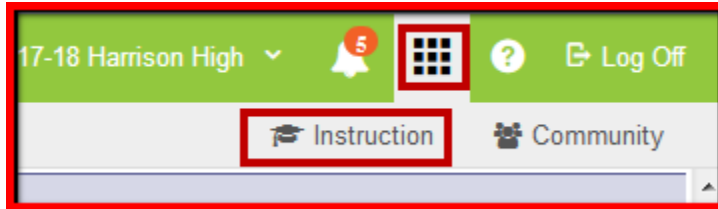


Navigating Infinite Campus

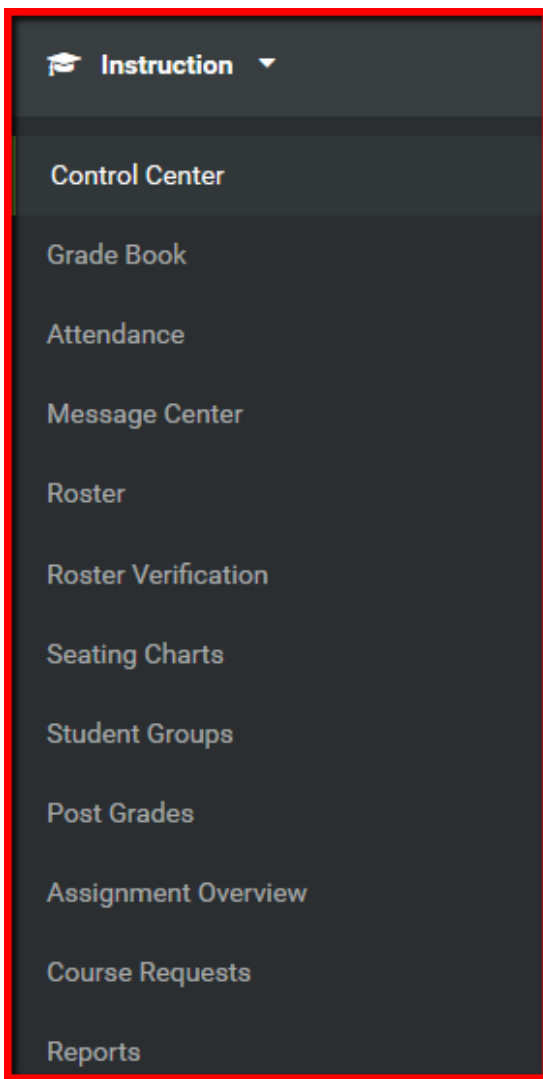
Campus Instruction

To open Campus Instruction, click the app switcher and select **Campus Instruction** in the menu that opens. Use the app switcher to return to the rest of Campus as well by selecting **Campus Tools** or to access the **Campus Community**.

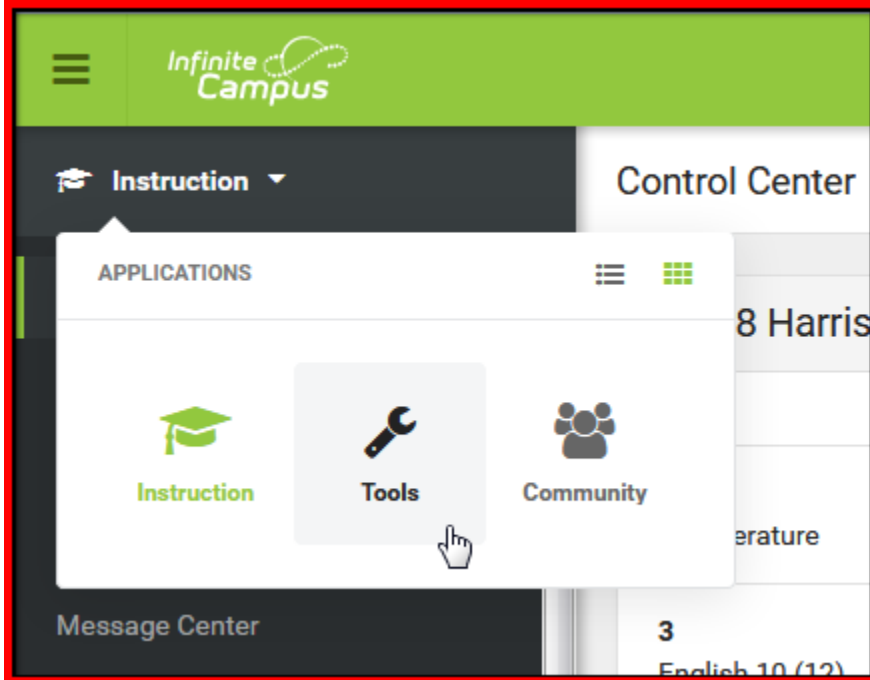


Use the App Switcher to open Campus Instruction

The following outline lists the help content available about **Campus Instruction**:

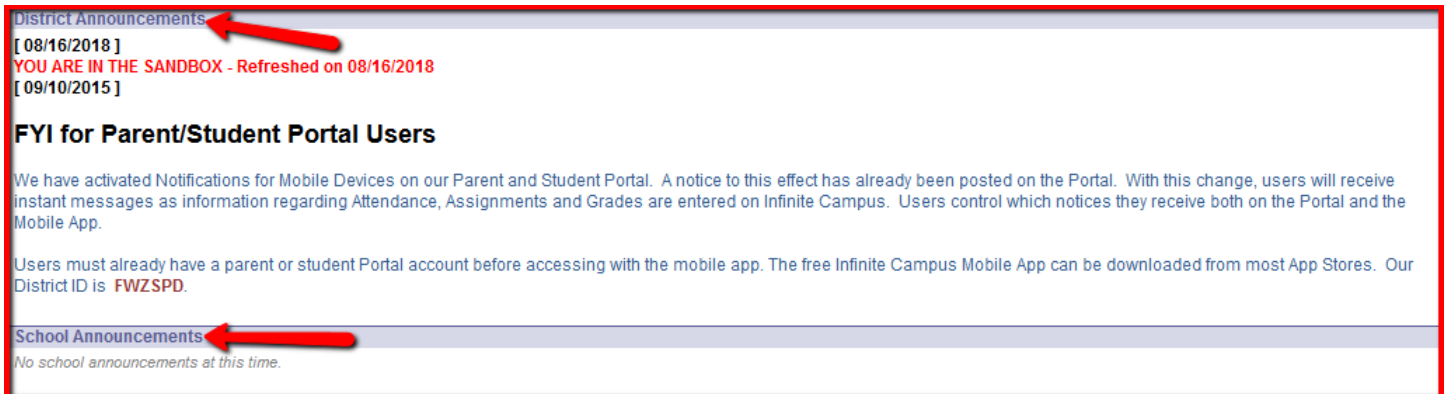


The app switcher in Campus Instruction is located in the top left of the screen. Click **Tools** to return to the rest of Campus Tools.



