

Standards Based Report Card Manual



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This manual created by
Custom Computer Specialists, Inc.
70 Suffolk Court
Hauppauge, NY 11788
www.customonline.com*

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Infinite Campus and Custom Computer Specialists, Inc.

About Infinite Campus

Infinite Campus is the nation's most advanced Education Process Management System (EPM), powered locally by Custom Computer Specialists, Inc. Infinite Campus is more dynamic than traditional Student Information Systems, combining the features of multiple data management programs into a single, integrated application.

Infinite Campus is the result of more than 10 years of market research, product development and real-world experience. Designed from the ground up to be completely web-based, district-wide, and fully integrated, Infinite Campus has set a new standard for education process management solutions.

Infinite Campus uses a single district-wide data warehouse. Its robust Relational Database Management System (RDBMS) provides shared information across the district in real time without having to perform tedious import/export procedures. Since the information is being shared throughout the district common data elements such as student demographic and enrollment information only need to be entered once, thereby improving data accuracy.

About Custom Computer Specialists, Inc.

Headquartered in Hauppauge, NY, Custom Computer Specialists, Inc., is the leading privately held Long Island based technology solution provider. Celebrating its 27th year in business, Custom delivers a wide array of technology services including: project management, on-site staffing and outsourcing, networking and wireless solutions, desktop installation, service and support, professional development and product sales and procurement. Custom has been the recipient of a host of recent industry awards and recognition including Top 200 Private New York Metro Companies (Crain's NY Business), #1 Technical Consultant (LIBN) and a prominent ranking on the VARBusiness 500.

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STANDARDS REPORT CARD

Description

Standards based report cards can be created in Infinite Campus. These types of report cards allow teachers to report on student abilities and progress towards achieving these standards rather than subject grades (i.e., Participates in class, Understands Math concepts).

Target Audience

This manual is intended for District and School administrators who determine the standards requirements for grades.

Objective

The purpose of this manual is to assist administrators in creating and maintaining Standards Based Report Cards.

Vocabulary

Active Mask – Grading Tasks must be ‘activated’ in order for the teachers to post grades. Usually they will be activated for a short time, and then deactivated. This will prevent the teachers from changing the grades after the report cards have been printed.

Grading Comments – This is a list of pre-determined comments that can be added to the report card. They are set up at a School Level.

Score Group – The Score Group is used to create the list of grades to be posted to each standard (i.e., 4 – Exceeds Standards, 3 – Meets Standards). The Score Group is set up at a District Level.

Standards – These are the abilities/goals that the student is graded on (i.e., Verbally expresses ideas clearly, Participates in Math class). The standards are set up at a District Level.

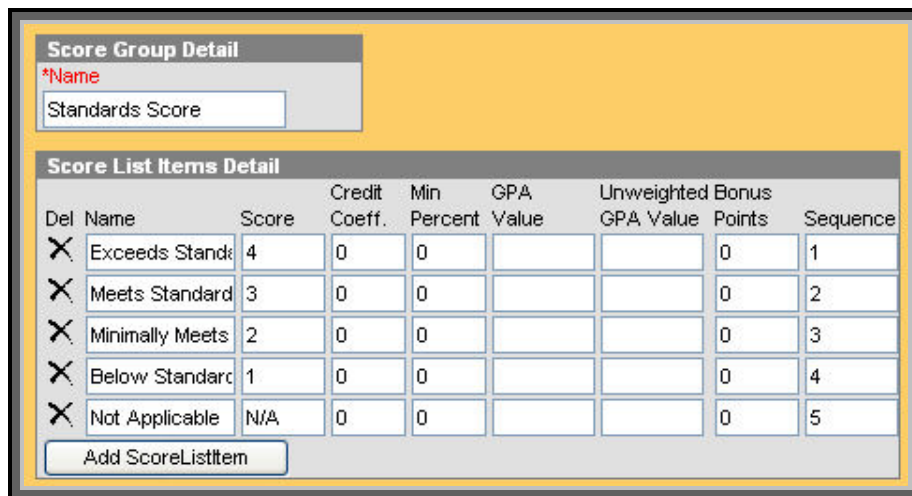
Standards Bank – In Infinite Campus all Standards are created and stored in the Standards Bank

SET UP SCORE GROUP

Description

The Score Group is used to create the list of grades to be posted to each standard (i.e., 4 – Exceeds Standards, 3 – Meets Standards). The Score Group is set up at a District Level.

1. Navigate to: *Grading & Standards > Score Group/List.*
2. Click on the <New> button.
3. Type the *Name* of the Score Group. It is recommended to use names that define the type of grades being calculated (i.e., Standards, Effort).
4. Type the *Name* of the first score – this will display for the teacher when grading, and can print on the report card in a Legend box (i.e., Exceeds Standards, Needs Improvement). This field has a 30 character limit.
5. Type the *Score* – the score that will print on the report card (i.e., 1, 2, 3, 4).
6. Type the *Sequence* – this will determine the order that the scores display.
7. Leave all the other fields blank.
8. Click on the <Add ScoreListItem> button to add another score item.
9. Click on the <Save> button.



Score Group Detail								
*Name								
Standards Score								
Score List Items Detail								
Del	Name	Score	Credit Coeff.	Min Percent	GPA Value	Unweighted Bonus GPA Value	Points	Sequence
X	Exceeds Stand	4	0	0			0	1
X	Meets Standard	3	0	0			0	2
X	Minimally Meets	2	0	0			0	3
X	Below Standard	1	0	0			0	4
X	Not Applicable	N/A	0	0			0	5

Add ScoreListItem

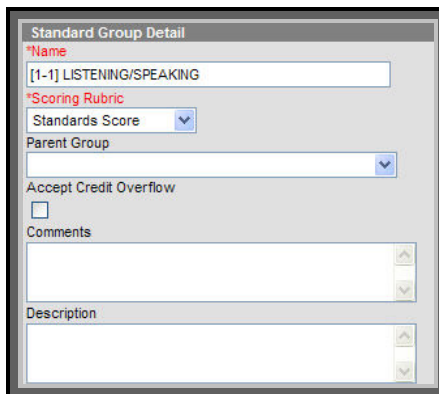
If a score group needs to be removed, click on the delete button (X) to the left of the score group name, and it will be deleted when the changes are saved.

