



# Infinite Campus Navigation

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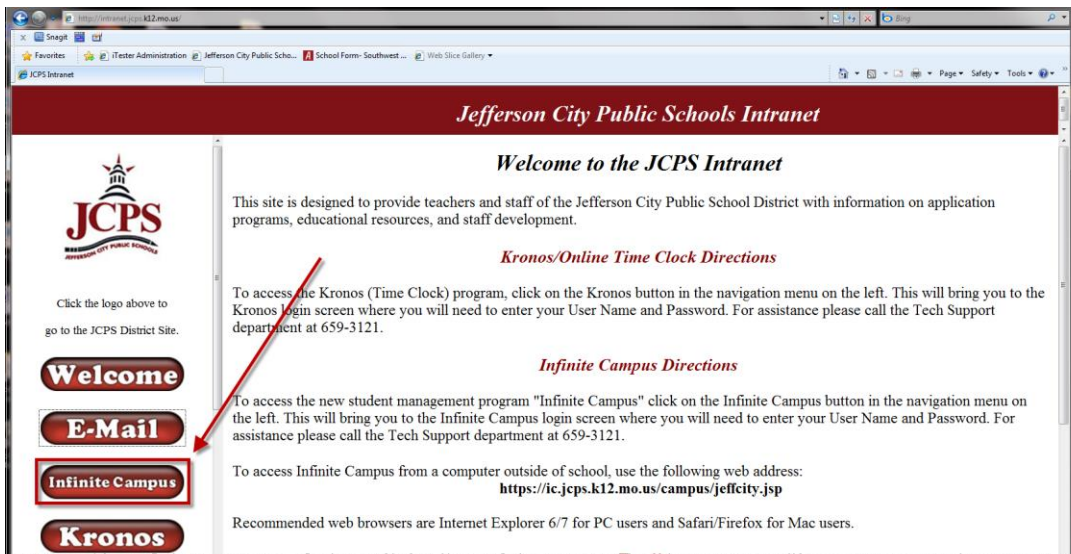
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## Logging into Infinite Campus

There are three ways to access Infinite Campus.

- **JCPS Intranet:**

<http://intranet.jcps.k12.mo.us/>. Click on the Infinite Campus button on the left side of the screen.



- **JCPS Internet:**

[www.jcschools.us](http://www.jcschools.us). Under the **Staff** category, click on **Staff Links**.



Click on the Infinite Campus Logo on the right side of the screen.



- **Direct URL:**

Type <https://jeffersoncitymo.infinitecampus.org/campus/jeffersoncity.jsp> in your browser.

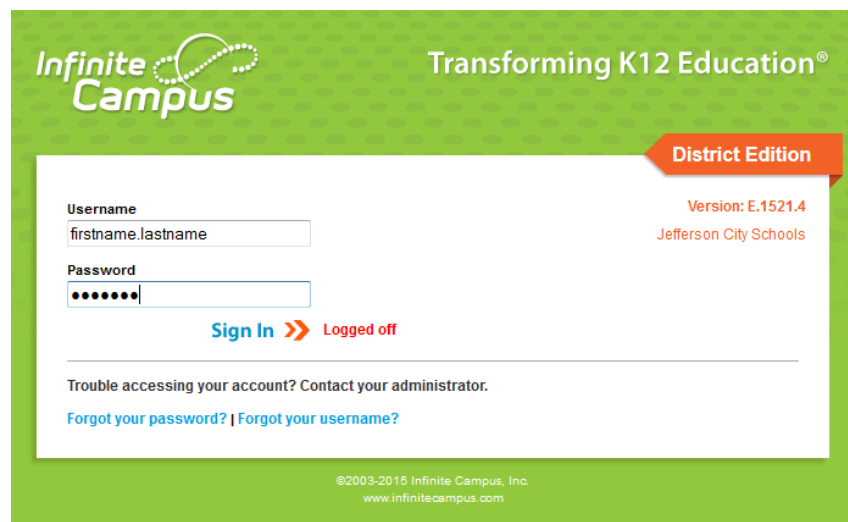
## User Name and Password

Each of the options above will redirect the user to the login page of Infinite Campus.

