SUMMER SCHOOL

INFINITE CAMPUS USER'S MANUAL

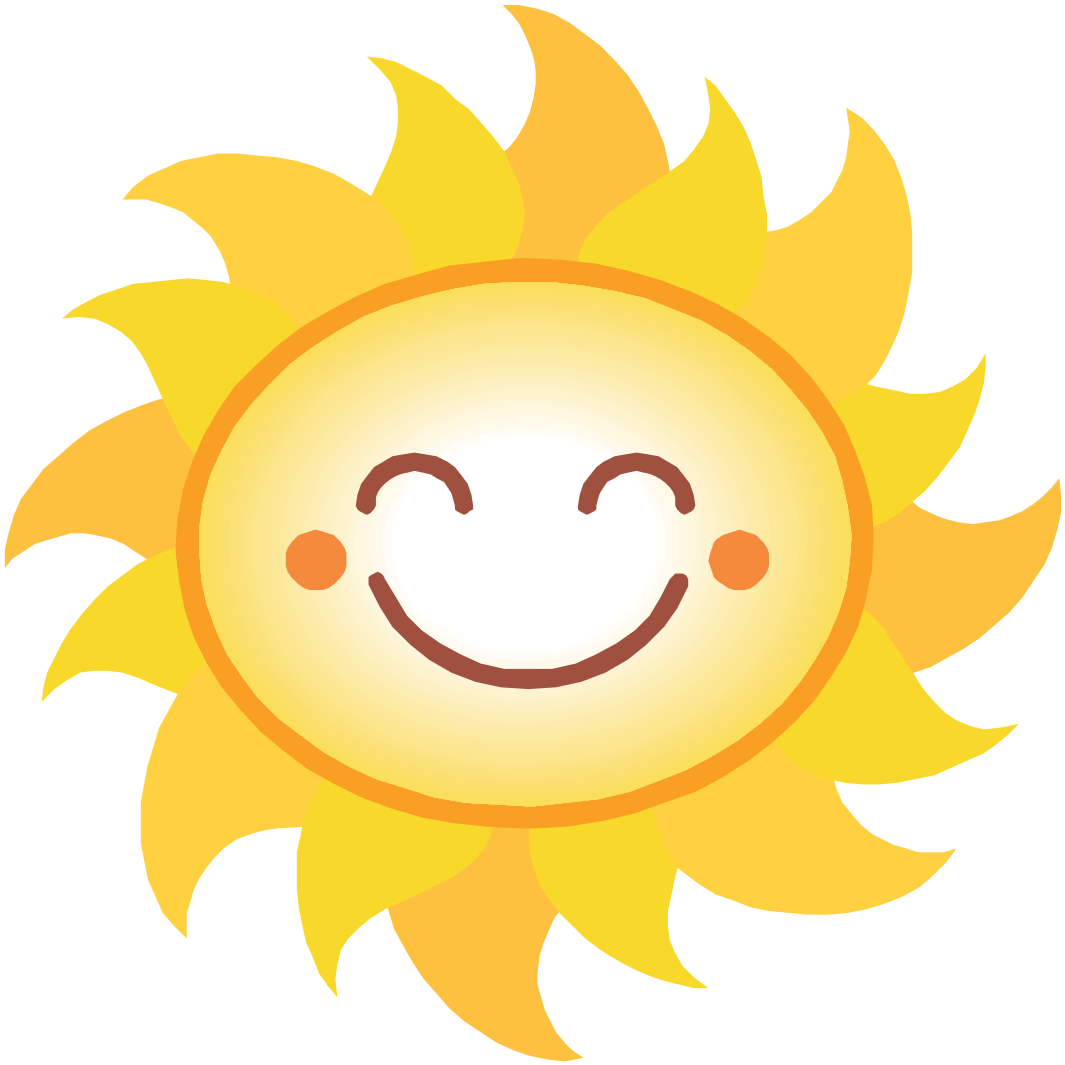


TABLE OF CONTENTS

Welcome and FAQ 3
Adding a Person 4
Adding an Address 5
The Census Wizard (creating a household) 6
Adding a Non-Household Relationship 9
Adding a Secondary Household 9
Adding a Person to an Existing Household 10
Changing Demographic Information for a Person 10
Changing an Address for a Household 10
Enrolling a Student 11
DESE Parkway State School Numbers 13
Registering a Student for a Course 14
Dropping/ Changing a Student's Course 15
Withdrawing a Student 15
Absence Reason Codes 16
Daily Attendance 17
Classroom Monitor 18
Attendance Wizard 19
How to print a Roster for a Course 22
How to print an Alpha Listing of Student with Courses 23
Printing Batch Schedules 24
Creating Mailing Labels 25
Grades (High School ONLY) 26
Missing Grades Report 27

WELCOME TO PARKWAY SUMMER SCHOOL 09-10

Your first step before enrolling or registering a student for summer school is to first decide if that student is a Parkway student already or if they will need to be added to Campus.

1. If they are already a Parkway Student please begin with Enrolling a Student on page 11.
2. If they are not a Parkway Student the student's household will need to be added to Infinite Campus. Entering a new household requires a 3 step process. Follow the directions for :
    - Adding a Person
    - Adding an Address
    - Finally create the household using the Census Wizard.

