Campus Tools for Administrators

Presented by

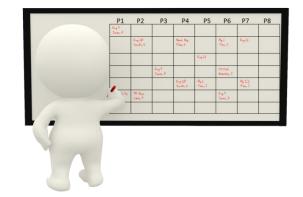
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August 2016

Technology & Information Systems Services Division, Innovative Teaching & Learning Unit

Learning Objectives

- Reports
- Procedures
- Searching Student Data
- The Components of a Course
- Understanding the Grade Book
- Messenger Tools
- Ad Hoc Queries



Grade Book Usage Report

- Grading & Standards > Reports > Grade Book Usage
 - Provides a list of all assignments entered by teachers
 - Lists due dates and points possible for each assignment
 - Show the percentage of assignments graded
 - Includes flags added to an assignment
 - Allows administrators the ability to see if teachers are assigning similar assignment or common assessments

Class	Last Updated	Assignment	Due Date	Pts Poss.	# Graded	% Graded	Missing	Late	Incomplete	Exempt
011210-2 Reading 1	05/04/2015 13:17	Fun With Fish Test - RL.1.(1-3)	02/04/2015	10	20/20	100%	0	0	0	0
		Where Do Frogs Come From AR Test - RL.1.(1-3)	02/04/2015	10	19/20	95%	0	0	0	Ō
		Did You See Chip? Sequence Activity - RL.1.(1-3)	02/05/2015	6	19/20	95%	0	0	0	0
		I Am A Butterfly Test - RI.1.(1-3)	02/05/2015	10	20/20	100%	0	0	0	0
		Phonics Test - RF.1.(2)	02/05/2015	10	20/20	100%	0	0	0	0
		Phonics Test Long/Short /l/ - RF.1.(3)	02/05/2015	12	20/20	100%	0	0	0	0
		Sight Word Quiz 41-60 - RF.1.(4)	02/05/2015	20	20/20	100%	0	0	0	0
		Spelling Test long vowel pattern // - RF.1.(3)	02/05/2015	10	20/20	100%	0	0	0	0
		The Life Cycle of Butterfiles Test - RI.1.(7-9)	02/05/2015	10	20/20	100%	0	0	0	0
		The Life Cycle of the Butterfly - RI.1.(7-9)	02/05/2015	8	20/20	100%	0	0	0	0

Grades Report

- Grading & Standards > Reports > Grades Report
 - See if all grading tasks have been completed at grade reporting periods
 - Monitor posted grades for celebrations and interventions
 - Determine if teachers are posting at the correct grading tasks

ted on 03/03/2 of 3	2016 10.48.01 AM Grades Report	Printed	Generated on 03/03/2016 10 Page 1 of 2	Grades Report	Printed by
т.	em Dates		Term Term Dat	85	
	(20/2015 - 03/27/2015			4 - 08/04/2015	
001-2 Dr	iver Education	Teacher:	011810-4 Speaking	and Listening 1	Teacher:
	/2015 - 06/04/2015	reaction.	Section Dates: 08/25/2014 -	06/04/2015	
		Term	Student	Task	Term
t	Task Progress Grade	Q3	autorent	Progress Grade	A
	Progress Grade Term Q3 comments: Prepares daily.	^		Semester 1	A
	Quarter Grade	D		Progress Grade	A
	Citizenship	0		Semester 1	Â
	Presente Carda	в			
	Progress Grade Term Q3 comments: Propertis daily.	P		Progress Grade	A
	Quarter Grade	c		Semester 1	A
	Citizenship	0		Progress Grade	C
	15			Semester 1	c
	Progress Grade	в		Progress Grade	A
	Term Q3 comments: Prepares daily.			Semester 1	A
	Quarter Orade	В		Progress Grade	8
	Citizenship	0		Semester 1	8
	Progress Grade	A			
	Term Q3 comments: Prepares daily.			Progress Grade	A
	Quarter Grade Citizenship	A 0		Semester 1	A
	Citizersnip	v		Progress Grade	A
	Progress Grade	F		Semester 1	A
	Term Q3 comments: Incomplete/missing assignments. Quarter Grade	F		Progress Grade	8
	Citizenship	0		Semester 1	
	Progress Grade	A		Progress Grade	8
	Term Q3 comments: Prepares daily. Quarter Grade	A		Semester 1	8
	Citizenship	ô		Progress Grade	A
				Semester 1	A
	Progress Grade Term G3 comments: Prepares daily,	*		Progress Grade	A
	Quarter Grade	A	1	Semester 1	A
	Citizenship	0		Progress Grade	c
	15			Semester 1	c
	Progress Grade	A			A
	Term Q3 comments: Prepares daily.			Progress Grade Semester 1	A
	Quarter Grade	A		Semester 1 15	
	Citizenship	0		Progress Grade	Å
	Progress Grade	A		Progress Grade Semester 1	Â
	Term Q3 comments: Prepares daily.				
	Quarter Grade	A		Progress Grade	A
	Citizenship	0		Semester 1	A

