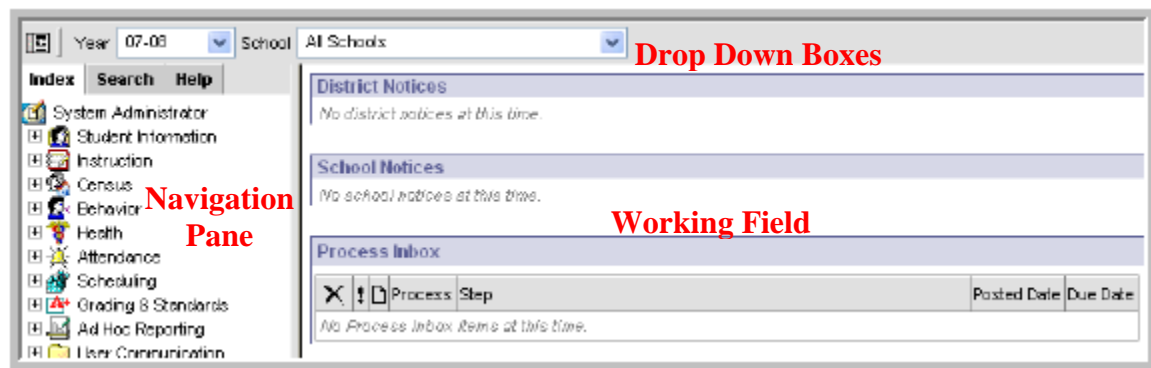




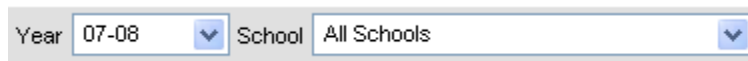
Screen Layout

After logging into Infinite Campus, you will be presented with a screen with three major areas.



Across the top of the field are **Drop Down Boxes**. Beneath these, the screen is divided into two areas, the left **Navigation Pane** and the **Working Field** on the right.

Drop Down Boxes



All users will see the *Year* and *School* drop down boxes. These boxes determine the data with which you can work. The *Year* box will be preselected to the current school year's data. For most users, this will be the only option available. Staff and administrators with appropriate rights may select other years' data. The *School* drop down box will default to your assigned school. For most users, this will be the only choice available. District level users may select between multiple schools as necessary.

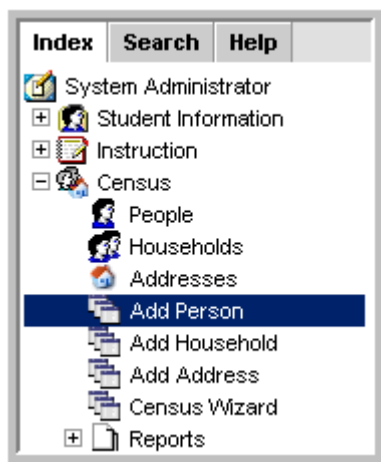


Teachers will see additional drop down boxes entitled *Schedule* and *Section*. These allow them to restrict the data viewed to a specific schedules, period or course.

Navigation Pane

The Navigation Pane has three tabs across the top – Index, Search and Help. Index will be discussed here. Search and Help have separate reference pages.


The Index Tab



On the left side of the screen, is the primary navigation section of Infinite Campus. These modules are collections of tools and links that are grouped together by common functions. Different users will have different modules displayed and available depending on their permitted access.

The plus signs next to the module names indicate there are sub-modules. Clicking on the plus sign will expand the modules and change the plus sign to a minus sign. To hide the sub-modules, click on the minus sign.

The module or topic that is currently displayed in the large working area section of the screen will be highlighted. In the image above, the **Census** module is expanded and the screen for adding a person is highlighted indicating the working field is displaying the area for adding people to Infinite Campus.

 The Navigation Pane can be hidden or revealed by alternately clicking on the small image above the Index tab. Hiding the Navigation Pane leaves more area on your screen for the Working Field.

The Working Area

The screenshot shows a web interface with three distinct sections. Each section has a blue header bar with white text. The first section is titled 'District Notices' and contains the text 'No district notices at this time.' The second section is titled 'School Notices' and contains the text 'No school notices at this time.' The third section is titled 'Process Inbox' and contains a table with four columns: 'Process', 'Step', 'Posted Date', and 'Due Date'. The table is currently empty, and below it is the text 'No Process Inbox items at this time.'

Process	Step	Posted Date	Due Date
No Process Inbox items at this time.			

The Working Area changes depending on the module, sub-module or report selected in the Navigation Pane. The default area (the area displayed when you first log in) has three sections.

District Notices are posted by the district office and are of interest to users district-wide.

School Notices are posted at the school level. You will see only those notices posted by your school.

The **Process Inbox** appears below the notices. Routine tasks users are expected to perform are listed here. For teachers, the default is links to class attendance screens that must be taken on a regular basis. The area is also used to display time sensitive activities to various users.