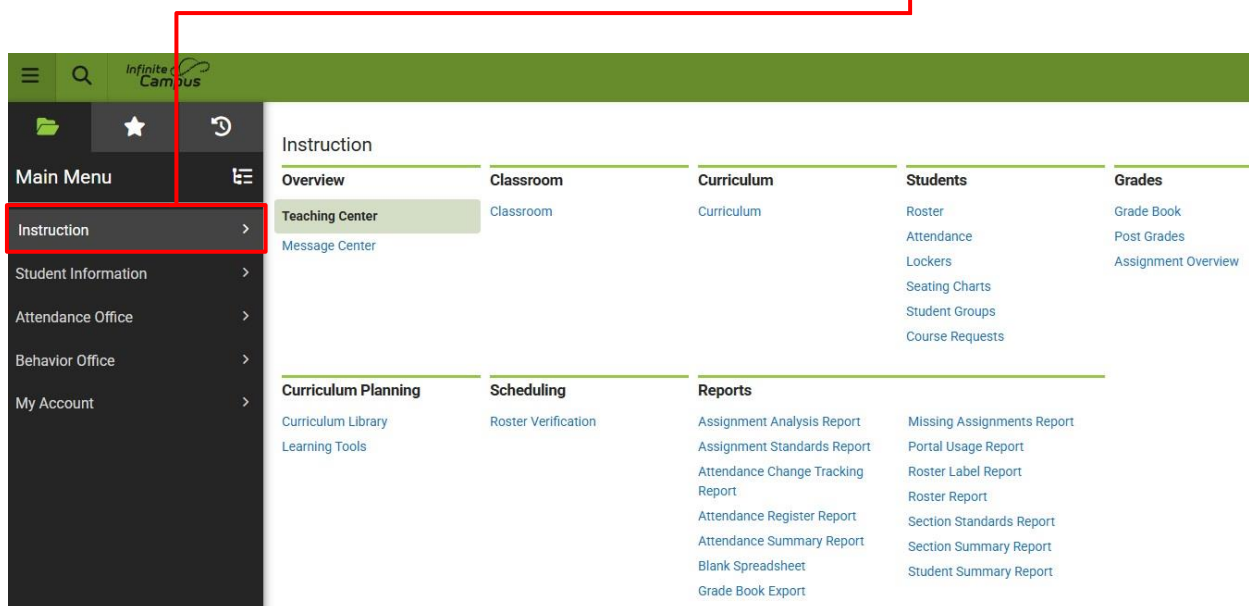


Campus Instruction is the main interface within Infinite Campus where teachers manage daily tasks, including taking attendance, managing grades, and accessing student information

Navigating Campus Instruction

The new look and feel of Infinite Campus joins **Campus Instruction** with the rest of the Campus tools and removes the need to use two separate spaces of Infinite Campus to complete your work. All **Campus Instruction** tools are now available by selecting the **Instruction** menu item.




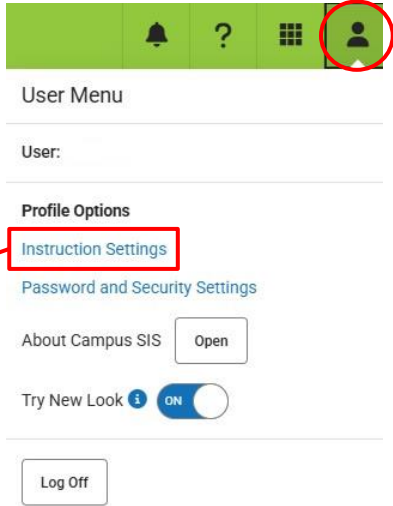
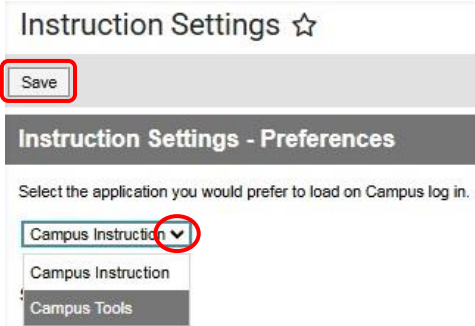
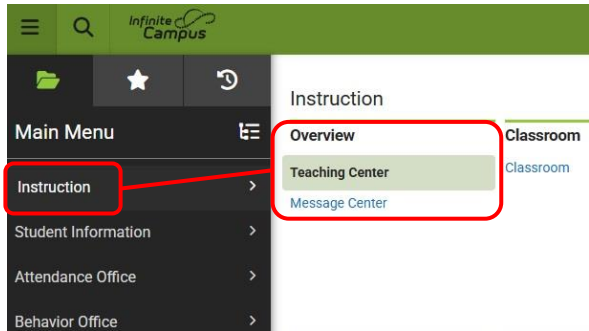
The screenshot shows the Infinite Campus interface. On the left is a 'Main Menu' sidebar with items: Instruction, Student Information, Attendance Office, Behavior Office, and My Account. The 'Instruction' item is highlighted with a red box. A red line extends from this box to the 'Instruction' section of the main content area. The main content area is titled 'Instruction' and contains several sub-sections: Overview, Classroom, Curriculum, Students, and Grades. Each sub-section lists various tools and reports available within that category.