Missing Assignments Report

 This report will allow administrators to find flagged assignments based on students, courses, teachers or grade levels.

Missing Assignments Report	
This report will find assignments flagged as incomplete, lat The report can be organized by Student, Course and Teac	te, missing, and/or exempt during a specified term or date range. her, Ad Hoc Filter, or Grade Level.
Student Vame:	Include assignments due from: Date Range Term Term Include assignments: Missing Late Incomplete Exempt Include score comments Add page breaks Generate Report

Grading Setup Audit

 Tracks the setup of teacher grade books and displays grading tasks, standards, categories and grade calc options

Transcript Audit Report

- This report will compare the transcript data with the source Grading data and lists the differences in score and comments
- Grading & Standards > Reports > Transcript Audit

High 4321 109th Ave N	5-16 School E, Blaine NV 55449 11:20:21 AM Page 1 of 1	Transcript Auditing Report Andit field: grades Total Records: 1			
		Grading Score	Transcript Score		
Course 34504001 Prin Anat/Phys H	Term Student Name(#) 2 Hamm, Dauda (#380898)	A Grading acore	B		

Marks Distribution Analysis

- CCSD Custom Reports > Grading > Mark Distribution Analysis
 - Can be run by course or by teacher
 - Run this report after the grades are posted

	Α		A B			C D		D	F		1	I .	N	М
Per	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct
06	9	27.27	18	54.55	4	12.12	0	0	1	3.03	0	0	0	0
02	9	42.86	7	33.33	3	14.29	0	0	0	0	0	0	0	0
03	6	20.00	16	53.33	2	6.67	1	3.33	1	3.33	0	0	0	0
04	12	33.33	15	41.67	4	11.11	3	8.33	1	2.78	0	0	0	0
05	9	27.27	18	54.55	3	9.09	1	3.03	0	0	0	0	0	0
	107	36.90	117	40.34	44	15.17	15	5.17	7	2.41		0		0

CCSD Custom Reports

- Assessments (HS Proficiency Tests)
- Athletics (HS)
- Attendance- Denial of Credit (MS, HS)
- Promotion/Retention (MS)
- Graduation (HS)
- Transcript
 - HS Credits and GPA Report (HS)
 - Credit Attempted/Earned (MS, HS)

Activity Eligibility Report

- This report can be used to monitor academic grades to determine participation eligibility.
- Activity courses must be used to run this report.
- Student Information > Reports > Activity Eligibility

