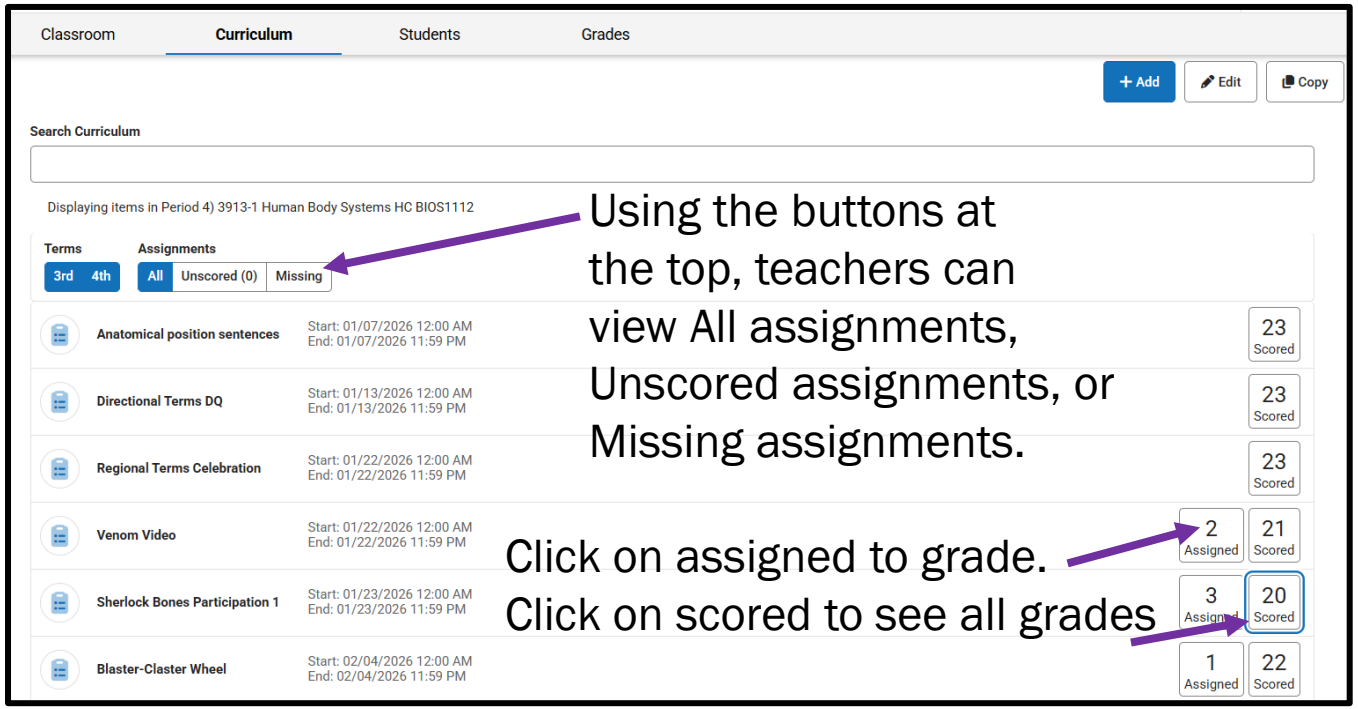




Teaching Center
Scoring Assignments



Click here to score assignments. You can grade from here, or in the gradebook.

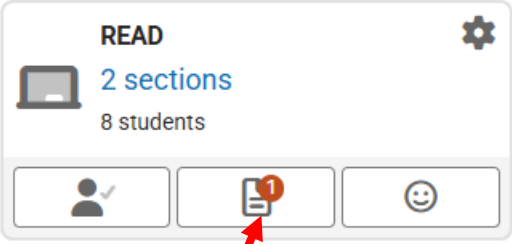


Using the buttons at the top, teachers can view All assignments, Unscored assignments, or Missing assignments.

Click on assigned to grade.
Click on scored to see all grades

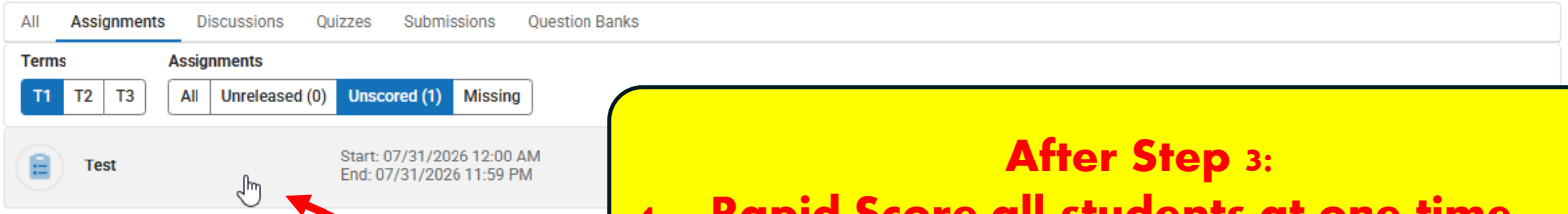
Grade Book

Rapid Scoring

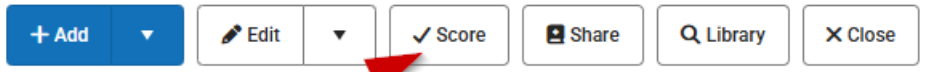


STEP 1
Click

- Use the Teaching Center shortcut to quickly enter grades via Rapid Score



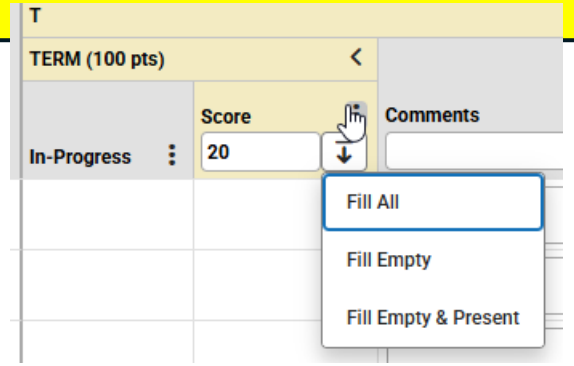
STEP 2
Click Assignment



STEP 3
Click Score in top right

After Step 3:

1. **Rapid Score all students at one time.**



2. **Enter in a personalized comment for each student.**
3. **Use several different flags on students.**

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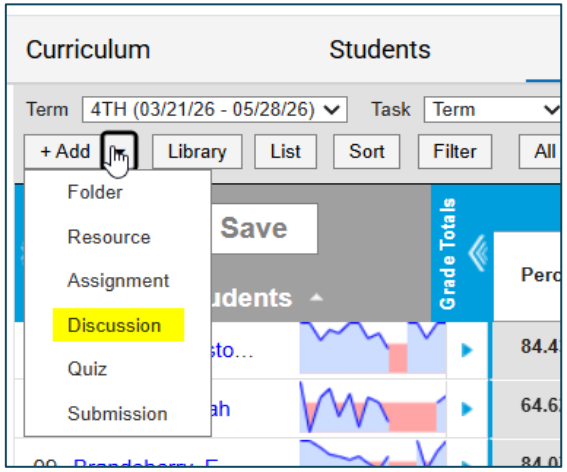
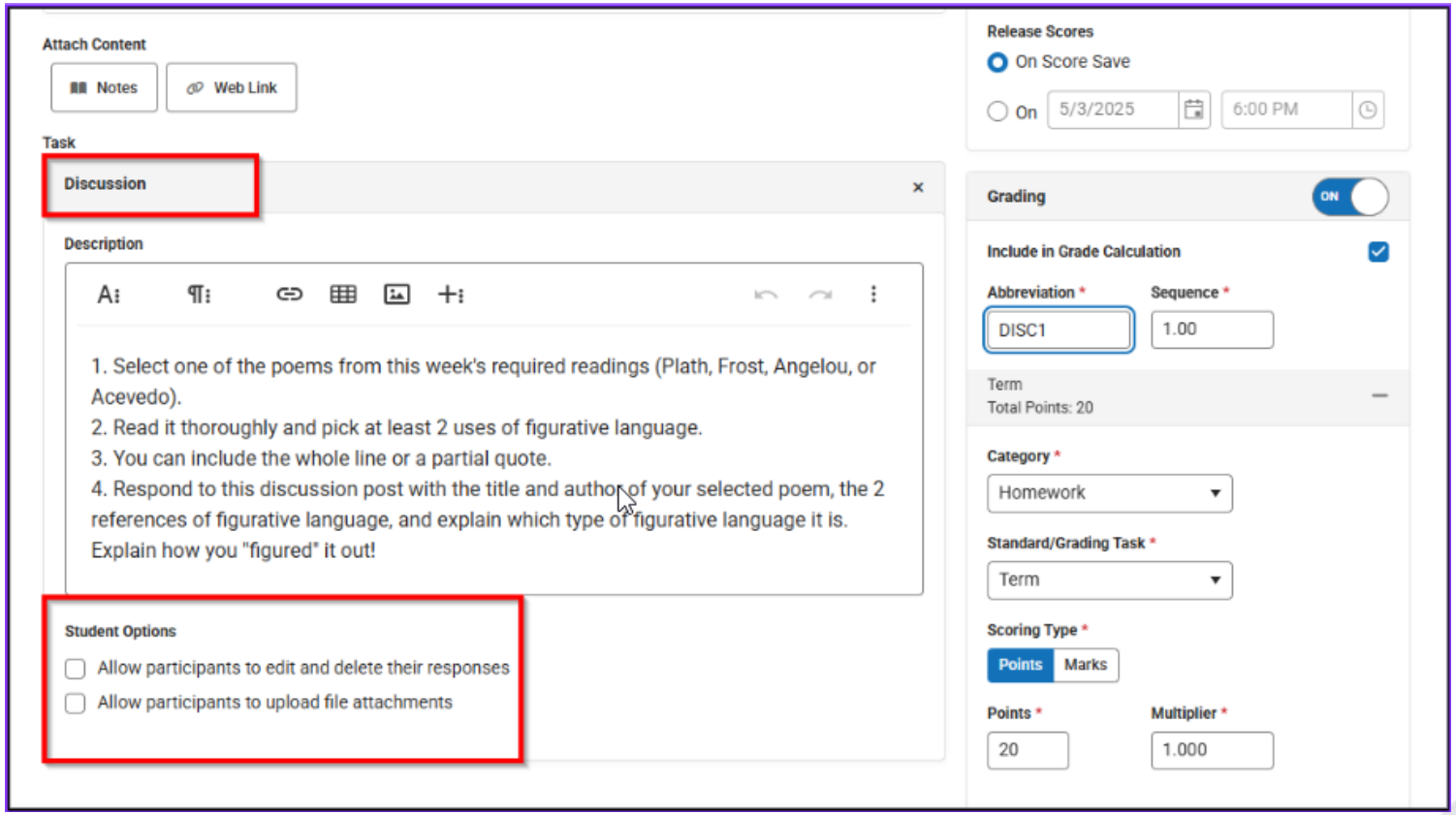
Teaching Center