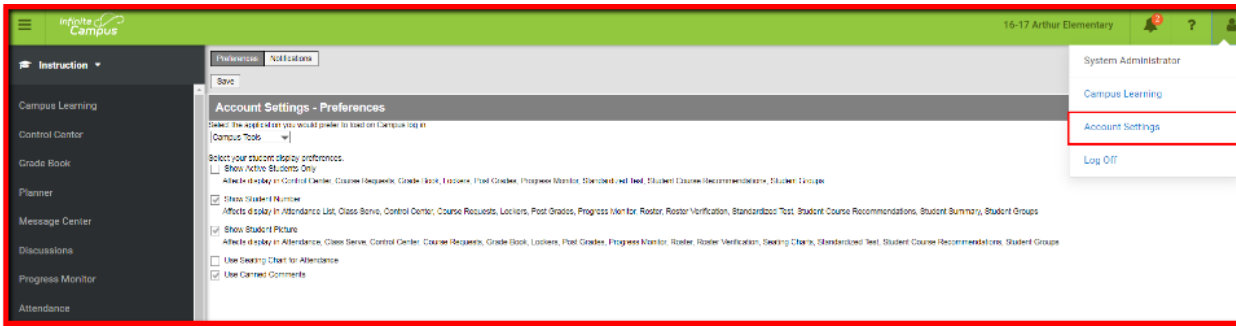
In **Campus Instruction**, choose the Year and School in the toolbar. You'll only need to select a Section when that context is needed, such as in the Grade Book or Roster.

While in **Campus tools** you will also be able to view District Announcements and School Announcements as shown below.



Manage Account Settings

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



1. Select the application that should be displayed upon logging in - Campus Tools or Campus Instruction. Users will still be able to toggle between applications when needed.
2. Mark the desired student display preferences.
 - **Show Active Students Only** - If marked, only students who are active on the teacher's roster will be displayed. If not marked, inactive students will be displayed in red. This applies to the following areas in Campus Instruction, Control Center, Course Requests, Grade Book, Lockers, Post Grades, Progress Monitor, Standardized Test, Student Course Recommendations, and Student Groups.

Settings	Save	Grade Totals	Posted		
Students			Percent	Grade	Rpt Crd Comments
10 Censier, Natecia					
10 Cousinet, Gary					
10 Cross, Pamarry					

- **Show Student Number** - This preference will display student numbers in addition to student names in the following areas of Campus Instruction: Attendance List, Class Serve, Control Center, Course Requests, Lockers, Post Grades, Progress Monitor, Roster, Roster Verification, Standardized Test, Student Course Recommendations, Student Summary, and Student Groups.

Students: 24	24	0	0	Excuse	Comments
10 Censier, Natecia #108424	P	A	T		
10 Cross, Pamarry #783	P	A	T		
10 Cullen, Paris #109428	P	A	T		




- Show Student Picture** - If marked, student pictures will be displayed with student names in the following areas of Campus Instruction: Attendance, Class Serve, Control Center, Course Requests, Grade Book, Lockers, Post Grades, Progress Monitor, Roster, Roster Verification, Seating Charts, Standardized Test, Student Course Recommendations, Student Group.

Period 1

Save Seating Chart

2300-2 US History A

Students: 24 ▲ 22 1 1 Excuse Comments

	10 Censier, Natecia	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	10 Cross, Pamarry	<input type="checkbox"/> P	<input type="checkbox"/> A	<input checked="" type="checkbox"/> T	Seven minutes late
	10 Cullen, Paris	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	<input type="checkbox"/> T	





- Use Seating Chart for Attendance** - This should be marked If seating charts will be used by default when taking attendance.

Period 1

Save Attendance List Chart: US History Period 1

2300-2 US History A

Students: 24 Present: 23 Absent: 1 Tardy: 0








	<input checked="" type="checkbox"/> P <input type="checkbox"/> A <input type="checkbox"/> T		<input type="checkbox"/> P <input checked="" type="checkbox"/> A <input type="checkbox"/> T		<input checked="" type="checkbox"/> P <input type="checkbox"/> A <input type="checkbox"/> T		<input type="checkbox"/> P <input type="checkbox"/> A <input type="checkbox"/> T
Friedline, Mara		Groah, Rosalba		Ewing, Nice		Fleming, Anne	

- **Use Canned Comments** - This will enable the ability to select from a list of district/school specific grading comments should be enabled when entering student grades.

Term 3 (01/01/18 - 03/30/18) Section 1) 2300-2 US History A Task Progress

Save Fill Percent, Grade, Comment Multi-Post Grades Graphs Show Post by Standard/Grading Task

Post by Standard/Grading Task

Students	Percent	Grade	Posted		In Progress	
			Report Card Comments	Canned Comment	Grade	Evidence
 10 Censier, Natecia	<input type="text"/>	<input type="text"/>	Excessive socializing in class.	<input type="button" value="Manage"/>		
 10 Cousinet, Gary	<input type="text"/>	<input type="text"/>		<input type="button" value="Manage"/>		
 10 Cross, Pamary	<input type="text"/>					
 10 Cullen, Paris	<input type="text"/>					
 10 Dale, Nather	<input type="text"/>					
 10 Dammer, Alastair	<input type="text"/>					
 10 Damms, Tejal	<input type="text"/>					

Canned Comments
Add report card comment(s) for Censier, Natecia
3 / Progress

Canned Comments
Selection Method
Enter Code(s):

Choose Comment(s):

- 1: Disorganized
- 2: Disruptive behavior
- 3: Does not complete assignments
- 4: Does not prepare for tests
- 5: Excessive socializing in class

Creating Seating Charts

First, establish the parameters of the chart.

