

Campus Basics



Support References

Logistics *(before you get started)*

Supported Browsers

Note that State Editions may entail use of specific browsers.

PC:

- Internet Explorer
- Mozilla FireFox

Apple/Mac:

- Safari
- Mozilla FireFox
- Camino

URL

Each Campus site is secure and protected. This site cannot be found by using a search engine. Users will need to either type in the URL directly into the browser, bookmark or favorite the site, or click a link to get here.

Documents

Please review the Campus Technical References on Browser Configuration and Supported Platforms for more information on settings and specific versions.

Additional Programs Needed

In order to use Infinite Campus, two additional programs are needed – both FREE!

Java

- PC – <http://www.java.com>
- Apple – Finder > Software Update

Adobe Reader

- <http://www.adobe.com/reader>

The Infinite Campus Login Page

Login Page

There are a few things to know about logging in to Infinite Campus.

Strong Passwords!

- Strong passwords are encouraged or may be required.
- A strong password is at least eight characters long with a combination of letters, numbers, or special characters.

Account Locked?

- Accounts are locked after five consecutive incorrect login attempts.
- Please contact your designated District contact for a password reset if you need one.

Just to be safe...

- When leaving your workstation, it is important to secure your student information by logging out of Infinite Campus.
- Click the "Log Off" button at the bottom of the index and use CTRL+ALT+DELETE to lock your computer. Doing so will protect both your security and the security of the student's records.
- Also, Campus will automatically log off after a set amount of inactive time has passed. Any data open at this time will **NOT** be saved. This is also true if you navigate to another program.

General Use Shortcuts *(useful in all areas of Campus)*

- **Toggle Outline** – Clicking the square in the upper left corner will toggle the Index/Search/Help tabs on an off. Use this to get more room on the screen.
- **Your Name** – Click on your name at the top of the index at anytime to return to the homepage
- **Tab Key** – Tapping the Tab key will move forward through the fields
- **Shift + Tab** – Holding the Shift key and tapping the Tab key will move backwards through the fields.
- **Up/Down Arrows** – When using a dropdown menu, the up and down arrow keys can navigate through the choices
- **Index/Main Page Divider** – You can click and drag the divider line between the index and the main page to make more of less space for each.

The Infinite Campus Homepage

The screenshot shows the Infinite Campus homepage with the following elements highlighted by numbered callouts:

- 1:** Toggle Outline Button
- 2:** Calendar Year dropdown
- 3:** School dropdown
- 4:** Section Taught dropdown
- 5:** Campus Toolbar
- 6:** Index/Search/Help tabs
- 7:** Module (Behavior)
- 8:** User Tools (Account Settings, Access Log, Log Off)
- 9:** Outline Pane
- 10:** Divider Line
- 11:** District Notices (Welcome Back!)
- 12:** School Notices (First day of school is 8/1/2010)
- 13:** Process Inbox
- 14:** Workspace (Process Inbox table)

Campus Toolbar

- 1. Toggle Outline Button** - Clicking this button will shrink and expand the outline from view
- 2. Calendar Year** - Choose the appropriate calendar year in this dropdown. This is also how you can access previous years as well.
- 3. School** - Choose the appropriate school in this dropdown. There is also an option for "All Schools" for district-wide users.
- 4. Section Taught** - If you are a teacher, this dropdown list will populate with all of the courses and sections you're assigned to teach
- 5. Campus Toolbar** - The official name given to this gray bar at the top of the application at all times.

Outline Pane

- 6. Index/Search/Help** - The main three tabs of the Outline Pane. As part of the outline pane, these three tabs will be visible in all areas of the application for easy use.
 - Index:** when clicked, this tab will change the appearance of the Outline Pane to the Index view so you can select different modules, tools and reports
 - Search:** when clicked, this tab will change the appearance of the Outline Pane to the Search view so you can search and see the results produced.
 - Help:** when clicked, this tab will change the appearance of the Outline Pane to the Help view so you can read various articles that offer help with whichever page you happen to be on when you clicked the Help tab.
- 7. Module** - A collection of tools and reports that relate to a specific task or function. Expand this to see the various tools and reports.
 - Tool:** a feature that assists in the organization and storage of data
 - Report:** a printed summary of specific information based on criteria that are pre-setup or chosen at the time of creation.
- 8. User Tools** - A collection of tools that assist the user in the logistics of logging into the application and account settings.
 - Account Settings:** a tool used to modify the users account information such as changing passwords. Also used to toggle the banner at the top of the screen on/off.
 - Access Log:** a tool to review the history of log in attempts made for this application, sorted by users and their machine setup.
 - Log Off:** a tool to log the user off of the application. A very important step in ensuring the security and protection of data.
- 9. Outline Pane** - This section of the screen houses the Index, Search and Help. It remains on the left even as the Workspace changes.
- 10. Divider Line** - This divider bar separates the Outline Pane from the Workspace. Click and drag it left and right to re-allocate the space given to each.

Workspace

- 11. District Notices** - This is where you will see any news and announcements that pertain to the entire district you're a member of.
- 12. School Notices** - This is where you will see any news and announcements that pertain to the specific school you're a member of.
- 13. Process Inbox** - This is where you will see any notices from the System itself. The links here will lead you directly to where the issue is.
- 14. Workspace** - This section of the screen is the "main" section where the majority of your work will be done.