- **Enter the user name and password**

**User Name:** firstname.lastname

**Password:** Ch@ngeme \*Temporary password that the user will change once they have logged in the first time)



- **First time users set a permanent password**

**Old Password:** Ch@ngme

**New Password:** enter a new password

\*NOTE: the indicator must register as 100% in order to save the password

**Verify New Password:** re-enter the new password

Select **Save**

**Change Password**

You are required to change your password. Please change your password now.  
Your password must be strong. Enter a series of characters or a two or three word phrase that includes letters, n

Old Password

New Password  100%

Verify New Password

Log Off Save

- **First time users set a permanent password**

Enter a security Email. This can be your JCPS email account. This will be to send you account recovery information if you request it.

**New Account Security Email:** firstname.lastname@jcschools.us

**Confirm New Account Security Email:** re-enter email

**Enter Password:** enter your new password

Select **Save**

**Change Email**

You are required to set an account security email.  
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email

Confirm New Account Security Email

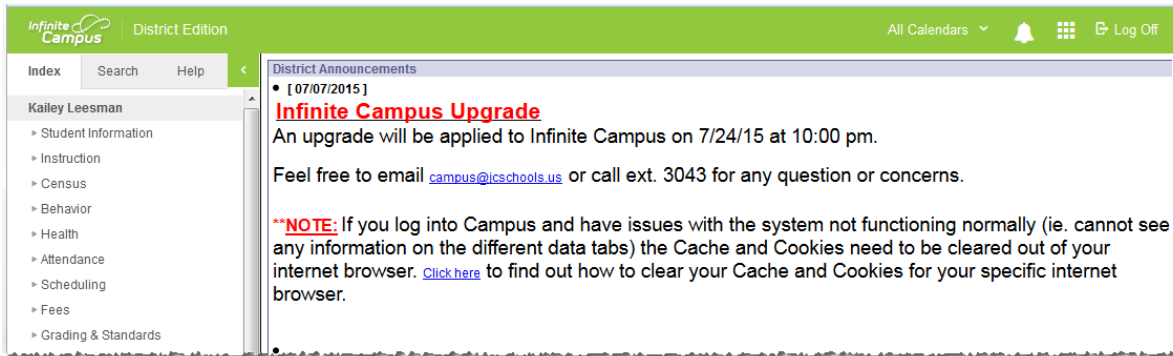
Enter Password

Log Off Save

# Navigating Infinite Campus

## Home Page

Once logged into Infinite Campus, the home page will display.



### 1. District Notices

District Notices provide a way to announce upcoming district events, district happenings, etc., at the district level. Any user who logs into the Campus application will see the District Notices. Portal users can also view District Notices if the district so chooses. The district typically uses District Notices to convey changes or other important information related to Infinite Campus.

### 2. School Notices

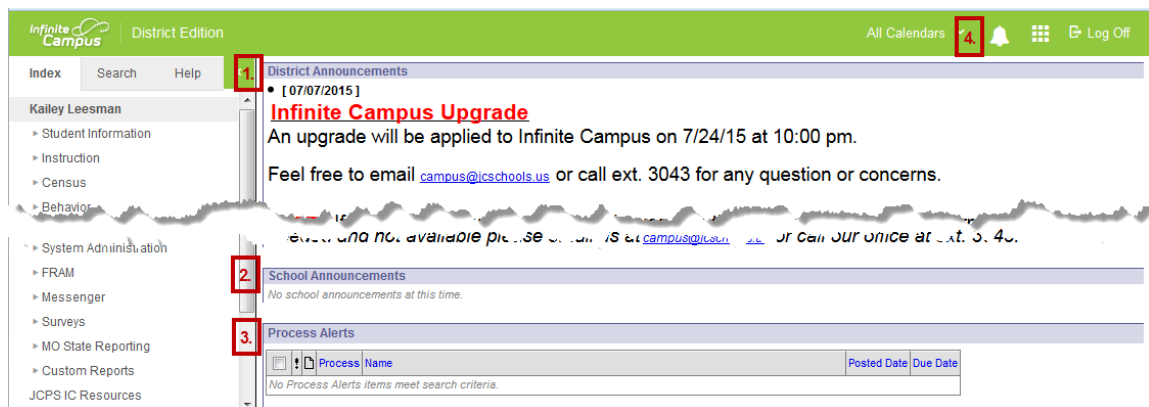
School Notices provide a way to announce upcoming school events, the daily school bulletin, district happenings, etc. Any user who logs into the Campus application will see School Notices for the school for which the user has access. Portal users can also view user notices if the district so chooses.