SET UP STANDARDS

Description

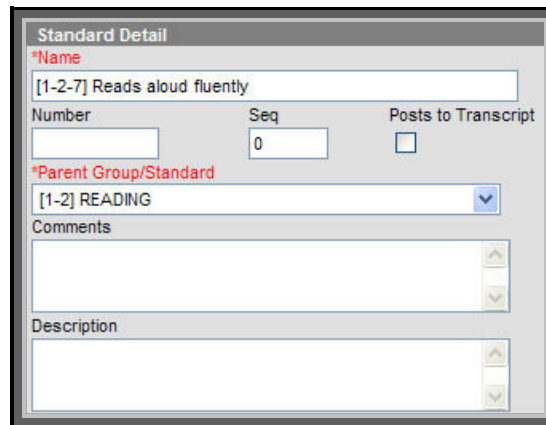
Standards are the abilities/goals that the students are graded on. They must be set up under a group (or Parent) heading (i.e., Reading, Mathematics, Work Habits). They will print on the report card under that group name. A district can choose to create Major (or Grandparent) groups as well. When the Campus report card is printed, only the highest group (or grandparent, great-grandparent) will print in a highlighted box.

1. Navigate to: *Grading & Standards > Standards Bank*.
2. Click on the <New Group> button.
3. Type the *Name* of the group. This name will display on the report card as the Header for the group. The groups will display on the report card in alphabetical order. This can be controlled by typing a number before the name. In addition, in order to separate out the Groups by Grade Level, it is recommended to input the Grade Level as well.
4. Choose the *Scoring Rubric* from the dropdown list. This list will display all the Score Groups set up. All the Standards attached to this Group will use the same Scoring Rubric. Therefore, if different Scoring Rubrics need to be used within the same group, it is recommended to create a 'child' group (or sub-group) using the different Scoring Rubric.
5. If creating a 'child' group (or sub-group), choose the *Parent Group* from the dropdown box.
6. Enter *Comments* or *Description* if needed.
7. Click on the <Save> button.



8. Repeat for all groups.

9. To add the standards, click on the <New Standard> button.
10. Type in the *Name* of the standard (75 character limit). Standards can only be entered in the system once, so if it needs to be included in under several parents (i.e., Participates in class), the name can be changed subtly to create different standards. (i.e., Participates in Math class, Participates in Science class). If the standard is needed in different grades, see the Special Note below for suggestions.
11. Type in the *Seq* of the standard. This will determine the order that the Standards display for the teacher when grading and the order they will print on the report card under their parent group.
12. Choose the *Parent Group/Standard* from the dropdown list. The Standards will print on the report card in order within the Parent Group selected (if Seq was not entered, the standards will print in alphabetical order).
13. Enter *Comments* or *Description* if needed.
14. Click on the <Save> button.



Standard Detail

*Name
[1-2-7] Reads aloud fluently

Number Seq Posts to Transcript
 0 ☐

*Parent Group/Standard
[1-2] READING

Comments

Description

15. Repeat for all standards.



Special Note:

It is recommended to control the parent groups and standards by inputting the grade, the group number, and the sequence number in brackets before the name. This will allow for the same standard name to be used several times (i.e., [1-1-3] Works well with others, [1-2-15] Works well with others).

This recommendation will ease use when assigning standards to Grading Tasks and printing on the Standards Report Card.

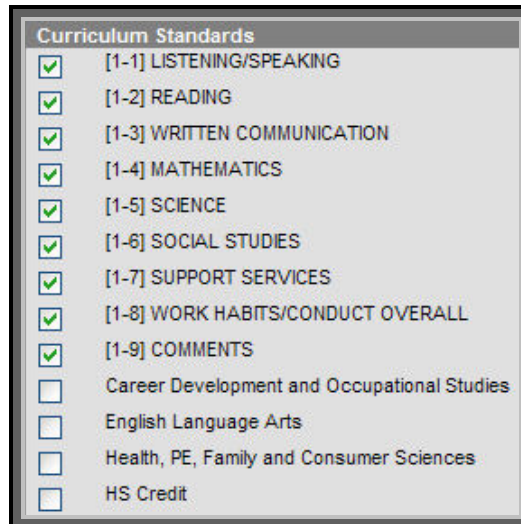
If using a custom report card, the grade in brackets can be easily removed by the programmers.

STEPS TO ACTIVATE THE STANDARDS

Description

Standards must be activated in order to be attached to a course. All the School Standards set up for the district will display (in addition to the High School Credit Groups).

1. Choose the *Year* and *School* needed on the top bar.
2. Navigate to: *System Administration > Resources > Resources*.
3. Click on the **School Standards** tab.
4. Click on all the Standard Groups (parents or grandparents) you created to place a check on them.
5. Click on the <Save> button. Repeat for all schools needed.



The screenshot shows a window titled "Curriculum Standards" with a list of standard groups. Each group has a checkbox to its left. The first nine groups are checked, while the last four are unchecked.

