



AIM QUICK FIXES



21st Century/After School Activities Courses in the Montana Edition (Value Added)

This guide is intended for adding activities courses for tracking students in after school programs, including those under 21st Century grants. For District Edition and Montana Value Added users, the courses are separate from the regular school day calendar. Montana Edition users who are looking for an interface to track participation do not need regular school day courses entered to be able to use these tools.

Calendar Setup

Tracking student participation in after school courses is most easily accomplished using a calendar that is separate from the regular school day calendar – especially if courses do not follow the same segmented schedule and days as regular district courses.

From the **Index**, expand **System Administration** and **Calendar**. Select **Calendar Wizard**.

Select *Create new blank Calendars*.

Click **Next**.

The screenshot shows the Infinite Campus Montana Edition interface. At the top, it says 'Infinite Campus Montana Edition Staging Test Site'. Below that, there are dropdown menus for 'Year' (15-16) and 'School' (Eastgate School). A navigation menu on the left lists various system administration options, with 'Calendar Wizard' highlighted. The main content area is titled 'Calendar Wizard' and contains the following text: 'Copy, Rollforward, or Create new Calendar-linked Data. This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar schedule names in the new calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.' Below this is a 'Select Wizard Mode' section with three radio button options: 'Create new blank Calendars' (which is selected), 'Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar)', and 'Copy data into Existing Calendars'. At the bottom right of the wizard area, there are '< Back' and 'Next >' buttons. A hand cursor is shown clicking the 'Next >' button.

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data
 This wizard will walk you through the creation of new school calendars by rolling data forward, or copying schedule names in the new calendar.
 Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may require a database administrator.

Edit Calendar Attributes for new Calendars

Year: 15-16
 Name Template: ACT [year][schoolname]
 Number: 2
 *Start Date: 07/01/2015
 *End Date: 06/30/2016

Select Schools

- East Valley Middle School
- Eastgate School
- Main Street School
- Radley Elementary School

Run Wizard

CTRL-click and SHIFT-click for multiple

< Back Next >

Select the *Year, Number, Start Date* and *End Date*. Enter ACT in the *Name Template* field.

Select the School that the calendar will correspond to.

Click **Run Wizard**.

Refresh the page (IE – Shift + F5) or log off and log back in.

Choose the *Year, School* and *Calendar* from the top of the screen.

From the **Index**, expand **System Administration** and **Calendar**. Click **Calendar**.

Click the **Grade Levels** tab.

Click **New**. Enter the *Name, Sequence Number* and *State Grade Level Code*. Check *Exclude from state reporting*.

Click **Save**. Repeat for each grade level in the calendar.

Infinite Campus Montana Edition Staging Test Site

Year: 15-16 School: Eastgate School Calendar: ACT 15-16 Eastgate School

ACT 15-16 Eastgate School

Calendar Grade Levels Schedule Structure Terms Periods

Michael Agostinelli

▶ Student Information

▶ Census

▶ Behavior

▶ Health

▶ Attendance

▶ Scheduling

▶ Grading & Standards

▶ Programs

▶ Ad Hoc Reporting

▶ User Communication

▶ Assessment

▼ System Administration

▶ Attendance

▶ Auditing

▶ Batch Queue

▶ Calendar

▶ Calendar Wizard

▶ School Years

New Save Delete

Grade Level Editor

| Name | Seq |
|------|-----|
| | |

Grade Level Detail

*Name: KF

*Sequence Number: 1

*State Grade Level Code: KF- Kindergarten Full Time

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

Kindergarten Code

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exempt from Assignment

Standard Code (SIF code)

Exclude from SIF reporting

Auto Create Term Schedules

Parameter Selection

This tool will create terms within a schedule structure. Infinite Campus allows multiple term schedules, but it is not advised to do this unless absolutely necessary. Select the minimum number of term schedules needed for your schedule. For example, full-year, semester, and quarter long course-sections can all be scheduled within a quarter term schedule, so you would only need to create one four-term schedule.

