

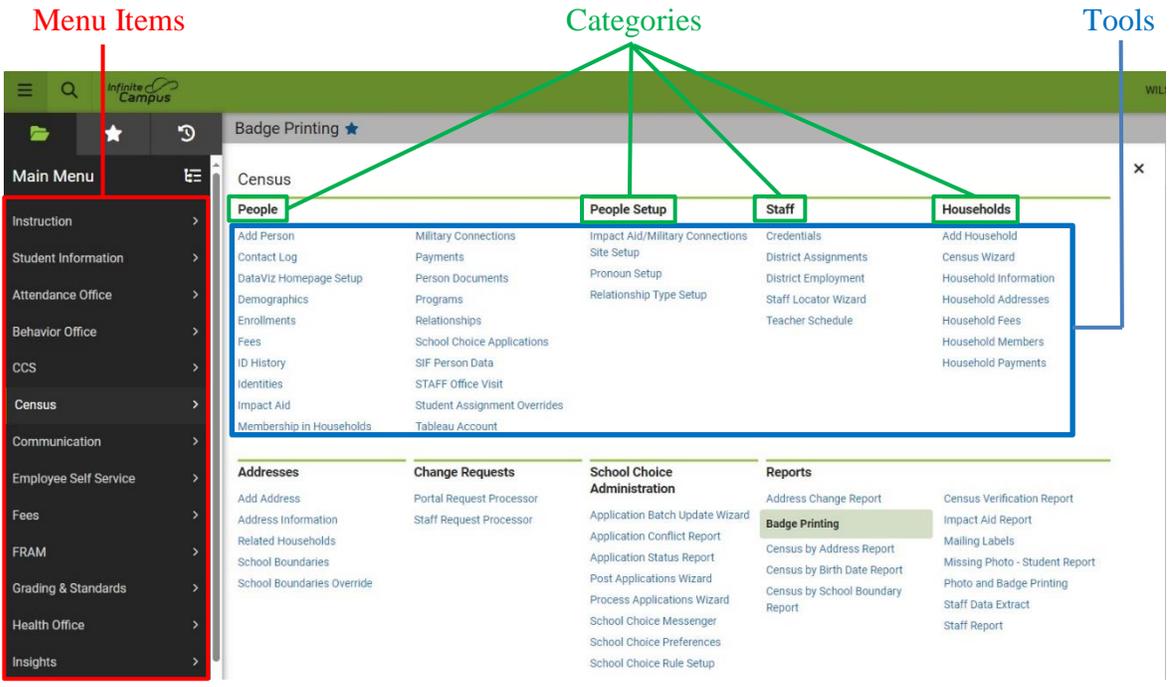
Infinite Campus has a new look. This new Infinite Campus interface contains all of the same tools as the current Infinite Campus but with a different look and feel. The following documentation provides an overview of the new Infinite Campus interface.

Infinite Campus New Look Improvements

- A simplified navigation structure
- Responsive IU design
- A unified search menu for quickly searching a multitude of data
- A user-created menu of favorite tools
- Quick access to recently used tools
- Intuitive related tools toolbar

Simplified Navigation

Navigation is greatly simplified in the new look of Infinite Campus. With the new Infinite Campus interface, all tools within a menu item (i.e. Instruction, Student Information, Behavior, etc.) are displayed 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.



Menu Items

Categories

Tools

Category	Tools
People	Add Person, Contact Log, DataViz Homepage Setup, Demographics, Enrollments, Fees, ID History, Identities, Impact Aid, Membership in Households
People Setup	Military Connections, Payments, Person Documents, Programs, Relationships, School Choice Applications, SIF Person Data, STAFF Office Visit, Student Assignment Overrides, Tableau Account
Staff	Impact Aid/Military Connections, Site Setup, Pronoun Setup, Relationship Type Setup, District Assignments, District Employment, Staff Locator Wizard, Teacher Schedule
Households	Credentials, Add Household, Census Wizard, Household Information, Household Addresses, Household Fees, Household Members, Household Payments

