Infinite Campus Quick Reference Guide – *Office Staff*

Task	Purpose	Path	Steps
Print an Attendance Roster for a Substitute	To print a blank report for a substitute to complete.	Index > Attendance > Reports > Sub Attendance Roster	1. Select effective date. 2. Select period. 3. Select teacher(s). 4. To select multiple teachers, hold down **shift** while selecting the teacher. 5. Click Generate Report.
Input Attendance for a Teacher	To enter attendance codes on groups of students (or individuals), based on individual class periods, whole days, a range of days, or a specific time period. *Also useful for entering future absences.*	Index > Attendance > Attendance Wizard	1. Select the correct attendance date. 2. Select a mode. 3. Mark appropriate student and/or period data. 4. Click Save Attendance.
Create a Daily Attendance Report (Summary Report)	To view and edit attendance codes as they are entered by teacher. Results in a summary report of all students.	Index > Attendance > Daily Attendance	1. Enter Date. 2. Choose Summary Report or Caller Report. (Summary Report shows all students' attendance marks. Caller Report shows all student attendance marks and parent/guardian phone numbers).
Update an Individual Student's Attendance Code(s)	Allows you to modify attendance codes as you receive reasons for absences/tardies.	Search Student. Then, go to: Index>Student Information> General > Attendance Tab	1. Pull up your student. 2. Go to Attendance tab. 3. Select NEW. 4. Change date. 5. Select period. 6. Select code (drop-down menu). 7. Add comments and hit save.

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Create a Class Roster (May also be used for Field Trips and Census Cleanup)	This report displays student rosters for each section for each teacher or course selected. The Effective Date is used to determine both the active Teachers assigned to the Course-Section and which students to include on the roster. The sections can be sorted by Course Name, Course Number or Period for each teacher selected.	Index > Student Information > Scheduling/Reports > Section Roster	1. Select Term. 2. Select Period(s). 3. Select Teacher(s). 4. Select Date. 5. Choose printing, output and extra options. 6. Select Sorting preference. 7. Generate Report. 8. **For Field Trips**: Select the "Show Guardian Information" Box. This will print all of the contacts associated with either parent and/or guardian, for emergency purposes.
Create an Emergency Contact/Non-Household Member Report (by Student, Grade, Teacher or Period)	This standard report includes a student's demographic information, household information, and non-household contact information.	Index > Census > Reports > Census Verification	1. Select the Grade of Student(s) 2. Select Primary, Secondary and Non-Household 3. Select any other boxes you'd like to include 4. Generate Report
Determine Which Teachers Have/Have Not Taken Attendance	This tool monitors classroom attendance.	Index > Attendance > Classroom Monitor	1. Select Date. 2. Check "Primary Teachers Only" box. 3. Shows all teachers attendance: **RED** means attendance *has not* been taken; **GREEN** means attendance *has* been taken.

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Generate a Report of Who Created an Attendance Mark on a Student: FOR SELECTED DAYS	This report will extract attendance changes that have been made **for the selected attendance date** range during the selected modification time frame. Each modification to a student's section attendance is displayed in a separate row so please try to limit the length of the Attendance Date Range entered. The report can be printed in two formats CSV and HTML.	Index > Attendance > Reports > Attendance Change Tracking	1. Enter Attendance Date Range. 2. Select Filter Criteria. 3. Choose one of three filters: ("Include only attendance audit records that are tied to a course section") is the most common. 4. Select Format CSV or HTML (CSV will Export to an Excel File. HTML will look like an ad hoc query report. No pretty-formatted PDF is available for this). 5. Generate Report.
Generate a Report of Who Created an Attendance Mark on a Student: FOR A SECTION OR TEACHER	This report will display changes to the student attendance in a **course section**. Enter the Attendance Date Range and the Modification Date Range. Each modification to a student's attendance record displays in a separate row in the report so please limit the length of the Attendance Date Range entered. Select the course sections of interest and the desired printing option.	Index > Attendance > Reports > Section Change Tracking	1. Enter Attendance Date Range. 2. Select Filter Criteria. 3. Select a Teacher(s) and/or Section(s). 4. Choose to Print by Teacher or Course. 5. Generate Report. (PDF is the only available option for this report.)
Pull an Ad Hoc Report for General Message to All Active Students	This may be used for Messenger.	Index > Ad Hoc Reporting > Filter Designer	1. Go to your school's folder in Ad Hoc Reporting, or the general Ad Hoc Reporting Folder. 2. Select "Messenger All Students."
Create Mailing Labels (You must have Census User Rights to perform this function).	This report will generate mailing labels for the students who meet the search criteria. *Only addresses marked as mailing addresses will be included.*	Index > Census > Reports > Mailing Labels	1. Print labels for households: will print one label with a single guardian name per household when selected. 2. Print labels for students: will print one label per student when selected.

