

Infinite Campus

**Direction For Entering
Secondary Push-in
Schedules**

Sign-on Screen

Go to <https://ic.kckps.org/campus/kansascity.jsp>

Infinite Campus Transforming K12 Education®

District Edition

Version: Campus.1925.5
Unified School District No. 500, Wyandotte County, Kansas City

Username

Password

Log In

[Help](#)

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www.infinitecampus.com

Username & Password

Your login is the same as your email

Infinite Campus Home Screen

The screenshot displays the Infinite Campus web application interface. At the top, the browser address bar shows the URL <https://ic.kckps.org/campus/main.xsl>. The page header includes the Infinite Campus logo, the text "District Edition", and navigation options for "Year" (set to 19-20), "School" (set to All Schools), and "Calendar" (set to All Calendars). A "Log Off" button is visible in the top right corner.

The main content area is divided into several sections:

- District Announcements:** A section titled "District Announcements" with the message "No district announcements at this time."
- School Announcements:** A section titled "School Announcements" containing several bullet points:
 - [07/25/2019 F.L. Schagle High School]**: Wyandotte County Back To School Fair will be held Saturday, August 3rd, 8AM-12PM at KCK Community College on the Main Campus, 7250 State Avenue, Kansas City, KS 66109. Students who live in Wyandotte County that attend public or private schools are welcome. Parents must provide proof of residence in Wyandotte County. Parents are required to bring their children.
 - Free School Supplies
 - Free Immunizations and Physical Exams
 - Free Community Resources
 - Free Dental Screening
 - Free Vision Screenings and Glasses
 - Free Student Haircuts
 - Free Snacks
 - [07/18/2019 Wyandotte High School]**: Attention 9-12th grade students: Wyandotte High School registration will be July 29, July 30, and July 31 from 9-11 AM and from 1-3 PM. Students can get their new ID for this school year, pay laptop fees, get bus schedule, turn in lunch applications, and more! Come to beat the rush on the first day of school!
 - [07/18/2019 Wyandotte High School]**: Free Back to School Family Fun Event-- free kids haircuts, food, face painting, games, inflatables and more for kids! Sunday, August 4 from 1 to 5 PM at CenterPointe Community Church, 401 N 78th St, Kansas City, KS.
 - [07/18/2019 Wyandotte High School]**: Wyandotte County Back to School Fair, August 3 from 8 AM- 12 PM at KCKCC, 7250 State Ave, Kansas City, KS 66102. Free physicals, school supplies, haircuts, vision screenings, and much more!! Bring proof of residence in Wyandotte County! Click the link for more information! https://kckps.org/wp-content/uploads/2019/07/Wco.BTSSF_Flyer_2019.pdf
 - [Wyandotte High School]**

- Process Alerts:** A section titled "Process Alerts" with a "Date Range" field, a "to" field, a "Display" dropdown menu set to "All Processes", and a "Find Messages" button. Below this is a "Delete Selected Messages" button.
- Table:** A table with columns "Process", "Name", "Posted Date", and "Due Date". The table contains multiple rows, each with a checkbox in the "Process" column and the text "Online Registration" in the "Name" column.

A navigation menu is located on the left side of the page, listing various system functions such as "Student Information", "Census", "Behavior", "Attendance", "Scheduling", "Fees", "Grading & Standards", "Program Admin", "Ad Hoc Reporting", "User Communication", "Assessment", "System Administration", "FRAM", "Messenger", "Professional Development", "Account Settings", and "Access Log".

This should be what your first screen will look like.