### 3. Process Alerts

Process Alerts is the message center for all system communication relevant to a user. The only information you should see in this area is if a report has been run in the batch queue. Most users will not notice any process alerts.

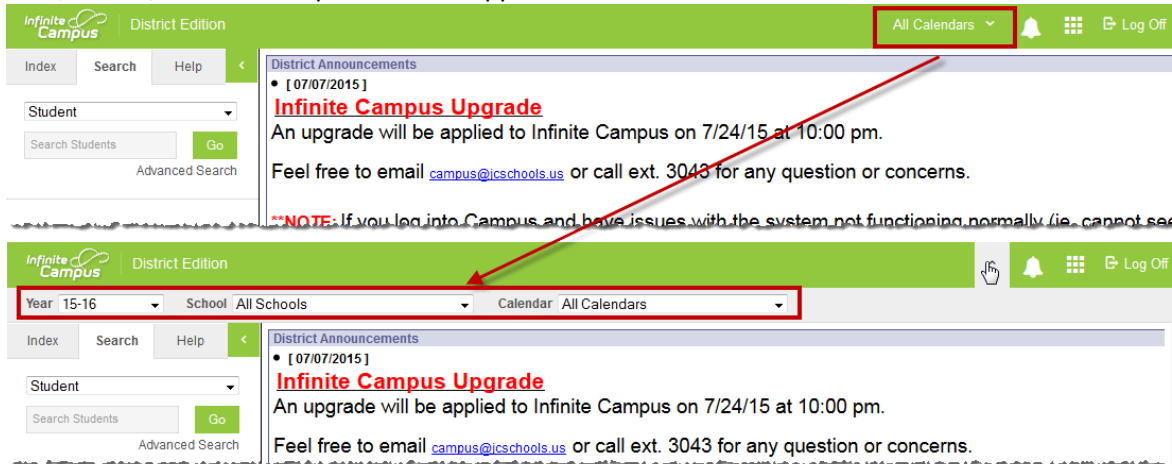
### 4. Notifications

The Notification bell notifies the user when certain operations have been performed in the system. Currently we are not using any of these operations therefore you should not currently see any notifications appear.



## Year/School/Calendar Options

The Year/School/Calendar tool bar will sometimes be collapsed in the header. Please be aware of what calendar you are pulling data from. To change your options select the Calendar in the header and the Year/School/Calendar drop downs will appear.

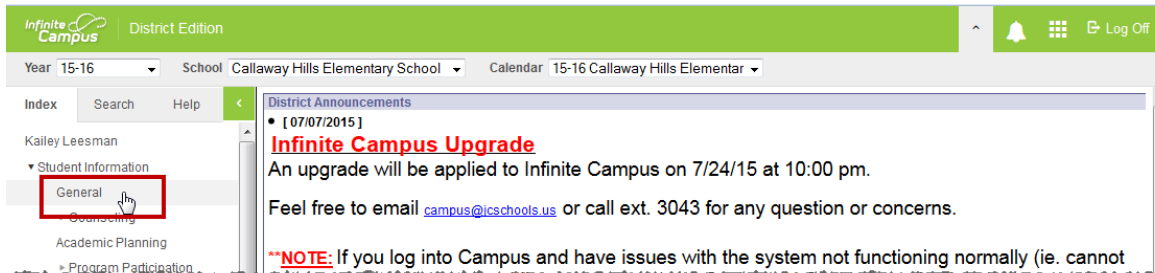


Some Searches and Tabs of information are filtered to the selections made in the Campus toolbar (i.e. Year, School, Calendar, and Section).

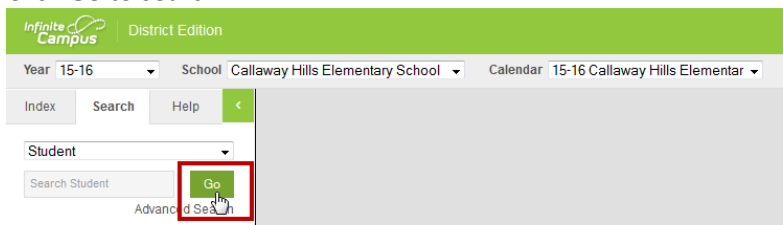
- **Filtered (specific to what is selected in the Campus toolbar):**
  - **Searches:** Student, StudentID, Staff, Course/Section, Course Master
  - **Tabs:** Schedule, Attendance, Grades, Transcript, Credit Summary, Behavior (if user does not have all calendar rights), Fees, Instruction > Assignments, Instruction > Grade Book, Instruction > Grading By Task & Student, Instruction > Roster, Health > Immunizations, Attendance > Daily Attendance, Attendance > Classroom Monitor, Attendance > Attendance Wizard
- **Unfiltered (not filtered by what is selected in the Campus toolbar):**
  - **Searches:** Address, Household, User, Group, Account, Help
  - **Tabs:** Any tab not listed under Filtered