Full Year (1 term)
 Semesters (2 term)
 Trimesters (3 term)
 Quarters (4 term)
 Other Number of Terms:

8

Create Terms

ACT 15-16 Eastgate School

Calendar Grade Levels Schedule Structure **Terms** Periods Days

Term Schedule/Terms Editor

Name

8 Term Schedule

Term Schedule Detail

Name Primary

8 Term Schedule

Term Detail

| Name | Sequence | Start Date | End Date |
|-------------|----------|------------|------------|
| X Session 1 | 1 | 09/01/2015 | 09/30/2015 |
| X Session 2 | 2 | 10/01/2015 | 10/30/2015 |
| X Session 3 | 3 | 11/02/2015 | 11/30/2015 |
| X Session 4 | 4 | 12/01/2015 | 12/18/2015 |
| X Session 5 | 5 | 01/04/2016 | 01/29/2016 |
| X Session 6 | 6 | 02/01/2016 | 02/29/2016 |
| X Session 7 | 7 | 03/01/2016 | 03/31/2016 |
| X Session 8 | 8 | 04/01/2016 | 04/29/2016 |

Add Term

Click the **Terms** tab.

Click **New Term Schedule/Terms**.

Select the number of terms. Click **Create Terms**.

Enter the *Name*, *Start Date* and *End Date* for each term.

Click **Save Term Schedules/Terms**.

Click the **Periods** tab. Click **New Period Schedule**.

Click **New Term Schedule/Terms**.

Select the number of period schedules and the number of periods for each schedule.

Click **Create Period Schedules/Periods**.

NOTE: If the classes meet M/W/F from 3-4:30 and T/Th from 3:00-4:00, choose 2 period schedules. If there are multiple classes (e.g., 3-3:45 and 3:45-4:30), choose 2 periods for each period schedule.

Auto Create Period Schedules

Parameter Selection

This Schedule Structure has no Period Schedules, and this tool will create some for you. Infinite Campus supports multiple Period Schedules, but only select the Period Schedules needed for your Schedule Structure.

1. Select Number of Period Schedules

(1 PeriodSchedule) Single Period Schedule
 (2 PeriodSchedules) A/B Day
 (3 PeriodSchedules) A/B/C Day
 (5 PeriodSchedules) M/T/W/T/F Day

2. Select Number of Periods for each Period Schedule

1

Create PeriodSchedules/Periods

ACT 15-16 Eastgate School

Calendar Grade Levels Schedule Structure Terms **Periods** Days

Save Period Schedules + New Period Schedule ✕ Delete Period Sched/Periods

Period Schedule/Periods Editor

Name
M,T,Th,F
W

Period Schedule Info

*Name *Sequence Instructional Minutes School Day
M,T,Th,F 1 90 90

Period Info

| *Name | *Sequence | Start Time | End Time | Lunch Time | Non-Instructional |
|-------|-----------|------------|----------|------------|-------------------------------------|
| X A | 1 | 3:30 PM | 4:15 PM | 0 | <input checked="" type="checkbox"/> |
| X B | 2 | 4:15 PM | 5:00 PM | | <input checked="" type="checkbox"/> |

Add Period

Instructional Minutes Preference for 15-16 School Year
 Exclude non-instructional periods
 Exclude non-instructional minutes
 Exclude time gaps between periods

School Day Preference for 15-16 School Year
 Exclude non-instructional periods
 Include non-instructional minutes
 Include time gaps between periods

Enter the time(s) for each period schedule. Check Non-Instructional for each period.

Click **Save Period Schedules**.

NOTE: If courses meet for shorter times (e.g., students have a choice between two 45 minute courses or one 90 minute course) create two periods. The longer course may be marked as a “block” of the two shorter periods.

Click the **Days** tab.

Click **Day Reset**. Enter the Start Date (first day of class) and End Date (last day of class). Verify that the correct class days are checked.

Click **Create Days**.