Infinite Campus Home Screen

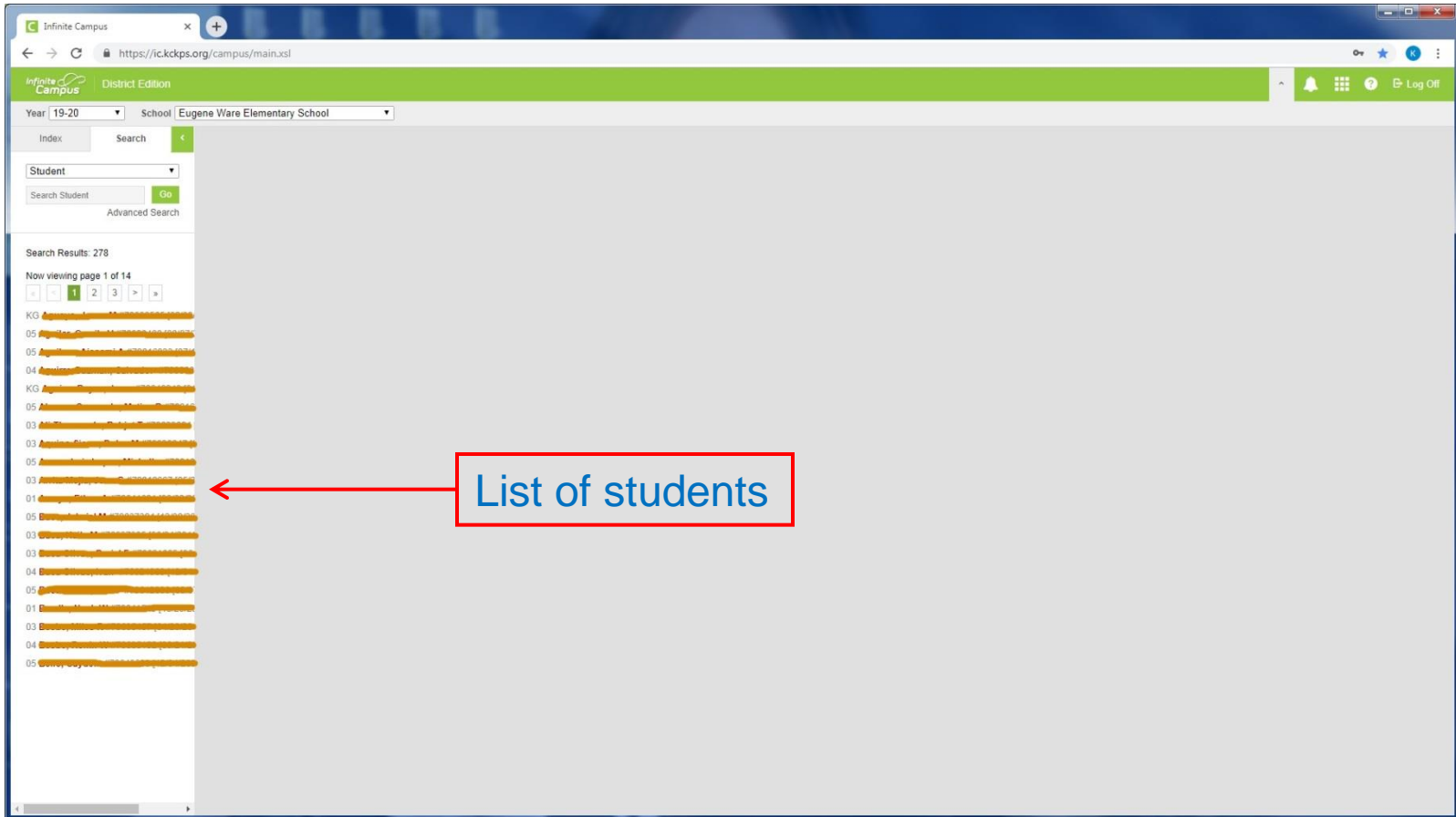
The screenshot displays the Infinite Campus District Edition interface for Eugene Ware Elementary School. The top navigation bar includes the school name and a dropdown menu for the school. Below the navigation bar, there are sections for District Announcements, Student Search, and Process Alerts. A red circle highlights the 'Go' button in the Student Search section. A red box highlights the 'Go' button and the 'Process Alerts' section. A blue text box with a red border contains the instruction: 'Under Search, select student then click Go'. The Process Alerts section shows a table with columns for Process, Name, Posted Date, and Due Date. The table contains multiple entries for 'Online Registration'.

Under Search, select student then click Go

Process	Name	Posted Date	Due Date
<input type="checkbox"/>	Online Registration		
<input type="checkbox"/>	Online Registration		
<input type="checkbox"/>	Online Registration		
<input type="checkbox"/>	Online Registration		
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<input type="checkbox"/>	Online Registration		
<input type="checkbox"/>	Online Registration		

The next screen will bring up list of students' name

Infinite Campus Home Screen



The screenshot displays the Infinite Campus District Edition interface. At the top, there is a navigation bar with the Infinite Campus logo and the text "District Edition". Below this, there are dropdown menus for "Year" (set to 19-20) and "School" (set to Eugene Ware Elementary School). A search bar is visible with a "Search" button and a "Go" button. The search results section shows "Search Results: 278" and "Now viewing page 1 of 14". A list of student names is displayed, with a red arrow pointing to the list from a box labeled "List of students".