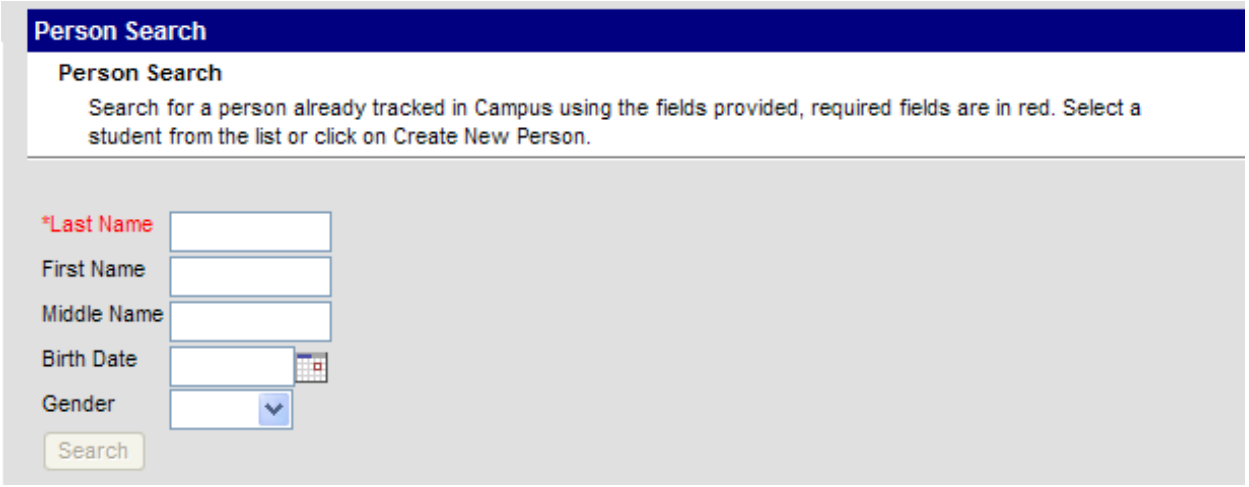
    The instructions start on Page 4.

FREQUENTLY ASKED QUESTIONS

1. **Do Social Security numbers have to be entered for new students?**
   If we are given the social security number please enter the information into Campus. However we can not require that they give us this information.
2. **Will Non-Parkway students be given State ID#'s and Parkway student numbers?**
   Non-Parkway students will be added to Infinite Campus like any other student. Therefore, they will receive a Parkway student number. The State ID will be entered by the Technology department.
3. **What is the first date in district for a KG that will be starting in the 09-10 year but who is also going to summer school?**
   You will not need to enter a **First Date in District** on the Summer School enrollment record. The 09-10 year enrollment record will have the **First Date in District** as 08/17/09 which is correct. Do not change the enrollment record for the 09-10 school year.

ADDING A PERSON

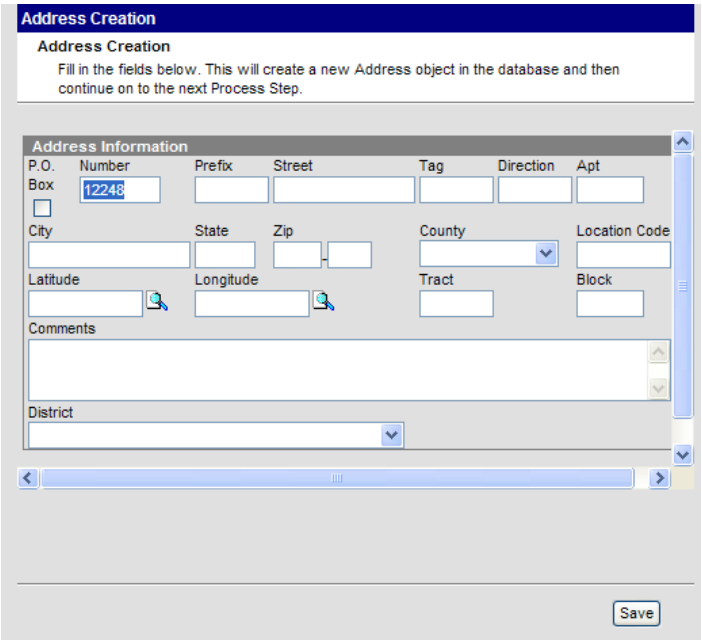
1. From the Index tab, click **Census** then click **Add Person**.
2. To determine whether a person is already in campus you will need to perform a search. Use the search criteria on the grey screen. When searching for a person, use as little information as possible. For example, if searching for Jason Jones, only enter **Jones** in the Last Name field and **J** in the First Name field.
3. Click **Search**.



4. If the person exists in campus their name will be displayed. Click on the **Details** link next to a person's name to determine if there if you have found an exact match.
5. If no matches are found, click **Create New Person**.
6. Enter the required demographic information using "**sentence case**".
    a. Last Name, First Name and Gender are required fields.
    b. **If the person being added is a student**, enter their **Birth Date** and **Race Ethnicity**. **ONLY ENTER BIRTHDATES FOR STUDENTS**.
7. Click **Save**.
8. If the person is **NOT** a student, click on their name to display the Demographics tab. Add all personal contact information provided (work, cell phone numbers, and email address).
9. Click **Save**.