	an be used to monitor students academic grades to determine participati mplex report, so try to limit the number of students run per batch.	on eligibility. Page breaks are inserted automatically for	
Which students would y	ou like to include in the report?	Grading Tasks	
Grade Grade U 09 11 11		All Grading Tasks Progress Grade Quarter Grade Semester Exam Semester Grade Citizenship	
O Ad Hoc Filter		No Grading Task	
Enrollment Effective Da	ate 03/28/2016 =	Algebra (1) Semester Grade	
Grading Terms	Q1 Q2 Q3 Q4	Algebra (2) Semester Grade Electives	
Activity Courses	All ACTV19 ACT190 Best Buddles ACT200 Black Student Union SSD110 Caseload ACT265 Cheerleaders Freshman	Semester Grade English Semester Grade Health Education Semester Grade Nathematics	
	ACT260 Cheerleaders JV	Grading Scores Z All Scores	
	ACT255 Cheerleaders Varsity 👻	▼* ▼1 ▼2 ▼3	V
Grade Option	In-progress Grade O Posted Grade	VAVBVCVD VFVIVPVN	
Sort Option	Student O Activity	VO VP VRP VS	NM
		Vw	

Student Data

- Search student by last name, first name.
- Available tabs are dependent on user rights.
- Secondary In Progress Tab.
- Tips for difficult searches:
 - I only know the first name of the student. Search: , Josh
 - Advanced Search

		🔆 Health Conditio	n							
Grade: 1		Ge	nder: M Cou	unselor:						
Behavior	Transportatio	n Fees	Lockers	Graduation	AdHoc Letters	Waiver	Records 1	Fransfer	Report Comments	
Person Docu	ments Su	pplemental Inform	iation [Dropout Cancellation	Bus Requests	Bus (Schedule	Athletic Info	Grad Clearing	
Behavior Refe	erral Tracking	Cafeteria Bala	ance Fl	ERPA Elementa	ary In Progress Grades	s Ser	nior Recognitio	on Seco	ndary In Progress Grades	\$
Equity and Div	versity Su	pplemental Info Ar	chive (GPA Summary (Case Worker St	upplementa	I Info OLR			
Summary	Enrollments	Schedule	Attenda	ance Flags	Grades Tran	nscript	Credit Sumr	nary As	sessment	
🚍 Person S	Summary Repor	t 🚍 Person S	Summary Rep	port w/ Picture 🛛 🚍	Print Mailing Label	📄 Print	Envelope	🗻 Documen	ts	

Let's Take a Look at the Course -The Course Matters!

- The course determines what the teacher sees in their grade book.
 - Section
 - Grading Tasks (Progress Grade, Overall Grade, etc..)
 - Score Group (District A-F, SBRC, ESN Grading)
 - Standards/Cluster
 - Composite Grading
 - How is the course calculated to create the final report card grade?

Let's Practice

Find a course at your school. Find the following information:

- Course Name
- Grading Tasks
- Score Group
 - What kind of grade will students earn?
- Are there Standards connected to this course?
- Compositing
 - How is the grade calculated for the final report card?

https://ccsdstaging.infinitecampus.org/campus/clark_sandbox.jsp

Guest Access to Grade Book



- An option has been added for users to access a section of a teacher's grade book. This will assist administrators to review past grade books, troubleshoot current grade books and review grade book usage.
- Access located in two areas:
 - Scheduling > Courses > Section > Grade Book
 - Census > People > Schedule (new to Census area) > Grade Book
- Tool Rights- CCSD administrators will be given readonly rights.

Guest Access to Grade Book

 Search: Course/Section > Enter Course or push "Go" for all courses > Sections Census > People > Schedule (new to Census area) > Grade Book

Or

 Search: Staff > Enter Name or click "Go" for all staff > Schedule > Grade Book

Cou	rse	Sections	5	Gradin	ng Tasks	5	Standards	Categories	Grade Calc Option
	Sectio	n Teacher	Roon	n Term	Schedule	Period	Seats Taken	Scheduling Group	p Guest Access
Edit	1	Dunn, William	370	Q1-Q2	Main	2	(0/25)		Grade Book
Edit	2	Ramirez, Edward	240	Q1-Q2	Main	2	(0/25)		Grade Book
Edit	3	Dunn, William	220	Q1-Q2	Main	3	(0/25)		Grade Book
Edit	4	Cooper, Helen	200	Q1-Q2	Main	4	(0/25)		Grade Book
Edit	5	Young, Anna	210	Q1-Q2	Main	5	(0/25)		Grade Book
Edit	6	Owens, Ruth	230	Q1-Q2	Main	6	(0/25)		Grade Book

