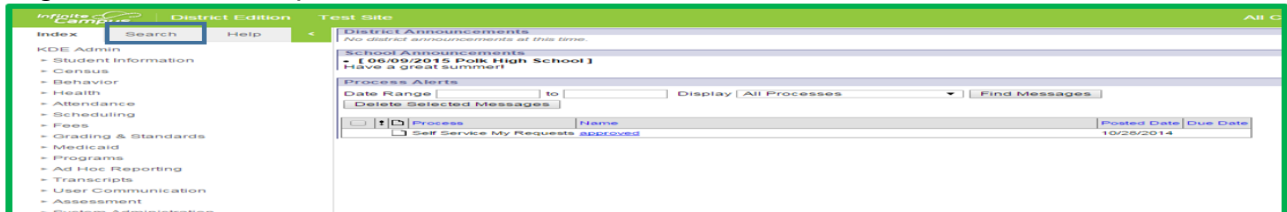


How to Enter Secondary Student Data in Infinite Campus

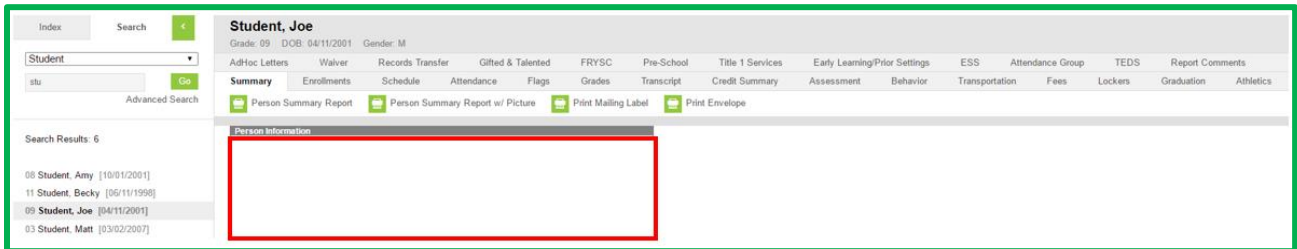
READ EVERYTHING BEFORE YOU DO ANYTHING...

- Follow **steps 1-5** if
 - a. You are entering a **NEW student** into a Career Pathway for the first time, **OR**
 - b. You are enrolling a *returning* student in a **NEW pathway**
- Start at **step 6** if
 - a. You are entering information for a student that has been previously enrolled in the pathway on the TEDS tab
- **DO NOT MARK FEDERAL INDICATORS IN INFINITE CAMPUS**

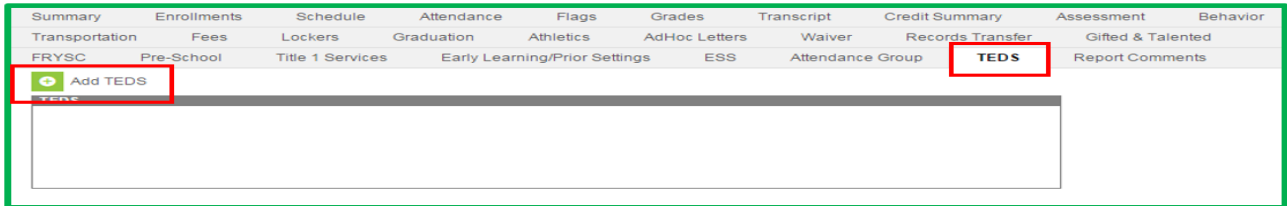
1. Log into Infinite Campus and Click the “Search” tab



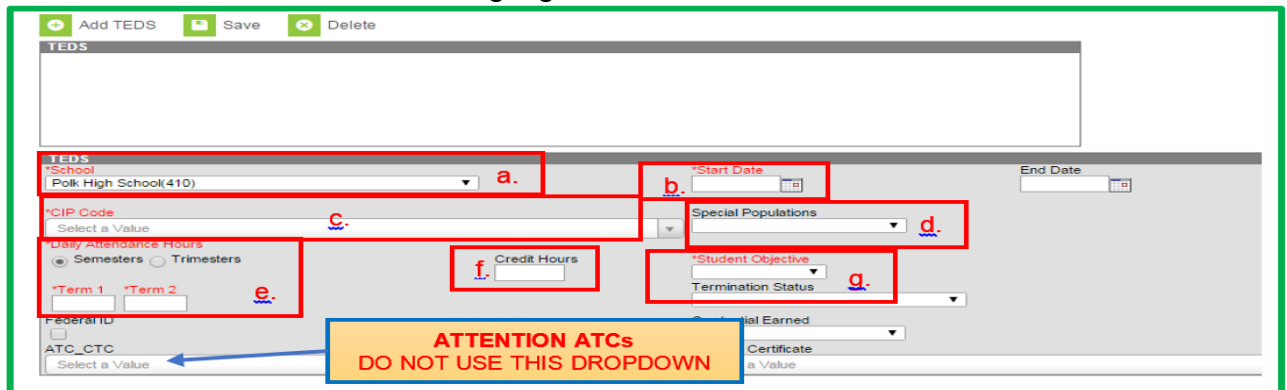
2. Enter a Student Name, click **Go**. Click on the student name under search results



