



# Elementary Teacher Setup

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By the SIS Department



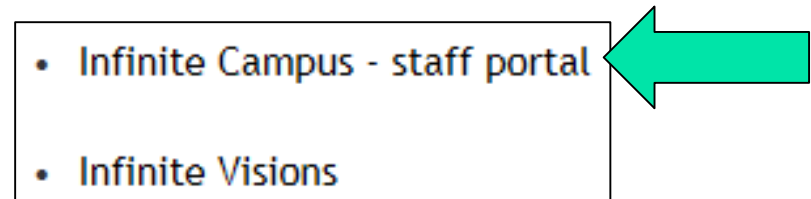
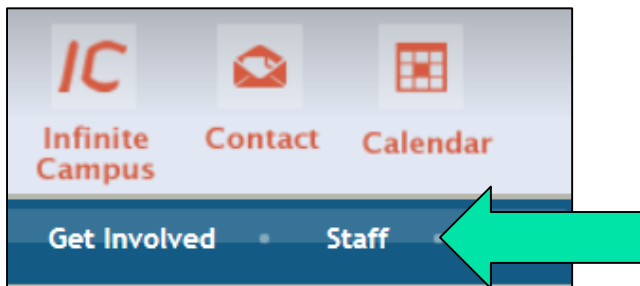
# Preliminary

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- This PowerPoint is intended for new teachers, and will go over how to view rosters, take attendance, and basic gradebook setup.
- To access Infinite Campus, you must first have a login, which is linked to district email (not for charters). Please contact OIT at x6565 to find your initial login info (charters contact your office).
- Once you have logged in, if you do not see your classes, contact your office to be linked to each class you are teaching.
- You can access Infinite Campus as long as you have an internet connection and are able to access the URL.

# Accessing Infinite Campus

- The direct link to Infinite Campus is <https://si.greeleyschools.org/campus/greeley.jsp>
- OR go to the district homepage (greeleyschools.org), then click the “Staff” icon in the top left. Note: do not click the generic IC button in orange – this is for parents and students, and won’t give you the menu options you need. Then click “Infinite Campus – Staff Portal” under “I”.



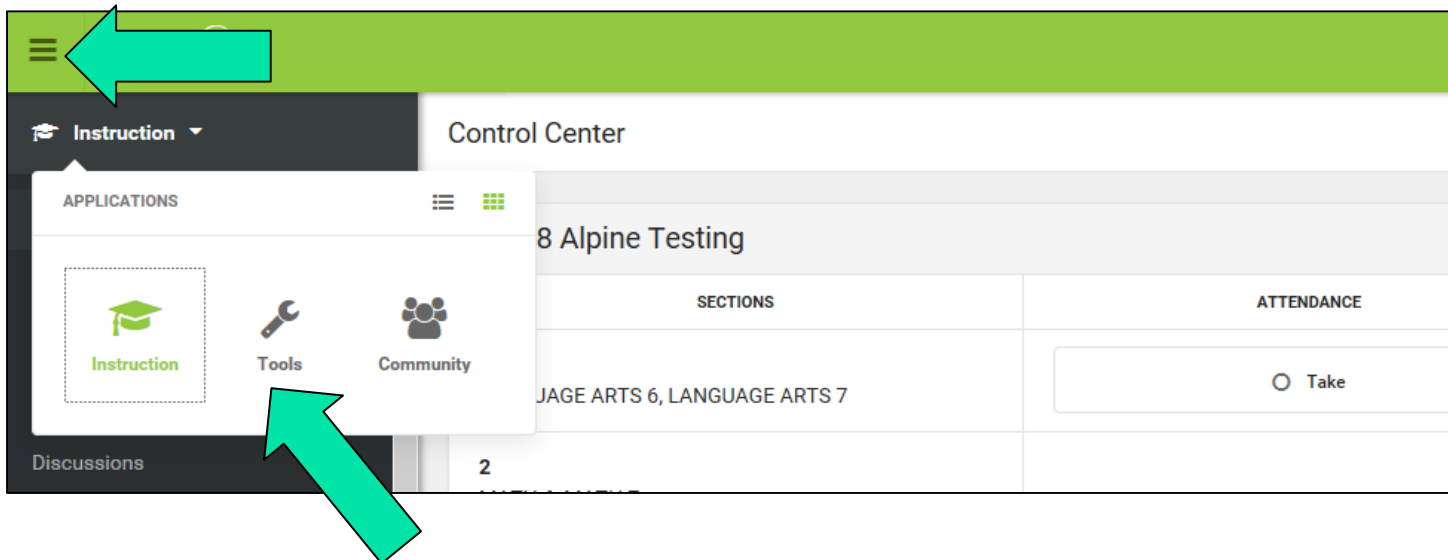
# Changing Year / School

- Your IC username and password matches what you use to log into the computer.
- After logging in, you will see the year and school in the top right corner. Click the year and school name to switch year and/or school if needed.