Search Results: 278
Now viewing page 1 of 14

List of students

This will bring up list of students' name, then select any student

Infinite Campus – General Screen

The screenshot displays the Infinite Campus web application interface. The browser address bar shows the URL <https://ic.kckps.org/campus/main.xsl>. The page header includes the Infinite Campus logo, the text "District Edition", and a dropdown menu for "School" set to "Eugene Ware Elementary School". Below the header, there is a navigation bar with various tabs, including "Summary", "Profile", "Enrollments", "Schedule", "Attendance", "Flags", "Grades", "Transcript", "Credit Summary", "Assessment", "Behavior", "Transportation", "Fees", "Lockers", and "Graduation". The "Classroom Sched G" tab is highlighted with a red circle and a red arrow pointing to a red-bordered box containing the text "Classroom Sched G Tab".

The main content area is divided into several sections:

- Person Information:** Displays fields for Full Name, Grade (P2), Birth Date, Age (5), and Student Number. It also shows Homeroom (1) and Primary Home Language (spa: Spanish; Castilian).
- Households:** Lists "Aguirre Reyes" as the primary household.
- District Information:** Lists four relationships with their respective GUIDs.
- Quick Contacts:** Displays contact information for "Father (Guardian)" and "Mother (Guardian)", including cell phone numbers and an "EMERGENCY PRIORITY 1" indicator.

At the bottom of the page, there are buttons for "Reports" and "Documents", and a "Feedback" button. The text "Update Census>People>Demographics" is visible at the bottom right of the main content area.

Once you're on this screen, click on **Index**, and you want to be in the **General** tab under **Student Information**, then click on the **Classroom Sched G** tab.

Infinite Campus – General Screen

Year 19-20 School Claude Huyck Elementary School

Index Search < **CONNIE THAO** EL Student

Grade: KG DOB: Gender: M

Search Campus Tools

K CONNIE THAO
KansasCityReports
Student Information

General

- Counseling
- Program Participation
- Health
- PLP
- Reports
- Census
- Behavior
- Attendance
- Scheduling
- Fees
- Grading & Standards
- Program Admin
- Ad Hoc Reporting
- User Communication
- Assessment
- System Administration
- FRAM
- Messenger
- Professional Development
- Account Settings
- Access Log

Summary Profile Enrollments Schedule Attendance Flags Grades Transcript Credit Summary Assessment Behavior Transportation Fees Lockers Graduation Athletics

AdHoc Letters Waiver Records Transfer Report Comments Person Documents ATR4 Criteria Economic Survey KCKMigrant Language Mail Returned MISC **Classroom Sched G**

Custom External Resource

Due to changing browser requirements, Infinite Campus will no longer allow external resources within the Campus workspace. In order to open an external resource in a new window, please disable pop-up blockers for Infinite Campus.

Your external resource can be opened by clicking the following link:

Custom External Resource Link

Information regarding the changing browser requirements can be found at the following link:
Content Security Policy 1.1

Click on the **Custom External Resource Link**, then will takes you to the schedule site. If you don't have pop-up blocker, it will automatic goes to the schedule site IC Web.

Once you click on the Classroom Sched G tab, will brings this screen

Your School Schedule

The screenshot shows a web browser window with the URL <https://swis.kckcps.org/ic/ESL/ESLValidate.aspx>. The page title is "USD 500:Web SILK(ESL Validation)". A red box highlights the "Close" button in the top right corner. A large blue callout box contains the text: "Check your school's start & end time to make sure it's correct. Then approve the time and the ESL staff. If this is your first going to this site." Red arrows point from this box to the "Start Time" and "End Time" columns in the schedule table, and to the "Approve Time" button. Below the table is a table for "ESL Staff" with columns for "ESL Staff", "Position", and "Status". A red box highlights the "Approve ESL Staff" button. A second red callout box contains the text: "After approved the time and the ESL staff, click Close, then will takes you to another screen".