ADDING AN ADDRESS

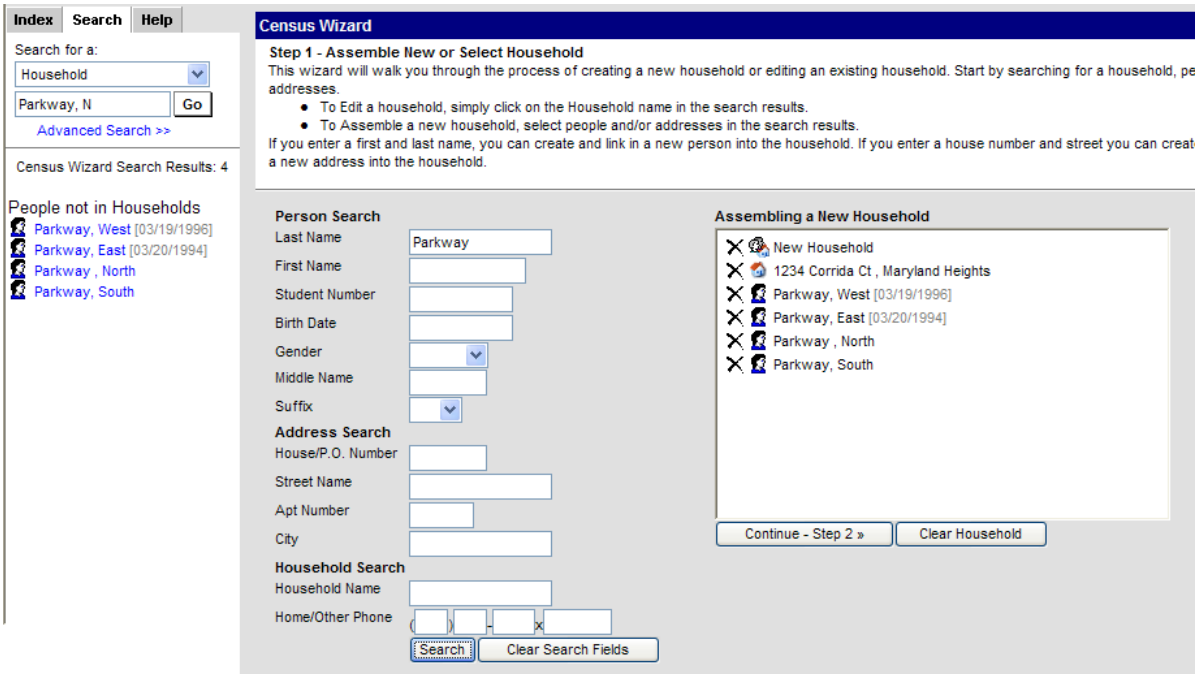
1. From the Index, click **Census** then click **Add Address**.
2. Enter the house/P.O. # in the appropriate field.
3. Click **Search**.
4. Review the search results. If the address does NOT appear in the list, click **New Address**. If the address appears in the list, check the address as described below.
    a. Click on the matching address in the display window.
5. Enter the address information using "sentence case".
    a. ***Prefix*** – a directional indication before the street name.
    b. ***Tag*** – the type of street, please use abbreviated street tags, such as, Dr., St., Ln., Ct. and Blvd.
    c. ***Direction*** – directional indication after the street name and tag.
    d. Leave County, Location Code, Latitude and Longitude fields blank.
    e. If the address is a P.O. Box click the "P.O. box" checkbox and enter the number of the P.O. Box in the "Number" field.
    In most cases, PO boxes can only be used for "secondary" parent addresses. You must have approval through Mary Theriot (5-5062) to use a PO Box for the student's primary address.



THE CENSUS WIZARD

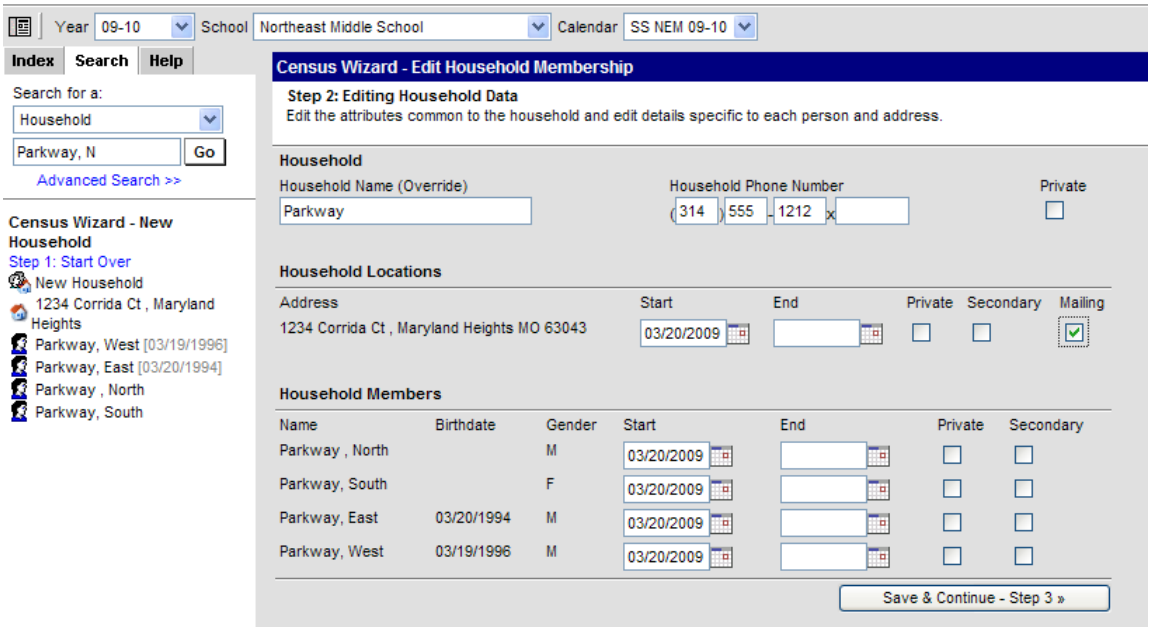
Assemble the Household

1. From the Index tab, click **Census** then **Census Wizard**.
2. Enter the last name of a person to be added to the household, click **Search**.
3. Click on the person's name in the outline (left side of the screen). After you click the person's name they will appear in the **Assembling a New Household** box.
4. Repeat steps 2-3 until all people belonging to the household appear on the right side of the screen in the **Assembling a New Household** box.
5. Click **Clear Search Fields**.
6. Enter the address information (Number and Street) in the appropriate fields under **Address Search** and click **Search**.
7. Click on the correct address in the outline (left side of the screen) so that it appears on the right side of the screen in the **Assembling a New Household** box.
8. If necessary, a person or address can be removed from the **Household** window by clicking on the **X** next to their name or address.
9. Click **Continue – Step 2**