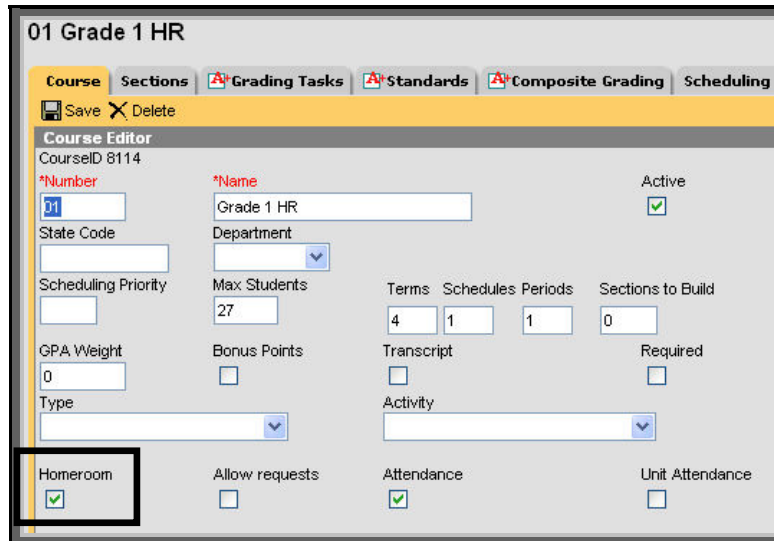
Standard Group	Activated (Checked)
[1-1] LISTENING/SPEAKING	Yes
[1-2] READING	Yes
[1-3] WRITTEN COMMUNICATION	Yes
[1-4] MATHEMATICS	Yes
[1-5] SCIENCE	Yes
[1-6] SOCIAL STUDIES	Yes
[1-7] SUPPORT SERVICES	Yes
[1-8] WORK HABITS/CONDUCT OVERALL	Yes
[1-9] COMMENTS	Yes
Career Development and Occupational Studies	No
English Language Arts	No
Health, PE, Family and Consumer Sciences	No
HS Credit	No

ADDING THE STANDARDS TO COURSES (GRADES)

Description

The Standards must be added to each course they will be used for. In most Elementary schools, the courses are set up as their grade level (i.e., 01 = Grade 1, 02 = Grade 2). In addition to adding the standards to the course, the Homeroom checkbox must be checked in order for the teacher's name to display on the report card.

1. Navigate to: *Scheduling* > *Courses*. Choose the Course (grade level)
2. On the Course tab, click on the *Homeroom* checkbox. This will display the teacher's name from this class on the report card. Then, click on the <Save> button.



01 Grade 1 HR

Course Sections Grading Tasks Standards Composite Grading Scheduling

Save Delete

Course Editor
CourseID 8114

*Number *Name Active ☒

State Code Department

Scheduling Priority Max Students Terms Schedules Periods Sections to Build

GPA Weight Bonus Points ☐ Transcript ☐ Required ☐

Type

Homeroom ☒ Allow requests ☐ Attendance ☒ Unit Attendance ☐

3. On the **Standards** tab, add all the Standards needed for the report card.
 - a. Click on the <New> button.
 - b. Choose the *Standard* from the list.
 - c. Check each term the grading task will be needed in the *Term Mask* section. Usually Standards have all terms checked off.
 - d. Check the term to activate the grading task in the *Active Mask* section. When the term is active, the teachers can post the grades for that task. Although the Grading Task can be activated (or deactivated) on each course individually by checking the box here, the Active Masks are usually controlled en-masse by using the wizard in *Grading & Standards* > *Grading Window*.



Standard
***Standard**

Default Gradebook Task
☐

Term Mask
☒ Term 1
 ☒ Term 2
 ☒ Term 3
 ☒ Term 4

Active Mask
☐ Term 1
 ☐ Term 2
 ☐ Term 3
 ☐ Term 4

e. Click on the <Save> button. Repeat for all Standards.

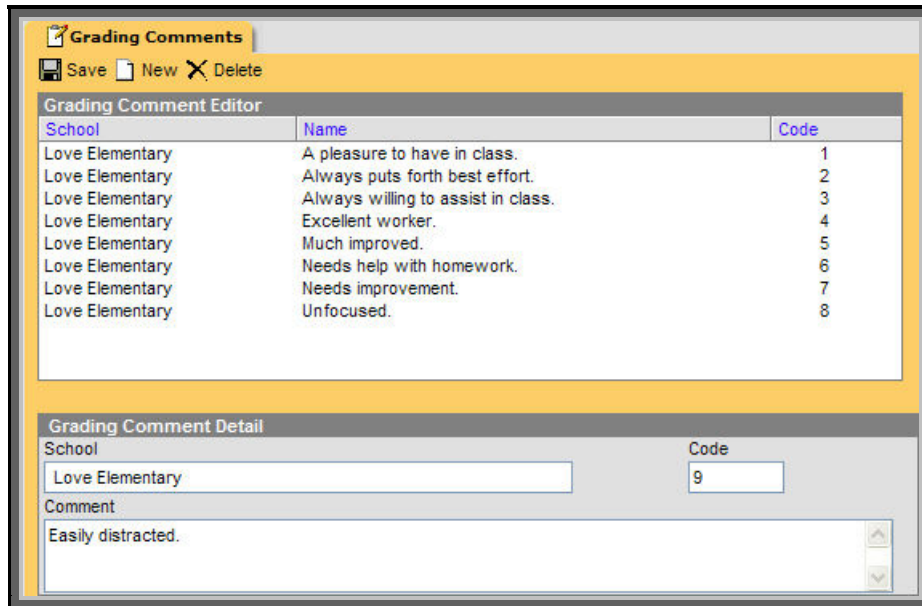
Standards Alignment			
 Standard or Benchmark	Standard Group	Sub-Group	Scoring Rubric
[1-1-2] Comments appropriately		[1-1] LISTENING/SPEAKING	Standards Sco 
[1-4-2] Numeration		[1-4] MATHEMATICS	Standards Sco
[1-4-5] Understands math concepts		[1-4] MATHEMATICS	Standards Sco
[1-2-1] Applies decoding strategies		[1-2] READING	Standards Sco
[1-2-2] Comprehension		[1-2] READING	Standards Sco 

SET UP GRADING COMMENTS

Description

Grading comments can be set up at a School Level and used by all teachers in that school. They are used to keep comments consistent throughout the school.