Create New Seating Chart

***Section**

541011-3 Latin I (A)

580511-1000 AP Calculus (A)

1100-1 Pre-Algebra
580511-1000 AP Calculus (A)

***Seating Chart Name**

3rd Hour Calc

Column

5 Students: 9

Rows

5 Desks: 5 x 5

Horizontal space between desks

None

Vertical space between desks

None

Place Students

Alphabetically A to Z

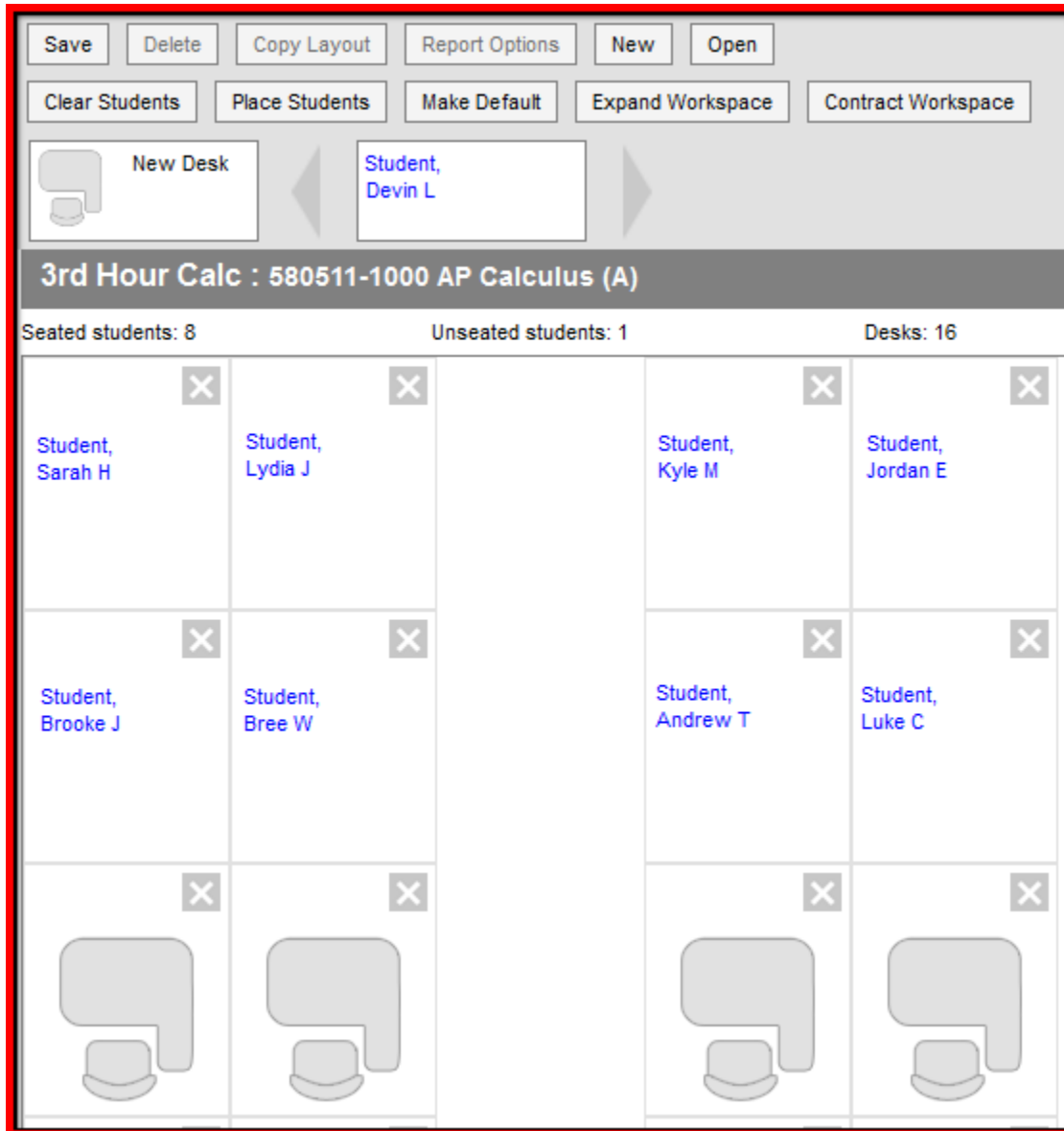
Create Chart

Combined sections display at the end of the list.

1. Click **New** in the top corner of the seating chart list.
2. Select the **Section** you're creating a chart for.
3. Enter a **Name** for the chart.
4. Select the number of **Columns** and **Rows** to indicate how many desks to include in the chart. The number of students in the section appears below the Name.
5. Indicate the default **Space Between Desks**.
6. If you want to automatically fill the chart with students, select the **Place** option you'd like to use, *Alphabetically A to Z*, *Alphabetically Z to A*, or *Random*. If you would rather fill desks manually, select *Do Not Place*. Students names display in a list from which you can place them in desks.
7. Click **Create Chart** to create a chart based on the parameters you selected and view the chart.

The seating chart fills based on the parameters you selected, but you can click and drag desks into any configuration you'd like. For example, this seating chart represents a class room with two rows of tables, two students at each.

Once you've finished the chart, click **Save** to add it to your chart list.



Click and Drag Logic

The following logic applies to manually placing students in the chart.

- Desks can be arranged in any configuration but cannot overlap.
- Click and drag the New Desk icon to add an empty desk to the chart.
- Click and drag unseated students from the list at the top into empty spaces.
- Click the X on a student to move them to the unseated list. Click the X on a desk to remove that desk from the chart.
- Moving a student to a space without a desk also moves the student's desk.
- Moving a student to another desk leaves an empty desk behind.
- Moving a student to a space where there isn't a desk adds another desk to the chart.
- Moving an unseated student (A) to a desk that already has another student (B) moves student B to the unseated list. If students A and B are both seated, they'll trade desks.

By clicking **Report Options** at the top you will be able Print your seating chart.

Taking Attendance with the Roster

One option for taking attendance is through a student list. The period you're recording attendance for appears selected at the top, as with Period 1 in the example below. The Course and Section displays at the top of the attendance list. If you teach multiple sections in a period, each appears in its own section.