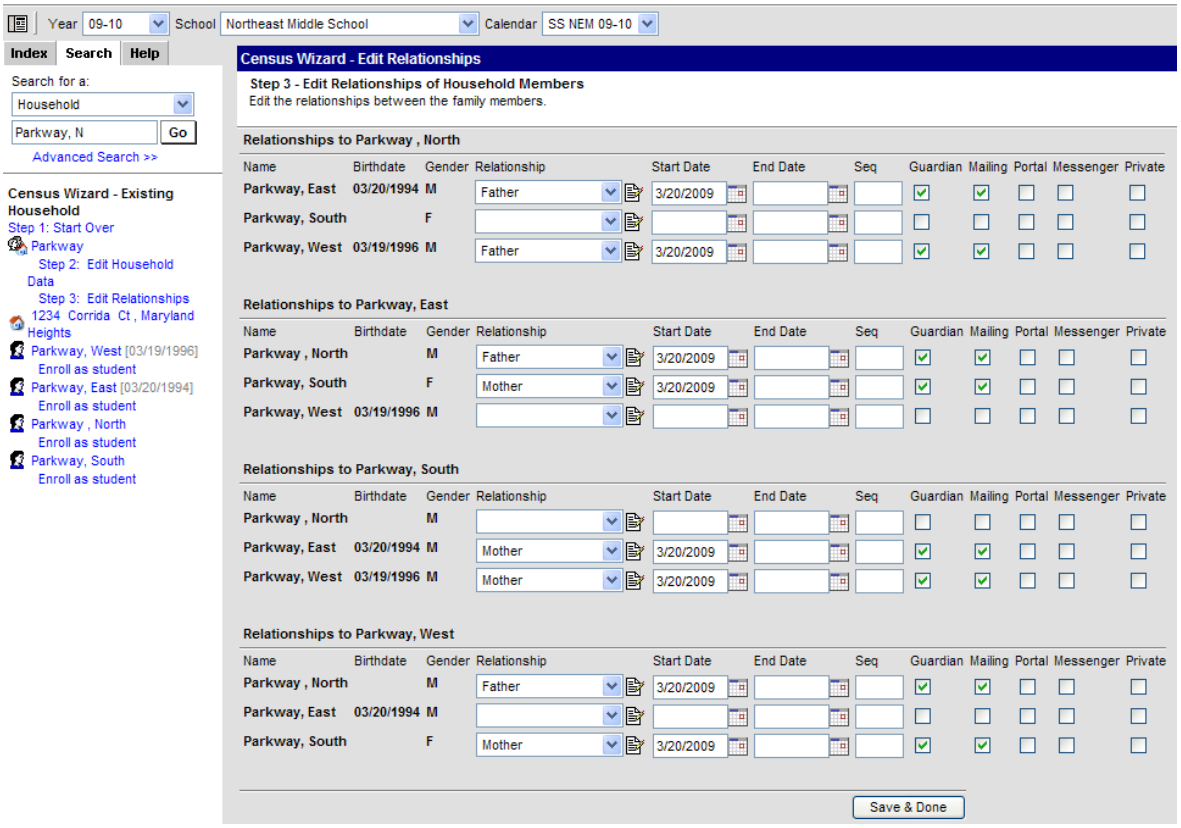
Household Membership and Mailing

1. Enter the **Household Name** (the most common surname in the household) in the appropriate field.
2. Enter a phone number in the **Household Phone Number** field. This number should be the primary phone number used for that household.
3. Enter a **Start Date** next to the address. This start date **WILL** always be the date the household is created in Infinite Campus.
4. Click the **Mailing** checkbox next to the address.
5. Check the Census Verification form to see if a household's address is **Private**. If it is, check the **Private** checkbox next to the address.
6. Enter **Start Dates** for all people in the household. This start date **WILL** always be the date the household is created in Infinite Campus. .
7. Click **Save & Continue – Step 3**.



Define Relationships within the Household

1. You only need to work with the **STUDENT** records in this section. Ignore the parents!!!
2. From the drop down menu, choose the appropriate **relationship**, for example, father/student or mother/student.
3. Mark the appropriate checkboxes for each relationship.
    a. *Guardian* – the person is the student's legal guardian
    b. *Mailing* – this person is allowed to receive mail for this student
    c. *Portal* – **Do not check this box**.
    d. *Messenger* – **Do not check this box.**
    e. *Private* – **Do not check this box.**
4. Parent relationships to each other **SHOULD be left BLANK**. Example: husband-wife, boyfriend-girlfriend, etc.
5. Click **Save & Done**. This will save the date but will only refresh the screen.



ADDING A NON-HOUSEHOLD RELATIONSHIPS

1. To add non-household relationships such as emergency contacts, click on the student's name in the search results (on the left side of the screen).
2. Click on the **Relationships** tab.
3. Click **New Non-Household Relationship**.
4. Search for the person.
    a. If the person is not already in Campus, click **Create New Person** and follow the **ADDING A PERSON** instructions on page 4.
    b. If the correct person shows up in the search results, click the name. Close the box by clicking the red X in the top, right corner. Before clicking, make sure your cursor looks like a little hand and NOT a four-point arrow.
5. Choose the best relationship from the drop down menu.
6. Enter a **Start Date** for the relationship. This start date **WILL** always be the date the household is created in Infinite Campus.
7. Click the appropriate check boxes for this contact. In most cases, NONE of the boxes should be marked.
8. Repeat steps 4-7 for additional non-household relationships.
9. Click Save.

NOTE: Secondary Parents should be in a "Secondary" household. They should NOT be listed as a "Non-Household Relationship".

ADDING A SECONDARY HOUSEHOLD

If you have to add a secondary household for a student whether it is for a Non-Parkway student or for a current Parkway student you will need to follow steps the steps for adding a new household:

- Adding a Person
- Adding an Address
- Finally create the household using the Census Wizard.
  The instructions start on Page 4.

Please **NOTE** that you on the second part of the Census Wizard, **Household Membership and Mailing**, you will need to click the check boxes for **Secondary**.

ADDING A PERSON TO AN EXISTING HOUSEHOLD

1. Add the new person to Infinite Campus following the instructions on page 4.
2. Click on the person's name to bring up their information.
3. Click on the **Households** tab, and then click **New Household Membership**.
4. Search for the household in which you want to place the person. Click on the correct household in the list.
5. Enter a **start date** for the household membership.
6. Click **Save**.

