

Definition of Infinite Campus Terms

Category	Term	Description
Attendance	Attendance codes	Codes are entered as a type (either absent or tardy) and an excuse (unknown, excused, etc.)
Attendance	Attendance Mode: Batch	DO NOT USE THIS FEATURE. Marks student attendance for a range of dates and time.
Attendance	Attendance Mode: Batch Edit	Marks student attendance for a range of dates as well as for specific period(s) absent (e.g., girls varsity basketball team are excused for Periods 6 & 7 for a tournament). Used by the Attendance Secretary.
Attendance	Attendance Mode: Check-In	DO NOT USE THIS FEATURE. Marks the student in school based on the time the student arrives late to school. NOTE: Student must be marked absent by teacher first.
Attendance	Attendance Mode: Check-Out	DO NOT USE THIS FEATURE. Marks the student out of school based on the time the student leaves school early.
Attendance	Attendance Mode: Daily	Marks student attendance for the entire day. Used by the Attendance Secretary.
Attendance	Attendance Mode: Edit	Modifies previously entered attendance information. Used by the Attendance Secretary.
Attendance	Attendance Mode: Period	Marks student attendance for the selected period through the rest of the day. Used by the Attendance Secretary.
Attendance	Attendance Wizard	Tool used by Attendance Secretary to adjust attendance, enter mass absences, etc.
Attendance	Attendance Wizard Ad Hoc Filter	Filters search by predefined criteria, e.g., students in grade 9, females, students enrolled in Algebra, students on the Football team, etc.
Attendance	Classroom Monitor	A tab within Infinite Campus that allows the Attendance Secretary to view the status of classroom attendance as it is being recorded across the entire school.
Attendance	Overwrite Existing Marks	When checked, all previously entered attendance entries for the date entered will be overwritten when the user clicks the Save icon.
Attendance	Positive Attendance	DO NOT USE THIS FEATURE. Assumes the student is present for the time period. Use of clock time may cause students to be absent more than the actual period times.
Behavior	Behavior Admin Staff Name	Person authorized to resolve the behavior, typically an administrator.
Behavior	Behavior Resolution	The outcome of the behavior as determined by the Behavior Administrator (e.g., detention, in school suspension, out of school suspension, etc.)
Behavior	Event Name	This list is generated by MMSD and is a descriptor used to identify the student's behavior that describes the event.
Behavior	Offender	The person committing the act.
Behavior	Participant	The person contributing or taking part in the act, an accomplice.
Behavior	Referral Name	Staff member who witnessed the behavior and completed the referral.
Behavior	Role	The role the student played in the incident, i.e. offender, participant, victim or witness.
Behavior	Victim	The person who the act was committed upon, injured party.
Behavior	Witness	The person who hears first hand evidence about the event, observer, bystander, onlooker, eye witness.
Census & Enrollment	Calendar	This is the school and the school year in which the student is enrolled. This begins with the school code and year (001 04-05, 143 03-04, etc.). In the Campus product, students are enrolled into a calendar, not a school. You must be in the current school year calendar to make any changes.
Census & Enrollment	Enrollment	The process of assigning students to particular schools, classes, sections. All the information pertaining to the student's enrollment at a particular school. A student enrolls into particular schools and/or courses each year.
Census & Enrollment	Enrollment Start and End Status	Field found in the Enrollment Tab that correspondences to the Entry/Withdrawal Codes that are currently used.
Census & Enrollment	Graduation Dropdown	This is used as a manual override for non-natural progression.