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date
09/01/2015

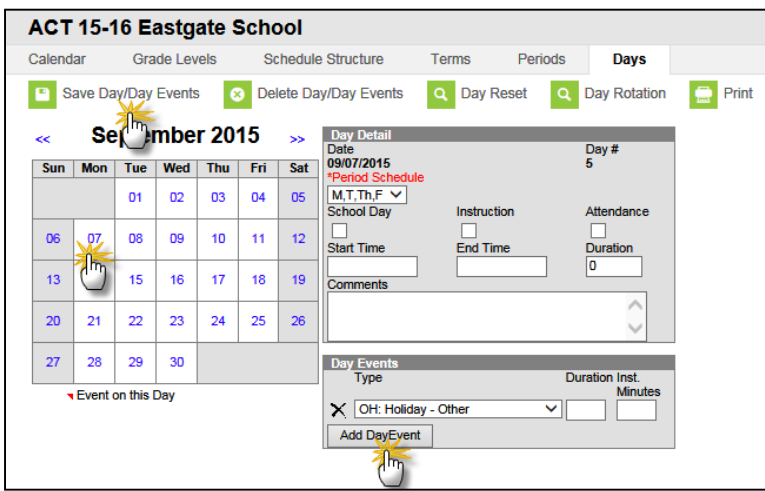
*End Date
04/30/2016

Duration
0

Fill Missing Days Only

Mon Tue Wed Thu Fri Sat Sun

Create Days



Set holidays, breaks and other non-class days.

Click a non-class date on the calendar. Uncheck *School Day*, *Instruction*, and *Attendance*.

Optional: Click **Add Day Event**. Enter Type.

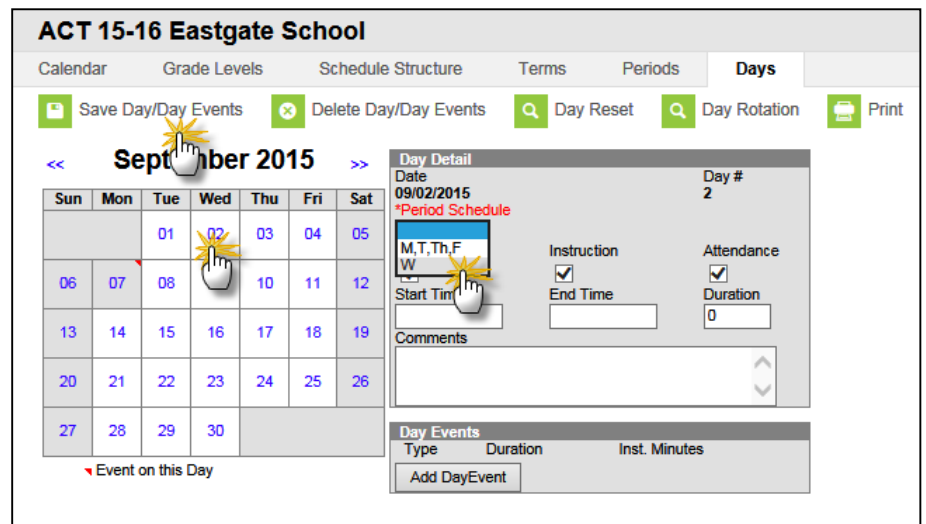
Click **Save Day/Day Events**. Repeat for other holidays, breaks and other non-class days.

If one or more days are on a different schedule, align the period schedule to the day.

Click the day with a different schedule. Select the appropriate *Period Schedule*.

Click **Save Day/Day Events**.

Repeat for other days with a different period schedule.