CHANGING DEMOGRAPHIC INFORMATION FOR A PERSON

1. Click on the **Search** tab.
2. Change the **"Search for a:"** drop down to say **All People.**
3. Type the last name, first initial in the box. Ex: Jones, J
4. Click **Go**
5. Find your person listed below and click on their name.
6. On the **Demographics** tab for that person you will be able to change their personal contact information.

CHANGING AN ADDRESS FOR A HOUSHOLD

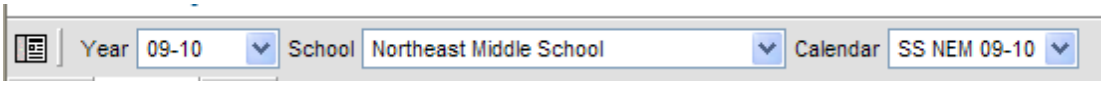
1. On the Search tab on the left side of the screen, type the Household name OR the name (last, first) of one member of the household in the box and search **Households**.
2. Scroll through the list of names and click on the correct household.
3. On the right side of the screen, click on the **Addresses** tab.
4. Click on the old address.
    a. Enter an **End Date**.
    b. Uncheck all of the boxes.
5. Click **Find New Address**.
6. Search for the new address by street number only.
    a. If the correct address appears in the list, click it.
    b. If the address does not appear in the list, click **New Address** then enter the address information.
        c. Click **Save**.
7. Enter a **start date** for the new address. (This is first day that the family will start living at that location.)
8. Check the appropriate boxes.
9. Click **Save**.

ENROLLING A STUDENT

NON-PARKWAY STUDENT

Do the following steps on the Enrollments tab for students new to the district or returning to the district:

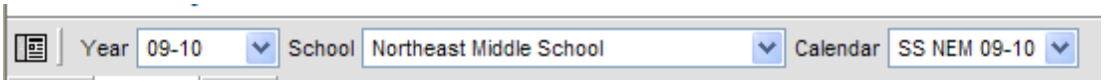
1. Create a new enrollment record by clicking on **New** on the Enrollments tab. **Make sure you are in the 09-10 Year**. Make sure you have the correct school selected in the drop down menu for school. Make sure you have the summer school calendar selected in the drop down.



2. Select a **Grade Level** for the student by making a selection from the drop down box (this will be the grade level they will be in for the 09-10 year).
3. Enter the **Start Date** of the new enrollment status record – this is the first date of summer school.
4. Enter a **Start Status** code by making a selection from the drop down box. **FOR SUMMER SCHOOL the Start Status will be Remained Advanced for all students.**
5. Select the **NH: Not Homeless** option in the **Homeless** field.
6. Select the **MN: Not Migrant** option in the **Migrant Indicator** field.
7. In the **State Reporting** area select the **Residing District** (Parkway C-2 096095) and enter your DESE state school number in the **Residing School** field – refer to the DESE State School Numbers on Page 13.
   *If the student is a **VST Student** then the Residing District will be St. Louis City (115115) and the DESE code will be 6280.*
8. Select the appropriate **Residing County** of St. Louis County (96) for ALL SUMMER SCHOOL students.
9. In the **State Reporting** area select the **Attending District** (Parkway C-2 096095) and enter your DESE state school number in the **Attending School** field – refer to the DESE State School Numbers on Page 13.
   *If the student is a **VST Student** then the Attending District will be Parkway (096095) and the DESE code will be your DESE code.*
10. Enter the appropriate **State Aid Resident Status** code for the student . **Parkway** Resident = **R1: Resident-1**, **VST** = **DI: Desegregated In**.
11. Select the appropriate **Primary Language** spoken in the home if applicable.
12. Select the **NLP: Not LEP** option in the **LEP** field.
13. Click **Save**.

STUDENT ALREADY IN PARKWAY (CAMPUS)

1. **Make sure you are in the 09-10 Year**. Make sure you have the correct school selected in the drop down menu for school. Make sure you have the summer school calendar selected in the drop down.



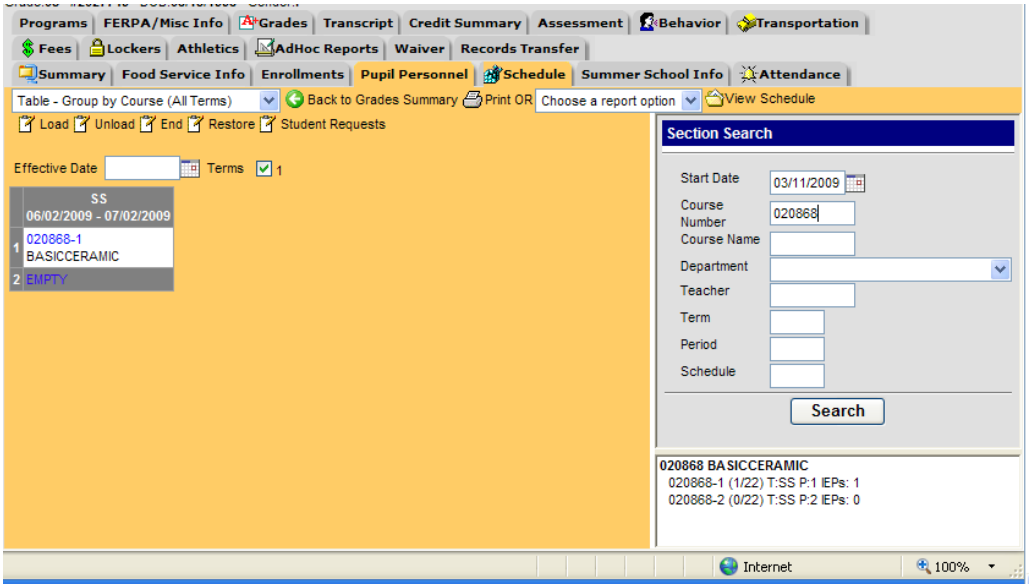
2. Locate the student by searching under **All People** under Census.
3. Click on **Student Name**.
4. Click on the **Enrollments** tab.
5. Click on **New**.
6. Select **Grade** Level (the grade level they will be in for the 09-10 year).
7. Enter the **Start Date** of the new enrollment status record – this is the first date of summer school.
8. Enter a **Start Status** code by making a selection from the drop down box. **FOR SUMMER SCHOOL the Start Status will be Remained Advanced for all students.**
9. Enter a **Start Comment** - for example: Attending Summer School from SWM.
10. In the **State Reporting** area select the **Residing District** (Parkway C-2 096095) and enter your DESE state school number in the **Residing School** field – refer to the DESE State School Numbers on Page 13.
    *If the student is a **VST Student** then the Residing District will be St. Louis City (115115) and the DESE code will be 6280.*
11. Select the appropriate **Residing County** of St. Louis County (96) for ALL SUMMER SCHOOL students.
12. In the **State Reporting** area select the **Attending District** (Parkway C-2 096095) and enter your DESE state school number in the **Attending School** field – refer to the DESE State School Numbers on Page 13.
    *If the student is a **VST Student** then the Attending District will be Parkway (096095) and the DESE code will be your DESE code.*
13. Click **Save**.