Main Menu

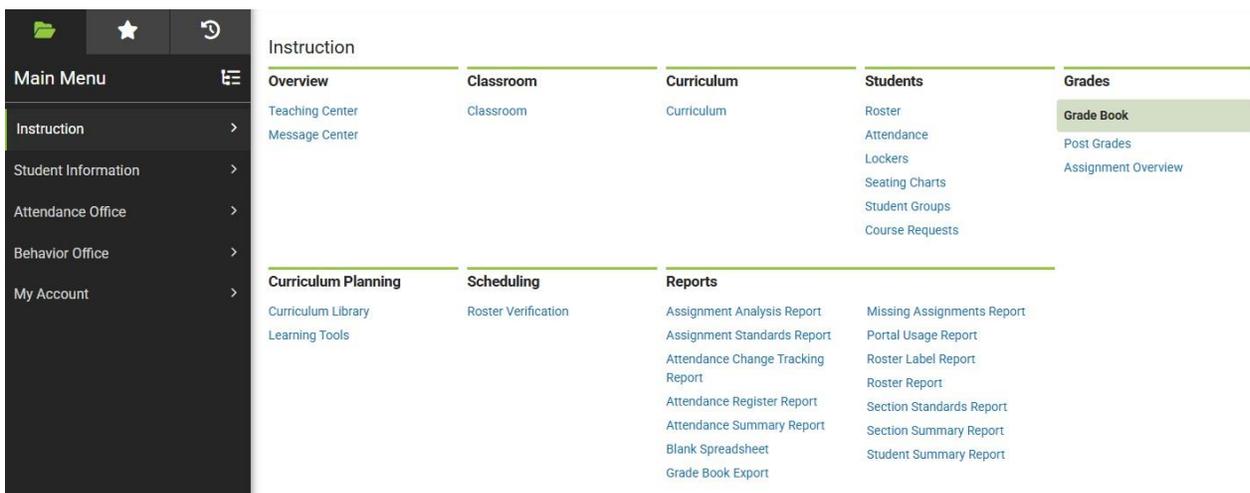
The **Main Menu** is used to navigate your Infinite Campus tools.

The **Main Menu** can be viewed as a **Fly Out** (default in New Look) or as a **List** (similar to “old look”) to navigate to your tools by expanding menu items.

Click on the **View Main Menu** icon to switch between the Fly Out View  and List View .

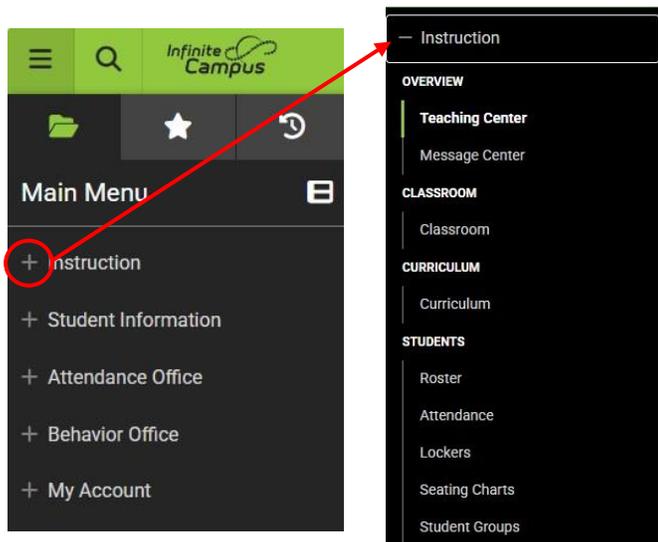
Main Menu - Fly Out View

The **Fly Out View** provides more in-depth information within the Infinite Campus interface without requiring users to navigate to separate pages or screens. The user sees an organized list of categories and tools based on the menu item selected.



Main Menu – List View

The **List View** (similar to the “old look”) provides navigation to the tools in IC by expanding menu items. Click on the desired menu item to expand the associated categories and tools.