You must approve the ESL configuration before doing any schedules.
School: John Fiske Elementary School
School Year: 19-20 John Fiske Elementary

grade	day	Start Time	End Time	day1	Start Time1	End Time1	day2	Start Time2	End Time2
01	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
02	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
03	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
04	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
05	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
AR4	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
KG	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
P1	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
P2	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
P3	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00
P4	Mon	09:00	4:00	Tue	09:00	4:00	Wed	09:00	4:00

Approve Time

ESL Staff	Position	Status
MENDEL SAMPSON	ESL Teacher	A
GERALDO-SNODGRASS YILA	ESL Teacher	A

Approve ESL Staff

Return Close

Once you click on the Custom External Resource Link, will takes you to this screen

Your School Home Page

WebSILK (ESL Admin) - (KansasCity)

KANSAS CITY KANSAS PUBLIC SCHOOLS
Inspiring EXCELLENCE
EVERY CHILD. EVERY DAY.
KCKPS WebSILK. For official use only.

Select panel

Year: 2019-2020

School: Eugene Ware Elementary School

All
 PreSchool Only
 Not Pre-school

Teacher: **Options**

*** School ***
(*) = Teacher is EL Endorsed

Class:

Report Type: Teacher Sched

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Click on **Options** and select **Core Class Teachers**, then click **Ok** and it will takes you back to this screen again

After you click on the word close, it will open a new screen that looks like this

Your School Home Page

The screenshot displays the WebSILK (ESL Admin) interface for Kansas City Public Schools. The page title is "WebSILK (ESL Admin) - (KansasCity)". The left sidebar contains a "Select panel" section with the following options:

- Year: 2019-2020
- School: Eugene Ware Elementary School
- Teacher: Options

The "Teacher" dropdown menu is open, showing a list of classroom teachers. The list includes:

- BLANKA, JESSICA (*)
- CROW, NATALIE
- DIMOND, LISA (*)
- FLORES, MYRELLA (*)
- GARCIA-HOCKETT, ROSE
- HERRAS, BETH (*)
- JACOBSON, ELLEN (*)
- LYMAN, TESSA (*)
- MALTBIA, ROSEMARY
- MARTIN, TRICIA
- SINGLETON, KATELYNN (*)
- TOWNSLEY, JESSICA (*)
- WENDT-SCOTT, KRISTINA (*)

A red box highlights the text "Click on the drop down arrow to select a teacher you'll push into the schedule", with an arrow pointing to the dropdown arrow in the "Teacher" field.

After you click on the drop down arrow, it will bring list of classroom teacher's name

Your School Home Page

WebSILK (ESL Admin) - (KansasCity)

KANSAS CITY KANSAS PUBLIC SCHOOLS
Inspiring EXCELLENCE
EVERY CHILD LEARNS. EVERY CHILD SUCCEEDS.
Kansas City, Kansas Public Schools

KCKPS WebSILK. For official use only.

Select panel

Year: 2019-2020

School: Arrowhead Middle School

All
PreSchool Only
Not Preschool

Teacher: Options
DOYLE, AMBER

(*) = Teacher is EL Endorsed


Course:
... Select a Class ...
Select a Class ...
Family Advocacy System (FA PM)
Family Advocacy System (FA)
Social Studies 6 (1)
Social Studies 6 (1)
Social Studies 6 (2)
Social Studies 6 (2)
Social Studies 6 (5)
Social Studies 6 (5)
Social Studies 6 (6)
Social Studies 6 (6)
Social Studies 6 (7)
Social Studies 6 (7)
Social Studies 6 (8)
Social Studies 6 (8)

Select a teacher, click on the drop down under the **Course**, and select a class.

After you click on the drop down under course, it will bring up a list of classes that the teacher will be teaching.

Your Push-in Schedule

WebSILK (ESL Admin) - (KansasCity)



KCKPS WebSILK. For official use only.

Select panel

Year: 2019-2020

School: Arrowhead Middle School

All
PreSchool Only
Not Preschool

Teacher: Options
DOYLE, AMBER

(*) = Teacher is EL Endorsed

Course: Social Studies 6 (1)

Class: [dropdown]

Report Type: Add ESL/SpEd Staff

Assign ESL/SpEd staff to a class.