Parkway School District DESE State School Numbers

DESE School No.	Parkway School Name
4020	Barretts Elem.
4030	Bellerive Elem.
4035	Carman Trails Elem.
4040	Claymont Elem.
4060	Craig Elem.
4100	Green Trails Elem.
4110	Hanna Woods Elem.
4120	Henry Elem.
4130	Highcroft Ridge Elem.
4160	Mason Ridge Elem.
4180	McKelvey Elem.
4190	Oak Brook Elem.
4200	Pierremont Elem.
4210	River Bend Elem.
4220	Ross Elem.
4235	Sorrento Springs Elem.
4245	Shenandoah Valley Elem.
4260	Wren Hollow Elem.
3020	Central Middle
3040	Northeast Middle
3060	South Middle
3000	Southwest Middle
3080	West Middle
1050	Central High
1085	Fern Ridge High
1075	North High
1090	South High
1080	West High

REGISTERING A STUDENT FOR COURSES

1. Click on the **Search** tab.
2. In the Search for a: field you want to change the drop down to **All People**.
3. Type in the last name of the student, comma, and then the first name in the search box. (ex: Moore, Mariah)
4. Click on **Index**
5. Expand the list under **Student Information** by clicking on the plus to the left of it.
6. Click on **General**.
7. Click on the student's **Schedule** tab on the right.
8. Click on **Walk-in Scheduler** (on the far right of the screen).
9. Click **Search** (approximately in the middle of the screen).
10. In the **Section Search** box type in the **Start Date of 06/08/09 (first date of summer school)** and type in the **course number**.
11. Click **Search**.
12. This will bring up all **sections** available with that course number.
13. Click on the **Section** for which you want to register the student.
14. The information listed beside the course/section is (Course number, Section number, (number of students registered/ max students), Term name, Period, and IEP's (for IEP we do not currently use this in Parkway and will not be for summer school).
15. **Click on the option that you want**. Once you click on your selection it is loaded into the student's schedule on the left.



DROPPING/CHANGING A STUDENT'S COURSE

1. Click on Search
2. Click on Student for **"Search for a:"** and type the student you are looking for, last name then first name.
3. Click on the **Schedule** tab.
4. Click on the course on the students schedule that you want to drop/ change for the student.
   To get to the student's schedule. Click on Index > Student Information > General > then click on the Student's schedule tab.
5. A box will pop up and you can put in an **End Date**.
6. Click **Save**.
7. If you are adding another course in it's place you can repeat steps 8-14 under Registering a Student for Courses on Page 8.

WITHDRAWING A STUDENT FROM SUMMER SCHOOL

If you need to withdraw a student before Summer School is over:

1. Click on the **Enrollments** tab for the student.
2. Click on the Summer School Enrollment which should be **bold** because it is the active enrollment.
3. Change the **End Date** to the actual date you are withdrawing the student.
4. Enter any **End Comments**.
5. Click **Save**.

Absence Reason Codes

Reason Code	Description	Status	Excuse
AE	Absent Excused	Absent	Excused
AT	Athletic Event	Absent	Exempt
AU	Absent Unexcused	Absent	Unexcused
BR	Bereavement	Absent	Excused
BS	Bus Suspension	Absent	Excused
DE	Dentist Appointment	Absent	Excused
DO	Doctor Appointment	Absent	Excused
FT	Field Trip	Present	Exempt
FV	Family Vacation	Absent	Excused
GS	Gold Star	Absent	Excused
HB	Home Bound	Absent	Excused
IL	Illness	Absent	Excused
IS	In School Suspension	Present	Excused
LB	Late Bus	Absent	Excused
MB	Missed Bus	Absent	Unexcused
NB	No Bus	Absent	Excused
NIC	Not in Class	Present	Excused
OS	Overslept	Absent	Unexcused
RH	Religious Holiday	Absent	Excused
SUA	Suspended Absent	Absent	Excused
SUP	Suspended Present	Present	Excused
SV	School Visit	Absent	Excused
TDE	Tardy Excused	Tardy	Excused
TDU	Tardy Unexcused	Tardy	Unexcused
TR	Truant	Absent	Unexcused

DAILY ATTENDANCE

To Edit Student Attendance:

1. Go to Index > Attendance > Daily Attendance
2. Infinite Campus will automatically load the current day's attendance. If you want a previous date, type it in the box or use the calendar to select it and click **Refresh**.
3. Events that have been created or updated using Attendance Wizard or the student's attendance tab (Student Information > General) will show the code and a color coded status. (A legend for the color coding appears at the top.)
4. Any absence (A) or tardy (T) entered by a teacher that has not been processed by the attendance office will show with a yellow (unknown reason) background.
5. Select the event that needs to be edited by clicking on the attendance code. This will take you to a new screen with just that student's name and a drop down next to every period meeting.
6. In the drop-down menu, select the correct attendance code for that period. Select the blank option at the top of the menu will mark the student Present.
7. Enter any new comments in the **Comments** field.
8. If the change should be applied to all subsequent periods, click **Fill Down**.
9. If a student has absences and should be marked present for the entire day, click the **Clear** button.
10. Click **Save**.