Premium Tool



Discussions



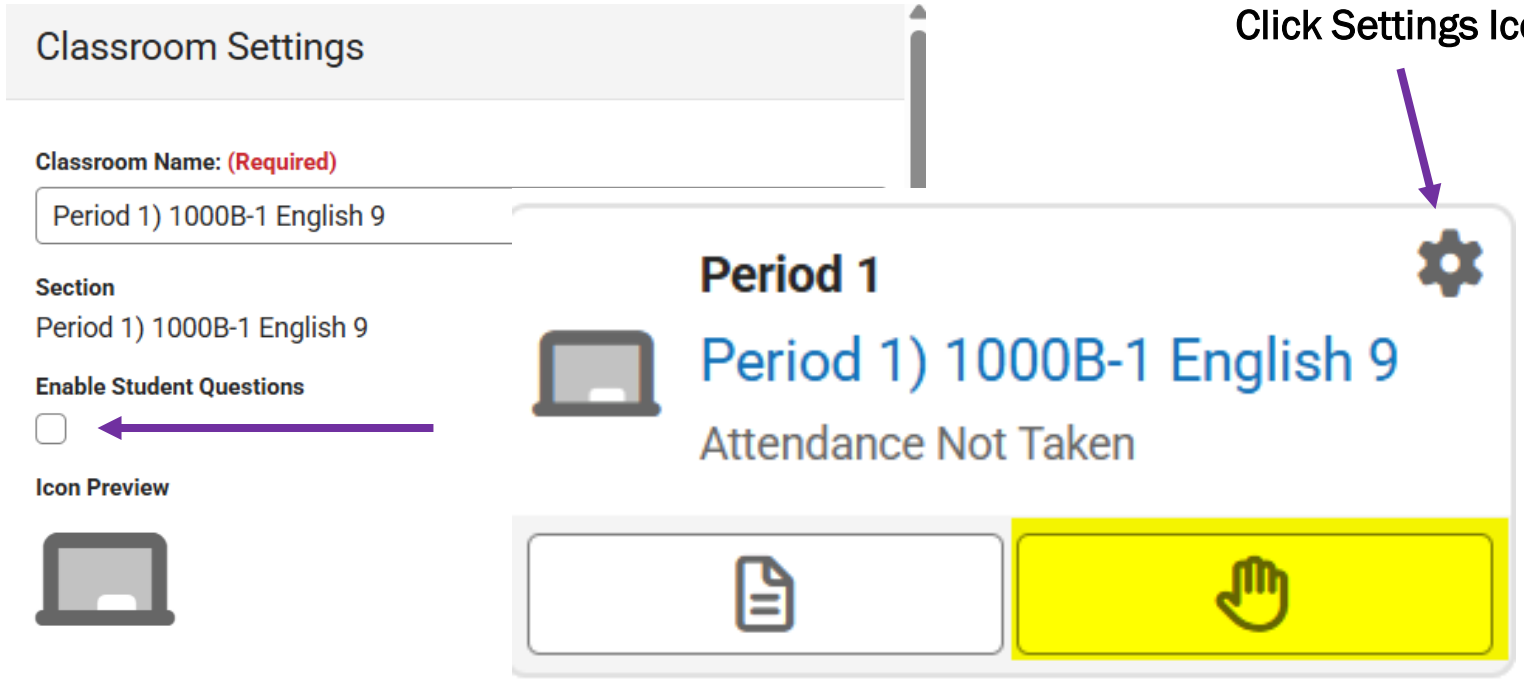
- Bell Ringers and Exit Tickets
- Pre-Assessment Before a Unit
- Literature Circles Project
- Checkpoints

Teaching Center

Student Questions

☆ Premium Tool

Enable Student Questions is a premium tool and must be turned on in the portal settings before it will show for the teacher.



Click Settings Icon

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Teaching Center
Engagement Check-in

Teacher Edit View

1) 3100-1 English 9 > Figurative Language Video & Critical Thinking ?s

Title *

Figurative Language Video & Critical Thinking ?s

Summary

We watched the Figurative Language video and engaged in discussion during Table Talk and then as a class.

Section Settings

Start Date * 4/29/2025 12:00 AM

End Date * 4/29/2025 11:59 PM

Task

Student View

1) 3100-1 English 9 > Figurative Language Video & Critical Thinking ?s

Figurative Language Video & Critical Thinking ?s

Start: 04/29/2025 12:00 AM End: 04/29/2025 11:59 PM

We watched the Figurative Language video and engaged in discussion during Table Talk and then as a class.

Do you like this type of content?
Figurative Language Video (End:8/25/2025)

- Yes, very much
- I like it
- It's OK
- I don't like it
- Not at all

Is there anything I can do to help you?

Save | Preview | Delete | Cancel

☆ Premium Tool

- Great for data collection
- Easy feedback checks
- Can be utilized as an exit ticket
- Can be customized for individual students

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Important Tools

How to print a roster!

Make a seating chart-new changes!

Create Student Groups!

