

# Campus Quick Reference Guide

Spring Lake Park Schools uses the Campus Student Information System to track student information. To access Campus:

## Login to Campus

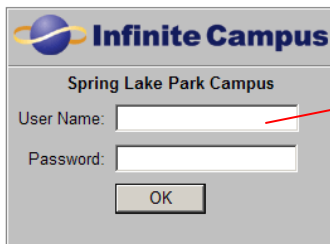
1. Launch Internet Explorer

For access at work type **CAMPUS** for the address in IE. You should also have a shortcut on you desktop that you can click on. The Campus launch page will be displayed. Click on Login to Campus.

For access at home access the website **campus.isd16.org** and then click on:



2. Enter you assigned Campus User Name and Password in the Campus Login Window and click on OK.

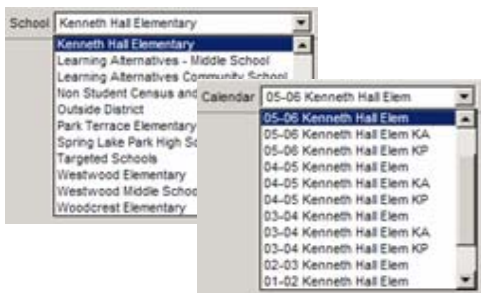
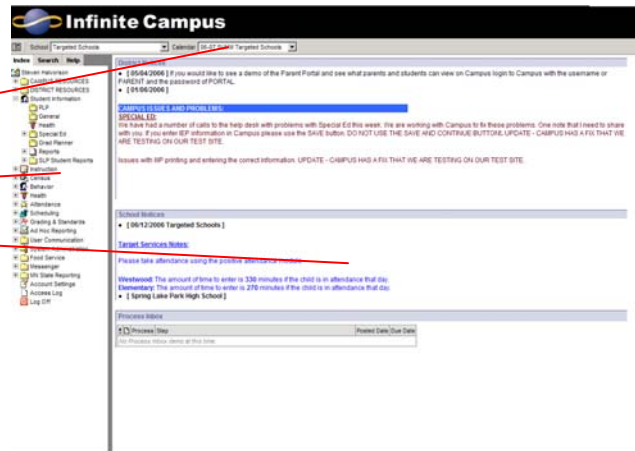


## The Campus Desktop

3. Campus School, Calendar and Section Selectors

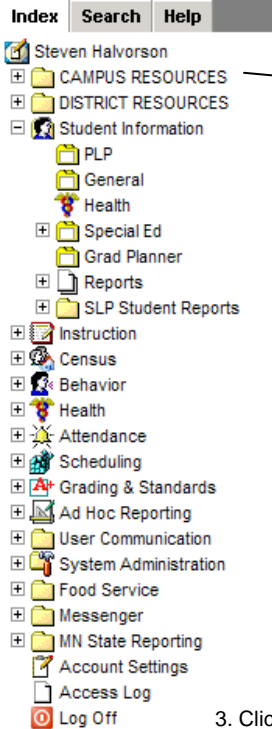
Campus Menu System

Work, Message, ToDo List and Search Desktops

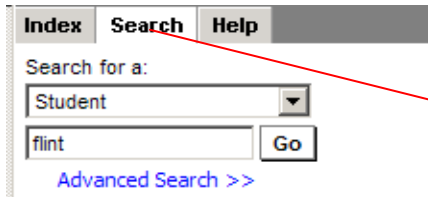


4. The first thing that needs to be done when you login is to select the School, Calendar and Section that you wish to work with by selecting them from the pull down menus at the top of the screen.

## Campus Menus and Searching for Information



1. The Campus Menu System Consists of Three Main Tabs. **Index, Search and Help**. Based on your security you will have a list of menu items on the Index Tab. You can expand or compress the menu items by clicking on the menu titles. Exploring the menu options will give you an idea of the options that are available.

