



MT 4060 Staff Entry

August 2009

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CENSUS: ADDING STAFF

OVERVIEW

This lesson will introduce you to the process of adding staff members to your Campus database. For more information about the types of data tracked in Census and the theory behind the tool, consult the Census Module Overview.

OBJECTIVES

At the conclusion of this lesson, you should be able to:

- Add people using Census > Add Person.
- Create a district assignment.
- Know and describe the functions of the checkboxes on a district assignment.

Person Search

Person Search
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student.

*Last Name: johnson
First Name:
Middle Name:
Birth Date:
Gender:

Search

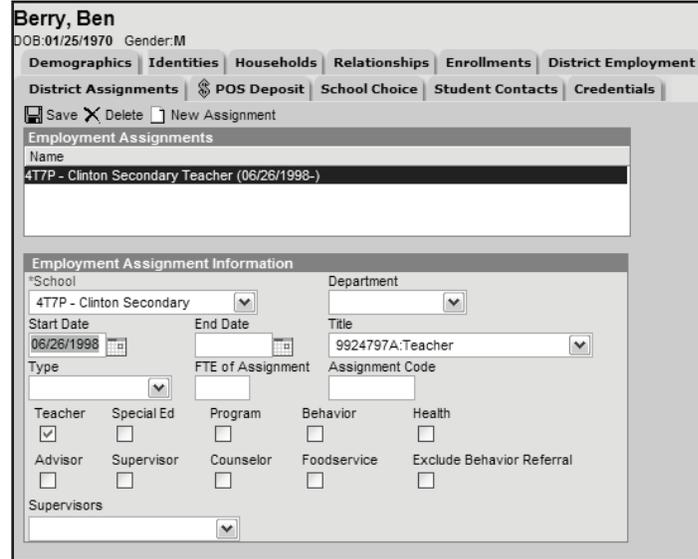
Details	Johnson, Danial	PersonID: 46270	M
Details	Johnson, Delphine	PersonID: 46271	F
Details	Johnson, Jacqueline	1759 PersonID: 46272	F 09/22/2001
Details	Johnson, Todd	1760 PersonID: 46273	M 10/01/2000
Details	Johnson, Alex	PersonID: 3022	M 04/03/1996
Details	Johnson, Ashley K	618953 PersonID: 1143	F
Details	Johnson, Brett	620327 PersonID: 1316	M

Adding a Person (Census > Add Person)

1. From the Index outline, select Census > Add Person.
2. Enter the required search information to check if this person already exists in Campus.
3. Click Search. Search results will display in the white box to the right of your search criteria. Use the information on screen such as their birth date to determine if one of the results is the staff member you are attempting to add. If yes, select that person and proceed to step 8.
4. If no matching person is found in the white box, click the Create New Person button. Enter the person information for the individual. All fields marked in red with an asterisk are required. Enter additional data according to your district's policy and procedure.
5. Enter a staff number for this person if you have it.
6. When finished, click Save.
7. Select the person from the white box.
8. On the demographics tab for the new person, enter any additional data such as contact information for the staff member.
9. When finished, click Save.

Creating a District Assignment (Census > Person > District Assignments)

The **District Assignment** tab records all buildings that a teacher or staff member has worked at in the district. In addition to recording their work site history, the District Assignment tab has implications for the functionality of the product and where that person can be selected in drop down lists in various modules of the product.



1. Search for the person using search all people if the individual's census file is not on your screen.
2. Select the District Assignments tab.
3. Select New Assignment.
4. Select the school the staff member will be working at.
5. Enter a Start Date.
6. Choose additional information from the drop down lists as needed.
7. Select the check boxes that will determine how this person should be used in Campus.
 - **Teacher** allows the staff person to be assigned to teach a section and gives access to that section's grade book and roster.
 - **Special Ed** makes the name appear in the Special Ed Staff drop down list when creating a team for a student. This section should be marked for all special education teachers and administrators.
 - **Behavior** will place the person's name in the drop down list as an individual who deals with student behavior issues.
 - **Health** will place the person's name in the drop down for treating student health issues. This selection has NO impact in the Montana Edition product.
 - **Advisor** makes the name appear in the advisor drop down list when creating a Special Education team for a student. This will be used for all other team members that are not guardians, general education teachers, or special education staff.
 - **Supervisor** will add the individual to the supervisor drop down list found on the District Assignments tab.
 - **Counselor** will place the staff member's name in the counselor list to be assigned to students. This selection has NO impact in the Montana Edition.
 - **Exclude Behavior Referral** will remove the individual from the referring staff list on any student behaviors. This selection has NO impact in the Montana Edition.
8. When finished, click Save.