Demo	graphics	Id	lentities	2	Hous	eholds	3	Relation	ships	Enro	Ilments		District	Employr	nent	Distric	t Assignm	ents
FS De	posit	Scho	ool Cho	ice	Cre	dentials		Overri	des	Fees	1E	Histo	ry	Person	Document	5	Schedule	
÷	Print																	
		erm C	21 /10/16)		14	Term 0/11/16.1		16)	11	Term 2/02/16-0		18	(0	Term 3/04/17-0				
0	EMPTY	10.10	10/10/	_	EMPTY		2017	10)	EMPTY	2021104	3103111	1	EMPTY	5/04/11-5	10/30/11/			
	5345S1-1 F Primary Tea														IV (Day Ma Grande Bo			
	5335S1-1 F Primary Tea										III (Day Grade			-2 French Teacher	III (Day Ma Grade Bo			
Adv	EMPTY				EMPTY				EMPTY				EMPTY					
	5325S1-2 F Primary Tea					-2 French Teacher				-5 French Teacher	IV (Da) Grade			-5 French Teacher	IV (Day Ma Grade Bo			
	5325S1-3 F Primary Tea					-3 French Teacher				-1 French Teacher	II (Day i Grade				II (Day Mai Grade Bo			
	533551-5 F Primary Tea														III (Day Mai Grade Bo			
	5345S1-5 F Primary Tea										II (Day Grade			-4 French Teacher	II (Day Mai Grade Bo			
*A	EMPTY				EMPTY				EMPTY				EMPTY			_		

Login as User

- Allows the principal of a school to login as an individual teacher to view the grade book.
- Search > User

Ind

• Type the teacher name (last name, first name)

Heer Account

Login As User

Homepage

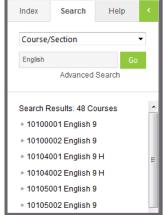
Campus Instruction -

- Click on the user's login name
- Select Login as User

					🗈 Save 🛞 Delete	8
Index	Search	Help	<			
					User Account Editor	
User				-	*Username	
Loot Norm	Einet Namel			0	Expires Date	
Last Narr	ne, First Name		Advensed	Go		
			Advanced S	Search	Force Password Change	
					Disabled	
					Unlink from LDAP	

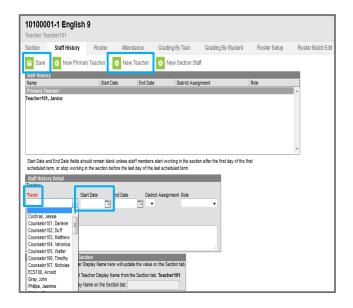
Adding Yourself to a Section

- This will allow administrators the ability to access Campus Instruction and view live grade books.
- The administrator is added to a course section.
- An administrator can be added to multiple sections.



Adding Yourself to a Section

- Steps:
 - Search for the desired course.
 - Click on the course and select the Staff History Tab.
 - Select the New Teacher button.
 - Find your name in the staff drop-down menu.
 - Select a start date.
 - Save
 - Use the App Switcher and select Campus Instruction.
 - From the Section Drop-down Menu, select the desired course.



Understanding the Grade Book Elementary School

- Year-Long Grade Book
- Grade calculations and composite grading
- Grade Calc Options Pre-sets and manual configuration
- Administration is involved in determining categories and category weights.
- The purpose of posting
- Campus Portal

Understanding the Grade Book Secondary

- Grade calculations and composites
- Grade Calc Options Pre-sets and manual configuration
- Administrators are involved in determining categories and category weights.
- Campus Portal