To View Student's Attendance History:

1. Go to Index > Attendance > Daily Attendance
2. Click on the student's name in the table. Their attendance history for the school year (at your school only) will display.
3. You can make changes to a student's attendance information from this screen by following instructions 3-10 above.
4. Click on the **Daily Attendance** tab at the top of the screen to return to Daily Attendance.

CLASSROOM MONITOR

To get to the Classroom Monitor: Click on Index > Attendance > Classroom Monitor

This is used by the registrar or attendance secretary to determine which teachers have taken attendance for the day or for a specific period.

NOTES about Classroom Monitor:

- Classroom Monitor shows the attendance from the point of view of the courses.
- Any section highlighted in greed indicated that attendance **has** been taken for that section. Any section highlighted in pink has not had attendance taken.
- When looking at the Classroom Monitor grid, you'll see the course/section number followed by a number in parentheses. This shows present vs. scheduled students.
  (xx/xx) equals ("number of students present"/"number of students scheduled")
- Click on the course/section number (highlighted in green or pink) to bring up the attendance for that particular course/section.
- The email address and phone number for a teacher (as entered in Census > Person > Demographics Tab) will display by hovering over the icons in the **Contact** column.

Viewing Attendance for a Particular Course:

1. From your Index, click on **Attendance**.
2. Click **Classroom Monitor**. The Classroom Monitor will open for the current date based on the server clock.
3. To change the date, enter the desired date or select the date from the calendar icon. Click the **Refresh** button to open the monitor for the new date.
4. Click on a course/section number to pull up the roster for that class. Each student defaults to (P) present. The teacher can then choose (A) absent or (T) Tardy, but cannot enter a reason code.
5. Any change that YOU make to the attendance will **lock out the teacher** from that particular section, meaning he/she will not be able to take attendance for that hour. If the course/section is pink and you open it up, DO NOT SAVE if you want the teacher to be able to take his/her own attendance.

Taking Attendance for a Substitute Teacher:

If a class has a substitute teacher, he or she should be provided with a roster or seating chart in order to take attendance. When the form is returned to the office, the attendance secretary can enter the attendance using Classroom Monitor. Follow the instruction 1-4 above. Mark students absent or tardy as necessary and click Save.

ATTENDANCE WIZARD

The Attendance Wizard is found under **Attendance** on the Index. The date box will default to the current date; however, you can enter a different date if necessary. Click the button next to one of the following modes (under **Attendance Date**) to use the mode. The **Overwrite Existing Data** box will erase any existing attendance data for that date and/or period and replace it with the code and comments entered in the Attendance Wizard.

Mode: Daily

1. Search for the students whose attendance needs to be processed.
2. Search results will appear in the "**B. Select students to add to edit list**" box. Click on the student name(s) you need to edit. This moves their name to the "**C. Click on a student to remove from list**" box. (As implied, if you mistakenly added a student to the list, click on their name in box C to remove it.)
3. Next to "**4. Daily**" select the correct **Attendance Code** from the drop-down menu.
4. Enter any additional information in the **Comments** field.
5. Select the appropriate **Comment Option** from the drop-down menu.
    a. *Overwrite Existing Comments* will replace any previous comments.
    b. *Append Comments* will place the new comments after any previous comments.
    c. *Leave Existing Comments Unchanged*
6. Click **Save Attendance**

Mode: Period

1. Search for the students whose attendance needs to be processed.
2. Search results will appear in the "**B. Select students to add to edit list**" box. Click on the student name(s) you need to edit. This moves their name to the "**C. Click on a student to remove from list**" box.
3. Next to "**4. Period**" select the correct **Current Period** and **Attendance Code** from the drop-down menus.
4. Enter any additional information in the **Comments** field and select **Comment Option**.
5. Click **Save Attendance**

Mode: Batch

1. Search for the students whose attendance needs to be processed. You can search by any single field. Search results will appear in the "**B. Select students to add to edit list**" box. Click on the student name(s) you need to edit. This moves their name to the "**C. Click on a student to remove from list**" box.
2. Next to "**4. Batch**" select the correct **Attendance Code**.
3. Enter the date (and time, if needed) to begin applying the absence code in the **From:** area.
4. Enter the last date (and time, if needed) for the code in the **To:** section.
5. Enter any additional information in the **Comments** field.
6. Select the appropriate **Comment Option** from the drop-down menu.
7. Click **Save Attendance**

Mode: Edit

1. Select the date that needs edited, then select **Edit** mode.
2. Students who have an attendance event for that day will appear in column **B**.
3. Click on a student name in column **B** to display their attendance reason codes below.
4. Make a reason code change using the drop-down menu under **Code**. Change the number of **Present Minutes**. Enter any necessary **Comments**. If the change should be applied to all subsequent periods, click **Fill Down**.
5. Click **Save Attendance**.

Mode: Batch Edit

1. Search for the students whose attendance needs to be processed. This method is most useful for multiple students who will have the *same* attendance reason code over the same date range, such as for a field trip.
2. Search results will appear in the "**B. Select students to add to edit list**" box. Click on the student name(s) you need to edit. This moves their name to the "**C. Click on a student to remove from list**" box.
3. Under "**4. Batch** Edit," enter the date range for the attendance event. Start and End dates can be the same.
4. Select the correct reason code for the event from the drop-down menu under **Code**.
5. Present minutes will default to zero (0) if an absence reason code is entered, change if necessary. Add any additional information in **Comments**.
6. Click **Save Attendance**.