Period 01		✓ Period 02	Period 03		
Save		Seating Chart			
580511-1000 AP Calculus (A)					
Students: 9	6	2	1	Excuse	Comments
11 Student, Andrew T	<input type="button" value="P"/>	<input type="button" value="A"/>	<input type="button" value="T"/>		<input type="text"/>
10 Student, Bree W				<input type="button" value="AE"/>	<input type="text" value="Excused for a college visit."/>
09 Student, Brooke J	<input type="button" value="P"/>	<input type="button" value="A"/>	<input type="button" value="T"/>		<input type="text"/>
12 Student, Devin L	<input type="button" value="P"/>	<input type="button" value="A"/>	<input type="button" value="T"/>		<input type="text"/>
12 Student, Jordan E	<input type="button" value="P"/>	<input type="button" value="A"/>	<input type="button" value="T"/>		<input type="text"/>
12 Student, Kyle M	<input type="button" value="P"/>	<input type="button" value="A"/>	<input type="button" value="T"/>		<input type="text"/>
09 Student, Luke C	<input type="button" value="P"/>	<input type="button" value="A"/>	<input type="button" value="T"/>		<input type="text" value="Late to class, no note."/>
12 Student, Lydia J	<input type="button" value="P"/>	<input type="button" value="A"/>	<input type="button" value="T"/>		<input type="text"/>
10 Student, Sarah H	<input type="button" value="P"/>	<input type="button" value="A"/>	<input type="button" value="T"/>		<input type="text"/>

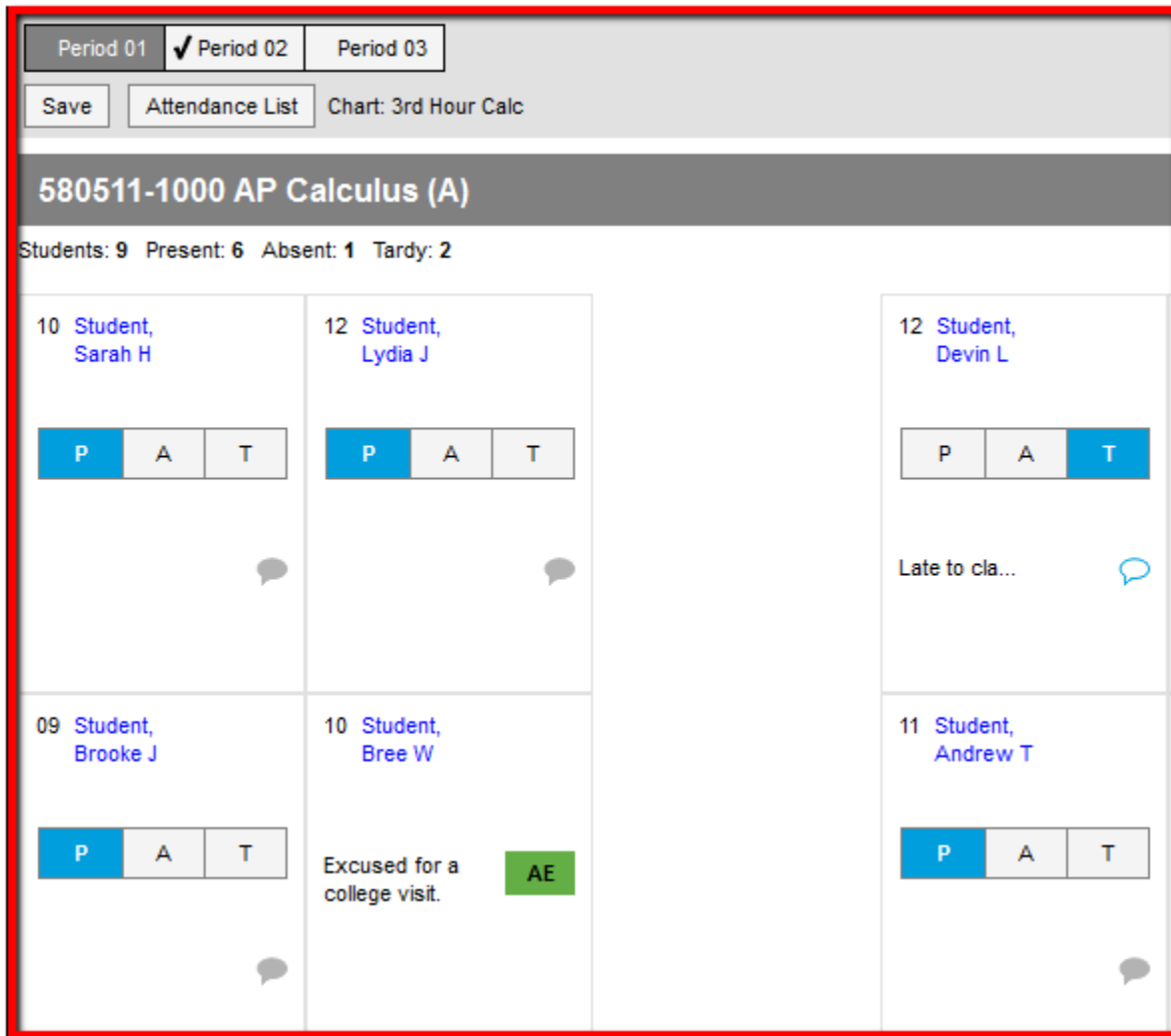
Taking Attendance Using a Roster List

Use the P, A, and T buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top of the columns. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance event in the Comments. Click Save to submit the attendance record to the attendance office.

Taking Attendance with a Seating Chart

Another option for taking attendance is to use the seating chart you've created for the section. The period you're recording attendance for appears selected at the top, as with Period 1 in the example below. The Course and Section displays at the top of the attendance list. If you teach multiple sections in a period, each appears in its own section.

To use seating charts for attendance, mark the Use Seating Charts for Attendance option in your Account Settings.