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Census & Enrollment	Household	Includes phone number, address and all members who may reside at an address. Schools will not be allowed to change household information. This will only be handled by Enrollment Office staff.
Census & Enrollment	No show	DO NOT USE THIS FEATURE. This is NOT the same as the "No show" term we have used in the past for students not verified for membership and denoted with the NVM tag. It's for students who are 'pointed' to your school but never appear. Use of this field prohibits attendance taking, scheduling, etc. Please DO NOT use this checkbox since it does not work how WE would want it to.
Census & Enrollment	NVM Tag	If you would have used the NVM tag in the past, you should now check the box entitled "State Exclude" under Census Enrollment.
Census & Enrollment	Person	Includes any person entered into Infinite Campus including students, parents, staff, emergency contacts, siblings, etc.
Census & Enrollment	Person GUID	Number assigned by Infinite Campus to any person for purposes of using portals.
Census & Enrollment	Person ID	Unique number assigned by Infinite Campus whenever a new person is created. Do not confuse this number for the Student ID #.
Census & Enrollment	Registration	This the process of entering family demographic information into the Census module. It is only done once. The process includes all locations, phone numbers, family members, and relationships. A student now has to be registered into the District BEFORE he/she can enroll in a particular school.
Census & Enrollment	Relationships	Definition of how various people are related to each other. Examples include parental, sibling, familial, and/or emergency contact relationships.
Census & Enrollment	Service Type	Refers to the type of enrollment. Primary is the main school the student attends. Secondary is used when a student is enrolled for special class purposes at a second site. An example is an 8th grade student attending a High School for a math class.
Census & Enrollment	Start and End Date	These are the dates the student begins their attendance at the school and ends their attendance at the school. Students may start and stop in the same calendar several times, which means there will be a new enrollment for each instance of starting and ending.
Census & Enrollment	State ID	A unique number assigned by the State of Wisconsin to track students as they move to Districts throughout the State of Wisconsin.
Census & Enrollment	Student Number	Unique number automatically assigned by Infinite Campus. Same as MMSD's Student ID #.
General	Browser	Program used to access the internet, e.g. Internet Explorer, Firefox, etc.
General	Messenger	An automated notification system that contacts parents or guardians about a variety of topics, including attendance, grades, discipline, or general school announcements. The messenger system utilizes phone calls, cell phones, email, fax, or other contact mediums as requested by parents.
General	Navigation Pane	A defined area to the left of the main working area of the screen that allows you to navigate to different portions of the Infinite Campus program. Contains different items based on the user rights. Contains three component "tabs": Index, Search and Help.
General	Portal	A password protected web site that provides access to student information. Infinite Campus offers both parent and student portals, allowing limited access to student records. The school determines what information parents or students can access, including attendance, grades, assignments, health records, or unofficial transcripts. The parent and student portals are not being used at this point in time. It is expected that they will be used sometime during second semester of the 2006-2007 school year.

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General	Tabs	Within the Working Pane, each module (e.g., Student Information) is separated into different components that are represented by tabs. Components within the General module include Summary, Enrollments, Schedule, etc.
General	Toolbar	Typically a space at the top of a screen or program that contains actions accessible by your mouse. Toolbar may contain menus (a list of words) or icons (pictures).
General	Tools	The various items within Infinite Campus that represent different modules. Examples include student, behavior, instruction, census, scheduling, grading, etc. Most users will only have a few of these tools accessible to them in the navigation pane based on their assigned user rights.
General	Working Pane	The main workspace of Infinite Campus where student information will appear.
Student Information>General	Ad Hoc Reports Tab	*****Need info from group for this one*****
Student Information>General	Assessment Tab	The Assessment Tab lists the student's scores for standardized tests. Any state mandated tests, AP tests, college entrance exams, etc. can be listed here.
Student Information>General	Attendance Tab	The Attendance Tab lists the student's attendance history for all enrollments related to the current year's enrollment. The left column provides a summary of the student's absences and tardies by term. The right column lists the absences and tardies by date.
Student Information>General	Behavior Tab	The Behavior Tab lists the student's discipline events that have been recorded for any school in which the student has been enrolled. (What you will be able to see is determined by User Rights.)
Student Information>General	Credit Summary Tab	The Credit Summary Tab provides a view of the student's total credits that have been recorded on the transcript. Transcripts can be printed from this tab or from the Transcript Tab.
Student Information>General	Custom Tabs	Custom Tabs are tabs that can be created specific to MMSD's needs. These tabs will appear after the rest of the student tabs in the student general folder.
Student Information>General	Enrollment Tab	The Enrollment Tab provides a listing of the student's enrollment history in the District, listing the school that was attended, the start and end dates and start and end status, and the grade level.
Student Information>General	Fees	A listing of money that a student owes as well as a listing of payments or credits that have been made. Multiple fees can be assigned to a student. Only Board of Education approved fees are collected.
Student Information>General	Fees Tab	The Fees Tab provides a listing of the fees that the student owes, as well as a history of payments and/or credits that have been made for those fees. Multiple fees can be assigned to a student. Only Board of Education approved fees are collected.
Student Information>General	Fees: Exempt	Marked when a student is exempt from payment for the fee, perhaps due to free/reduced lunch indicator. This is a decision made by an authorized administrator or their designee.
Student Information>General	Fees: New Payment	Any payment made on behalf of the student for fees.
Student Information>General	Fees: Variable	Fees used when the fee may have multiple values, e.g. lost library or text books.
Student Information>General	Grades Tab	The Grades Tab lists the student's task grades (tasks are things that have the potential of being on a report card). This is a view only screen. The grades are separated by course and term. Users can generate report cards from this tab as well.
Student Information>General	Lockers Tab	The Lockers Tab lists the lockers that the student is using for a particular enrollment at the school. The locker list first needs to be created in the System Administration area. (This is an optional feature that schools can use.)
Student Information>General	PLP	A component of Infinite Campus called the Personal Learner Plan. This module is under development within the District at this time.