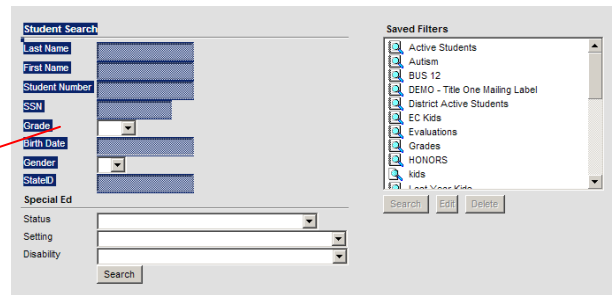


2. The **Search** tab will provide tools for locating information in Campus. Enter information in the Search Box and click on GO. The results will be a list of students that meet the search criteria.



The search pull down allows you to select a different item to search for.

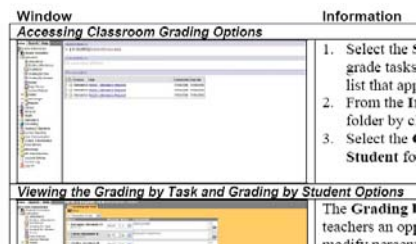
3. Clicking on the Advanced Search Link will present a new screen that will allow you to enter more search criteria or to select a predefined filter.



## Campus Help System

Campus has a context based help system with a lot of online support documents. You can also search the help database to locate help materials.

Printable PDF documentation is available online in the form of Quick Reference Guides.



### Grading by Task [\[Edit\]](#)

1. After selecting the **Grading by Task** option in the **Index** tab, select the task to be graded from the drop-down list. A list of students will appear. This list will be all students in the chosen section.
2. Select the score to assign to the student by clicking in the drop-down box.
3. Enter any comments to attach to this score in the **Comments** field. If **Canned Comments** have been chosen, there will be a notepad icon after the comments field.
4. Click the **Save** icon when finished.

#### Related Links:

[Quick Reference - Grading Tasks](#)

[\[Create New Article\]](#)



## Changing your Password and Logging Off

### Account Settings

Old Password

New Password


Verify New Password

Hide Banner

From the main menu access the Account Settings Folder. Enter your new password and save the changes.

### Log Off













When you done using Campus please select Log Off from the menu. Campus will log your account off if you do not use the application.

- [-]  Reports
  - Attendance Register
  - Attendance Summary
  - Blank Spreadsheet
  - Missing Assignments
  - Roster Label
  - Section Summary
  - Student Assessment Summary
  - Student Summary
  - Teacher Schedule

On the **Index** menu tab under each folder you will find a folder called **Reports**. This folder contains Campus and custom reports. Selecting a report from the menu will display a screen that will assist you in creating and displaying the report.

Which tests would you like to include in the report?		Which students would you like to include in the report?			
<input checked="" type="checkbox"/> State Test	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Anderson, Anthony D	60362161	SS	
<input checked="" type="checkbox"/> ILEAP		<input checked="" type="checkbox"/> Anderson, Jenna	629226	SS	
<input checked="" type="checkbox"/> ILEAP 11-12		<input checked="" type="checkbox"/> Anderson, Jonathan L	629226	SS	
<input checked="" type="checkbox"/> ILEAP 12-12		<input checked="" type="checkbox"/> Arino, Isaac S	629127	SS	
<input checked="" type="checkbox"/> National Test		<input checked="" type="checkbox"/> Austin, Melissa A	64174030	SS	
<input checked="" type="checkbox"/> District Test		<input checked="" type="checkbox"/> Baker, Colton	591131	SS	
<input checked="" type="checkbox"/> Include teacher detail information		<input checked="" type="checkbox"/> Baerens, Colton	629223	SS	

The **CAMPUS RESOURCES** and **DISTRICT RESOURCES** folders provide links to other systems in our district and to reference and tools on the internet.