Period 01 Period 02 Period 03

Save Attendance List Chart: 3rd Hour Calc

580511-1000 AP Calculus (A)

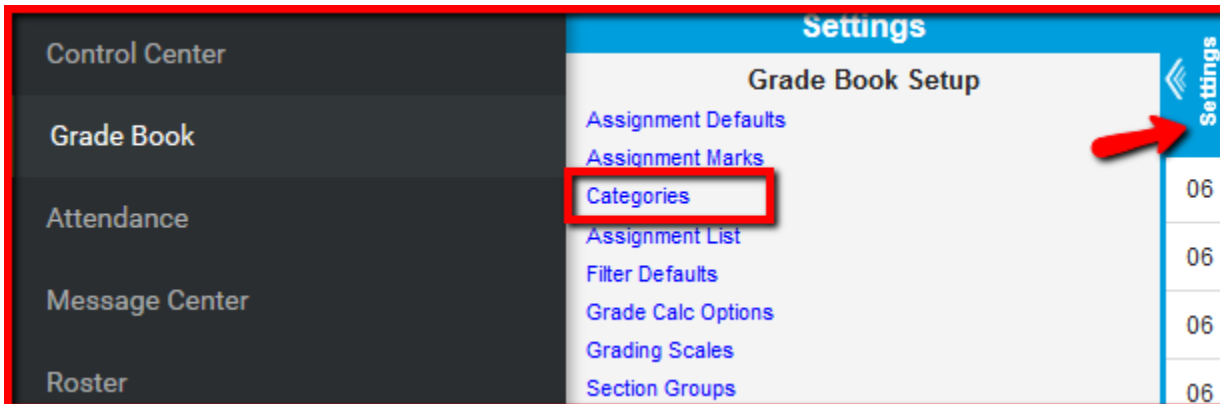
Students: 9 Present: 6 Absent: 1 Tardy: 2

10 Student, Sarah H	12 Student, Lydia J	12 Student, Devin L
<input checked="" type="checkbox"/> P <input type="checkbox"/> A <input type="checkbox"/> T	<input checked="" type="checkbox"/> P <input type="checkbox"/> A <input type="checkbox"/> T	<input type="checkbox"/> P <input type="checkbox"/> A <input checked="" type="checkbox"/> T
		Late to cla... 
09 Student, Brooke J	10 Student, Bree W	11 Student, Andrew T
<input checked="" type="checkbox"/> P <input type="checkbox"/> A <input type="checkbox"/> T	Excused for a college visit. <input checked="" type="checkbox"/> AE	<input checked="" type="checkbox"/> P <input type="checkbox"/> A <input type="checkbox"/> T
		

Use the P, A, and T buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top of the columns. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance event in the Comments. Click Save to submit the attendance record to the attendance office.

Gradebook

Begin by creating **Categories**. Categories are like the folders that assignments are sorted into, collecting related assignments. Categories must exist before you can create assignments.



If you are unable to see the grade book setup click the **Settings** above your class list.

Creating a Category

Categories must be created before assignments can be added to the Grade Book.

A screenshot of the 'Category Detail' form. At the top, there is a 'Name' field with the text 'Homework' entered. Below this is a table with columns: 'Section', 'Weight', 'Sequence', 'Exclude from Calculation', and 'Drop Lowest Score (%)'. The table contains five rows of data. The first row is a header row. The second row is for '4) 3700-2 American & British Literature' with a weight of 0.003 and sequence of 0. The third row is for '1) 3600-4 AP Literature' with a weight of 0.003 and sequence of 0. The fourth row is for '3) 3200-12 English 10' with a weight of 0.003 and sequence of 0, and it has checkboxes for 'Exclude from Calculation' and 'Drop Lowest Score (%)'. The fifth row is for '6) 3200-13 English 10' with a weight of 0.003 and sequence of 0, and it has checkboxes for 'Exclude from Calculation' and 'Drop Lowest Score (%)'. The sixth row is for '7) 3100-11 English 9' with a weight of 0.003 and sequence of 0, and it has checkboxes for 'Exclude from Calculation' and 'Drop Lowest Score (%)'. At the bottom of the form are three buttons: 'Save', 'Delete', and 'Close'.

1. From the Grade Book, open the Settings menu and click Categories in the Grade Book Setup section.
2. In the window that opens, click the Add button at the bottom right hand corner.
3. Enter a Name for the Category, which displays on assignments and in the Grade Book. Names must be unique and can be up to 50 characters long.
4. Select the Sections that should include this category. For each selected section, enter or mark the following:
 - a. Enter a Weight for the Category. The weight of a category determines the effect of each category on the final grade, in relation to other categories. Weights can be entered as percentages (without the % sign) or calculated as a ratio based on the other weights entered. Weights only influence calculation if the Weight Categories option is selected in the Grade Calculation Options.
 - a. Percentages Example: In the opening image of this article, Homework is worth 50% of students' grades, with Quizzes worth 20% and Tests the remaining 30%.
 - b. Ratios Example: A course where tests make up half of students' grades could be expressed as follows using ratios: Tests: 2, Homework: 1, Quizzes: 1.
 - b. Enter a Sequence for the Category to determine the order in which categories are listed in the Grade Book.

- c. Mark the checkbox to Exclude from Calculation. Excluded categories are not included in grade calculation and display with an asterisk. Assignments in excluded categories still display in the Portal/Campus Student unless individually marked to be excluded.
 - d. Mark the checkbox to Drop Lowest Score, which automatically removes the lowest score in the category (by percentage) from calculating into the student's grade. See the drop lowest score logic in the section following.
2. Click Save to add the category to the list.

Reviewing Categories for a Section

To review the Weight, Sequence, and other settings for categories in a single section, select a section from the dropdown list at the top of the category list. Only categories in that section are displayed in the list, with the settings specific to that section shown.

Category List

Section: 04) 1250-10 Integrated Math II B (B) ▼

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Assignments	40.000	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quizzes	10.000	2	<input type="checkbox"/>	<input type="checkbox"/>
Exams	50.000	3	<input type="checkbox"/>	<input type="checkbox"/>

Add Close

Clicking on a category in the context of a section opens the category for all sections, not just the selected section.

Deleting a Category

1. From the Grade Book, open the Settings menu and click Categories in the Grade Book Setup section.
2. Click on the category Name to open it.
3. Click Delete in the bottom right corner.
4. Verify that you would like to delete the category in the warning message that appears.