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Student Information>General	Programs	Selected identifiers that alert all viewers to critical information about the student, i.e. food allergies, or are notations that are important "flags" to all users, e.g., neighborhood/smaller learning community.
Student Information>General	Programs Tab	The Programs Tab is a custom tab for MMSD. Here you will find selected identifiers that alert all viewers to critical information about the student, i.e. food allergies, or are notations that are important "flags" to all users, e.g., neighborhood/smaller learning community.
Student Information>General	Schedule Tab	The Schedule Tab lists the courses in which the student is enrolled for a particular term and period. Users will also be able to see what sections the student has dropped throughout the year. These are indicated by red drop dates.
Student Information>General	Summary Tab	The Summary Tab is an overview of that student's contact and demographic information. Data on this screen cannot be modified here. If changes need to be made, the information needs to be updated in Census.
Student Information>General	Transcript Tab	The Transcript Tab lists the student's historical grades. Transcript entries are separated by grade level and year, as well as by the term in which the course was taken. Users can edit the entries listed on this tab by clicking the Edit link at the beginning of the row.
Student Information>General	Transportation Tab	The Transportation Tab is not currently being used by MMSD.
Student Information>General	Walk-In Scheduler	A component of Infinite Campus that schedules students into classes who have not been scheduled during the scheduling window for all students. Typically reserved for new students and students needing changes to a course after the start of the school year.
Student Information>Grad Planner	Progress Tab	The Progress Tab is a view-only screen. That means that information is entered elsewhere and is only displayed here. To view the student's credits, select the appropriate credit group from the drop-down list. All categories attached to that group are shown on the left-hand side. Credits that need to be taken in certain grade levels are listed first in the grade level columns. The first digit shows the student's credits that have been taken; the second digit shows how many need to be taken to stay on track. The last four columns indicate the student's total accumulation of credits. The Progress Tab is also color coded to show the areas in which the student is lacking (red), ahead (yellow), on track (green) or does not need any credit (white).
Student Information>Grad Planner	Required Credit Tab	The Required Credit Tab screen will first show the requirements for the program to which the student is assigned. As it works with the Progress Tab, the requirements for being in this program are listed first. To see what credits the student is required to have, select the credit group from the drop-down list. This is also a view-only screen, where counselors and administrators can quickly determine what courses a student should be taking to stay on track with this program.

IC Vocabulary:

Activity -vs- Assignment	Assignments are graded and values are used to compute student percents Activities are not graded. This is a useful way to keep track of anything else that is not to be part of the grade calculation.
Composite	Establishing the composite for the semester grade will determine what weight is given to each quarter and to the final exam.
Group Copy Function	This function will copy individual assignments from one class hour to other hour(s). Can be used on a daily basis.
Curve	The curve is a grading scale. It allows IC to assign a letter grade based on the percent it calculates.
Daily Planner	This is a calendar consisting of attendance data and assignment due dates.
Gradebook	This is the part of the instruction module that calculates the grades.
Group	<p>A group is a category in the grading task. Examples of groups include projects, tests, and lab work. Once you have established a group or groups, then you can add assignments.</p> <ul style="list-style-type: none">•Some teachers will use one group per quarter and put all assignments into the one group.•Other teachers will divide assignments into separate groups: example: a test group, and assignment group and a project group.
Lesson Plan Copier	This function will copy the whole folder hierarchy from one class section to another section. You can only copy groups into a class that does not yet have any groups.
Lesson Planner	This is the part of the instruction Module where you set up your gradebook.
Posting grades	Posting is an action that moves the calculated scores from your gradebook into space that can be grabbed and printed by the district when they print and send home report cards. Grades are posted to a task, such as Q1 Final Grade.
Section	This item is located in the navigation bar. It lists the terms and classes assigned to the teacher.
Task	This term refers to a grading task where you must report a grade to the district. Examples of tasks are: progress reports, quarter final grades. Semester final grades, semester exam grades.