- [-]  CAMPUS RESOURCES
  -  Campus Support Portal
  -  Campus University Online Training
- [-]  DISTRICT RESOURCES
  -  District Web Site
  -  DOCUMENTS
  -  Groupwise (In District)
  -  Health and Safety Online Training
  - Report Center
  -  Staff Directory
  -  Ties MyView
-  TOOLS
  -  Weather

## NOTES

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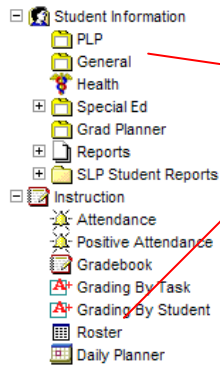
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## Campus – Working with Student Information



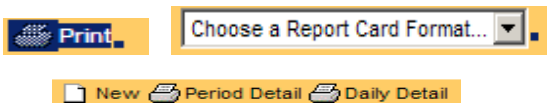
1. There are two locations that you can work with student data in Campus. One is the **Student Information** folder under **General** and the other is in the **Instruction** folder under **Roster**. Use the search tab to locate a student that you wish to work with and click on the student's name. You can also select the name from the roster list.

Active Students: 2							
Name	Student #	M/F	Birth Date	Home Phone	Address	Flags	EP
07 Flint, BarnBam	065550001	M		(555)555-5555	1234 BEDROCK ST BEDROCK, MN 55433		
Student_Test	065550002	M					

2. The Roster tab displays basic contact information for your students. Flags are also provided to indicate Special Ed, Health Concerns, etc.

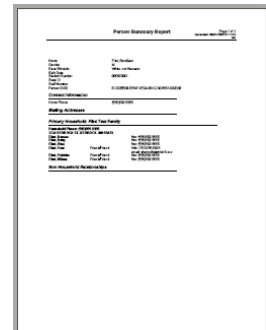


3. Student information is organized into tabs. Explore the tabs that you have rights to.

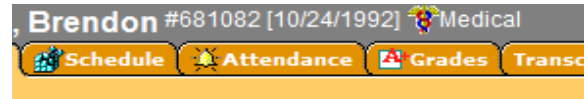


Examples of different menu options.

4. Directly below the tabs you will find another set of menu items. These are specific to each tab. There are print options, new record options and delete options on these menus. The print option will display a PDF report for the tab that you currently have selected.



5. Flags are maintained to share important information concerning student with staff. These flags are located on the roster and next to the student's name above the menu tabs. If you hover your mouse over the tab it will give more information. Tabs are maintained on Special Ed, Health Care, Media Release, Parent Custody Issues, Title 1, etc.



6. The **Person Information** area lists the student's person ID, name, nickname, race/ethnicity, gender, student number and state ID. The GUID (unique identifier) and the student's **Contact Information** are also listed.

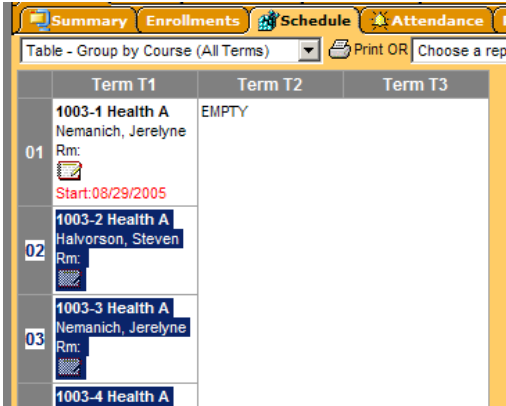
The **Mailing Addresses** area lists the student's mailing address only. This is set up in the Census portion of Campus.

The **Household** area firsts lists the address of the household. Then, the names of the household of which the student is a member appear. The people that have relationships with this student will appear in the Household box.

Relationships to people outside of the household (aunt/uncle, daycare provider) appear in the **Non-Household Relationship** box.

The student's picture will appear on this screen to the right-hand side.





7. The **Schedule** tab provides a view for all of the student's classes by term and by period in a specific calendar.

The schedule tab shows the name of the course and course number, the teacher's name, and room number.