3. Find the TEDS tab and click on Add TEDS to start a new TEDS record



4. Enter data into each of the **RED** highlighted fields below **ONLY**:



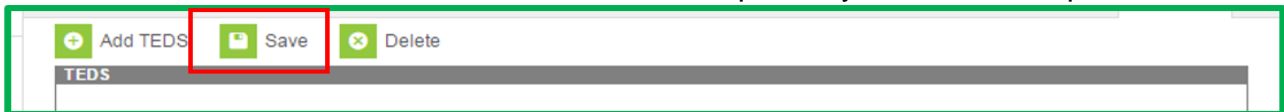
DO NOT MARK FEDERAL INDICATORS IN INFINITE CAMPUS

- a. **School** - This is the home school for the student, it auto fills when you add a new TEDS record.
- b. **Start Date** - The date when the student starts in the **first course** of a Career Pathway. This date should **not be changed** after it is entered the first time.
- c. **CIP Code** – From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.
- d. **Special Populations** – **NOT IN RED BUT STILL REQUIRED**. Select from the dropdown ONLY if you know this information. DO NOT ASK THE STUDENTS.
- e. **Daily Attendance Hours**
 - i. **Semesters vs. Trimesters** - *If your school schedule is trimesters* choose trimesters, all others choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.
 - ii. **Term Boxes** - The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format.

Example: John is in two 55-minute courses in the pathway five days a week, so John has 110 minutes total, which I divide by 60 minutes, which equals 1.83 attend hours in my Term 1 box and zero in Term 2 until I know the student's schedule for the 2nd semester.

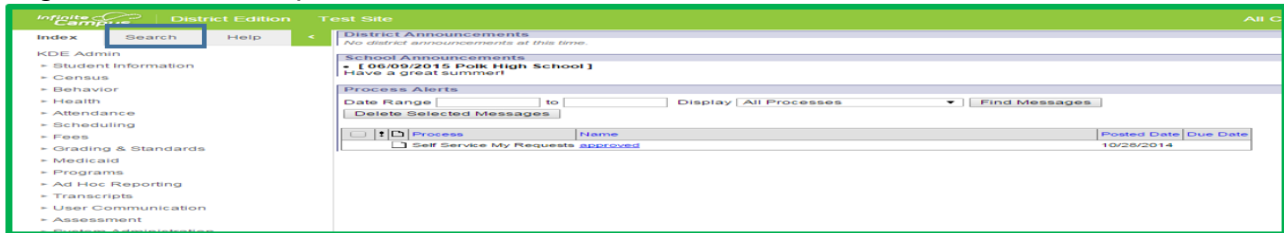
- f. **Credit Hours** - **NOT IN RED BUT STILL REQUIRED**. Number of earned credits PLUS the number of credits the student is currently enrolled in the pathway.
- g. **Student Objective** - Every student is “**Exploring**” until they meet the definition for Preparatory. “**Preparatory**” means the student has completed two credits (*evidenced on the transcript*) in a career pathway and has enrolled in the third credit (*evidenced on a current year schedule*) for the same pathway.

5. Click Save and the student has a new active career pathway that can be imported to TEDS

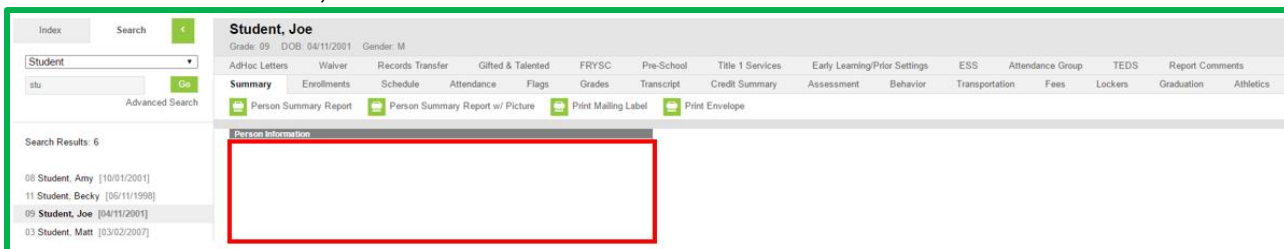


If the student was previously enrolled in a pathway already in their TEDS tab, start here...