Census: Staff Entry



Recording District Employment Data (Census > Person > District Employment)

Staff Information	
Start Date	End Date
09/08/199	
Teaching Start Year	Teaching Years Modifier
	0
License Number	FTE Percent
001026	0
Seniority	Education

Click the Census > Person > District Employment tab.

Enter additional data and information on the District Employment tab.

- The Start and End Dates record when the person began and ended their time working with the school district.
- All other information on this tab is optional in Montana.



Census: Staff Entry

USER SECURITY - STAFF ACCOUNTS



OVERVIEW

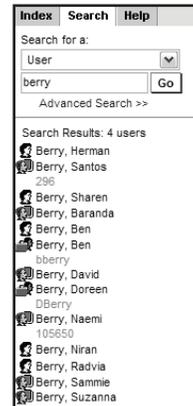
This lesson will cover account setup and maintenance for staff accounts for access to the Campus application based on best practices recommended by Infinite Campus.

OBJECTIVES

At the conclusion of this lesson, learners will be able to create a staff account.

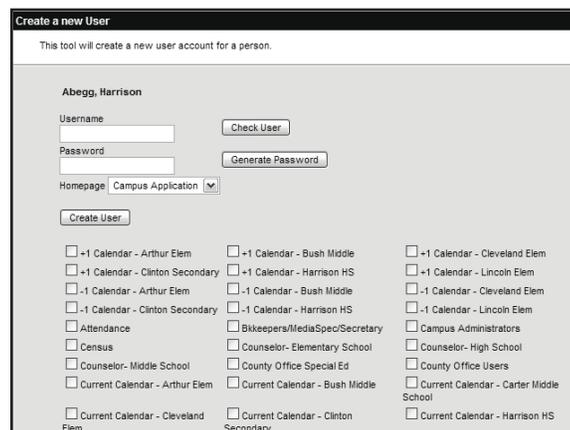
USER ACCOUNTS

All people are potential users of the Campus SIS. Searching for a last name will display all parents, students, and staff members with that last name. Established user accounts will display in gray below the person's name. To maintain an existing account, click on the account. To create a new account for a person, click their name.



Creating a New User

1. On the search tab, change to search for a user.
2. Enter the search criteria in the search box or use the advanced search options.
3. Click on the person's name in the User Search results.
4. Enter a user name for the user according to the district's established Practices & Processes.
5. A password may be entered in the password field or a random password may be created by clicking on Generate Password.
6. The homepage option will determine if this account should be directed towards the Campus application (for school faculty and staff) or towards the Campus Portal (for parents and students). District staff who are parents will have two Campus logins; one for the Portal and one for the application.
7. If the account is for a staff member, you may pre-select the user groups the user will need to belong to.
8. Click Create User to generate the user account.



Maintaining an Existing Account

1. The Disabled box will be automatically checked if the user's password has been incorrectly entered five times. Re-enabling the account is done by unchecking this box and clicking save.
2. Force Password change will require the user to change their password at their next login. Once the password is changed, this box will be unchecked.
3. The All Tools and All Calendars checkbox will give the user access to the entire Campus system regardless of the tool rights and calendar rights set on their individual or group tool rights or calendar rights tab.
4. The Hide Banner is a user preference that will hide the Infinite Campus banner on the user's screen.
5. The Expires Date will automatically disable the account for the selected user at midnight on that date. This tool is often used to automate account management for temporary staff.
6. Generate Random Password will replace the selected password with a strong random character password
7. Login As User will switch users to the selected user. The current user will be automatically logged out.

The screenshot shows the 'User Account Editor' for user 'habegg'. The interface includes tabs for 'User Account', 'User Groups', 'Tool Rights', 'Calendar Rights', and 'Access Log'. Below the tabs are buttons for 'Save', 'Delete', 'Generate Random Password', and 'Login As User'. The main area contains fields for '*Username' (habegg) and '*Password' (*BTqwebm). There are checkboxes for 'Disabled', 'Force Password Change', 'All Tools', 'All Calendars', and 'Hide Banner'. An 'Expires Date' field is also present, along with a 'Homepage' dropdown menu set to 'Campus Application'.

User Groups

To create and maintain a user's group memberships:

1. Check the groups that the user should be a member of.
2. Click save when finished.