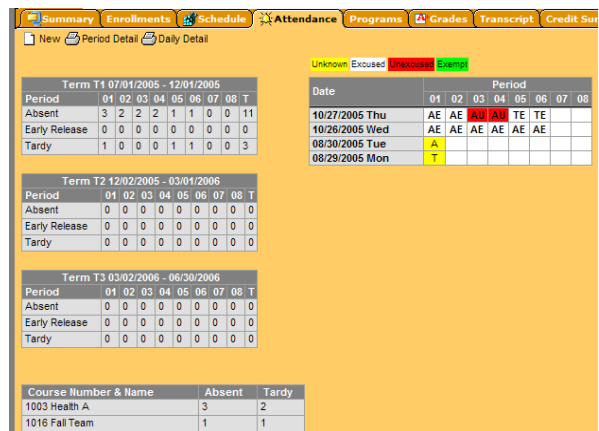
Courses that have been ended will appear with a date below the course. The date will also appear if the student began the class after the beginning of the term.

Student schedules can be printed from this tab.

8. The student's **Attendance** tab provides a history of attendance records for the calendar of enrollment.

On the left-hand side is a term summary, listing the absences and tardies for each period in each term.

The right-hand side lists the attendance detail in chronological order, with the most recent event listed at the beginning. The attendance records are color-coded and are listed with the attendance codes that were assigned to them.



9. The student **Grades** tab lists the grades the student has received for tasks that are posted from the teacher's classbook, or tasks that have the potential for going on a report card.

At the bottom of the screen are the student's term GPA (honor roll grade) and the student's rolling cumulative GPA, which is a combination of the term GPA and the historical grades from the transcript.

Administrators and other personnel can view the student's current grade in a class from this screen by clicking on the **classbook** icon under the course name.

Class	Task	Terms T1
1016-1 Fall Team Halvorson, Steven	SR Trimester Grade	C
1003-1 Health A Nemanich, Jerelyne	SR Mid Trimester Grade	
	SR Trimester Grade	
1003-2 Health A Halvorson, Steven	SR Mid Trimester Grade	
	SR Trimester Grade	
1003-3 Health A Nemanich, Jerelyne	SR Mid Trimester Grade	
	SR Trimester Grade	
1003-4 Health A Nemanich, Jerelyne	SR Mid Trimester Grade	
	SR Trimester Grade	
1003-5 Health A Nemanich, Jerelyne	SR Mid Trimester Grade	
	SR Trimester Grade	
Term GPA		2.0
Rolling Cumulative GPA		
Grades shown in Gray do not contribute to a Term GPA		

Transportation Detail	
In Bus 015	Out Bus 115
In Time 07:44 AM	Out Time 03:05 PM
In Bus Stop PLEASURE CREEK PKWY	Out Bus Stop PLEASURE CREEK PKWY
Late Bus	Miles Transported 1.16

10. The **Transportation** tab lists the bus number the student rides to and from school, as well as the student's vehicle information. This is updated each night from the district transportation system



Test Scores

14	NWEA Reading Winter 2005 (NWR-05B) 01202005 Scale Score:212.0 Result: Quartile 2
13	NWEA Reading Winter 2003 (NWR-03B) 01202003 Scale Score:200.0 Result: Quartile 2
12	NWEA Reading Spring 2006 (NWR-06C) 05152006 Scale Score:222.0 Result: Quartile 2
11	NWEA Reading Spring 2005 (NWR-05C) 05052005 Scale Score:218.0 Result: Quartile 2
10	NWEA Reading Spring 2004 (NWR-04C) 04282004 Scale Score:205.0 Result: Quartile 2
9	NWEA Reading Spring 2003 (NWR-03C) 04282003 Scale Score:190.0 Result: Quartile 1
8	NWEA Reading Fall 2006 (NWR-06A) 09202006 Scale Score:210.0 Result: Quartile 2
7	NWEA Reading Fall 2005 (NWR-05A) 09132004 Scale Score:203.0 Result: Quartile 2
6	NWEA Reading Fall 2004 (NWR-04A) 09132004 Scale Score:210.0 Result: Quartile 2
5	NWEA Reading Fall 2003 (NWR-03A) 09132003 Scale Score:210.0 Result: Quartile 2