1. Navigate to: *System Administration > Grading & Standards > Grading Comments.*
2. Select the school on the top bar.
3. Click on the <New> button.
4. Type the *Comment* – maximum of 200 characters.
5. *Code* – type in the code if used by the district. The Code allows the teacher to choose comments by typing in the codes needed instead of choosing from a list.
6. Click on the <Save> button.
7. Once saved, the comments will display in the top section in alphabetical order (regardless of the *Code* entered). Repeat for all comments needed.



The screenshot shows the 'Grading Comments' window. At the top, there are buttons for 'Save', 'New', and 'Delete'. Below this is a 'Grading Comment Editor' section with a table of existing comments. The table has three columns: 'School', 'Name', and 'Code'. Below the table is a 'Grading Comment Detail' section with input fields for 'School', 'Code', and 'Comment'.

School	Name	Code
Love Elementary	A pleasure to have in class.	1
Love Elementary	Always puts forth best effort.	2
Love Elementary	Always willing to assist in class.	3
Love Elementary	Excellent worker.	4
Love Elementary	Much improved.	5
Love Elementary	Needs help with homework.	6
Love Elementary	Needs improvement.	7
Love Elementary	Unfocused.	8

Grading Comment Detail

School:

Code:

Comment:

**Special Note:**

1. These comments can be 'spell checked' by pressing <CTRL>-<SHIFT>-<L>.
2. Many districts need the comments to display ordered by type (i.e., positive, negative, improved, behavior). This can be achieved by putting a 'code' in front of the actual comment (i.e., 1.1, 1.2, 1.3, 2.1, 2.2). These 'codes' can be edited out of a custom report card but not the "canned" report cards.
3. Many teachers will choose more than one comment to display on the report card. In order to separate them, it is recommended to put a period after each comment. If the district is using a custom report card, there will be a character limit on the comments entered. If the district is using a Campus report card, there is no limit on the comments.

SET UP BASIC STANDARDS REPORT CARD

Description

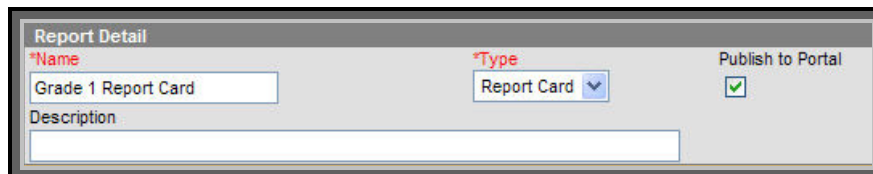
A basic report card consists of Standards for the quarters needed. Comments can be added by quarter or for all quarters.

The following must be set up before configuring the grades to print to the report card and transcript correctly:

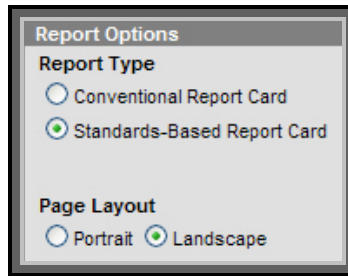
- Score Group (see page 2)
- Standards (see page 3)
- Activate the Standards (see page 5)
- Adding Standards to Courses (see page 6)
- Grading Comments, if needed (see page 8)

Report cards must be created before they can be used. While many districts choose to have a customized report card created for them, most still need to create a standard report card using the options provided by Campus so “canned” report cards can be printed any time during the year for parent meetings.

1. Navigate to: *System Administration > Preferences > Reports.*
2. Click on the <New> button.
3. Type in the report *Name* (i.e., Grade 1 Report Card, Second Grade Report Card).
4. Choose **Report Card** from the *Type* list.
5. Click on the *Publish to Portal* checkbox if this card should display on the Parent Portal. Grades will display on the portal as soon as they are posted.
6. Type in a *Description* if needed.



7. *Report Type* – Click on the **Standard Based Report Card** button.
8. *Page Layout* – Click on the layout needed – Portrait ☐ or Landscape ☐.



Report Options

Report Type

☐ Conventional Report Card

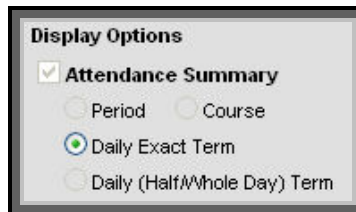
☒ Standards-Based Report Card

Page Layout

☐ Portrait ☒ Landscape

9. *Display Options* –

- a. Automatically displays the Attendance Summary by *Daily Exact Term* which will print attendance by days on the report card.



Display Options

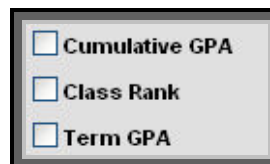
☒ **Attendance Summary**

☐ Period ☐ Course

☒ **Daily Exact Term**

☐ Daily (Half/Whole Day) Term

- b. *Cumulative GPA, Class Rank, and Term GPA* – Not used for Standards Based report cards.

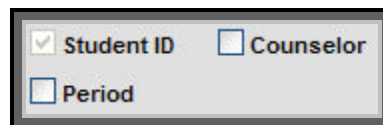


☐ **Cumulative GPA**

☐ **Class Rank**

☐ **Term GPA**

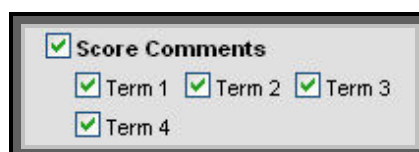
- c. *Student ID, Counselor, and Period* – The Student ID is automatically checked for Standards Based report cards. Click on the *Counselor* and *Period* (the period of the courses) to print them on the report card.



☒ **Student ID** ☐ **Counselor**

☐ **Period**

- d. *Score Comments* – Click on the checkbox to print the Score Comments on the report card. Click on the Terms to print – for all terms, click on all boxes.