Settin	198	Save	5	100	ted		in Pro	9/###		Categ	0000	E7 # 0 Sec 3.00	ET 0 (
Display Settings:		Student			Grade	Points 4	Possible #		Post Grade #	Assignment s 0	Examp 4	Due 10/08 Exame Poete 100	Due: 10/08 Exame Ports: 100
Filter Students	Al Students •	Student, Zoe M	-	82.00 %	8	322	400	80.50 %	В-	85 50 %	95.50 %	100	.91
Options:		Student, Sarah M		92.75 %		300	400	75.00 %	c	51 50 %	98.50 %	100	97
Dapity Spanine Graph	Con Con	Student, Rachel J	~	42.00 %	F	109	400	27.25 %	NC	30.50 %	24.00 %	48	72
ResalFail Coloring for Gredes	Con	Student, Joshua D	-	81.00 %	8	245	400	60.00 %	D-	31.50 %	88.50 %	83	54
feasifiel Coloring for Scores	*or	Student, Joseph E		84.00 %	в	255	400	64.00 %	D	46.00 %	82.00 %	81	83
asignment Display Order.	Descending •	Student, James D	-	76.00 %	с	237	400	59.25 N	NC	33.00 %	85.50 %	82	89
Assignment Display Oritons	Category, Seg. Endl +	Student, Holly J	-	53.00 %	F	237	400	59.25 %	NC	64.50 %	54.00 %	52	-56
lave Alert	COA #Off	Student, Charre E		81.75 %	.8.	338	400	84.50 %	В	84.50 %	84.50 %	87	82
	*01	Student, Behjamin L		85.25 %	в	340	400	85.00 %	в	91.00 %	79.00 %	77	-81

Advanced Grade Book Features

- What did the teachers learn?
 - Assignment Overview
 - Sorting and Filtering
 - Message Center
 - Groups
 - Assignment Marks
 - The Roster
 - The Planner
 - Reports

User Communication

 School Announcements: provides a way to announce upcoming events, daily bulletins, etc. to your staff.

• New										
Announcements List Name Campus Sticky Portal Start Date End Date										
Name	Campus	Sticky	Portal	Start Date	End Date					
Teachers: Please submit your final ex	х			05/11/2015	05/20/2015					
Happy Teacher Appreciation Week! You are amaizi	x			05/04/2015	05/04/2015					
Thank you for all that you did to make the ACT	х			05/01/2015	05/02/2015					

Send Us A Message

Ad Hoc Reporting (Queries)



- Allows the user to filter, display and report specific database information based on selected criteria.
- Many queries have already been created and stored in folders based on user rights.
- Data may be viewed in PDF form or exported to an Excel file(CSV).
- <u>https://community.infinitecampus.com/kb/display</u> /DOC/Ad+hoc+Reporting
- Ad Hoc classes are available on Pathlore.
- Users can no longer save to the group.

CCSD Datalab

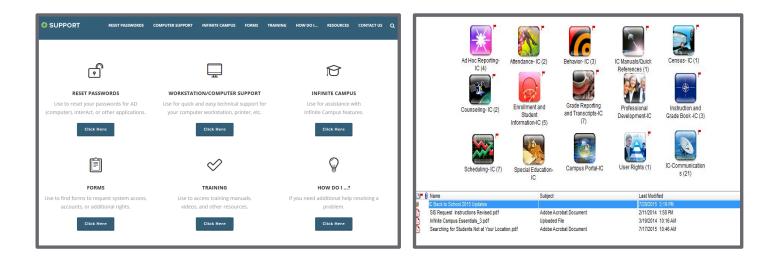
Overview

The CCSD Datalab is the District's online data visualization and analysis platform. The goal of the CCSD Datalab is to provide teachers, site administrators, and district leaders with **interactive** representations of **student data** that provide **actionable information** that will lead to increased **student achievement**.

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Resources

- InterAct
- Campus Community
- Sandbox (An area to play)
 - https://ccsdstaging.infinitecampus.org/campus/clark_sandbox.jsp
- support.ccsd.net



Technology & Information Systems Services Division, Innovative Teaching & Learning Unit

Questions?



Technology & Information Systems Services Division, Innovative Teaching & Learning Unit