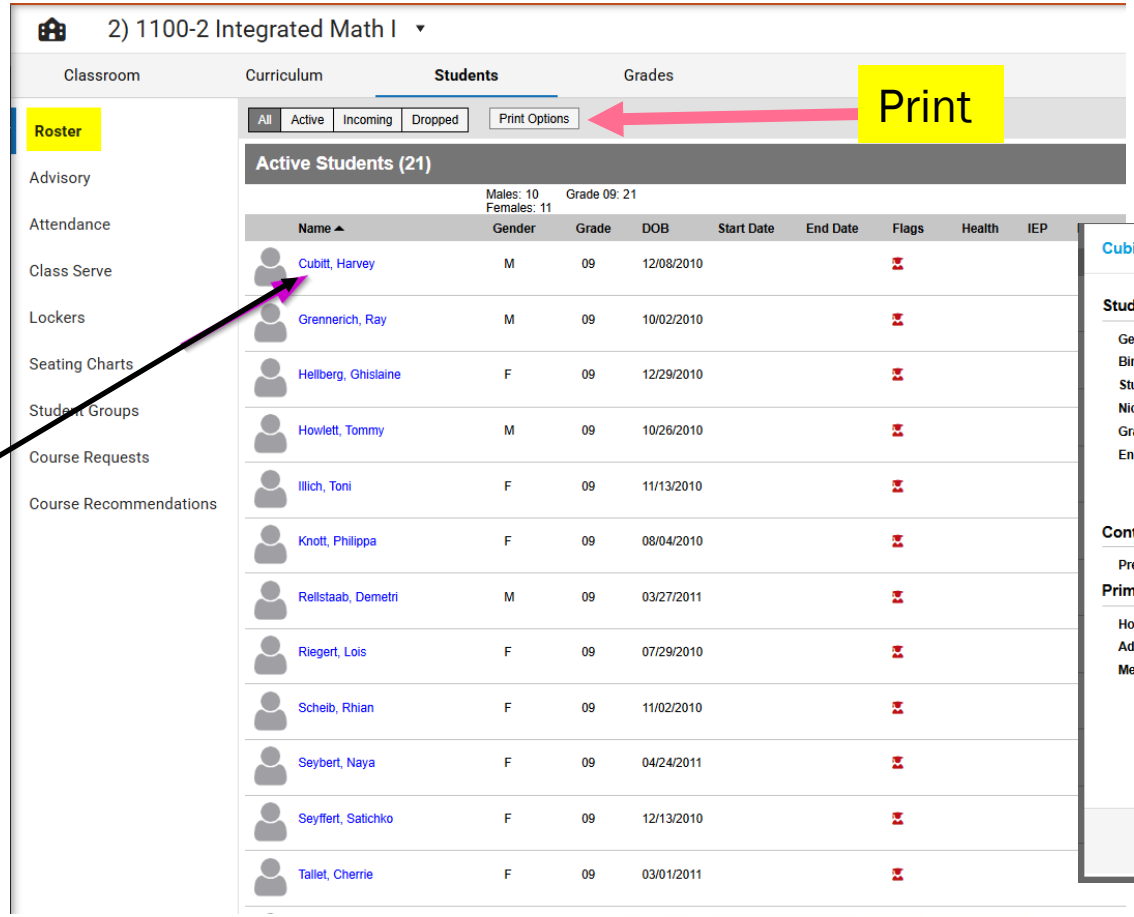
Print a blank spreadsheet!

Classroom Messenger-new changes!

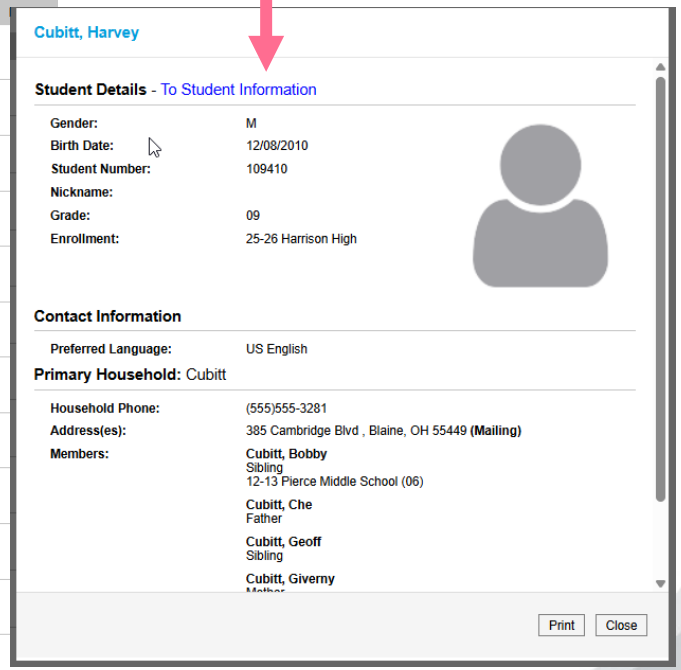
Roster

The Roster lists all students scheduled into the section you've selected. This tool is read only meaning you can view data but cannot modify or add any.

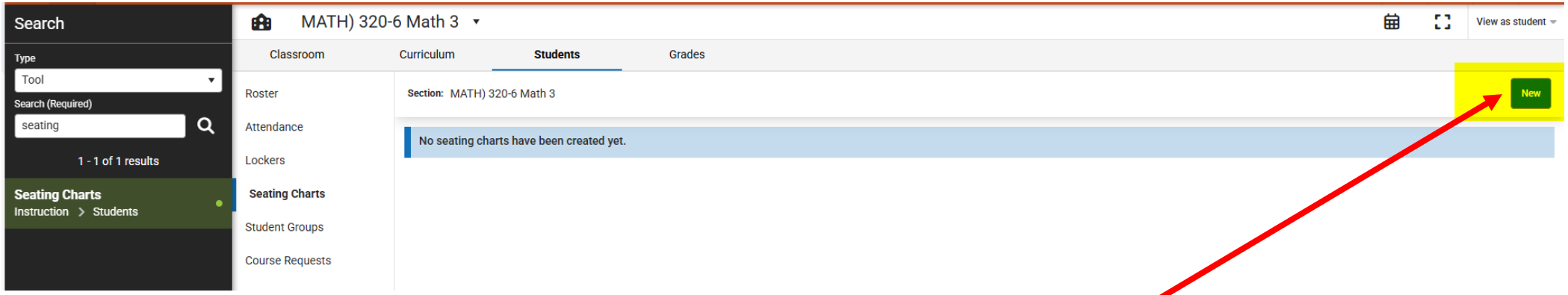
Click on a student's name to open a detailed window with information about the students and their guardians, including contact information.