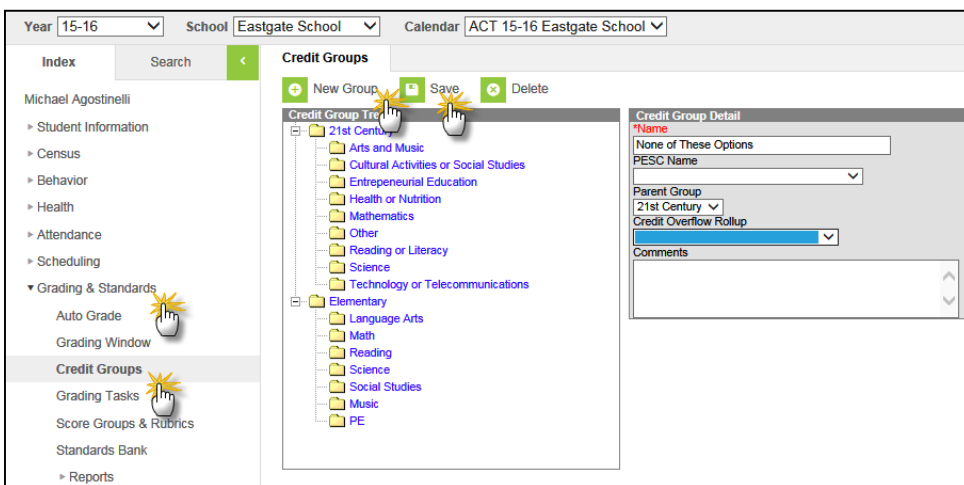
Creating Courses

From the **Index**, expand **Grading & Standards**. Click **Credit Groups**.

Click **New Group**. Enter **Name** and click **Save**.

Click **New Group** again. Enter one of the 21st Century Activity Subject Areas into the **Name** field. Choose the **Parent Group** that aligns to 21st Century.

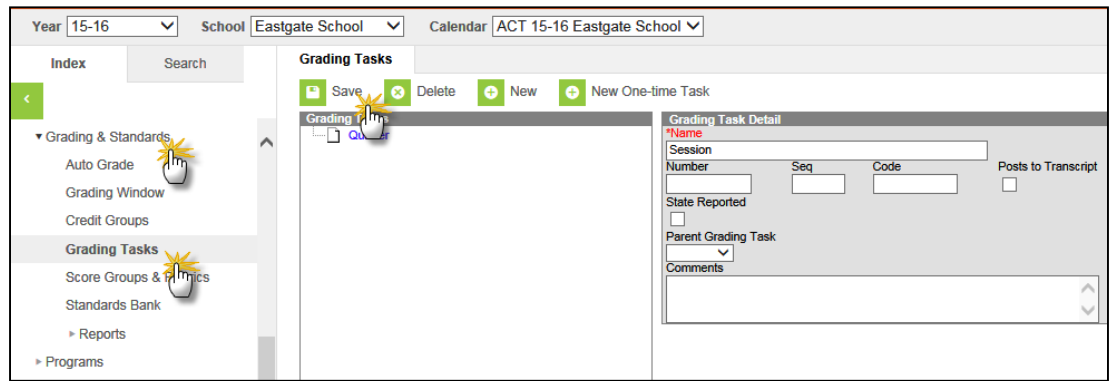
Click **Save**. Repeat for each subject.



NOTE: If the activities courses correspond with existing district grading periods (e.g., quarter, semester), skip the next two steps.

From the **Index**, expand **Grading & Standards**. Click **Grading Tasks**.

Click **New**. Enter the **Name** and click **Save**.

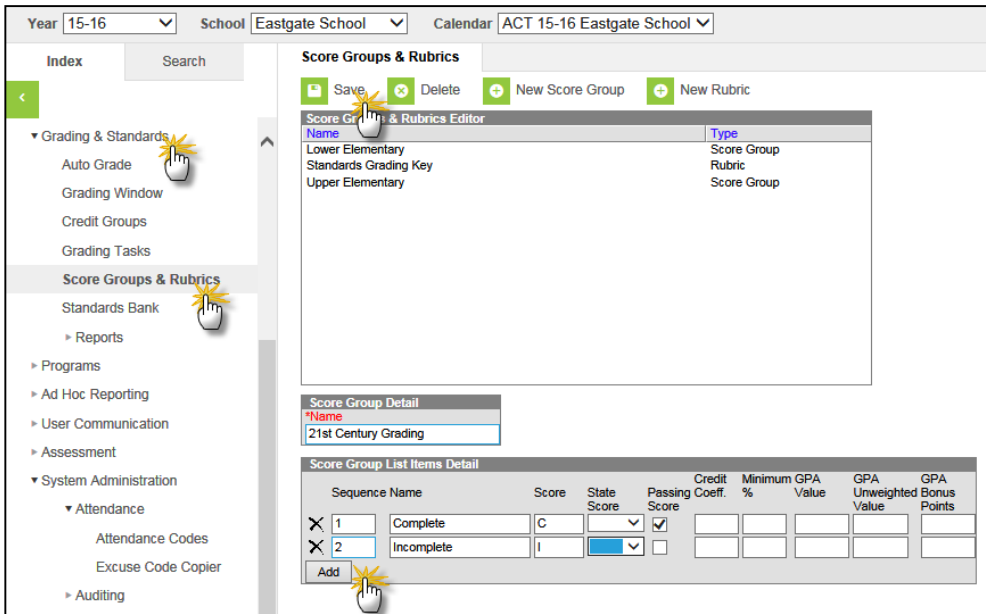


From the **Index**, expand **Grading & Standards**. Click **Score Groups & Rubrics**.

