



04/07/2025 7:33 am EDT

# **Staff Records**

Census > Staff > District Employment/District Assignments

• Add an end date to staff District Employment record for staff who have left the PSU.

Distric	t Employment ☆
Bates, A	manda 🛃 Staff #: 1884 DOB: 10/19/1988
Save	New
Employment I	Records
🔲 🛱 #19B Infinite Car	npus (01/01/1901 - )
Employment	nformation.
Employment	nformation
Employment	nformation End Date
*Start Date	End Date
*Start Date	End Date
*Start Date 01/01/1901	End Date
*Start Date 01/01/1901 📋 Teaching Start Year	End Date Teaching Years Modifier 0
*Start Date 01/01/1901	End Date
*Start Date 01/01/1901 📋 Teaching Start Year	End Date Teaching Years Modifier 0
*Start Date 01/01/1901 ** Teaching Start Year License Number	End Date Teaching Years Modifier 0 FTE Percent (whole number 0-100) 0
*Start Date 01/01/1901 📋 Teaching Start Year	End Date Teaching Years Modifier 0 FTE Percent (whole number 0-100)

• Add an end date to staff District Assignment for staff who have left the school.

	Activity Preapproval						
Advisor	Supervisor	Counselor	Foodservice	Exclude Behavior Referral	Self Service Approver	FRAM Processor	
Teacher	Special Ed	Program	Behavior Admin	Health	Behavior Response Approver	Response to Intervention	
1: Teacher				act Values			
SchoolNet			Scho	olNet Additional Roles			
RTA-T: RT			K-31	3 Marine Kole	*		
Type Amplify Ro	Ŧ	FIC OF Assignm		gnment Code		¥	
Start Date		End Date	Title	gnment Code			
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Emplo School	yment Assi	griment In		irtment			
	- (01/01/1901-)		6 A <sup>1</sup>				
Assign							
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Accia	Delete No	w					
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_		iua 🖻 Su	dii #: 1004 1	DOB: 10/19/1988			

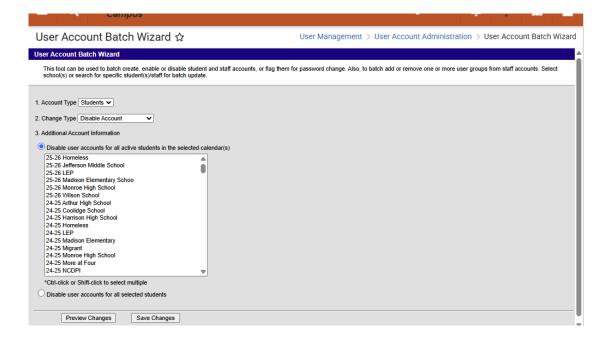
- End access to Campus for staff leaving the school and/or PSU.
- Add/update district assignments for staff that are moving schools.
- Follow your PSU procedures for adding any new staff in NCSIS.

# **Access Management**

### **Disable User Accounts**

#### User Management > User Account Administration > User Account Batch Wizard

- Disable access to Campus for staff, students, and/or parents during the summer months (if applicable).
- This can be performed with the User Account Batch Wizard | Infinite Campus .



## **Update Portal Access**

- Portal access can remain available for parents, however, be mindful that options set in the template selected are accessible to parents and students.
- A new Portal template can be created so parents and students can see only what the PSU desires. (i.e. annual updates in OLR, no schedules, previous year information)
- Portal Display Options | Infinite Campus

tal Display Options ☆				
Display Options determine what tools and data appear in the Campus Student and Campus Parent Portals. Display Options are set by Calendar/Structure using a Display Options Template created by the school. Each Calendar/Structure can be assigned to only one template. Select a Template to modify it or click New Template to create a new one. Select a Calendar/Structure to assign to a template and enable the calendar and terms. <u>Read More</u>				
ter Calendars by School Year 3 III Previous Year Active Year Future Year			All         Enabled         Disabled	
DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS	
High School Template	24-25 Monroe High School	ENABLED	Q1, Q2, Q3, Q4	
Summer	25-26 Monroe High School 3	ENABLED	Q1, Q2, Q3, Q4	

## **Record Retention**

#### Grading & Standards > Reports > Cumulative Labels

- Print cumulative labels for student files (if applicable).
- The Cumulative Labels Report only prints student transcript information that also includes credits.

Cumulative Labels ☆	Grading & Standards > Reports > Cumulative Labels
umulative Labels	
A Canadiality Label in a large-bit anality label that has an entry spart to provide proteins on 1. The label, can be attached to be added/site bit does as well advance and use op. Canaryth boards doe aly priorit toracide priorities that have credue based analer Cadel Conges, Standard Canapo, bit bit Canaryth, globagh. This is a very complex report, so globase thy to bate the marked or dubes included in each bit, bit for marker (s) for the bate market.	
Which students would you like to include in the report?	
® Grade RG 1 ↓ C AdMotFiler ✓	
How would you like the report sorted?	
Student Name     Grade     Student Number	
GPA Calculation Currulative GPA V Report Format (PDF V	
Generate Report	

• More information on what is required in a cumulative record can be found here: Local Public School Units | NC Archives

# Locker Assignments (if applicable)

• End locker assignments for the current school year using the Locker Batch End Wizard.

Locker Batch	End Wizard 🕁	School & District Settings > Lockers > Locker Batch End Wizar
cker Batch End Wiza	nd	
This wizard allows you	to batch end or delete locker assignments based on a number of criteria including Locker Type, Locker Grade Level, Student Grade Level, and Locker Location. You may select any combination of options. Any locker assignments	s meeting the selected criteria that are active on the effective date entered will be ended or deleted.
ocker Type	V [Leaving this blank will include all locker types]	
ocker Grade Levels	C TK	
	El KG	
	S 2	
	Lockers without a grade level specification	
itudent Grade Levels	C TK	
	🖾 KG	
	☑ 2	
	Ø 3	
	S 4	
cker Location	🖾 1st floor, gym side	
	Z 2nd floor, gym sido	
	2 and floor, HS	
	20 2nd floor, middle 20 2nd floor, ms wing	
	al and noor, its wing to be a set of the set	
	a are noor, ma wing top locker	
Hoc Filter		
d Date		
ocker Effective Date		
erwrite Existing End Date		
and Locker Assignments	Delete Locker Assignments	