## Searching for a Student

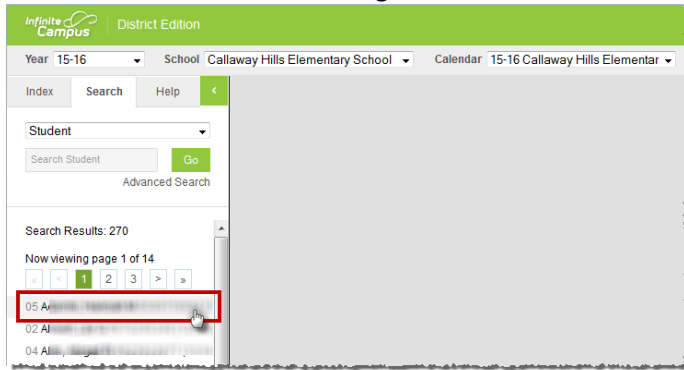
Click on Student Information > General



There are several Search options. When clicking on Student Information > General, it automatically directs the user to a Student search. The user can leave the Search box empty to do an open ended search based on the Year, School, and Calendar that is selected at the top. You can also type in all or part of a student's name, last name first. If a student is not enrolled in the Calendar selected at the top, they will not display in the search. Click **Go** to search.

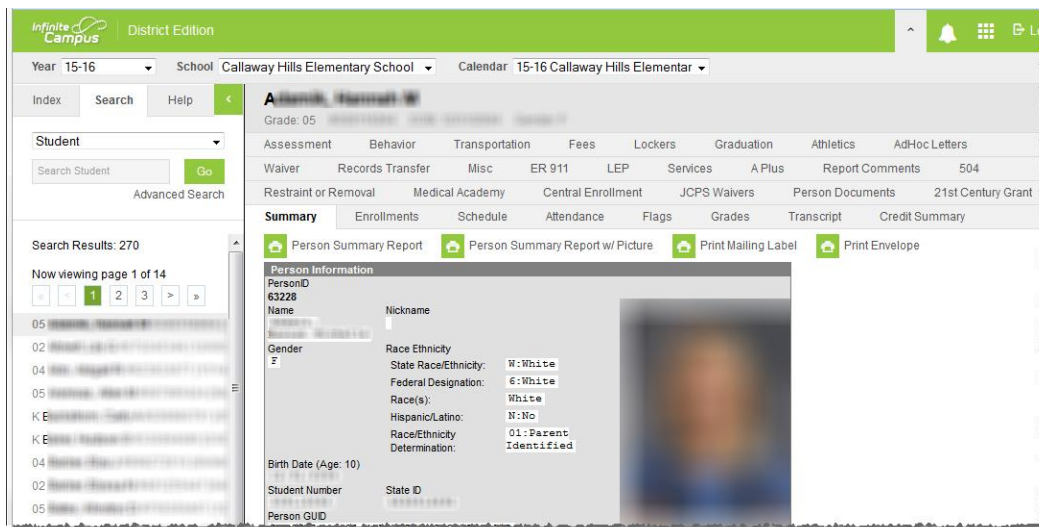


Click on the student's name to go to the student record.



Each Tab displays different student information.







**\*NOTE:** There are certain tabs that will display different information based on the Year, School, and Calendar selected at the top of the screen. Those tabs include: Schedule, Attendance, Grades, and Fees.