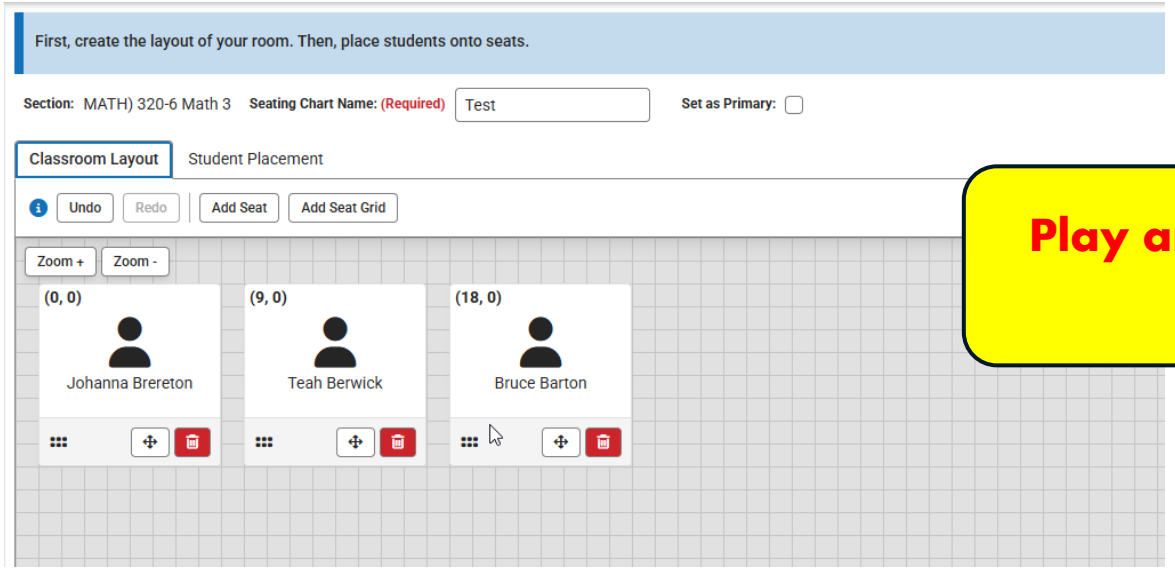


Click to go to Student Information



Seating Charts

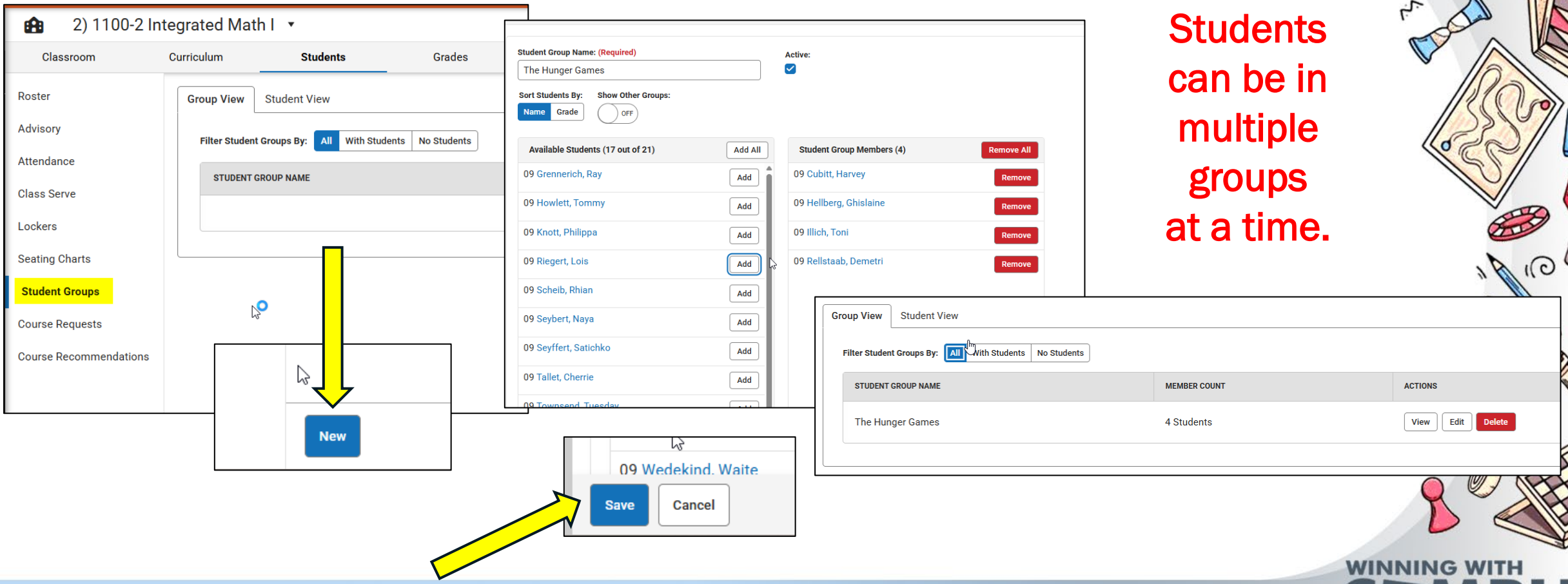




Play around with it! There are lots of new options from the old version.

Student Groups

Student Groups can be used to sort students into smaller learning groups within a section. You can then assign assignments to only the students in a specific group, and filter gradebook to only show students in a group.



Students can be in multiple groups at a time.

Report Types

Report Type	Details
Assignment Analysis	A bar chart of students' performance on the selected assignment
Assignment Standards	Standards associate with assignments for a section
PT Curriculum Report	A list of assignments in the section with an overview of curriculum information
Missing Assignments Report*	A list of missing assignments in the section per student. *Will only generate correctly if assignments are correctly flagged as missing in the Grade Book!
Portal Usage	Students and parents with Portal accounts and and login activity
Roster Labels Report	Organizes student data in a format suitable for printing on labels (Avery 5160) for either mailing purposes or classroom use (Folder labels)
Student Assessment Summary Report	Lists the students best test results for each selected test, pulls data from their assessments tab.
Student Summary	Assignment scores by student
Teacher Schedule	Generates a printable version of teachers' schedules

Reports
Blank Spreadsheet

Reports

- Assignment Analysis Report
- Assignment Standards Report
- Attendance Change Tracking Report
- Attendance Register Report
- Attendance Summary Report
- Blank Spreadsheet
- Curriculum Report
- Flagged Assignments Report
- Grade Book Export
- Grades Report
- Missing Assignments Report
- Portal Usage Report
- Roster Label Report
- Roster Report
- Scored Rubrics Report
- Section Standards Report
- Section Summary Report
- Student Assessment Summary Report
- Student Summary Report

Blank Spreadsheet ☆ Instruct

Blank Spreadsheet

This report creates an empty grid with the students you select on the vertical axis and the column headers on the horizontal axis.

Context

Term: 4 - (03/03/26 - 05/30/26)

Section (Required): 2) 1100-2 Integrated Math I

Group by Section

Report Options

Title: Returned Parent Form For FieldTrip

Number of Columns (Required): 5 Add Column Headers

Row Height (PDF Only): Normal

Orientation: Portrait Landscape

Styling Options
- Large Font
- Shade Alternate Rows
- Show Student Number
- Remove Inactive Students

Students

Filter by Student Group: The Hunger Games

Name	Student #	Grade
Cubitt, Harvey	109410	09
Grennerich, Ray	114898	09
Hellberg, Ghislaine	116541	09
Howlett, Tommy	118052	09

25-26 Harrison High
Generated on 05/20/2026 02:09:30 PM
Page 1 of 1
Teacher: Lifellearn, Gabe
Term: 4 03/03/2026 - 05/30/2026

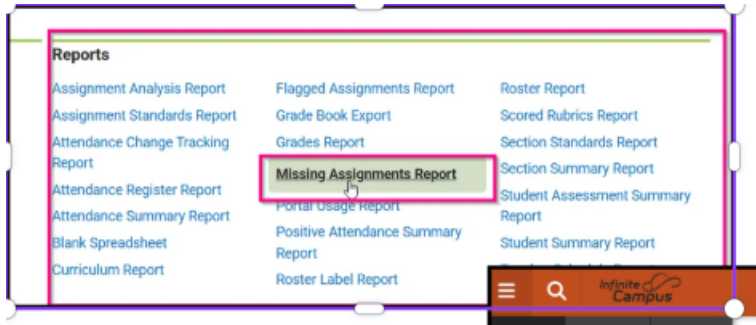
Returned Parent Form For FieldTrip

5856 Peachtree Parkway, Metro City OH 55436
2) 1100-2 Integrated Math I
Schedule: Main

09 Cubitt, Harvey					
09 Grennerich, Ray					
09 Hellberg, Ghislaine					
09 Howlett, Tommy					
09 Illich, Toni					
09 Knott, Philippa					
09 Rellstaab, Demetri					
09 Riegert, Lois					

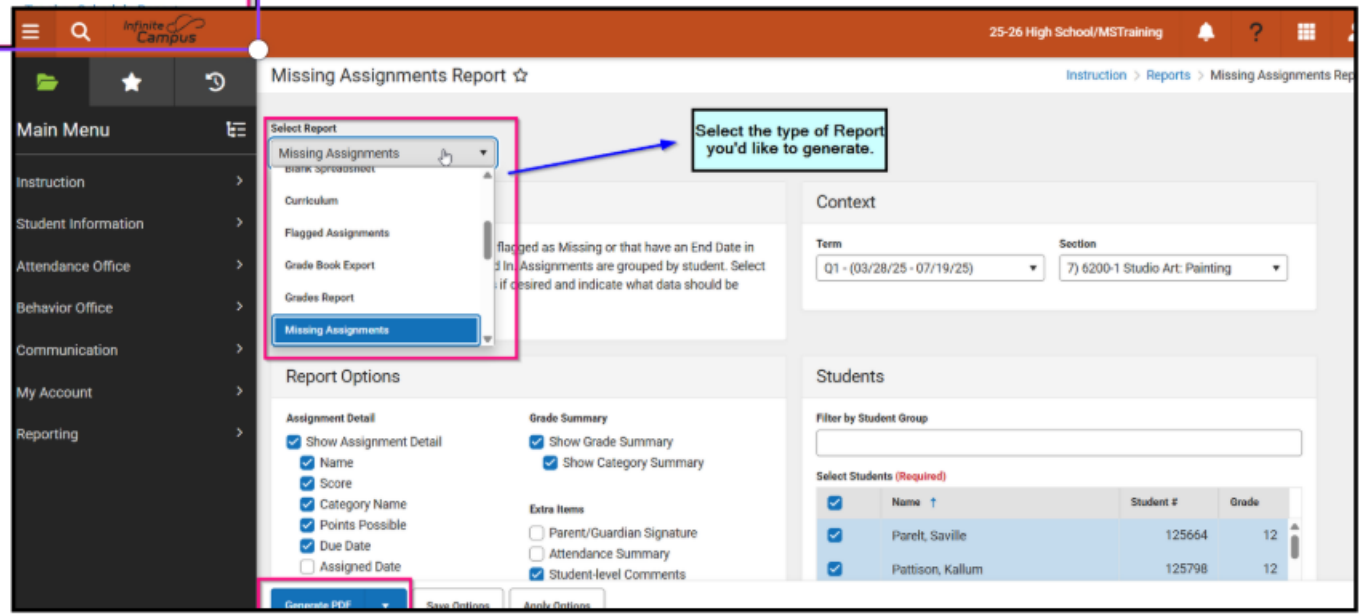
Reports

Missing Assignments



Note about Missing Assignment Reports:
Will only populate correctly if instructor flags assignments as Missing in the Grade Book!