*****A category cannot be deleted if it already has an assignment.*****

Grade Calculation Options

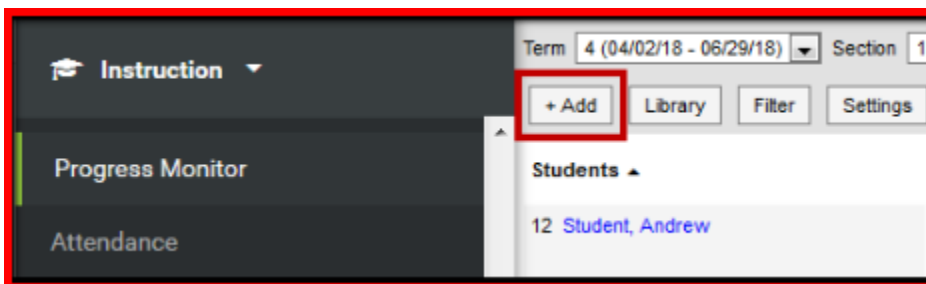
- The grade calculation options are the preferences you select to determine how the Grade Book calculates In Progress grades and proficiency estimates.
- The calculation options for grading tasks and standards are different. Select calculation logic for individual tasks or standards or to multiple items using the Fill option. Grade Calc Options may be established at the Course or Course Master level and may therefore be read-only.

Elementary teachers need to set Grade Calc Options to **ELEM%**

Creating Assignments

Add Button

The **Add** button displays in many areas of Campus Instruction, including the Grade Book.



Basic Information

1. Based on your location - as described above - click **Add** or **New** to open a new assignment.
2. Enter a **Name** for the assignment.
3. Enter an **Abbreviation** for the assignment. The abbreviation is how the assignment is identified in the Grade Book.
4. Indicate if the assignment is a **Draft** to limit required fields and hide the assignment from the curriculum library.

Scheduling/Grading Alignment

1. Indicate which section(s) should include this assignment in the **Section** portion. The section context in which you are creating the assignment determines the default selection.

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 3) 3200-12 English 10 Terms: 1, 2, 3, 4	<input checked="" type="checkbox"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="1.00"/>	<input type="text"/>
<input checked="" type="checkbox"/> 6) 3200-13 English 10 Terms: 1, 2, 3, 4	<input checked="" type="checkbox"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="1.00"/>	No Groups
<input checked="" type="checkbox"/> 4) 3700-2 American & British Literature Terms: 1, 2, 3, 4	<input checked="" type="checkbox"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="07/13/2017"/>	<input type="text" value="1.00"/>	No Groups

- Click **Add/Remove** to add any other sections you teach. In the **Section Selector**, filter the listed sections by Term, Course, Period, and Section Group.

Section Selector

Filter: Term 1 Course All Period All Section Group All

Select Sections	Section List
7) 3100-11 English 9 Add Terms: 1, 2, 3, 4	3) 3200-12 English 10 Remove Terms: 1, 2, 3, 4
1) 3600-4 AP Literature Add Terms: 1, 2, 3, 4	6) 3200-13 English 10 Remove Terms: 1, 2, 3, 4
	4) 3700-2 American & British Literature Remove Terms: 1, 2, 3, 4

Add All
Remove All

OK
Cancel

- For the **Section(s)** selected, determine the following:
 - If the assignment should not appear in the Portal and Campus Student for students and parents to see, unmark the **Portal** checkbox. Leave it marked to display the assignment in the Portal and Campus Student
 - The **Assigned Date** auto-populates the current date. Change if desired to reflect when students receive the assignment.
 - The **Due Date** also auto-populates the current date. Change if desired to reflect when students need to turn in the assignment.
 - The **GB Sequence** auto-populates to 1.00. This field determines the order in which assignments appear in the Grade Book based on sorting preferences. Change if desired. Allows for 7 digits: XXXXX.XX.
 - Select a **Student Group** to give the assignment only to students in that group. All other students are marked as *Exempt* from the assignment in the Grade Book.
- Select a **Category** for the assignment. Categories are like folders that assignments are sorted into, such as Homework and Tests.
- Leave the Include in Grade Calculation checkbox marked to include the assignment in the Grade Book and grade calculations. Use this option to manage unscored classroom activities that are part of your curriculum. If you plan to score the assignment, leave the checkbox marked.

***Category**

Homework

Include in Grade Calculation

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
X Term Grade	Points		1

Add

6. **Standards** and **Grading Tasks** are items to which grades are posted. The **Standard/Grading Task** context in which you are creating the assignment displays by default. Add additional alignments by clicking the **Add** button. Only Standards/Tasks that are common among all the sections selected can be aligned.
- For each alignment, select a **Scoring Type**. The options are as follows:
 - **Points:** Score assignment based on a set number of points. Record the **Total Points** possible and the **Multiplier**, which determines how the assignment affects students' grades. For example, a 50 point assignment with a Multiplier of 2 counts as a 100 point assignment.
 - **Marks:** Score assignment using a set of Assignment Marks you created. Enter **Total Points** and a **Multiplier**. The total points determines the point value of the % assigned to each mark.
 - **Rubrics** (Standards only): Score assignment based on the Rubric assigned to the standard.

Behavior Referral

Step 1: Enter Incident Detail Information

The screenshot shows a web form titled "Behavior Referral" with a red border. At the top, there are four buttons: "Save Draft", "Submit", "Delete", and "New". Below this is the "Incident Detail Information" section, which includes a description: "This section stores information specific to the incident and will be shared on all participants behavior tab." The form contains several fields: "Alignment" (a dropdown menu with "Discipline" selected), "Date of Incident" (a date picker showing "04/10/2014"), "Time of Incident" (a time picker showing "10:11 AM"), "Title" (a text box with "Argument in Hallway"), "Context" (a dropdown menu with "1: During School Hours" selected), "Context Description" (a text box with "Argument in hallway between classes"), "Location" (a dropdown menu with "2: Hallway" selected), "Location Description" (a text box), "Details" (a large text box with "Student were arguing back and forth regarding 'who looked at who'"), and "Notify" (a list box with "Administrator, System", "Backes, Pearce", "Coleman, Dave", "Day, Debbie", and "Hamilton, Alexander" selected). There is also a "Damages" field with a dollar sign and a text box. At the bottom of the form, there are two buttons: "Add Event/Participant" and "Add Behavior Response".