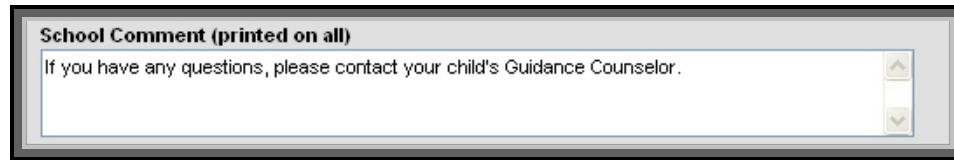


☒ **Score Comments**

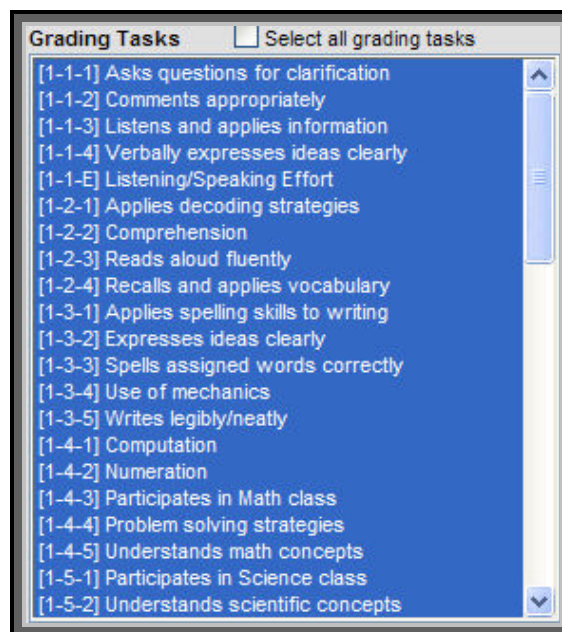
☒ Term 1 ☒ Term 2 ☒ Term 3

☒ Term 4

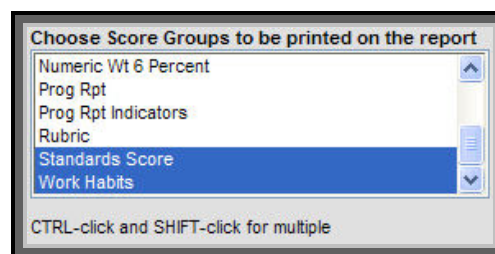
- e. *School Comments (printed on all)* – Comments entered here will print on all report cards.



10. **Grading Tasks** – All the standards as well as the district's grading tasks will display. Choose the standards to print on the report card. More than one can be chosen by using the <CTRL> or <SHIFT> keys. You might need to use the scroll bar to scroll down to choose all the standards needed.



11. **Score Group** – All the score groups for the district display. Choose the score group(s) to print on the report card. More than one can be chosen by using the <CTRL> or <SHIFT> keys. You might need to use the scroll bar to scroll down to choose all the score groups needed.



12. Click on the <Save> button. Repeat for all report cards needed.

Rolling Forward the Report Card to Next Calendar Year

Report cards are created in the current school calendar year. If the report cards are needed in the next year, they must be ‘rolled forward’ to each year as it is created.

1. Select the *Year* and *School* where the reports are currently running.
2. Navigate to: *System Administration > Preferences > Reports Roll Forward*.
3. *Select Source Reports* – choose the report(s) needed. More than one can be chosen by using the <CTRL> or <SHIFT> keys.
4. *Select A Target Calendar* – choose the next calendar year (this can only be chosen after the calendar year has been created).

5. Click on the <RUN> button.
6. The system will display the results.

Reports Roll Results	
The following 3 reports had been added to calendar 08-09 Love Elementary	
Report Name	Type
Elem Report Card	reportCard
Grade 1 Report Card	reportCard
Schedule	schedule

GRADE STUDENTS AND RUN REPORT CARDS

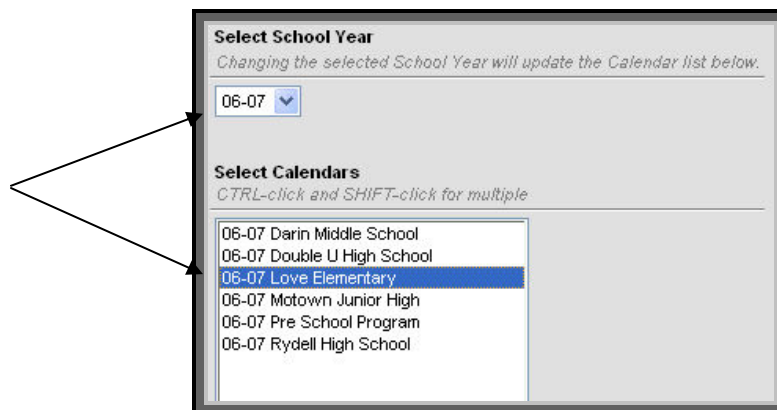
Description

Prior to running the report cards, the grading tasks must be activated, and the teachers must post grades to the students.

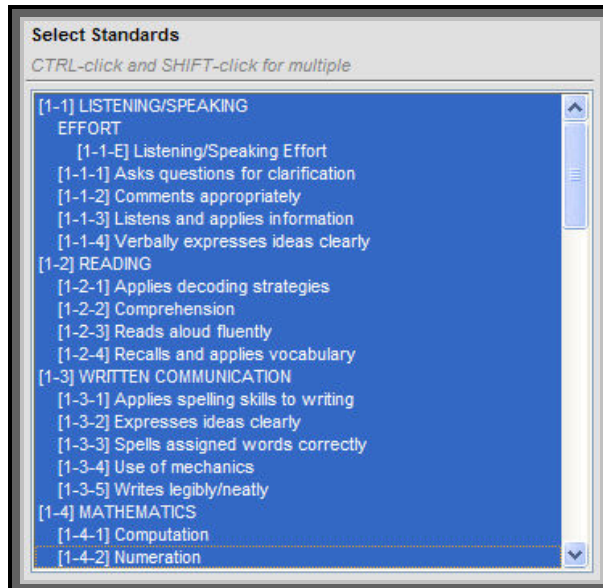
Activating the Grading Tasks

In order for the tasks to be active and allow grades to be entered, the *Active Mask* checkboxes in the Grading Tasks must be turned on. They are generally turned on by the Wizard (although they can be turned on or off for a specific course using the **Grading Task** tab on the Course).