Click **New Score Group**.

Enter Name. Under Score Group List Items Detail, enter Sequence, Name, Score and Passing Score. Click Add for additional lines.

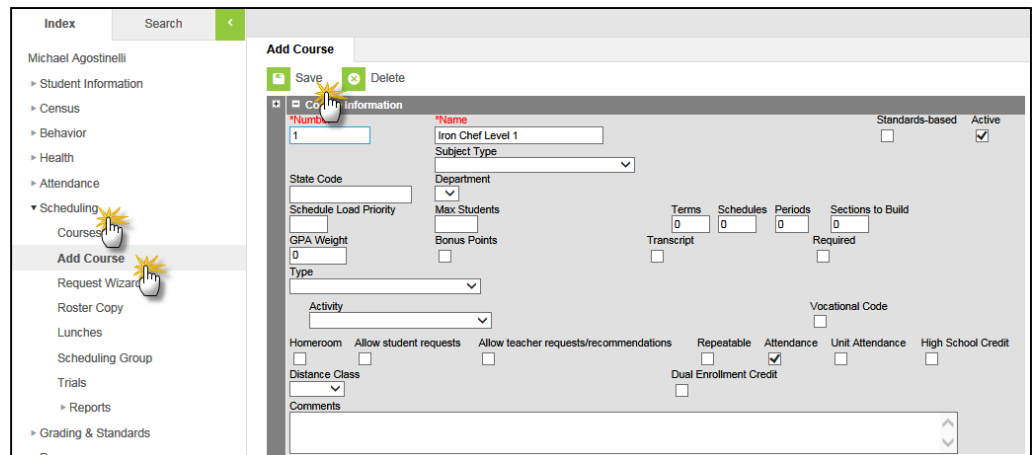
Click **Save**.



From the **Index**, expand **Scheduling**. Click **Add Course**.

Enter **Number** and **Name**. Check **Attendance**.

Click **Save**.



Return to the **Index**. Under Scheduling, click **Courses**.

Click the **Grading Tasks** tab and **Add**.

Select the *Grading Task* and the *Score Group*.

Click **Save**.

Return to the **Index**. Under Scheduling, click **Courses**.

Click the **Sections** tab and **Add a Section**.

Enter the Section Number (sequential numbering per course is okay).

Check the boxes that correspond to the days/times the course is offered.

OPTIONAL: Enter *Session Type* and *Session Number*.

Click **Create Section**.

Click the **Staff History** tab.
Click **New Primary Teacher**.

Select *Name* and *Role*.

Click **Save**.

Click the **Roster Setup** tab.

Select students from the right-hand list by clicking the name or copy students from another section by selecting the section from the drop-down.

Click **Save Student List and/or Copy Section**.

Note: Only students with an enrollment in the 21st Century calendar will appear on the list. Create student enrollments prior to creating rosters.

1-1 Iron Chef Cooking Level 1
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup**

Save Student List and/or Copy Section

Copy student from section:

Current Roster(0/205)

| |
|--|
| Beckham, Cruz (05) Duggar, Jackson (06) |
|--|

Show Students in this grade only:

| |
|--|
| Beckham, Cruz (05) Clampett, Jec (05) Cruise, Suri (05) Duggar, Jacks (06) Duggar, Jennifer (03) |
|--|

Once students are rostered into courses, the teacher/paraprofessional assigned to the course may take attendance and enter grades (or completion status). Using the Ad Hoc tools, the 21st Century coordinator may create reports to report student, staff, and course information for state and/or federal reporting purposes.