Example: Missing Assignment Report



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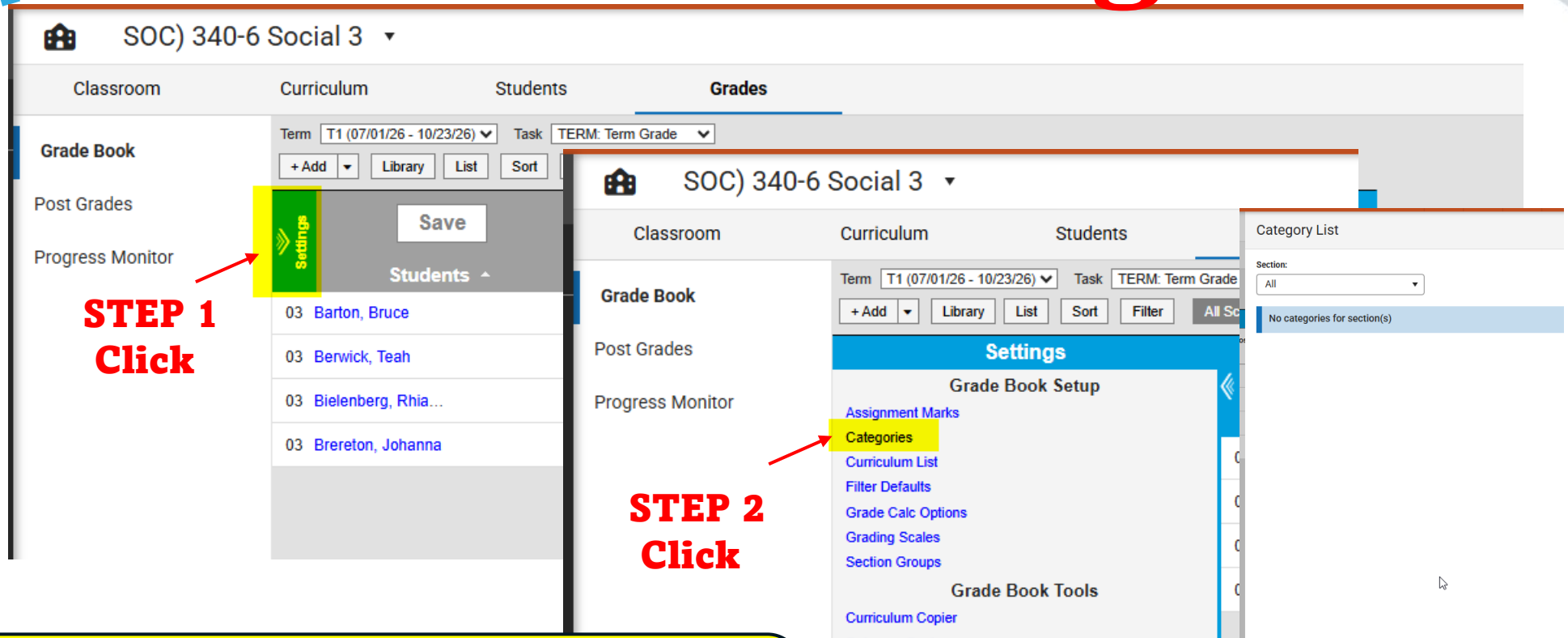
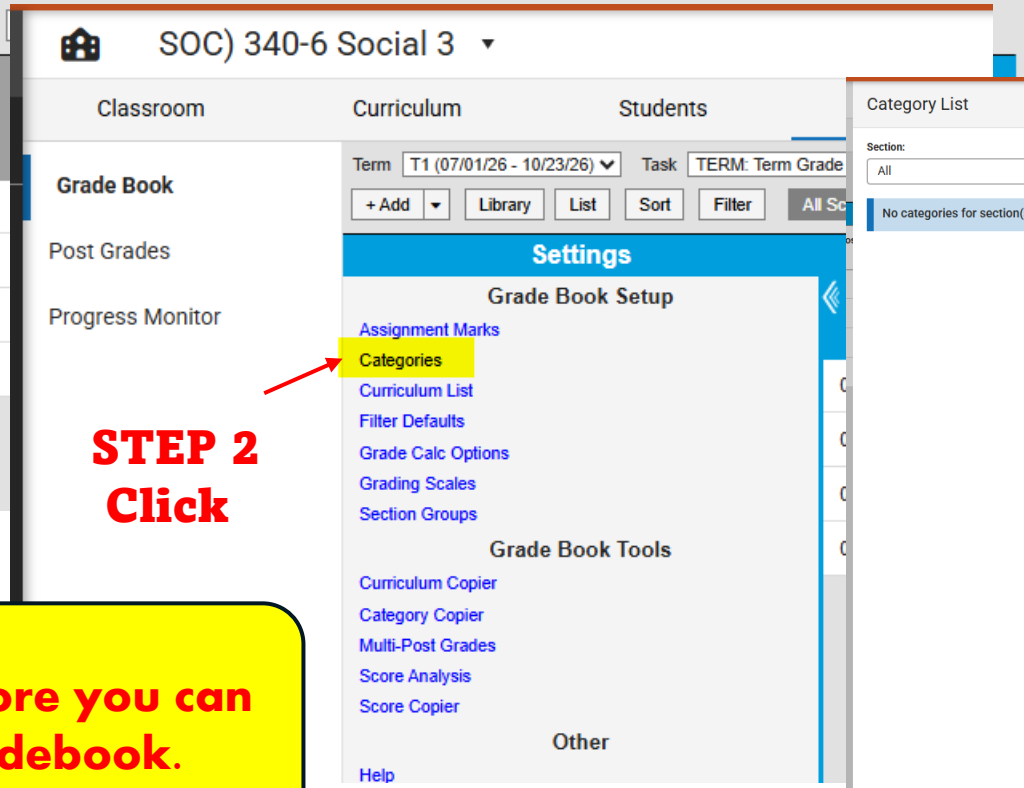
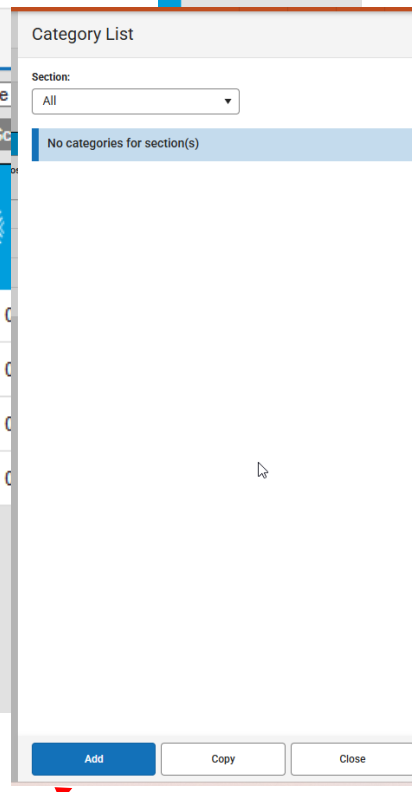
Grade Book Create Categories