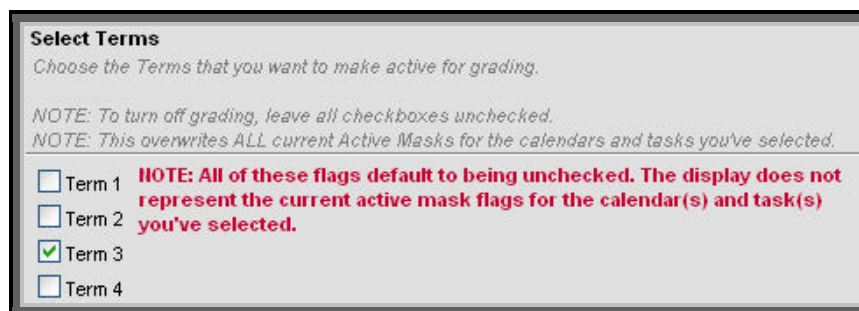
1. Navigate to: *Grading & Standards > Grading Window*.
2. Select the School Year from the list (i.e., 06-07).
3. Select the Calendar from the list (i.e., 06-07 Love Elementary).



4. Click on the <Next> button.
5. Select the Standards to be made active (i.e., Participates in Math class). More than one can be chosen by using the <CTRL> or <SHIFT> keys. You might need to use the scroll bar to scroll down to choose all the standards needed.



6. Click on the <Next> button.
7. Choose the Term(s) you want to be made active (i.e., Term 1 for quarter 1, Term 2 for quarter 2).



8. Click on the <Update Active Masks> button.

All the courses will have the term chosen active for the Standards.



Special Note:

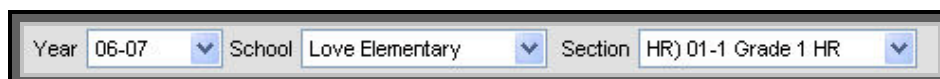
The Active Masks should be turned off when the grading period has been completed, before the report cards are printed. This will prevent the teacher from changing the grade after the report cards have been mailed out.

You will turn them off by completing all the steps above, but leaving all the Terms unchecked in step 7.

Activate Canned Comments (Teacher Task)

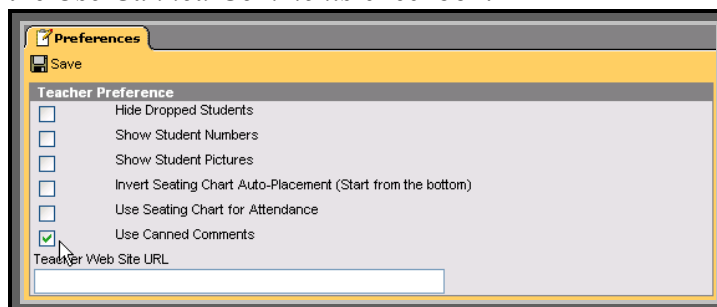
In order for the teachers to be able to use the comments entered by the administrators, they must activate them. This is only done once (for each course/section needed) and will remain in the teacher's preferences until turned off.

1. Choose the correct section from the list (on the top toolbar). Only teachers assigned to teach the section will be able change these preferences.



Year: 06-07 School: Love Elementary Section: HR) 01-1 Grade 1 HR

2. Navigate to: *Instruction > Admin > Preferences.*
3. Click on the *Use Canned Comments* checkbox.

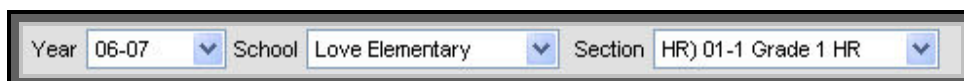


Preferences
Save
Teacher Preference
☐ Hide Dropped Students
☐ Show Student Numbers
☐ Show Student Pictures
☐ Invert Seating Chart Auto-Placement (Start from the bottom)
☐ Use Seating Chart for Attendance
☒ Use Canned Comments
Teacher Web Site URL

4. Click on the <Save> button.
5. Repeat all steps for each Course-Section needed.

Entering Grades (Teacher Task)

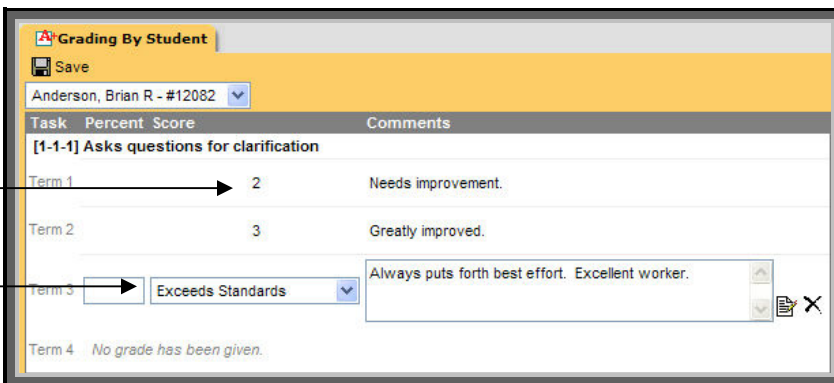
1. Choose the correct section from the list (on the top toolbar).