1. Click New at the top of the tab.
2. Select the incident type in the Alignment dropdown - award (positive) or discipline (negative).
3. Enter the date the incident occurred, if different than the current date.
4. Enter the time that the incident occurred, if different than the current time.
5. Enter a brief description of the incident in the Discipline Title field.
6. Select the time of day that the incident took place in the Context dropdown list.
7. The Context Description field may be used to provide additional details regarding the selection in the Context dropdown list.
8. Select where the incident occurred in the Location dropdown list.
9. The Location Description field may be used to provide additional details regarding the selection in the Location dropdown list.
10. Enter any information regarding the incident the Details text box.
11. Select the Behavior Admin to be notified regarding this referral in the Notify list.
12. Select Add Event/Participant at the bottom of the referral. If not adding event or participant details at this time click Save Draft (does not submit referral) or Submit (sends referral to Behavior Admin selected) at the top of the tab

Step 2: Add Event and Participant Details

Event and Participant Details ✕

Event Details

*Event Type:
MI: Minor

Demerits: 0

Local Incident ID

LLE Incident Number

Safe2Say Reported

Unfounded Incident

- Modified by: Unknown

Custom Data Elements

*ESD Location Code

Location Detail

*ESD Function Code

Participant(s) Details

Add Participant

Filter: Students

Student Name or Complete Student Number:
 Search

Save Close

1. Select type of event that is being linked to the incident in the Event Type dropdown list.
 - a. MI: Minor
 - b. MA: Major
2. Any demerits that have been linked to the event will be displayed.
3. The category that the event has been aligned to will be displayed - Minor, Serious or Extreme.
4. If the use of a behavior response (crisis intervention) was required, mark the checkbox.

Event and Participant Details ✕

Event Details

***Event Type:**
MI: Minor ▼

Demerits: 0

Local Incident ID

LLE Incident Number Safe2Say Reported Unfounded Incident

- Modified by: Unknown

Custom Data Elements

***ESD Location Code**
 ▼

Location Detail

***ESD Function Code**
 ▼

Participant(s) Details

Add Participant

Filter: Students ▼

Student Name or Complete Student Number:
 Search

A. [REDACTED]

B. [REDACTED]

D. [REDACTED]

F. [REDACTED]

Save Close

5. In the Filter drop down list, select the the type of the participant being linked to the event. Users may select Students, School Employees or All People.
6. Enter at least two letters of the participants name in the Participant Name field and click Search. The search results returned will be filtered based upon the participant type selected in the Filter dropdown list.
7. Select the participant to link to the event.
8. Click the participant's name to add him/her to the event. Participant details will then open.

Participant(s) Details

Amelia Bailey (Gender: F Grade: 12 Age: 18 #: 143) Hide Details

Role: Demerits:

Injury: Injury Description: Medical Service Provided:

Details:

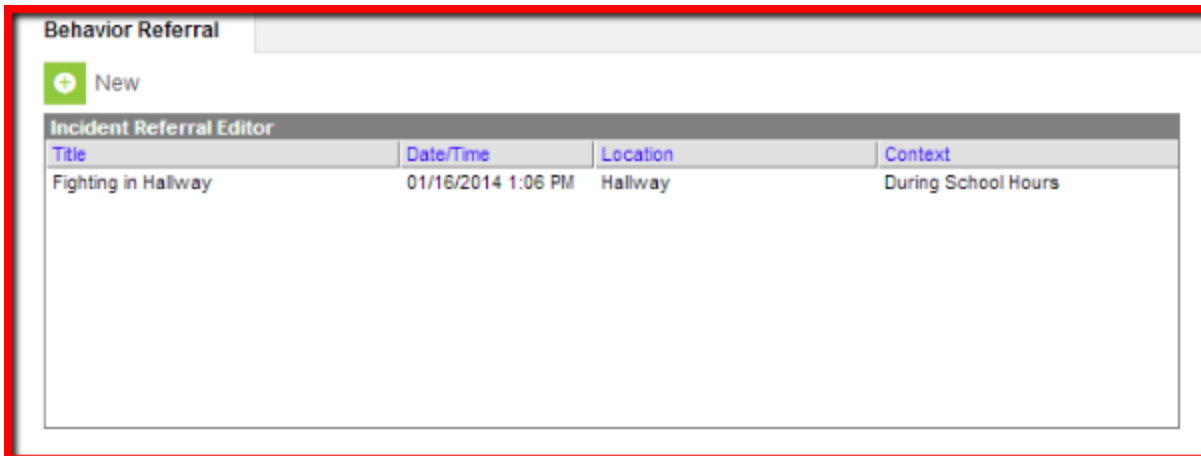
Add Participant

Filter: Student Name or Complete Student Number: Search


Save Draft Close

9. Select the role that describes the participant. Users may select Offender, Participant, Victim or Witness. Award incidents will have the role of Recipient.
10. If applicable, enter the number of demerits assigned to the participant.
11. If the participant was injured during the event select the injury type in the Injury dropdown list.
12. The Injury Description field may be used to provide additional details regarding the selection in the Injury dropdown list.
13. Mark the Medical Service Provided checkbox if the participant received medical service as a result of the event.
14. The Details text box may be used to provide additional details regarding the participant's role in the event.
15. Additional participants may be added by repeating steps 16 - 25.
16. When finished select Save Draft (does not submit referral) or Close. Selecting close will return the user to the Incident Detail Information without saving changes that were just made.