STEP 1
Click



STEP 2
Click

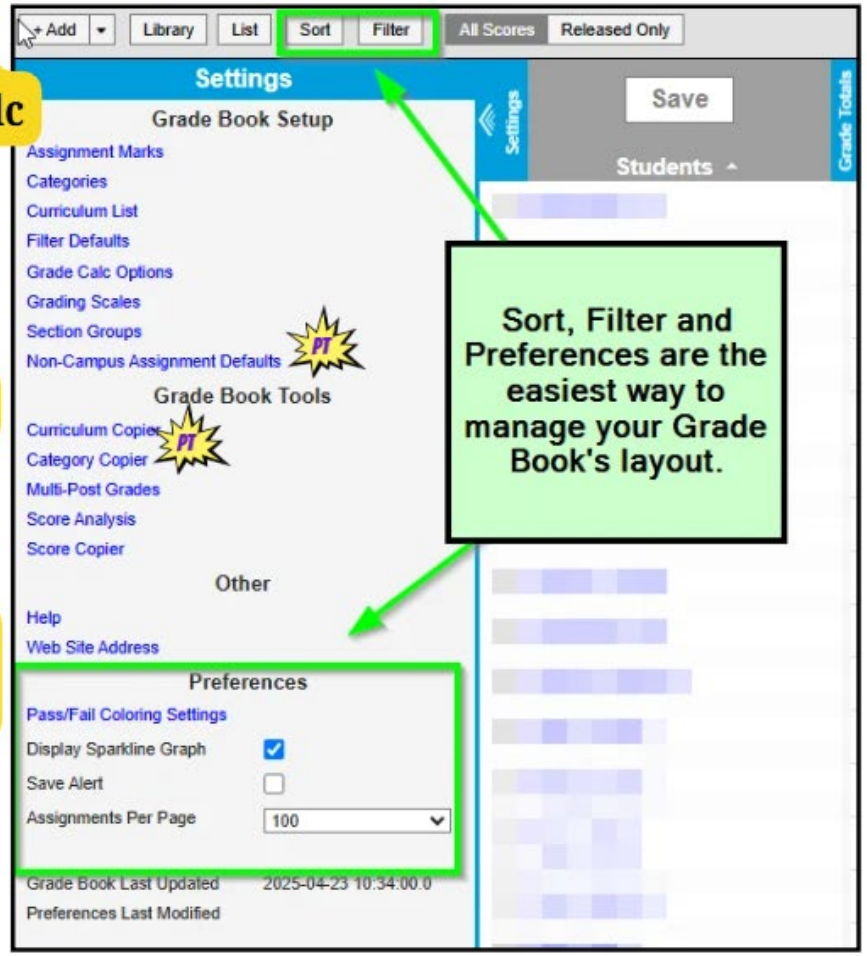


STEP 3
Click

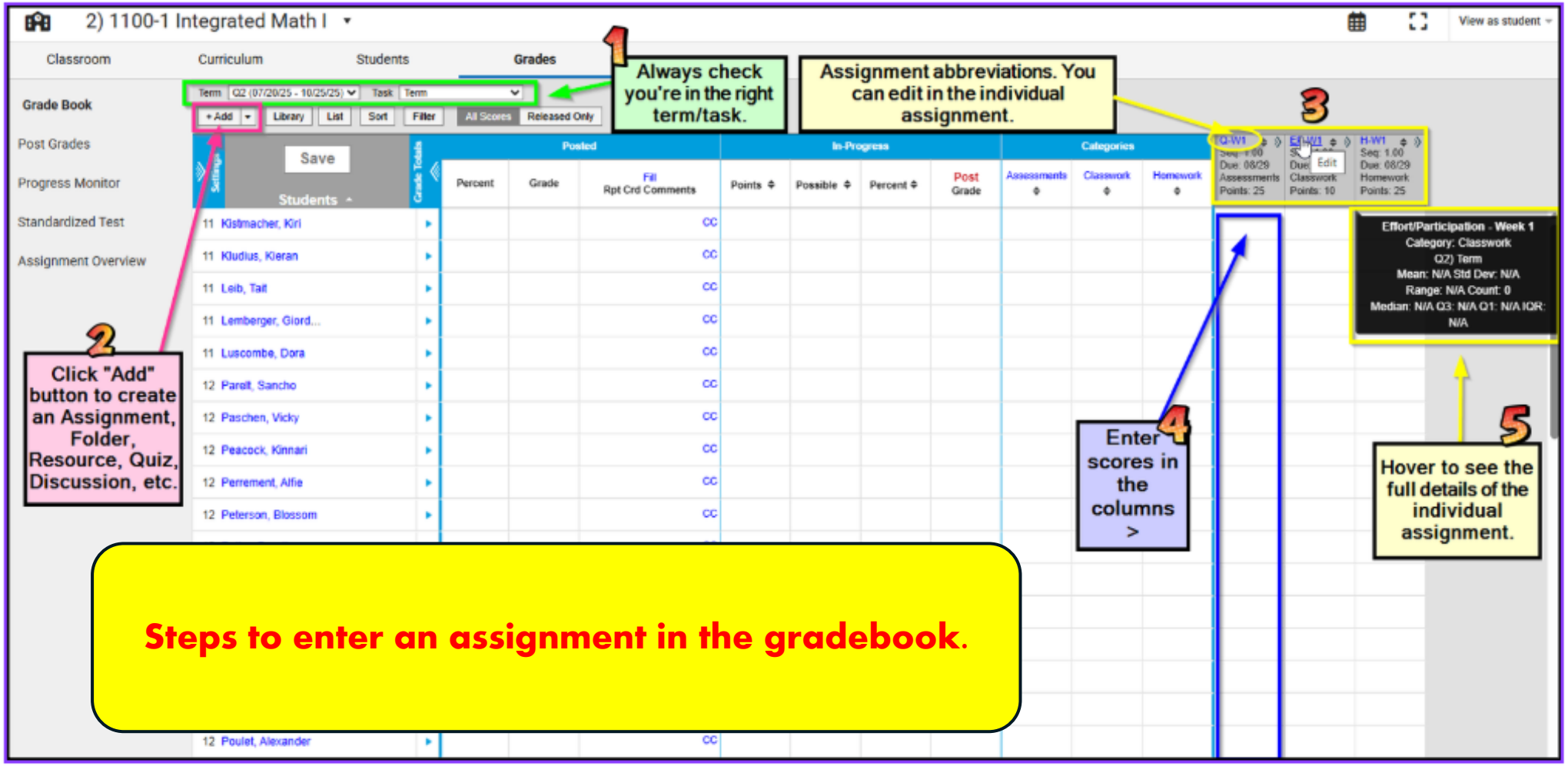
You must add in categories before you can enter assignments in the gradebook.

Grade Book

- Grade Book Setup provides District implemented information (Grading Scales, Standards, Grade Calc Options etc.)
  - Assignment Marks allow teachers to create custom marks for their scoring
  - Grade Calc Options these should be there already, however if not please seek help from district to set these up correctly.
  - Section Groups allows teachers to group sections together in one gradebook view
  - PT Non-Campus Assignments are settings for any imported assignments from another platform
- Grade Book Tools launches into the Campus Learning LMS functionality with Curriculum & Category copying.

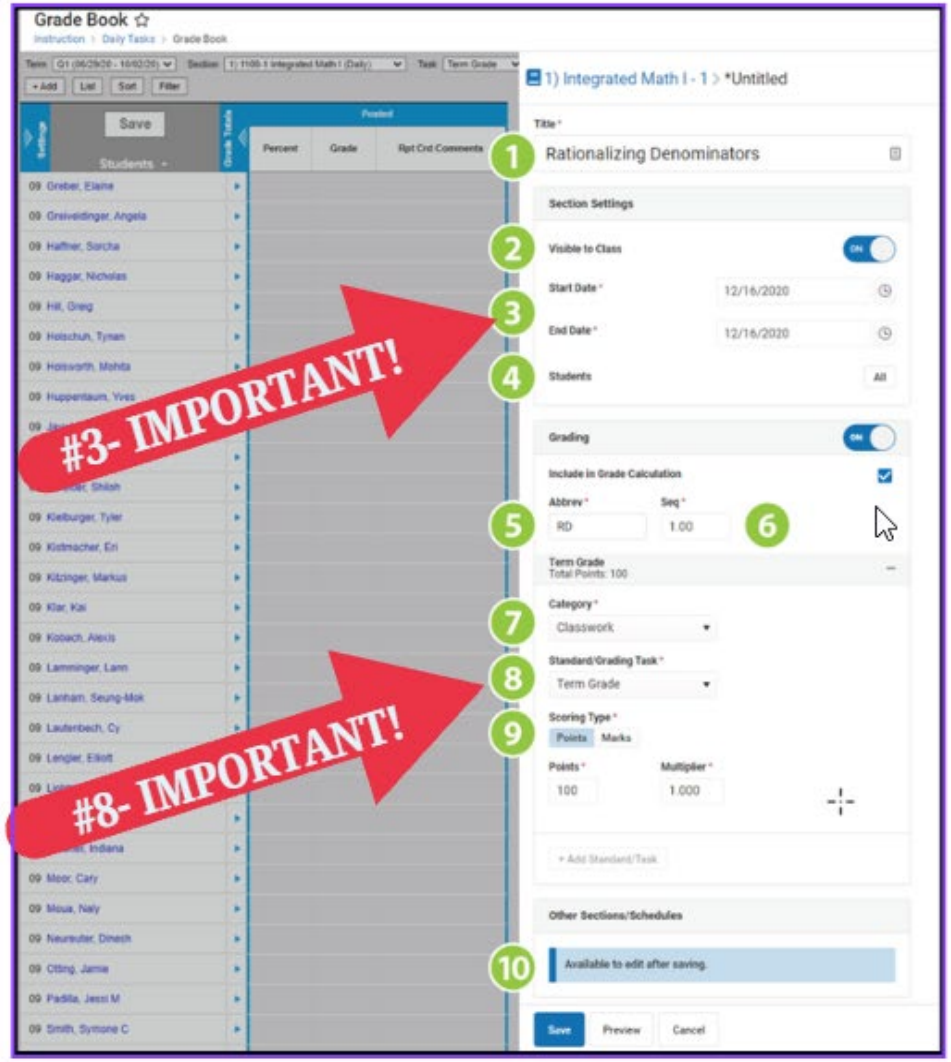


Grade Book



Steps to enter an assignment in the gradebook.