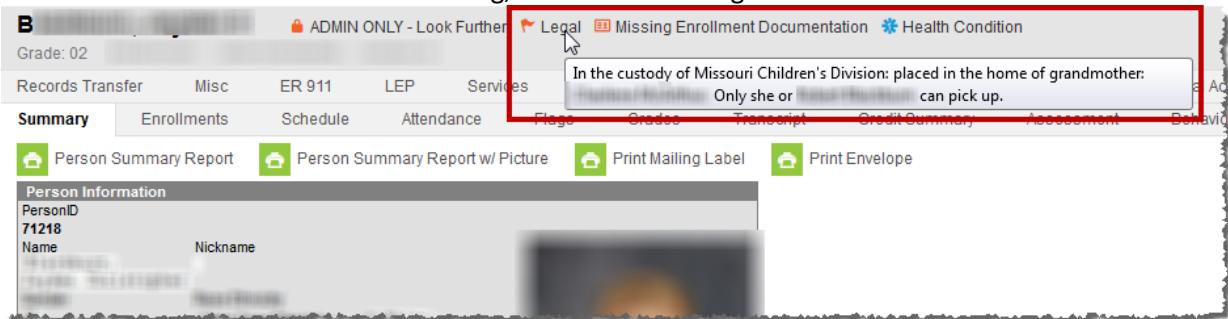
## Student Flags

Flags provide a way of labeling students for things such as food allergies and contact restrictions, etc. Flags will appear at the top of the student record.

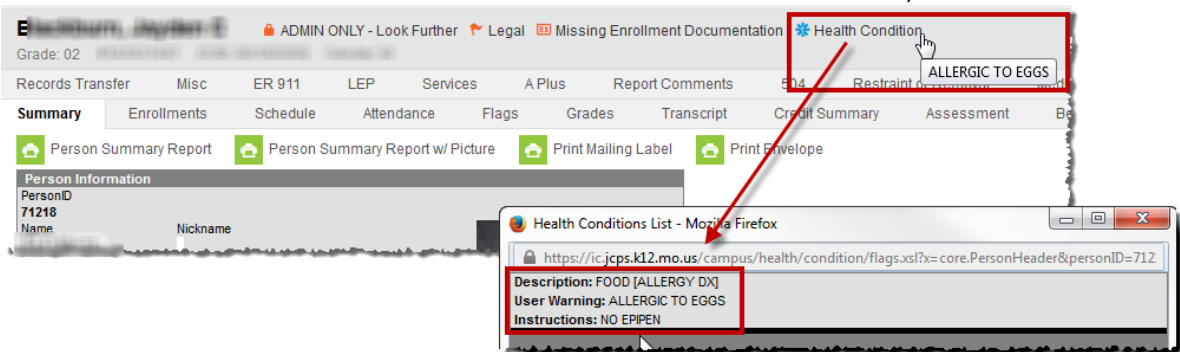
There are four different flag types:

	<b>Legal</b>	Student has legal issues that staff needs to be aware of.
	<b>ADMIN ONLY - Look Further</b>	Need to look further into the student's file before making discipline decisions. Information in the student record may influence discipline process or resolution.
	<b>Health Condition</b>	Student has medical conditions that staff needs to be aware of.
	<b>Mentor Program</b>	Student is participating in the Mentor Program.
	<b>Missing Enrollment Documents OR Missing Health Information</b>	Student has documents missing in order to complete their Enrollment. Used by Welcome Center staff, Nurses, and school secretaries.
	<b>FERPA</b>	Students that have opted OUT of the FREPA guidelines will have this symbol. This means that district staff are not allowed to use Photos or Names on things published by the district.

In order to see the information on the flag, hover over the flag.



To view detailed instructions from the nurse on a student's health condition, click on the Health Condition Flag.





## Viewing Student Demographic & Household Information

The very first tab that displays in most of the different tab sets within Infinite Campus will be a Summary/Demographic Tab. This tab displays basic student demographics along with Mailing Address, Household set up, guardian contact information and emergency contact information.