Teacher: DOYLE, AMBER
Period: 1 - , Monday, Monday, Wednesday Odd, Thursday, Thursday
Course: 04061002 - Social Studies 6 Room: 104

Week 1 Day	Monday Odd	Tue	Wednesday Odd	Thursday Odd	Fri
ESL Staff	MATOS-VILA, JOHN	*** select ESL Staff ***	*** select ESL Staff ***	*** select ESL Staff ***	*** select ESL Staff ***
SpEd Staff	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***
Schedule Time	07:55 AM - 8:41 AM		08:41 AM - 9:27 AM	07:55 AM - 8:41 AM	
Whole Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start-End Time	Select - Select	Select - Select	Select - Select	Select - Select	Select - Select

Week 2 Day	Monday Even	Tue	Wed	Thursday Even	Fri
ESL Staff	*** select ESL Staff ***	*** select ESL Staff ***	*** select ESL Staff ***	*** select ESL Staff ***	*** select ESL Staff ***
SpEd Staff	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***
Schedule Time	07:55 AM - 8:41 AM				
Whole Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start-End Time	Select - Select	Select - Select	Select - Select	Select - Select	Select - Select


Update

Select a **class**, then select **your name** from the **ESL Staff** for the days and times you'll be push into, **uncheck** the checked box next to the **Whole Period** to change your start & end time, then click **Update**.

After you select a class, it will bring up a screen that looks like this then you can select your name from the days of the week to push into.

Your Push-in Schedule

WebSILK (ESL Admin) - (KansasCity)



KANSAS CITY
KANSAS
PUBLIC SCHOOLS

*Inspiring
EXCELLENCE*
EVERY GROWUP. EVERY CHILD. EVERY DAY.
Kansas City, Kansas Public Schools

KCKPS WebSILK. For official use only.

Assign ESL/SpEd staff to a class

Teacher: DOYLE, AMBER
Period: 1 - , Monday, Monday, Wednesday Odd, Thursday, Thursday
Course: 04061002 - Social Studies 6 Room: 104

Week 1 Day	Monday Odd	Tue	Wednesday Odd	Thursday Odd	Fri
ESL Staff	MATOS-VILA, JOHN	*** select ESL Staff ***	*** select ESL Staff ***	*** select ESL Staff ***	*** select ESL Staff ***
SpEd Staff	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***
Schedule Time	07:55 AM - 8:41 AM		08:41 AM - 9:27 AM	07:55 AM - 8:41 AM	
Whole Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start-End Time	Select - Select	Select - Select	Select - Select	Select - Select	Select - Select

Week 2 Day	Monday Even	Tue	Wed	Thursday Even	Fri
ESL Staff	*** select ESL Staff ***	*** select ESL Staff ***	*** select ESL Staff ***	MATOS-VILA, JOHN	*** select ESL Staff ***
SpEd Staff	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***	*** select SpEd Staff ***
Schedule Time	07:55 AM - 8:41 AM			07:55 AM - 8:41 AM	
Whole Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start-End Time	Select - Select	Select - Select	Select - Select	Select - Select	Select - Select