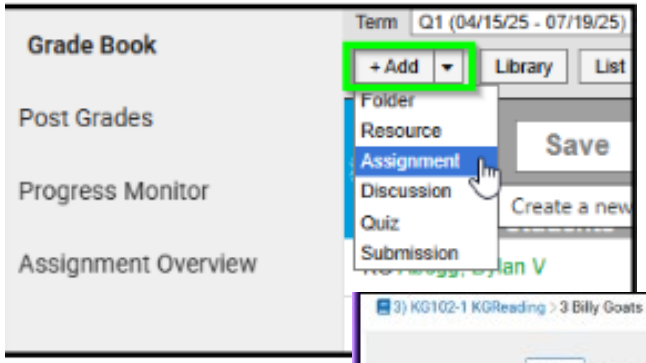
Grade Book



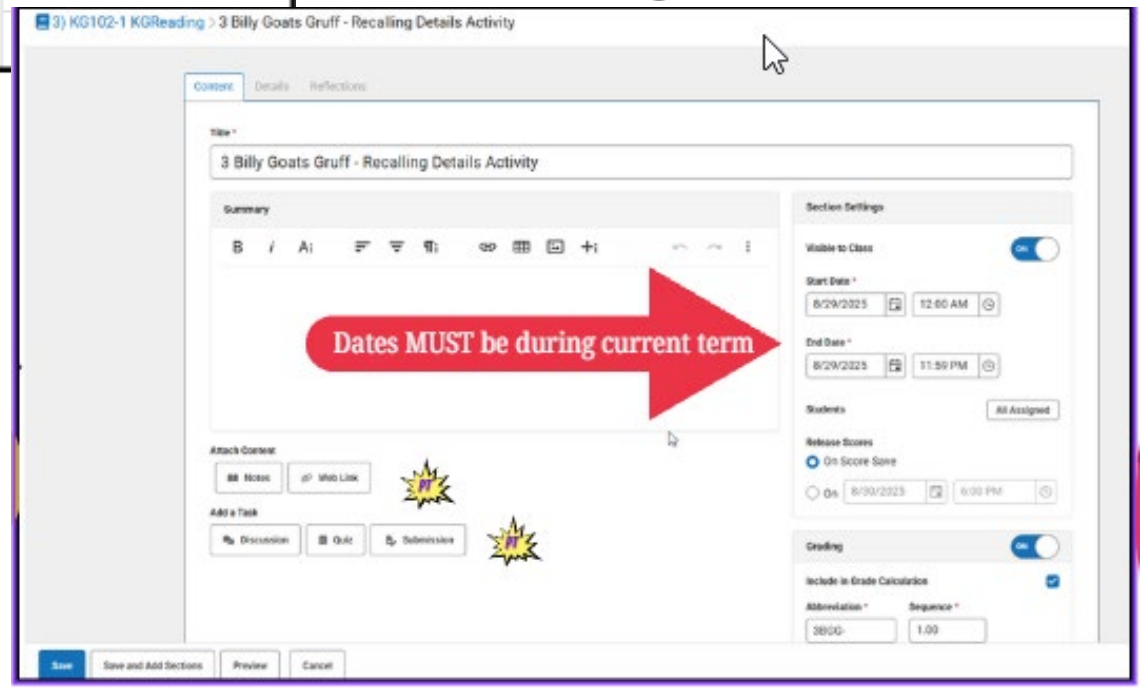
1. Assignment Title
2. Visible to Class
3. Dates- **Must fall within the term dates.**
4. Which Students
5. Abbreviations
6. Sequence
7. Category
8. Standards/Grading Task- **you MUST choose the term you are in. ALWAYS choose term in this dropdown.**
9. Scoring Type
10. Which Sections

Grade Book

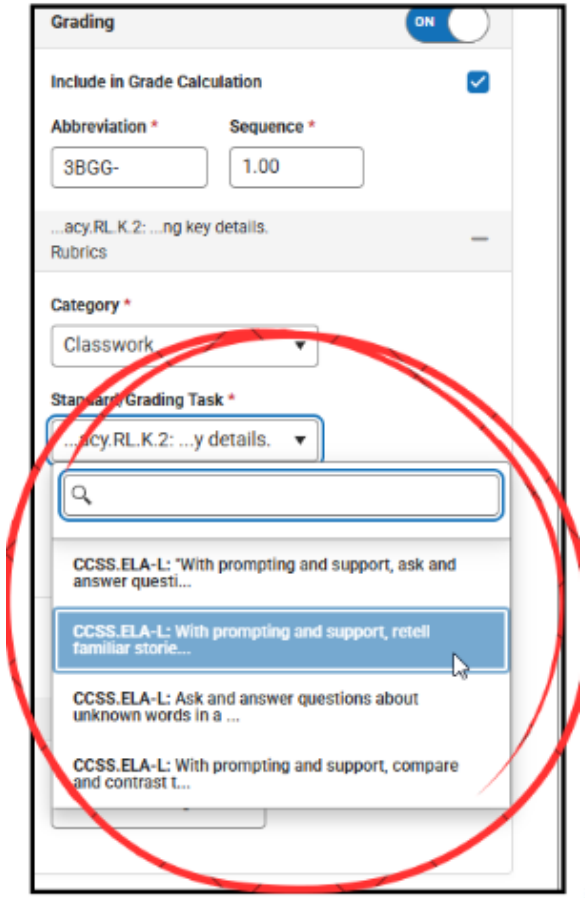
Standards Based Scoring



- + Add Button
- Assignment Details
- Grading Details



Standards Based Preview



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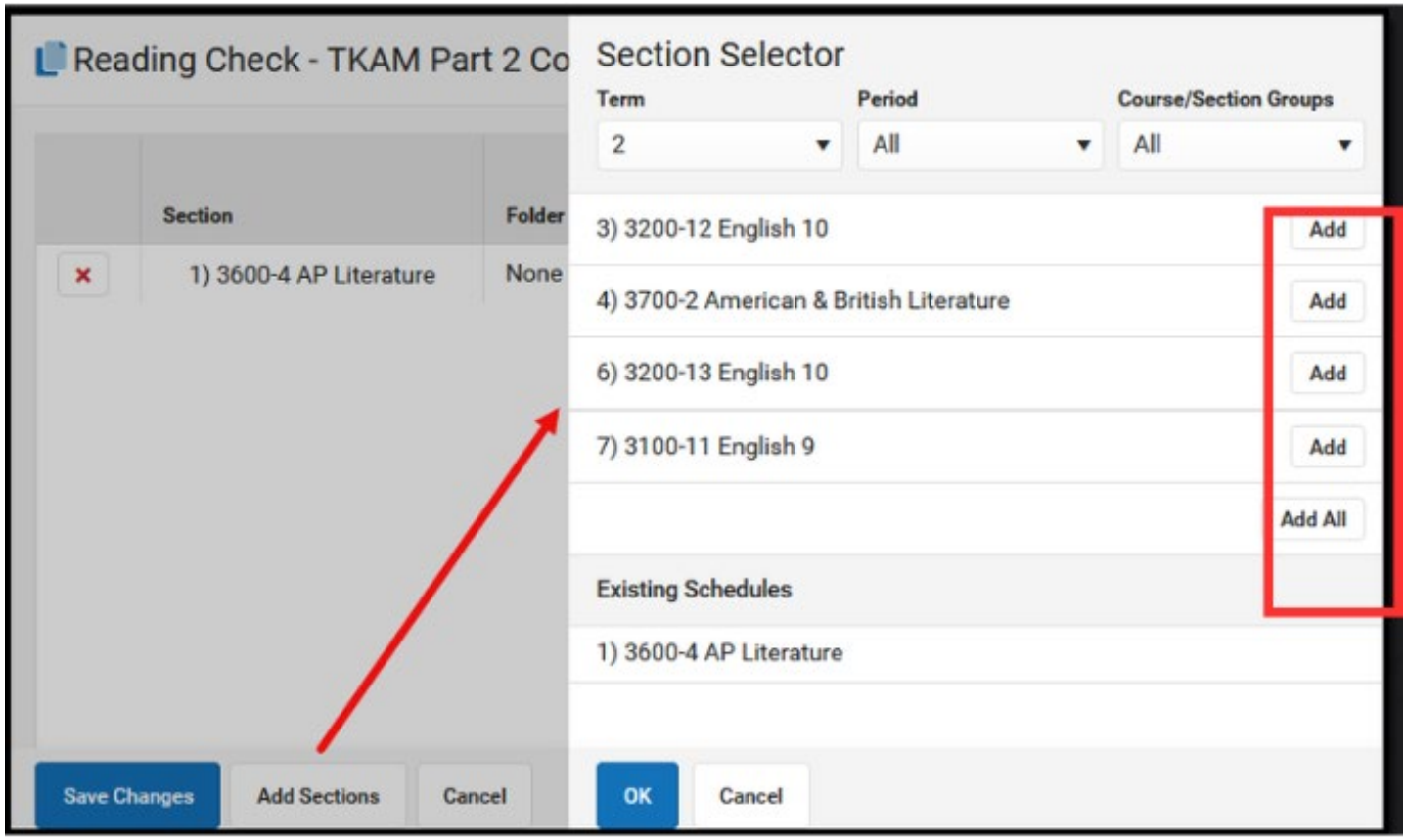
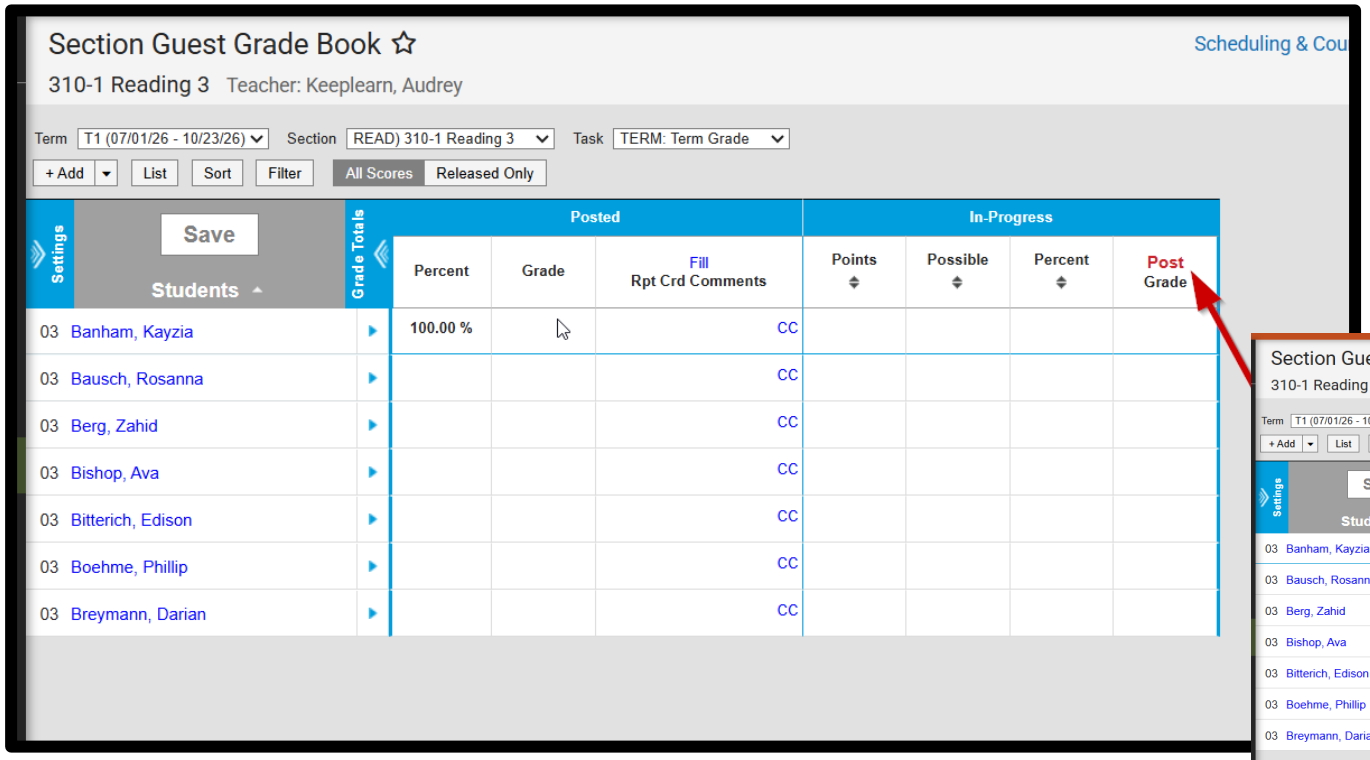
Grade Book