Step 3: Submit Behavior Referral



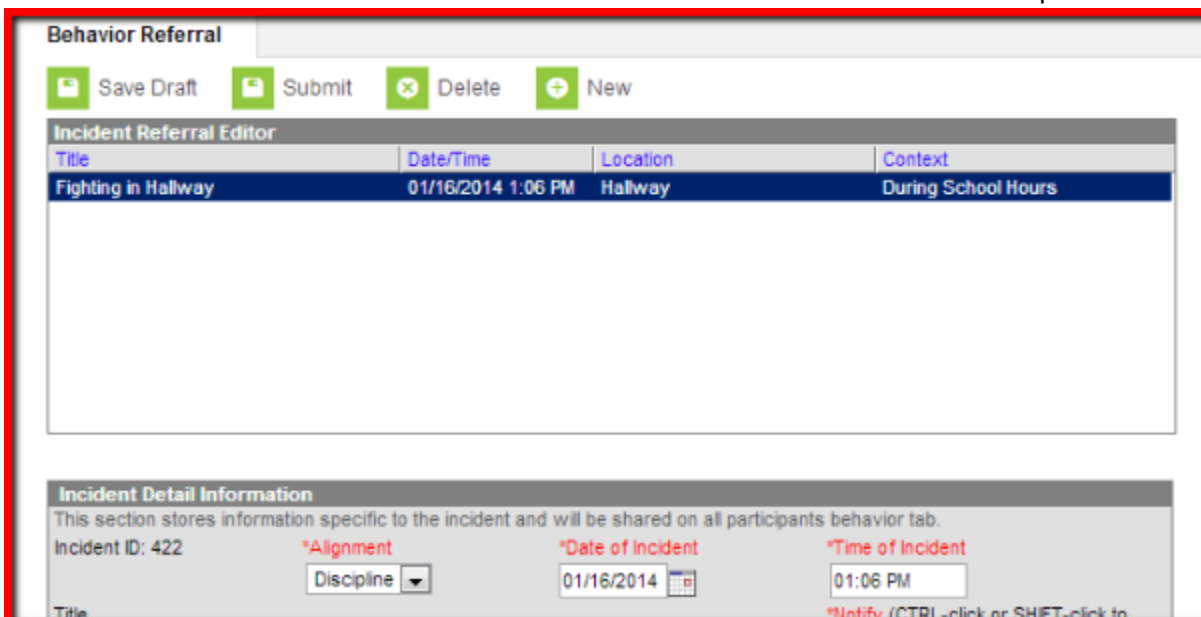
Behavior Referral

 New





Incident Referral Editor

Title	Date/Time	Location	Context
Fighting in Hallway	01/16/2014 1:06 PM	Hallway	During School Hours

1. Select the saved draft referral in the Incident Referral Editor. The referral will open for submission.



Behavior Referral

 Save Draft  Submit  Delete  New

Incident Referral Editor

Title	Date/Time	Location	Context
Fighting in Hallway	01/16/2014 1:06 PM	Hallway	During School Hours

Incident Detail Information

This section stores information specific to the incident and will be shared on all participants behavior tab.

Incident ID: 422

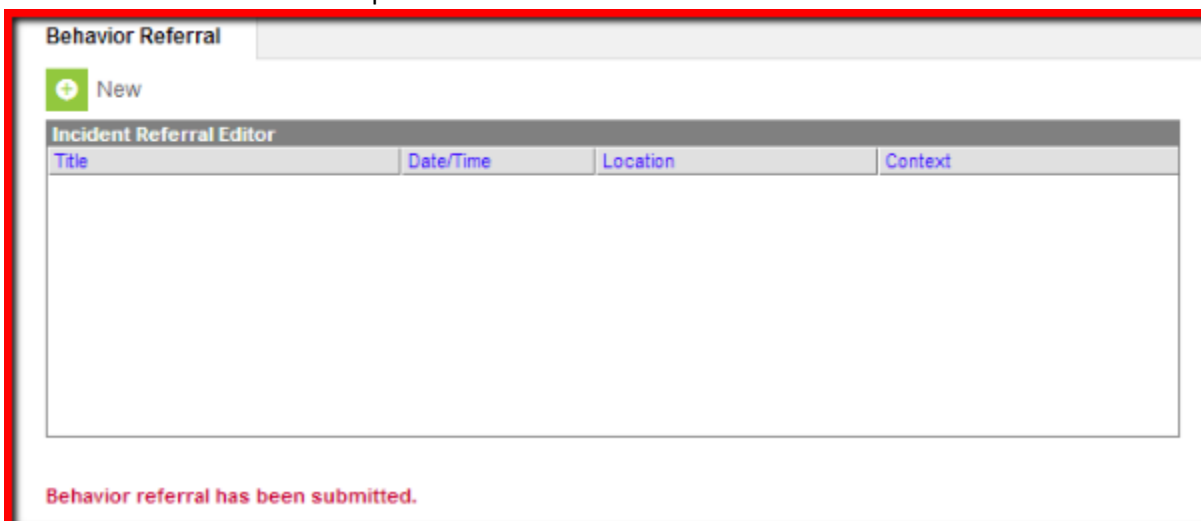
*Alignment

*Date of Incident


*Time of Incident

*Notify (CTRL-click or SHFT-click to)

2. Select Submit at the top of the Behavior Referral tab.



Behavior Referral

 New

Incident Referral Editor

Title	Date/Time	Location	Context
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Behavior referral has been submitted.

3. Once processed, a message will appear confirming that the referral has been submitted to Behavior Management. The referral may no longer be accessed or edited via the Behavior Referral tool.

Response To Intervention

The Response to Intervention module allows you to view and manage RTI student Summary, Team Member, Documents and Contact Log information as well as enter intervention delivery records and finalize a student's RTI plan.

The screenshot shows a web application interface. On the left is a navigation menu with categories: System Administrator, District Resources, Student Information (highlighted with a red box), Response to Intervention (highlighted with a red box), and General (highlighted with a red box). Other items in the menu include Caseload, Blank Forms, Special Ed, Student Locator, and Reports. The main content area displays the profile for 'Abegg, Dylan V' with details: #4205, DOB: 09/15/1999, Gender: M, Counselor: Counselor, Hunter. Below this are tabs for Summary, Team Members, Documents, and Contact Log. The 'Person Information' section lists: PersonID 48718, Name Abegg, Dylan Vincent, Gender M, Nickname, Race Ethnicity (State: 3:Hispanic, Federal: 1:Hispanic/Latino, Race(s): White, Hispanic/Latino: Y:Yes, Race/Ethnicity Determination: 01:Parent Identified), and Birth Date (Age: 18) 09/15/1999.

3. In the Index, Select **Student Information**.
4. Then select **Response to Intervention**. Click **General** and search for student you want to enter an intervention for.
5. Select New Status and enter all required information.
 - a. Date
 - b. Intervention Subject
 - c. Intervention Action
 - d. School Year (Should already populate current school year)
 - e. Time will be current time. You can adjust accordingly.
 - f. Staff Name – Your Name
 - g. Intervention Comments (Not required)
 - h. School

Teacher Classroom Intervention

Custom Status Data List

Date	Time	Custom Data
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Teacher Classroom Intervention

*Status Date: 08/22/2018

Status Time: 11:01 AM

*Intervention Subject:

*Staff Name:

*Intervention Action:

Intervention Comments:

*School Year: 2017-2018

*School:

Once again some buildings use this feature and some do not. Check with your building administrator for policies and procedures

Highly confidential information should NOT be entered. Other teachers/administrators have open access to everything entered in this section.