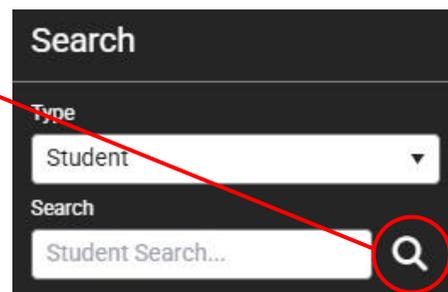
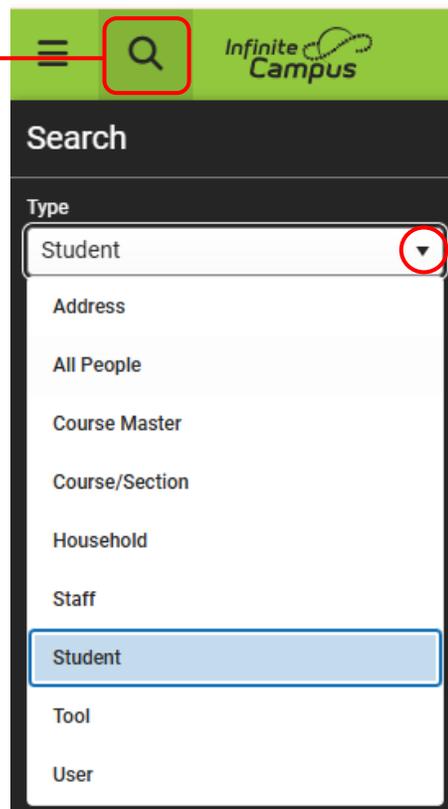


Search Menu

The **Search Menu** allows you to quickly and easily search a multitude of data within Infinite Campus.

1. Open the **Search Menu** by clicking on the **Search**  icon. _____
2. Change the search context by clicking on the drop-down arrow.
3. From the menu that appears, you can use the **Search** field to search for a student, search for tools, staff, etc. (*options that appear are based on your tool rights*).
4. Select the type of data you wish to search for and enter your search criteria.

5. Hit **Enter** or click on the **Search**  icon.
Search results will appear below the search box.

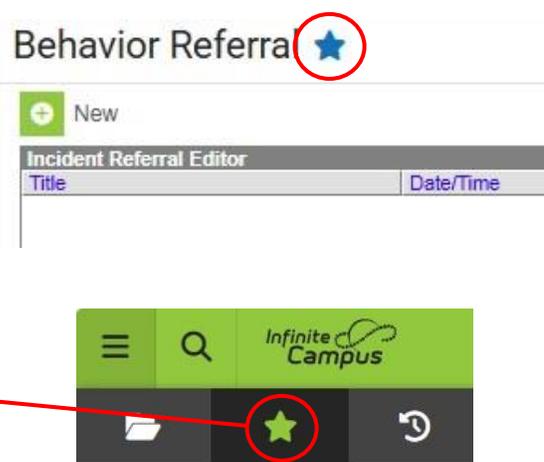


User-Created Menu of Favorite Tools

Users can now mark tools as favorites and have these tools populate a separate menu. This allows for access to those tools that you find most important and use on a daily basis.

To add a tool to your **Favorite Menu**:

1. Click on the  icon next to the tool name that you are actively using (*when selected, the favorite icon will turn solid blue*).
2. From the **Menu Bar**, click on the **Favorite**  icon to view your menu of favorited tools.

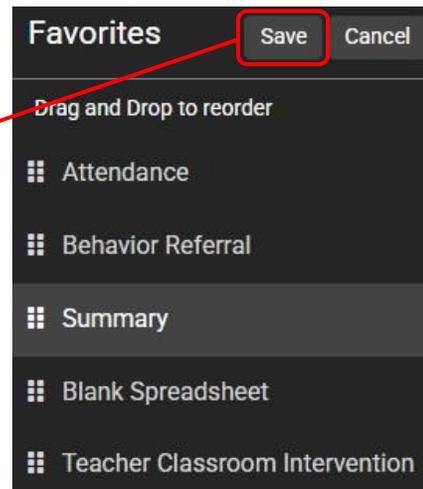
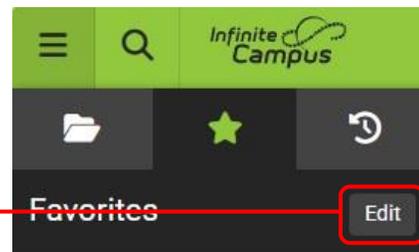


Editing the Order of Your Favorite Tools

You can organize your **Favorite Tools** in the order that is most useful to you.