Year: 06-07 School: Love Elementary Section: HR) 01-1 Grade 1 HR

2. Navigate to: *Instruction > Grading by Student.* Grades can be entered using *Grading by Task* as well.
3. Select the student to be graded. If the task that has NOT been activated, the term will display but grades cannot be entered.
4. Choose the correct *Score* for each student from the list. The grades appearing in the list are all the grade descriptions entered in the Score Group (i.e., Exceeds Standards, Meets Standards [see page 2]). The grade (i.e., 1, 2, 3, 4) for the score will display on the report card.

- Click on the notepad icon (📝) to choose comments from the Canned Comments list. More than one comment may be chosen. The teacher can enter customized comments in the *Comments* field in place of (or in addition to) the canned comments. These comments can be 'spell checked' by pressing <CTRL>-<SHIFT>-<L>.



Previous term grades display as the grade.

Current grade displays as the grade description.

Task	Percent	Score	Comments
[1-1-1] Asks questions for clarification			
Term 1		2	Needs improvement.
Term 2		3	Greatly improved.
Term 3		Exceeds Standards	Always puts forth best effort. Excellent worker.
Term 4		No grade has been given.	

- Click on the <Save> button.

Editing Grades when Grading Window is Closed

Occasionally, administrators will need to edit grades after the grading window is closed. This can be accomplished in the Course/Section, **Grading by Task** or **Grading by Student** tab.

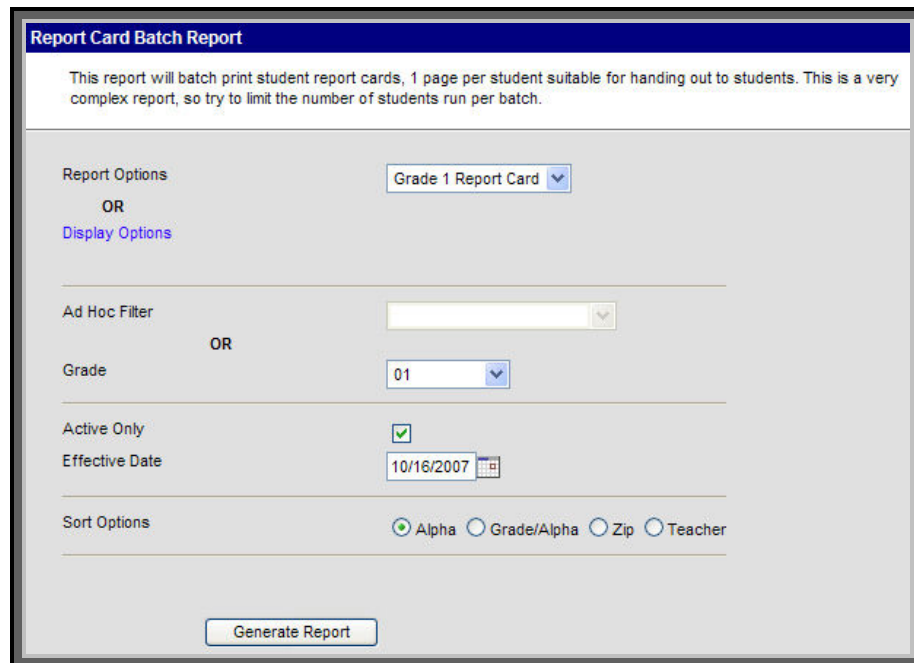
- Navigate to: *Scheduling > Courses*.
- Choose the course/section to be edited.
- Click on the **Grading by Task** or **Grading by Student** tab.
- Choose either the task to be changed (i.e., the standard), or the student to be changed.
- Choose the correct *Score* from the list.
- Click on the notepad icon (📝) to choose comments from the Canned Comments list. More than one comment may be chosen. Customized comments can be entered in the *Comments* field in place of (or in addition to) the canned comments. These comments can be 'spell checked' by pressing <CTRL>-<SHIFT>-<L>.
- Click on the <Save> button.

Print Report Cards

Report cards can be printed for a batch of students or for an individual student.

Print report cards for a batch of students:

1. Navigate to: *Grading & Standards > Reports > Report Card*.
2. *Report Options* – choose the report card to print from the list. All the report cards created for the school will display on the list. Choosing *Display Options* will allow the user to create a report card for this one time only. The choices are the same as creating a standard report card, (see page 10).
3. *Ad Hoc Filter or Grade* – choose an Ad Hoc filter or a grade to limit the number of students' report cards printing. This is a very complex report so it is suggested to limit the number of students printing in a batch. However, *All Students* for the school can be chosen as well.
4. *Active Only* – click on this checkbox to choose only active students' cards.
5. *Effective Date* – enter the effective date of the report cards.
6. *Sort Options* – choose the sort option needed (Alpha, Grade/Alpha, Zip, Teacher).
7. Click the <Generate Report> button.



The screenshot shows a web form titled "Report Card Batch Report". At the top, a message states: "This report will batch print student report cards, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch." The form contains several sections: "Report Options" with a dropdown menu set to "Grade 1 Report Card"; "Display Options" (a link); "Ad Hoc Filter" with a dropdown menu; "Grade" with a dropdown menu set to "01"; "Active Only" with a checked checkbox; "Effective Date" with a date picker set to "10/16/2007"; and "Sort Options" with radio buttons for "Alpha" (selected), "Grade/Alpha", "Zip", and "Teacher". A "Generate Report" button is at the bottom.

The report cards for all students selected will display in Adobe Acrobat format. They can be saved or printed, but not edited.

Print report cards for a single student:

1. Navigate to: *Student Information > General.*
2. Click on the **Grades** Tab.
3. *Choose a Report Card Format* – choose a report card from the list.

The report card for the individual student will display in Adobe Acrobat format. It can be saved or printed, but not edited.

