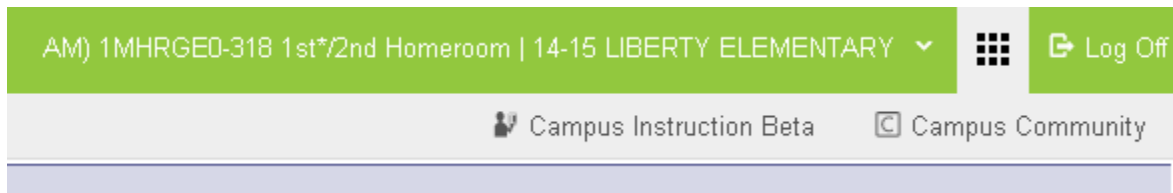


How to view your roster in the new version of IC

The first step after logging in is to click the 3x3 square grid in the top-right corner to move into “Campus Instruction Beta”



To save yourself these 2 clicks each session, you can adjust your account settings to have IC go directly to “Campus Instruction Beta” when you log in. This is also where you can elect to show student pictures, student ID’s, etc.

Message Center

Planner

Grade Book

Attendance

Roster

Seating Charts

Student Groups

Post Grades

Assignment Overview

Standardized Test

Student Course
Recommendations

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Account Settings

Preferences

Password Reset

Save

Account Settings

Select the application you would prefer to load on Cal

Campus Instruction Beta

Campus Instruction Beta

Campus Tools preferences.

Show Active Students Only

Affects display in Student Course Recommendation

Show Student Number

Affects display in Attendance, Class Serve, Stud

Show Student Picture

Affects display in Attendance, Class Serve, Stud

Use Seating Chart for Attendance

Once you're in Campus Instruction Beta, you'll see "Roster" listed on the left-hand side as one of your options

AM) 1MHRGE0-318 1st*/2nd Homeroom

All Active Incoming Dropped Report Options

Active Students (24)

Males: 12 Grade 01: 9
Females: 12 Grade 02: 15

Name ▲	Gender	Grade	DOB	Sta
[Redacted]	M	01	02/17/2008	
[Redacted]	M	02	09/18/2006	
[Redacted]	F	01	05/12/2008	
[Redacted]	M	02	08/04/2007	
[Redacted]	F	02	09/14/2006	

If you need more information on a student, you can click on their name from the roster. However, please recognize that this provides only a demographic summary for the student (see below).

Gender:	M
Birth Date:	02/17/2008
Nickname:	
Grade:	01
Enrollment:	14-15 LIBERTY ELEMENTARY

Contact Information

Primary Household:

Household Phone:	
Address(es):	
Members:	


Print Print with Picture Close

From here, you can print the roster by selecting "Report Options" and choosing how you'd like the report to be structured. You'll have the option to print and/or save the roster report as a PDF document.

Report Options

Report Options: Roster

This report displays student rosters for each section selected. The Effective Date is used to determine which students to include on each roster. The sections can be sorted by Course Name or Course Number.

*Effective Date
 

*Section

CTRL-click or SHIFT-click to select multiple

Page Printing Options
 Shade Alternate Rows
 Add page break after each section

Remove Defaults
 Hide Phone and Address
 Hide Staff Number
 Hide Incoming Students

Add Extras
 Show Birth Date
 Show Guardians

If you need more detailed information on a particular student, you will need to move back into Campus Tools by clicking the 3x3 square grid on the top-right corner.

14-15 LIBERTY ELEMENTARY   Log Off

 Campus Tools

 Campus Community

From Campus Tools, you can search for an individual student by name to pull up the detailed tabs.

Year School

Index Search Help <

Advanced Search

Search Results: 24

* Health Condition

Grade: 01 DOB: Gender: M

Behavior Transportation Fees Lockers Graduation Athletics AdHoc Letters Report Comments

Summary Enrollments Schedule Attendance Grades Transcript Credit Summary Assessment

Person Information

PersonID	<input type="text" value="252285"/>
Name	<input type="text" value=""/>
Nickname	<input type="text" value=""/>

Campus Instruction is also where you will take **attendance**. Similar to previous years, you will be able to build a seating chart if you'd prefer to take attendance using a seating chart (vs. a list view).

Infinite Campus Campus Instruction Beta Sandra

Message Center

Planner

Grade Book

Attendance

Roster