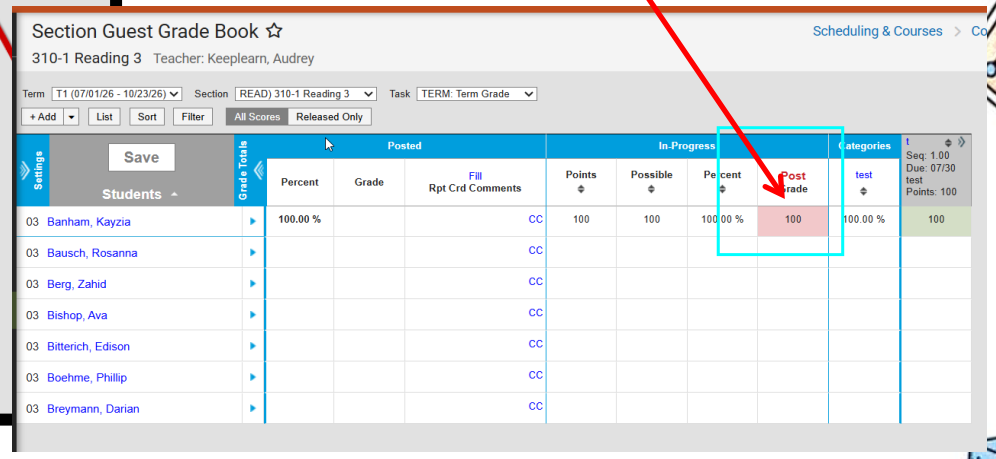
Once the assignment is saved, you can select multiple class sections to attach to an assignment.

Once added to the list, teachers can make updates to each assignment when necessary.

Posting Grades



Grade moves over when posted.

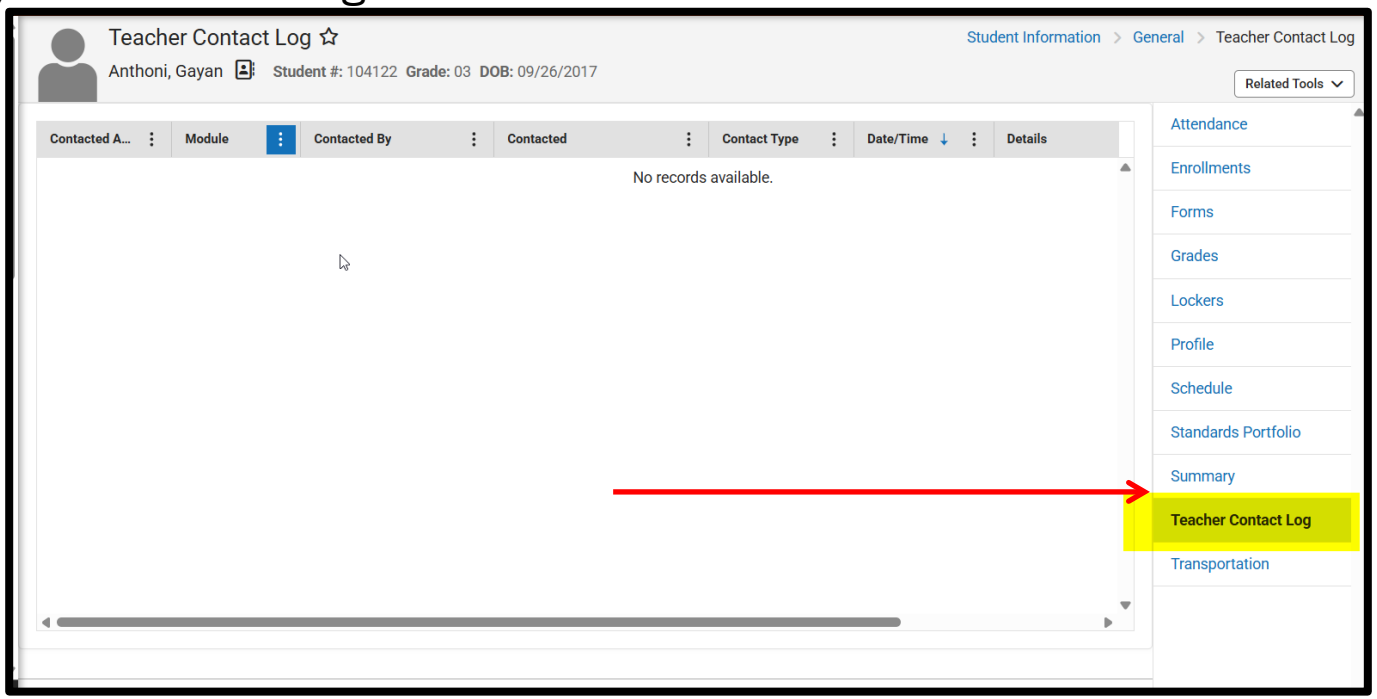


Posting grades can only happen when the window is open by the administration.

Teacher Contact Log

- Click on a student in your roster.
- Click on Student Information
- On the right hand side, click Teacher Log

This must be set up as a Custom Module by the administration for it to show.



Always keep track of you parent contact!

Messenger

Teachers can now send messages to students with future roster start dates before the first day of the term using Classroom Messenger. See the link below for more information.

https://kb.infinitecampus.com/help/34f43ea

New Change!

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