To view this select Student Information > General > Summary Tab

Year 15-16 School Callaway Hills Elementary School Calendar 15-16 Callaway Hills Elementar

Index Search Help

Kailey Leesman

▼ Student Information

General

► Counseling

Academic Planning

► Program Participation

► Health

Medicaid

► PLP

► Response to Intervention

► Special Ed

Student Locator

► Reports

► Instruction

► Census

► Behavior

► Health

► Attendance

► Scheduling

► Fees

► Grading & Standards

► Medicaid

► Programs

► Ad Hoc Reporting

► Transcripts

► User Communication

► Assessment

► System Administration

► FRAM

► Messenger

► Surveys

► MO State Reporting

► Custom Reports

JCPS IC Resources

Account Settings

**Blackburn, Kaylen** ADMIN ONLY - Look Further Legal Missing Enrollment Documentation

Grade: 02

Records Transfer Misc ER 911 LEP Services A Plus Report Comments 504

**Summary** Enrollments Schedule Attendance Flags Grades Transcript Credit Sur

Person Summary Report Person Summary Report w/ Picture Print Mailing Label Print Envelope

**Person Information**

PersonID  
71218

Name Nickname

Gender M Race Ethnicity W: White  
State Race/Ethnicity: 6: White  
Federal Designation: 6: White  
Race(s): White  
Hispanic/Latino: N: No  
Race/Ethnicity Determination: 01: Parent Identified

Comments

- Modified by: Walton, Shelley 08/10/2011 10:55

**Contact Information**

Email

**Mailing Addresses**

Primary Address Map

**Blackburn \*\*Primary**

Household Phone Address Map

Name	Relationship	Enrollment (grade)	Phone(s)	Email	Emergency Priority
Blackburn, Kaylen	Self	15-16 Callaway Hills Elementary (02)			
Blackburn, Kaylen	Brother	15-16 Callaway Hills Elementary (02)			
Blackburn, Kaylen	Grandparent		Wk: (573)632-0006 C: (573)301-4514		1

**Non-Household Relationships**

Name	Relationship	Phone(s)	Email	Emergency Priority
Blackburn, Kaylen	Mother	C: (573)632-0006		
Blackburn, Kaylen	Grandparent	C: (573)632-0006		2
Blackburn, Kaylen	Grandparent	Oth: (573)632-0006 C: (573)632-0006		
Blackburn, Kaylen	Guardian(guardian)			
Blackburn, Kaylen	Grandparent	Oth: (573)632-0006		

**District Defined Elements**

Place of Employment	Non-Duplicate
0	0
Text Messages	No Robo Contact
1	0

## Checking Student Attendance

Click on Student Information > General

The screenshot shows the Infinite Campus interface. At the top, there is a green header with the Infinite Campus logo and 'District Edition'. Below the header, there are dropdown menus for 'Year 15-16', 'School Callaway Hills Elementary School', and 'Calendar 15-16 Callaway Hills Elementar'. On the left side, there is a navigation menu with 'Student Information' expanded, and 'General' highlighted with a red box. The main content area displays 'District Announcements' for 07/07/2015, including a red heading 'Infinite Campus Upgrade' and a note about the system upgrade on 7/24/15 at 10:00 pm.

Search for the student using the last name first. Then click on the student's name.

The screenshot shows the search results page. On the left, there is a search bar with 'Student' selected and a 'Go' button. Below the search bar, it says 'Search Results: 1' and lists '01 B'. The main content area displays the same 'Infinite Campus Upgrade' announcement as in the previous screenshot.

Click on the Attendance Tab. The Attendance Tab will display a record for each day the student has an attendance code listed in one or more periods. It will also display a summary of attendance codes by the Term and Course.

The screenshot shows the student's attendance record page. At the top, there is a header with 'ADMIN ONLY - Look Further', 'Legal', and 'Missing Enrollment Documenta'. Below the header, there are tabs for 'Attendance', 'Flags', 'Grades', and 'Transcript'. The 'Attendance' tab is highlighted with a red box. Below the tabs, there is a table showing attendance records for two terms: Term Q1 (08/14/2014 - 10/15/2014) and Term Q2 (10/16/2014 - 12/19/2014). The table has columns for 'Date', 'Period', and attendance codes (AENP, AEN). The 'Attendance' tab is highlighted with a red box.

## Logging off Infinite Campus

To log off Infinite Campus, click the **Log Off** button in the upper right hand corner of the page.

The screenshot shows the Infinite Campus interface. At the top, there is a green header with the Infinite Campus logo and 'District Edition'. Below the header, there are dropdown menus for 'Year 14-15', 'School Callaway Hills Elementary School', and 'Calendar 14-15 Callaway Hills Elementar'. On the right side, there is a 'Log Off' button highlighted with a red box. The main content area displays 'District Announcements' for 07/07/2015, including a red heading 'Infinite Campus Upgrade' and a note about the system upgrade on 7/24/15 at 10:00 pm.