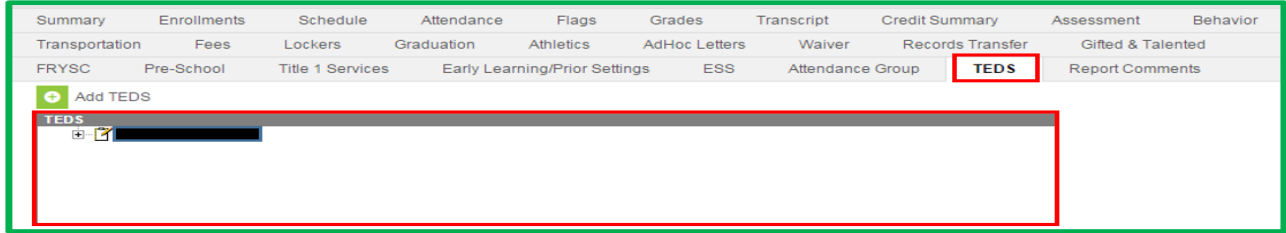
6. Log into Infinite Campus and Click the “Search” tab



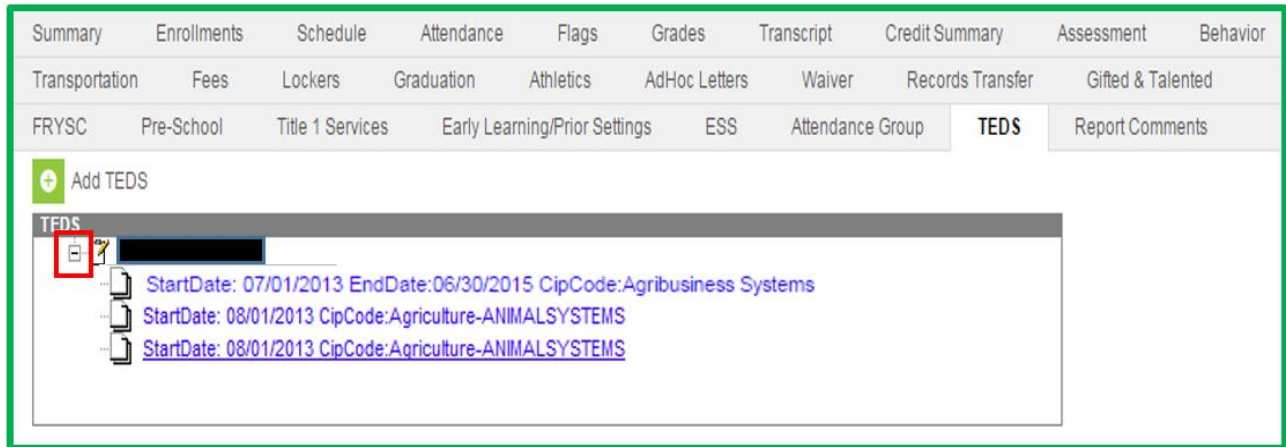
7. Enter a Student Name, click **Go**. Click on the student name under search results



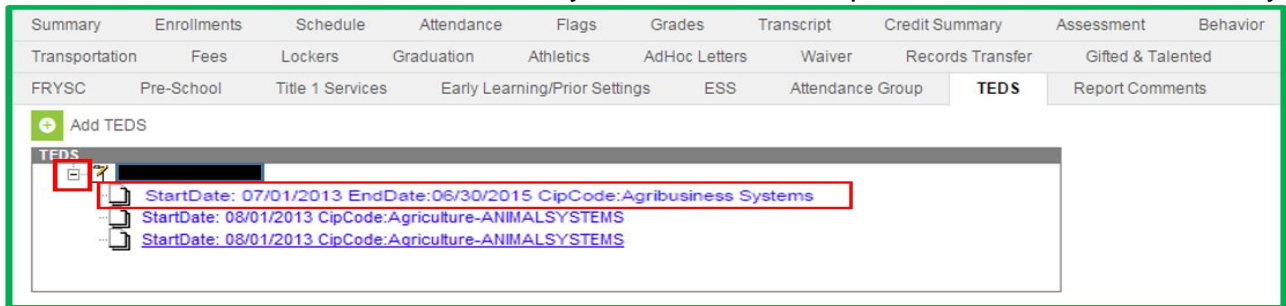
8. Click on the TEDS tab and you will see that a school name is already showing because the student has previously been enrolled in a pathway