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Add or Edit a Teacher/Section Record	Where you can edit staff information related to sections and courses.	Go to the Search Tab > Course/Section > Type Grade Level (0, 10, 20, 30, 40, 50, 60 for elementary or appropriate code for secondary courses. Press Go Button > Select correct course	**Section Tab:** Edit or Add section as needed - When adding a new teacher to the grade level use the same section number for each subject. - Click boxes for trimesters 1, 2 & 3 for each subject and press the Create Section button at bottom of screen. **Staff History Tab:** Click the New Primary Teacher Find the new teacher and press the save button.
Pulling Class Count Report	Allows you to see current class counts.	Index > Ad Hoc Reporting > Data Export > Secretary/Office Professional	Follow the steps in the previous column, then select: - Curriculum HR Teacher Counts (Elem) or - Curriculum Period Counts (Sorted By Teacher) - MS/HS (Secondary) Select an export format and hit *Export.*
Copy Student Rosters to Other Courses	***Do this only after the 2nd week when all classes are settled and there are no more class movement or switches!***	Index > Scheduling > Roster Copy	1. Source Calendar = 14-15 T _____ (school name). 2. Source Schedule Structure = Main. 3. Source Section = Choose Teacher. 4. Destination Schedule = Main. 5. Destination Course = Choose Subject. 6. Destination Section = Choose Teacher. 7. Press <u>Run</u>.
Running a Staff History Report	Run a report to see staff history.	Index > Scheduling > Reports > Staff History >	1. Select Course(s). 2. Select Primary Teachers (and Teacher if you have any co-taught courses). 3. Make any other selections needed and press generate.

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Running the Student Gap Scheduler	This report shows which, if any, students are not assigned to a course.	Index > Scheduling > Student Gap Scheduler >	1. Pick a grade or All Students. 2. Select a report type (detail gives you the most helpful information). 3. Select which period(s) you would like to include (and MS/HS: do not click Periods 00, 7, 8, and 9 unless you are specifically looking for those periods). 4. Press Find Students or Generate Report. Find Students brings up the students who need classes/courses on the left side of the screen so you can edit right away. Generate Report brings up a PDF report of those same students.
Generate Record of Callers Who Give Reasons for Absences	This standard report includes Summary or Caller reports. Comments will show on those records where they were entered by office staff.	Attendance > Daily Attendance > Summary Report	1. Select the date 2. Generate Caller Report or Summary Report
Race and Ethnicity Breakdown and Totals	Report shows grade level, race/ethnicity and totals.	Index > Student Information > Reports > Enrollment Summary	1. Select Effective Date. 2. Choose School 3. Select Ethnicity – Federal 4. Select Format 5. Generate Report
Print Report Card	Print report cards for All Students or Grade.	Index>Grading & Standards > Reports > Report Card	1. Choose the Report Option 2. Select an ad hoc or Choose a Grade 3. Check Active Only for current students 4. Enter Effective Date 5. Select Sort Options 6. Select Batch Queue Options 7. Generate Report

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