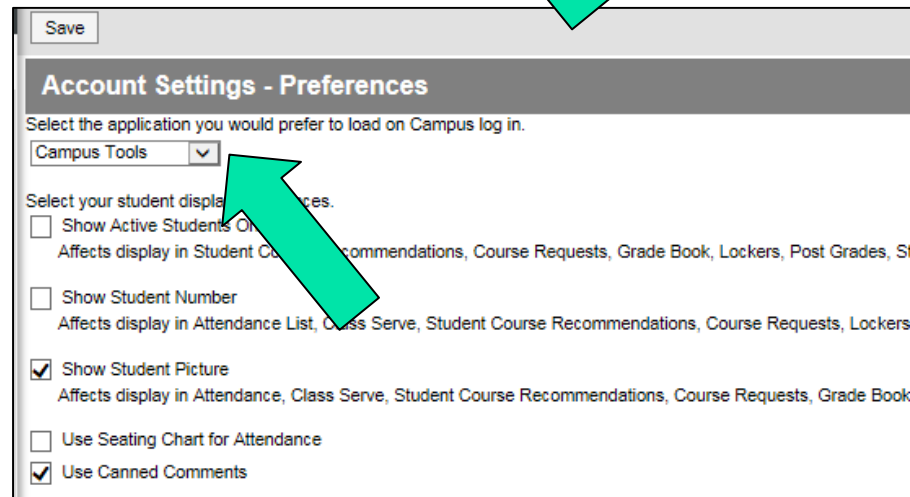
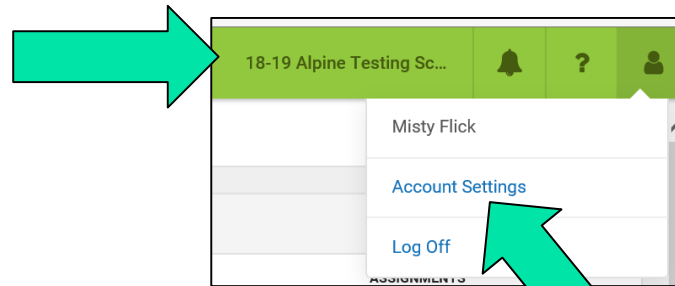
# Campus Instruction

- Teacher accounts should default to Campus Instruction. If the screen defaults to a “control center”, then you are in Campus Instruction. If it starts with your name, then also has “Student Information”, you are in Campus Tools.
- To toggle back and forth, as well as get the menu, click the 3 lines in the top left in the green bar.



# Account Settings

















- Account Settings has moved to a new icon in the top right (a little person outline)
- You can set your homepage to Campus Tools or Campus Instruction (see previous slide)
- Choose if you want to see only active students, show student pictures (helpful at the beginning of the year especially), or set if you want to use a seating chart for attendance.
- Make sure to Save!



# Roster

- Click the Roster link on the left Index.
- Note: if you selected to show student pictures (see previous slide) those will display. Note also the Flags and Health icons. Hover over them to view information.
- To print, use the Report Options button, then choose which info to display.

The screenshot shows the Infinite Campus interface for the 18-19 Alpine Testing School. The left sidebar includes links for Instruction, Control Center, Grade Book, Attendance, Message Center, Positive Attendance, Roster (highlighted), and Roster Verification. The main content area displays the Roster for Term Q1 (08/20/18 - 10/13/18) and Section 8) LAN100A-1 ENGLISH 9. It shows 10 active students with a breakdown of 7 Males and 3 Females, and 5 students in Grade 09 and 5 in Grade 10. A table lists the following students:

Name	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP	RTI
 Cade, Barry ("Barricade") #101528	M	10	01/01/2004			 				
 Crow, Vai ("Velcro") #101529	F	09	01/01/2004			  				
 Down, Neil ("Kneel down") #101500	M	10	01/01/2000			  				
 Enstein, Frank #107544	M	10	01/01/1999							



# Attendance

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- Students are assumed to be present unless marked absent.
- If the office has already entered attendance (out sick for the day) it will show the absence, as well as a comment (if entered).
- Even if all students are present, you **MUST** Save the attendance!
- Note: teachers cannot excuse absences / tardies. Any absence or tardy will display as an “unknown” yellow absence until the office re-codes it.
- Attendance can only be taken same day. Eg, if I forgot to take attendance yesterday, teachers cannot go back and enter that information.
- You may use a seating chart to take attendance. Note: comments don't show, and any new student to your class must be added to the seating chart before attendance can be taken.



# Attendance

- P is Present, A is Absent, and T is Tardy
- If teaching multiple classes, you can change the attendance period along the top of the attendance screen.

Instruction ▾

Control Center

Grade Book

Planner

Message Center

Discussions

**Attendance**

Positive Attendance

Roster

Roster Verification

Seating Charts

Student Groups

Class Serve

Post Grades

Assignment Overview

Period 1 Period 8

Save Seating Chart

LAN100A-1 ENGLISH 9

Students: 11 ▲ 8 2 1 Excuse Comments

	09 Case, Justin ("Just in case")	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Ester, Polly	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	<input type="checkbox"/> T	
	09 Fima, Tara	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Graham, Anna	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Ho, Heidi	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	<input type="checkbox"/> T	
	09 Kuehl, Molly	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Monella, Sal	<input type="checkbox"/> P	<input type="checkbox"/> A	<input checked="" type="checkbox"/> T	In at 8:40, was in restroom
	09 O'Naire, Billy	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Pohl, Tad	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Stration, Reggie	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	



# Thank you!

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Please contact the SIS department at  
x6065 with any questions or email  
[SISHelpDesk@greeleyschools.org](mailto:SISHelpDesk@greeleyschools.org)