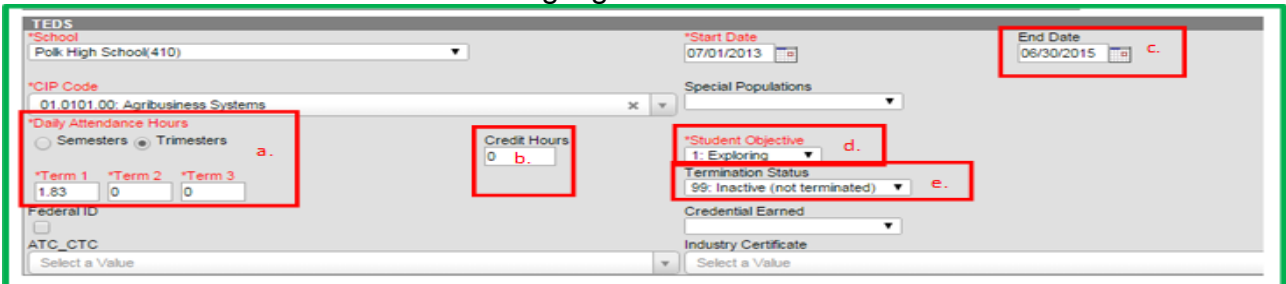
9. Click the “+” symbol next to the name of the school to expand the list of pathways for which the student has previously been enrolled. You will notice that one below has an end date and the others do not. Only those that do not show a past year’s end date will export and import to TEDS.



10. Click on the name of the Career Pathway that needs to be updated for the current school year



11. UPDATE data into each of the RED highlighted fields below **ONLY**:



- Daily Attendance Hours** - (see definition in [Step 4e](#)) Attendance Hours should reflect current year time
- Credit Hours** - *NOT IN RED BUT STILL REQUIRED*. Number of earned credits PLUS the number of credits the student is currently enrolled in the pathway.

- c. **End Date** - Should be blank
- d. **Student Objective** - If the student now meets the definition for preparatory in [Step 4g](#) above, make the change in this field.
- e. **Termination Status** - Should be blank

12. Click Save and this record will now be active for the current school year



REMEMBER

- **DO NOT MARK FEDERAL INDICATORS IN INFINITE CAMPUS**
- DO NOT CHANGE A CURRENT ENROLLMENT TO A NEW CAREER PATHWAY / CIP CODE
- DO NOT TERMINATE STUDENTS IN INFINITE CAMPUS
- YOU MUST REMOVE END DATE AND TERMINATION STATUS FOR A STUDENT TO BE ACTIVE

When in doubt, refer to the TEDS/IC Cheat Sheet

TEDS vs. IC Guaranteed Cheat Sheet

We do solemnly promise that if you follow these directions explicitly that it will be impossible for you to **EVER** mess up your TEDS data by completing an IC data import

| Only Do This in Infinite Campus | Can I Update this in TEDS? | Only Do This in TEDS |
|--|----------------------------|---|
| Career Pathways & CIP Codes | NO | Industry Certification & Attempted an <u>Ind Cert</u> / KOSSA |
| Start Date | NO | Termination Status |
| Special Populations | NO | Federal Indicators |
| SSID and SSN | NO | Dual Credit |
| Attend Hours | YES ^ | WorkKeys ^ |
| Student Objective (<i>Prep vs Exploring</i>) | YES ^ | KOSSA ^ |
| Credit Hours | YES ^ | ASVAB |
| | | Follow Up |
| | | End Date/Terminations # |

^ Can be updated in TEDS but better to update in IC and import. If you do this, you break the guarantee
 * Automatically uploaded by OCTE
 # Only used for students who are terminated in TEDS. All others taken care of by IC import
NOTE THE IMPORTANT DIFFERENCE for TERMINATIONS
 - **SCHOOLWIDE Student Terminations** are completed in **Infinite campus**
 - **Career and Technical Education Pathway Terminations** are completed in **TEDS ONLY**

revised September 2016