Sample Report Card

WASHINGTON UFSD SCHOOL DISTRICT GRADE 01 REPORT CARD 2007-2008										Page 1 of 1																																																						
Student: Anderson, Brian R																																																																
Student ID: 12082																																																																
School: Love Elementary																																																																
Teacher: Administrator, Rosanne																																																																
Signatures: _____																																																																
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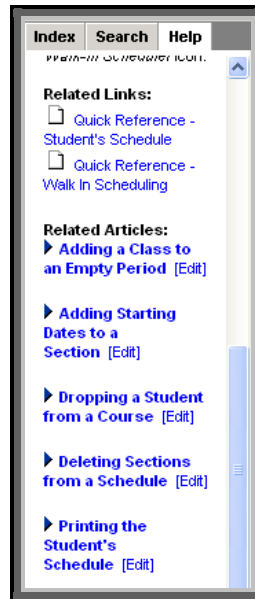
GETTING HELP IN THE INFINITE CAMPUS SYSTEM

Description

Infinite Campus help articles are provided to give users a basic understanding of the module or tab that they are viewing and what steps need to be done to modify that information.

Infinite Campus has provided articles for all parts of the Campus product. Districts also have the opportunity to enter their own help article text.




Many areas of the help have a Related Links section that allows users to access a PDF Quick Reference document that they can save or print out for future use. Most articles provided by Infinite Campus have a sentence or two describing the area in the product and then detailed steps about additional features of that area. These steps are listed in the Related Articles area of the Help tab.



Context Sensitive Help

1. To access Infinite Campus context sensitive help - From the **Index**, navigate to the area where you need help. If you want more information on enrollments for example, navigate to *Student Information > General > Search*. Search for a student then click on the **Enrollments** tab.
2. Click on the **Help** tab. The help tab is the last tab available on the left hand side, next to Index and Search. The Enrollments help articles and links will appear under the Help tab on the left side of your screen.


Index Search Help

Abbate, James J Nickname: **Jimmy**   









Grade: **08** #654370028 DOB: **10/10/1993** Gender: **M**

District Employment **District Assignments** **POS Deposit** **School Choice**

Demographics **Identities** **Households** **Relationships** **Enrollments**

 **Print Enrollment History** ☐ **New** ☐ **New Enrollment History**

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	06-07 Darin Middle School	07/03/2006	
Start Status: 0011 Enrollment in building or grade End Status:					
	07	P	05-06 Darin MS	09/06/2005	06/30/2006
Start Status: 0011 Enrollment in building or grade End Status:					
	06	P	04-05 Love Elementary	09/07/2004	06/24/2005
Start Status: 0011 Enrollment in building or grade End Status:					
	05	P	03-04 Elem1-1	09/03/2003	06/25/2004
Start Status: SN End Status:					
	04	P	02-03 Elem1	09/04/2002	06/27/2003
Start Status: SN End Status: EY					
	03	P	01-02 Elem1	09/05/2001	06/25/2002
Start Status: SN End Status: EY					
	02	P	00-01 Elem1	09/06/2000	06/22/2001
Start Status: SN End Status: EY					
	01	P	99-00 Elem1	06/20/2000	06/23/2000
Start Status: E1 End Status: EY					

Viewing Enrollments [Edit]

Path: [Student Information > General > Enrollment](#)

The **Enrollment** tab will list all occurrences of a student's enrollment in the district. Because this is a historical view, this list could be rather long.

By default, the list of enrollments is by grade level first, then by enrollment start date. To reorder the list of enrollments, click the blue hyper-linked headers in the **Enrollment Editor** list. The list of enrollments can be sorted by **Grade**, **Calendar**, **Start Date** or **End Date**.

The enrollment can be edited if a clipboard icon is listed in the **Edit** column.


Search Tab Help Option

There are two ways to search for Help, using the 'Quick Search' and 'Advanced Search'.

1. To search for help articles, click the **Search** tab on the left-hand side of the screen.
2. Select the **Help** option from the dropdown list.
3. *Quick Search* – Enter a keyword that you want to search by. If the search field is left blank all help articles available will be returned.

Index Search Help









Search for a:

Help 

Enrollments

[Advanced Search >>](#)

Search Results: 8

-  Adding New Enrollment Records
-  Adding New Enrollments
-  Deleting an Enrollment
-  Detailed Enrollment Information
-  Editing Existing Enrollments
-  Ending Enrollment Records
-  Student Enrollments
-  Viewing Enrollments

Advanced Search – Click on the <Advanced Search> button. The advanced search options will display in the box on the right. Search for the item needed using the options:

1. **Search** – choose the Help option from the dropdown list:
 - a. All of Help – searches for all articles (default)
 - b. Help Articles – searches for Infinite Campus help articles
 - c. Documentation/Tutorials – searches for articles that have ‘documents’ or ‘tutorials’ attached
 - d. Custom Articles – searches for articles marked as ‘custom’
2. **For** – searches for the module help is required for (i.e., Gradebook, Attendance Letters).
3. **Start Date** – searches for Help documentation created or modified after this date.
4. **End Date** – searches for Help documentation created or modified before this date.

The help articles for some features are not available through context sensitive help, and can only be accessed using the **Search** tab option.

REFERENCES

For more information about Standards Based Report Cards in Infinite Campus refer to the following Quick Reference Guides.

Quick Reference: Grading & Standards – Score Group

Quick Reference: Grading & Standards – Standards Bank

Quick Reference: System Admin – Resources – Resources – School Standards

Quick Reference: Scheduling – Course Standards

Quick Reference: System Admin – Grading Comments

Quick Reference: System Admin – Preferences – Reports

Quick Reference: Grading / Standards – Grading Window

Quick Reference: Instruction – Preferences

Quick Reference: Instruction – Grading Tasks

Quick Reference: Grading & Standards – Report Cards

Infinite Campus Quick Reference Guides can be accessed via the system Help tab and Help option under the Search tab or in the Help Library of the Infinite Campus User Support site.