Overview	Classroom	Curriculum	Students	Grades
Teaching Center	Classroom	Curriculum	Roster	Grade Book
Message Center			Attendance	Post Grades
			Lockers	Assignment Overview
			Seating Charts	
			Student Groups	
			Course Requests	
Curriculum Planning	Scheduling	Reports		
Curriculum Library	Roster Verification	Assignment Analysis Report	Missing Assignments Report	
Learning Tools		Assignment Standards Report	Portal Usage Report	
		Attendance Change Tracking Report	Roster Label Report	
		Attendance Register Report	Roster Report	
		Attendance Summary Report	Section Standards Report	
		Blank Spreadsheet	Section Summary Report	
		Grade Book Export	Student Summary Report	

After clicking on the **Instruction** menu item, all the associated Instruction Tools are on a single screen, organized by category. You can quickly and easily see all of the tools available and understand the tool relationships based on their category.


Managing Account Settings

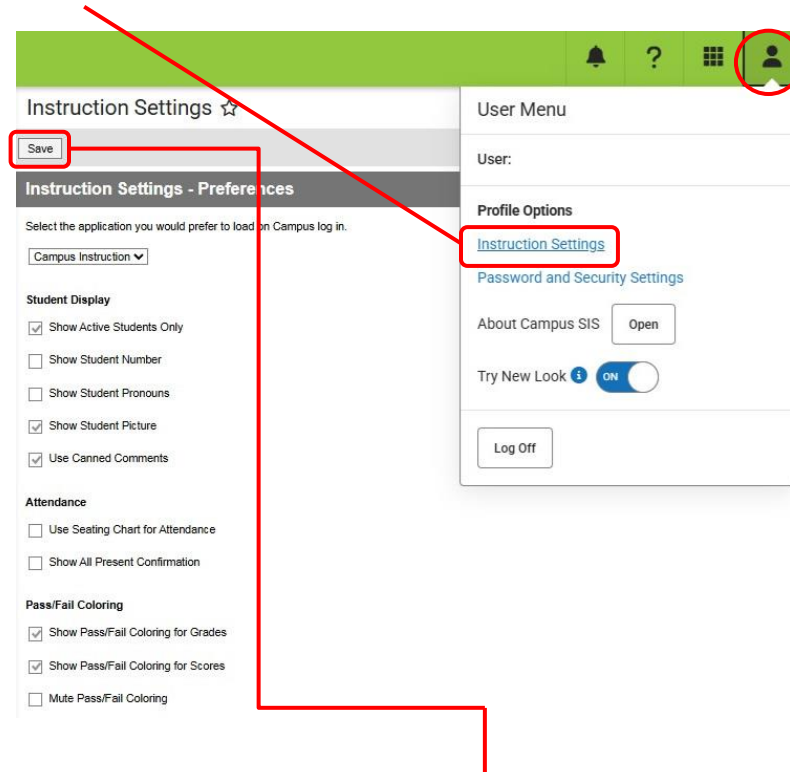
Users can set display preferences for Campus Instruction in the **Account Settings** tool found in the **User Menu**.

<p>Application Settings You can select the application you would prefer to load when you log into Infinite Campus.</p> <p>To select/change the application that loads when you login to Infinite Campus:</p> <ol style="list-style-type: none">1. Click on the User Menu  icon from the upper right-hand corner of the menu bar.2. Click on Instruction Settings.	
<p>From the Instruction Settings window that appears:</p> <ol style="list-style-type: none">1. Click on the drop-down arrow to the right of Campus Tools / Campus Instruction.2. Click on the application you want to load when you log into Infinite Campus.3. Click Save. <p>Campus Tools – Displays the Message Center as the default login page when selected. Allows you to view District and school announcements</p> <p>Campus Instruction – Displays the Teaching Center as default login page when selected.</p>	
<p>Users will be able to toggle between applications when needed.</p> <ol style="list-style-type: none">1. Click on Instruction from the Main Menu.2. Under the Overview category, click on Teaching Center, or Message Center.	

Instruction Settings

Infinite Campus **Instruction Settings** allow users to customize their experience within the Campus Instruction application, including login preferences, student display options and gradebook settings. These preferences apply to your entire account.

1. Click on the **User Menu**  icon from the upper right-hand corner of the menu bar.
2. Click on **Instruction Settings**.



3. Once you have set your display preferences, click **Save**.

Student Display Preferences

Show Active Students Only – When marked, only students who are active will be displayed on the teacher's roster. If not marked, inactive students will be displayed in red text.

Show Student Number - Mark this preference to view students' numbers following student names throughout Campus Instruction.

Show Student Pronouns - Mark this preference to display students' pronouns next to their name in the throughout Campus Instruction.

Show Student Picture - Mark this preference to view student pictures throughout Campus Instruction.

Use Canned Comments – When marked, allows teachers to select from District-created comments for report cards.

Attendance Preferences

Use Seating Chart for Attendance – Mark this preference to set the default seating chart as the default view when taking attendance, rather than a roster list. The option to take attendance by **Attendance List** will still be available even when this option is marked.

Pass/Fail Coloring Preferences

Show Pass/Fail Coloring for Grades – Mark this preference to turn on color coding for students' In Progress Grades and Proficiency Estimates. Passing grades are indicated in green and failing grades in red. Grades are considered passing based on the Grading Scales or Rubrics selected in the Grade Calculation Options.

Show Pass/Fail Coloring for Scores – Mark this preference to turn on color coding for student's scores on individual assignments. Passing grades are indicated in green and failing grades in red. Grades are considered passing based on the Grading Scales or Rubrics selected in the Grade Calculation Options, unless there are Assignment Marks aligned to a specific assignment.

Mute Pass/Fail Coloring - Mark this preference to use lighter shades to color code student grades and scores. Some users find the muted colors less intrusive.

IT Support

Campus Instruction – Account Settings:

If you have questions regarding the setup of **Campus Instruction** after reviewing the steps above, please submit a support request via email to epssupport@eriesd.org.