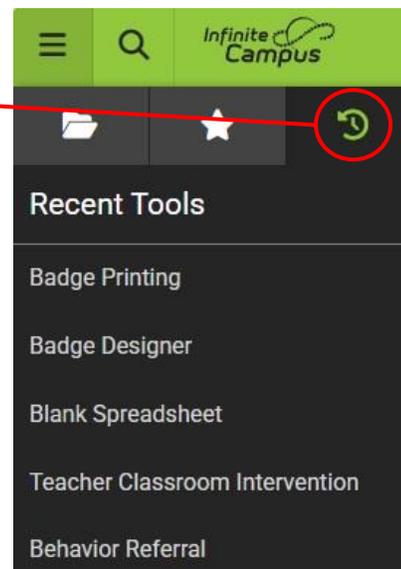
To organize your **Favorite Tools**:

1. If necessary, click on the **Menu Toggle** button from the top left-hand corner of the Menu Bar.
2. Click on the **Favorite Tools** icon.
3. Click **Edit**.
4. Click and drag/arrange the favorited items in the desired order.
5. When you are finished, click **Save**.



Recently Used Tools

You can quickly access a menu of recently visited tools by clicking on the **Recent Tools** icon.



Related Tools Toolbar

Many tools throughout the New Look of Infinite Campus provide a **Related Tools** toolbar on the right-hand side of the screen. This toolbar functions much like how the tabs worked in Classic Campus, allowing you to visually see what tools are related to each other and easily navigate to these tools to fill out related data.

Enrollments ☆ **Related Tools Toolbar** Census > People > Enrollments

Student #: Grade: 04 DOB: 07/07/2015 Counselor:

Medical Condition(s)

New Print Enrollment History New Enrollment History

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
05	P	JEFFERSON 25-26	07/01/2025	
Start Status: E01 Enrolled or Re-enters this local education agency (LEA) End Status:				
04	P	JEFFERSON 24-25	07/01/2024	
Start Status: E01 Enrolled or Re-enters this local education agency (LEA) End Status:				
03	P	JEFFERSON 23-24	08/28/2023	
Start Status: E01 Enrolled or Re-enters this local education agency (LEA) End Status:				
02	P	JEFFERSON 22-23	08/29/2022	
Start Status: E01 Enrolled or Re-enters this local education agency (LEA) End Status:				
01	P	MC KINLEY 21-22	08/30/2021	
Start Status: E01 Enrolled or Re-enters this local education agency (LEA) End Status:				
K5F	P	cy MC KINLEY 20-21	09/08/2020	
Start Status: E01 Enrolled or Re-enters this local education agency (LEA) End Status:				

Related Tools

- Add Person
- Contact Log
- DataViz Homepage Setup
- Demographics
- Enrollments**
- Fees
- ID History
- Identities
- Impact Aid
- Membership in Households

Another useful aspect of the toolbar is its ability to remember the context of what you are working on.

For example, when working within a student's record, navigating to Demographics automatically goes into that student's Demographics record without the need to search for and select the student again.

Navigating Breadcrumbs

You can navigate the breadcrumbs that are provided on the upper right-hand side of the screen when working within a tool. Clicking on an item in the breadcrumb will send you to the category or menu item that you selected.

21-22

Summary ★

Student Information > General > Summary

Jared Grade: 12 # DOB: 08/02/03

IT Support

Infinite Campus New Look:

If you have issues with the **New Look** in Infinite Campus after reviewing the steps above, please submit a support request via email to epssupport@eriesd.org.