NWEA Reading Spring 2006

Date	Percentile	Scale Score	Normal Curve Equivalent
05/05/2006	48	216	48.9

Result: Quartile 2-Quartile 2

Comments:

Date	Scale Score	Result
05/09/2005	222	Quartile 3-Quartile 3
05/09/2005	220	Quartile 3-Quartile 3
05/09/2005	218	Quartile 3-Quartile 3
05/09/2005	218	Quartile 3-Quartile 3
05/09/2005	198	Quartile 1-Quartile 1

11. The **Assessment** tab contains all the electronic state and local assessment date for the student. Clicking on the assessment will display the results and strand information that is available.

NWEA Map, BST, MCA, ACT, Plan, Explore, TEAE and SOLOM are some of examples of assessment data that is available on students.

12. The **Transcript** tab is a permanent record of a student's performance in school, related only to grades in classes.

The main screen of the transcript lists the courses broken out by the year the course was taken, the score (mark) received, the GPA value given, any bonus points, the GPA weight of the course, the credit that was assigned to the course, and the term in which the course was taken.

Edr1	481	Science/HE 6	A	3.7	1.0	0.25	Science	1-4	
Edr1	482	Science/HE 6	B	3.0	1.0	0.25	Science	1-4	
Edr1	563	Band 6	A+	4.4	0.5	0.125	Music	1-4	
Edr1	563	Band 6	A	3.7	0.5	0.125	Music	1-4	
Edr1	563	Band 6	A	4.0	0.5	0.125	Music	1-4	
Edr1	563	Band 6	A	4.0	0.5	0.125	Music	1-4	
Edr1	692	PE 6	A+	3.7	0.125	0.125	Physical Education	1-1	
Edr1	692	PE 6	A	3.7	0.125	0.125	Physical Education	2-1	
Edr1	693	PE 6	A+	3.7	0.125	0.125	Physical Education	3-1	
Edr1	694	PE 6	A	3.7	0.125	0.125	Physical Education	4-1	
Edr1	738	Art/Arts	A	4.0	0.25	0.25	Art	4-1	
Edr1	760	Art 6	B	3.0	0.25	0.25	Art	2-1	
Edr1	762	FACS 6	A	4.0	0.25	0.25	Family Consumer Science	1-1	
Edr1	764	Tech Ed 6	A	4.0	0.25	0.25	Industrial Technology	3-1	

Courses Taken 2003-2004 Grade 6B									
Course	Standard	Mark	GPA Value	Bonus	GPA Wt.	Credit/Category	Term	Comments	
Edr1	05501	Grade 5 Math	4	0.0	0.0	1.0 Math	1-3		
Edr1	05502	Grade 5 Reading	3	0.0	0.0	1.0 Reading	1-3		
Edr1	05503	Grade 5 Language Arts	3	0.0	0.0	1.0 Language Arts	1-3		
Edr1	05504	Grade 5 Spelling	3	0.0	0.0	1.0 Spelling	1-3		
Edr1	05505	Grade 5 Handwriting	2	0.0	0.0	1.0 Handwriting	1-3		
Edr1	05506	Grade 5 Social Studies	3	0.0	0.0	1.0 Social Studies	1-3		
Edr1	05507	Grade 5 Science	4	0.0	0.0	1.0 Science	1-3		
Edr1	05508	Grade 5 Health	3	0.0	0.0	1.0 Health	1-3		