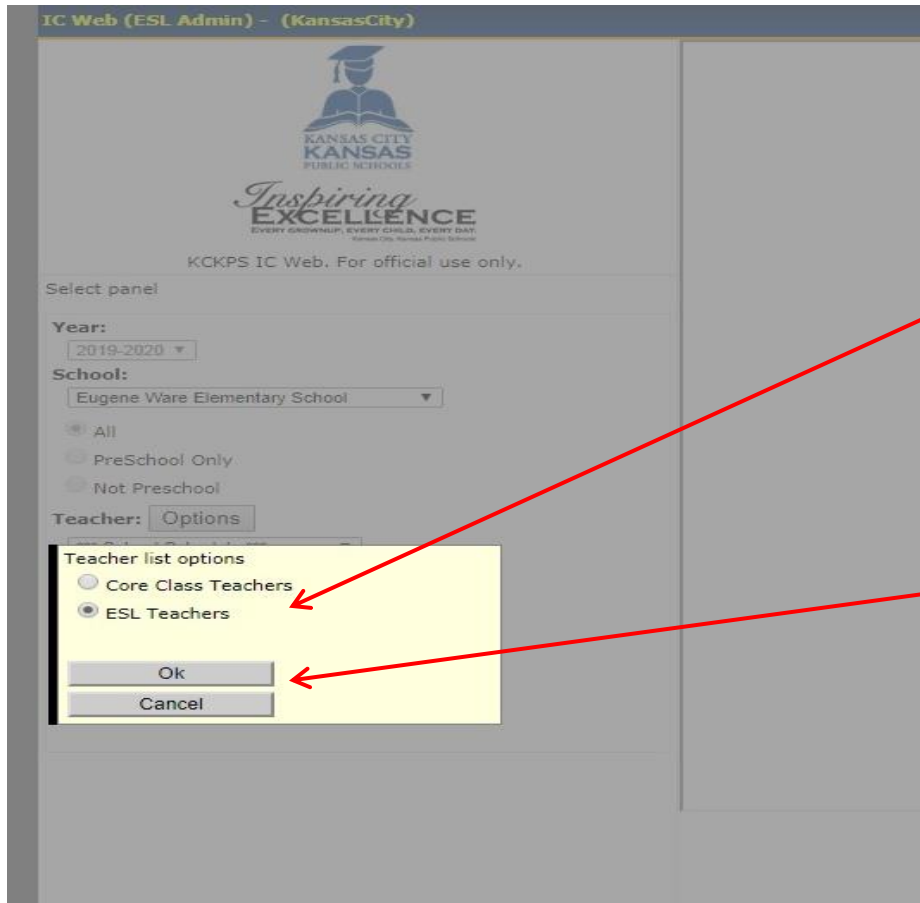
Update

Class Updated.

Shows your name and times for all push-ins.

After you click on the update button, it will save your push-ins.

Update Your Full Day Schedule



The screenshot shows the 'IC Web (ESL Admin) - (KansasCity)' interface. At the top, there is the Kansas City Kansas Public Schools logo with the tagline 'Inspiring EXCELLENCE' and the motto 'EVERY GROWUP, EVERY CHILD, EVERY DAY'. Below the logo, it says 'KCKPS IC Web. For official use only.' The main area is titled 'Select panel' and contains several fields: 'Year:' with a dropdown menu set to '2019-2020', 'School:' with a dropdown menu set to 'Eugene Ware Elementary School', and three radio buttons for 'All', 'PreSchool Only', and 'Not Preschool'. Below these is a 'Teacher:' field with a dropdown menu set to 'Options'. A yellow dialog box titled 'Teacher list options' is open, showing two radio buttons: 'Core Class Teachers' and 'ESL Teachers', with 'ESL Teachers' selected. At the bottom of the dialog box are 'Ok' and 'Cancel' buttons. Red arrows point from the 'Options' dropdown in the main interface to the 'ESL Teachers' radio button in the dialog box, and from the 'Ok' button in the dialog box to the 'Options' dropdown in the main interface.


To enter your full day schedule, click on the **Options** next to the word **Teacher**, select **ESL Teachers** and click **Ok**.

Then click on the drop to select your name.

After you're done with all push-ins, you'll need to update your full day with your breaks, lunch, other duties and etc.

Update Your Full Day Schedule

IC Web (ESL Admin) - (KansasCity)



Kansas City Public Schools
Inspiring EXCELLENCE
EVERY GROWUP, EVERY CHILD, EVERY DAY.
Kansas City Kansas Public Schools

KCKPS IC Web. For official use only.

Select panel

Year: 2019-2020

School: Eugene Ware Elementary School

All
 PreSchool Only
 Not Preschool

Teacher: Options
CORDES, JULIA (*)

(*) = Teacher is EL Endorsed

Course: ...Error: No Course Assigned ...

ESL Teacher Schedule

CORDES, JULIA(139160) - 19-20 Eugene Ware Elementary S Eugene Ware Elementary School

Update

Monday	Subject	Teacher > Student	Bld	Min	RecID	Tuesday	Subject	Teacher > Student	Bld	Min	RecID	Wednesday	Subject
08:00-08:30	Hallway Duty	+CORDES+	35	30	39944	08:30-10:00	Math	DIMOND+CORDES+	35	90	39448	10:15-11:30	Math
08:30-10:00	Math	DIMOND+CORDES+	35	90	39859								
10:00-11:00	Collaboration	+CORDES+	35	60	39945								
11:00-11:25	Lunch	+CORDES+	35	25	39946								
11:25-11:50	Lunch Duty	+CORDES+	35	25	39947								
11:50-1:15	Planning	+CORDES+	35	85	39948								
1:15 -2:15	Science	DIMOND+CORDES+	35	60	39865								
2:15 -2:30	Recess Duty	+CORDES+	35	15	39949								
2:30 -3:30	Music	LAWLOR+CORDES+	35	60	39867								
3:30 -4:00	After School Duty	+CORDES+	35	30	39950								

Update

Update

To enter your full day schedule, click on the **Update** button for each day of the week. Select your lunch, breaks and duties, then click **Save**.

This is how you full day should look like when you're done.

Contact Information

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