Mode: Check In

1. Search for the students whose attendance needs to be processed.
2. Search results will appear in the "**B. Select students to add to edit list**" box. Click on the student name(s) you need to edit.
3. Enter the **Attendance Code** to update the absences recorded up to the Check In time.
4. Enter any **Comments** as needed.
5. Click **Save Attendance**.

Mode: Check Out

1. Search for the students whose attendance needs to be processed.
2. Search results will appear in the "**B. Select students to add to edit list**" box. Click on the student name(s) you need to edit.
3. Enter the **Attendance Code**.
4. Enter a time in the **Current Time** (this is the time for which you want the attendance event to begin) and any **Comments**.
5. Click **Save Attendance**.

HOW TO PRINT A ROSTER FOR A COURSE

1. Click on **Search**
2. Choose **Course/Section** from the drop down for **"Search for a:"**
3. You can enter the course # you are looking for or you can leave the field blank (leaving the field blank will give you all course numbers for that school year).
4. Once you have found your course, click on the course itself.
5. Click on the plus beside the course to see the sections for that course.
6. Click on the section you want to print a roster for.
7. Click on the **Roster** tab
8. In the top right corner click the Print icon to print the roster.

OR

1. Click on **Index**
2. Click on **Scheduling**
3. Click on **Reports**
4. Click on **Section Rosters**
5. Click on **SS** for **Term**
6. Click on which **Period** (or you can choose both by holding down CTRL + and clicking on both periods)
7. You can choose to exclude the address and phone number if you wish.
8. You can choose to add page break after each section or not by checking the box.
9. Enter the **Effective Date** as the first date of summer school.
10. Choose which **Teacher** you want from the list.
11. Click **Generate Report**.

HOW TO PRINT AN ALPHA LISTING OF STUDENTS WITH COURSES

1. Click on **Index**
2. Click on **Ad Hoc Reporting**
3. Click on **Data Export**
4. Under your Saved Filters click on **"SS Alpha List of Students with Course"** This filter was created and added to your login. If you do not have it please contact Amanda Moore in Technology.
5. Click on **PDF Report** under **Pick an Export Format**.
6. Click **Export.**

PRINTING BATCH SCHEDULES

1. Click on **Index**
2. Click on **Scheduling**
3. Click on **Reports**
4. Click on **Schedule Batch**
5. For **Report Options** leave it to **Use the Default Format**
6. Pick the **Grade** that you want to see in your report or just leave it marked as **All Students**.
7. Enrollment **Effective Date** is the first day of Summer School.
8. Click on **Print one copy per student** (if not and a student has a secondary home then will two will print out for that student).
9. Leave **Alpha** checked for **How would you like your report sorted**?
10. Click **Generate Report.**

OR

As we talked about in training - If you wish to have your schedule generated into a letter for each student please send the letter you want typed to Amanda Moore so she can create it in Campus for you and then follow the directions below:

1. Click on **Index**
2. Click on **Ad Hoc Reporting**
3. Click on **Report Builder**
4. Click on the **Saved Filter "Summer School Students"** (this filter was created by Technology. If you do not have it in your saved filters please contact Amanda Moore in Technology).
5. Click on the **Saved Reports "Schedule Letter"** (this filter was created by Technology. If you do not have it in your saved filters please contact Amanda Moore in Technology).
6. **Set Operation** should be selected as Union.
7. **Sort Options** should be Alpha.
8. Click **Build Report**

CREATING MAILING LABELS

1. Click on **Index**
2. Click on **Census**
3. Click on **Reports**
4. Click on **Mailing Labels**
5. Leave the **Grade / Adhoc** button selected.
6. Choose which **Grade** you want labels for or leave **All Students** selected.
7. For **Enrollment Effective Date** enter the first date of summer school.
8. For **Choose Print Options:** decide if you want to Include Guardian's Name OR you want it to say To Parent/Guardian of:
9. Leave **Student** selected for **Print the labels for**
10. Leave **Name** selected for **How would you like the report sorted?**
11. Click **Generate Report.**
12. The labels will open up in a PDF. When you choose to print please change the Page Scaling to None or the labels will not print correctly.

GRADES (for High School ONLY)

Teacher Grading Instructions

1. Posting Grades
   a. Go to Instruction > Gradebook
   b. From the "Section" drop-down menu, select the class you want to submit
   c. From the "Select a Task" drop-down menu, select the appropriate term.
   d. The **yellow** area in the gradebook shows the cumulative grade. The **green** area shows the grade that will be submitted during grade posting.
   e. In one of the **green** columns, right click on any student grade.
   f. Select "Post grades to other task" and select the Summer School grading task.
   g. Click Save.
   h. **Important** – Any change you make in your gradebook will NOT change the posted grade unless you repeat steps (e) through (g.)

2. Change or Override a Posted Grade
   a. Go to the green area and click on the student's posted grade you want to change.
   b. Click on the arrow that appears and select the correct grade from the drop-down menu.
   c. Click Save.
   d. Repost your grade book using steps (e) through (g) above. Grade changes can be made as often as necessary while the grading window is open.

Missing Grades Report (for High School ONLY)

On your Index, click: Grading & Standards > Reports > Grades Report

This will open the "Grades Batch Report." Here, you can create a variety of grade reports, including a "Missing Grades Report".

1. Select the **Grade** button and choose **All Students**.
2. You may leave the **Enrollment Effective Date** as the default, which is the date you run the report.
3. Under **Select Grading Tasks** hold your Ctrl key and click the correct grading task.
4. Select the correct grading term.
5. In the window next to **Select Teachers**, click **All**.
6. Click the **Teachers** button next to **Group by**.
7. Click the **Show available grading scores** link next to the Generate Report button.
8. You will see that all of the boxes are checked. Click on the **All** box to remove all of the checkmarks. Now, click on the **Missing** box.
9. Click the **Generate Report** button.

A pop-up window will open with your PDF report. It is organized alphabetically by teacher and then numerically by course and section.

You can save, print or email this report. If you choose to email, you can only send the entire report.