Courses Taken 2003-2004 Grade 4A									
Course	Standard	Mark	GPA Value	Bonus	GPA Wt.	Credit/Category	Term	Comments	
Edr1	04401	Grade 4 Math	2	0.0	0.0	1.0 Math	1-3		
Edr1	04402	Grade 4 Reading	2	0.0	0.0	1.0 Reading	1-3		
Edr1	04403	Grade 4 Language Arts	2	0.0	0.0	1.0 Language Arts	1-3		
Edr1	04404	Grade 4 Spelling	4	0.0	0.0	1.0 Spelling	1-3		
Edr1	04405	Grade 4 Handwriting	3	0.0	0.0	1.0 Handwriting	1-3		
Edr1	04406	Grade 4 Social Studies	3	0.0	0.0	1.0 Social Studies	1-3		
Edr1	04407	Grade 4 Science	4	0.0	0.0	1.0 Science	1-3		
Edr1	04408	Grade 4 Health	2	0.0	0.0	1.0 Health	1-3		

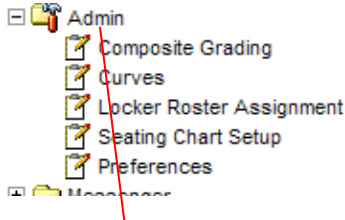


13. The locker tab lists the student's locker number, combination, serial number, location, etc.

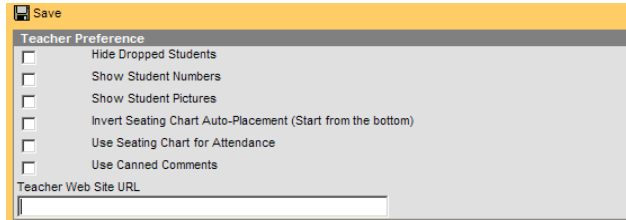
- Instruction
- Attendance
- Gradebook
- Grading By Task
- Grading By Student
- Roster
- Daily Planner
- Lesson Planner
- Admin
- Reports

14. The **Instruction** folder contains all of the tools that a teacher needs to take attendance, grade students and maintain an electronic gradebook. The gradebook and grading features are not detailed in this document. Refer to the online help for more information or watch for training opportunities on using the Campus Electronic Gradebook.

## Setting the Gradebook Preferences

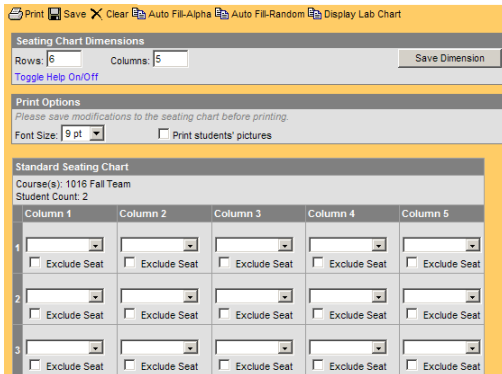


1. Open the Instruction folder. Open the Admin Folder. Click on Preferences to display the form for setting user preferences.



2. **Preferences** are set for each section that is taught by a teacher in the Classroom Admin folder. Teachers can determine how assignments are weighted, if student pictures appear, if dropped students show on the assignment grid, etc.

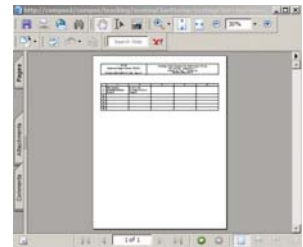
Don't forget to click on the Save button when you are done making changes.



## Creating a Seating Chart

A seating chart can be created for each section that is taught using the **Seating Chart Setup** link in the Classroom Admin folder.

This provides the teacher with a quick view of which students are not in their seats.



Attendance can also be taken from the seating chart.

Seating charts can be printed for sub use.

## Recording Attendance

1. Mark the students who are absent by clicking in the **A** column or radio button field. This will move the indicator from the Present (P) column.
2. Mark the students who are tardy by clicking in the **T** column or radio button field. This will move the indicator from the Present (P) column.
3. Record comments if known in the **Comments** field.
4. Click the **Save** icon when finished. Attendance has now been saved.

