

# Assessment Analysis in Infinite Campus - Administrator

## Assessment Data in the Classroom

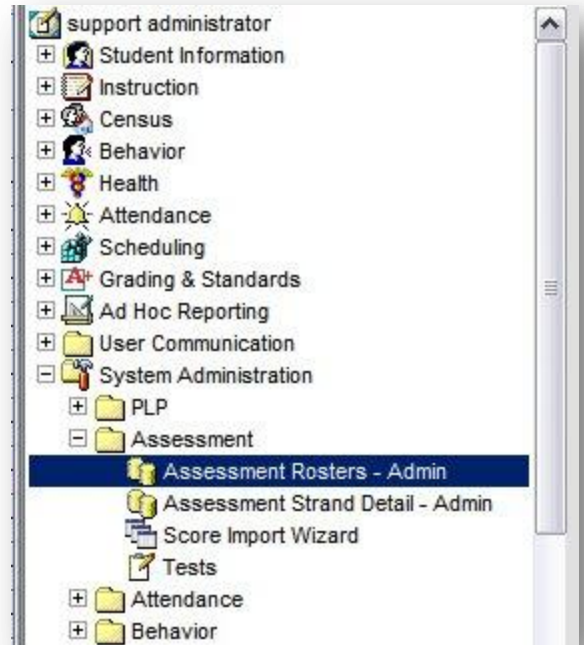
Disclaimer: This user guide is intended only as a quick reference. It is strongly advised that you be given a system 'walkthrough' before attempting to run/print reports!

## SQL Reports

SQL Reports give us the ability to 'add-on' features to your student system. If you're new to running these reports there are a few things you should know...

## You're an Administrator

If you're reading this guide, you have a special set of access permissions so that you can train and assist your teaching staff. Your reports look exactly like the reports that the teaching staff use.



## Finding Reports

Administrator's reports and user guides are located in the Campus Index under System Administration>>Assessment. As of the time of this writing there are two reports:

- Assessment Rosters – Admin
- Assessment Strand Detail – Admin

...more to come!

Teacher's reports and user guides are located in the Campus Index under Instruction>>Reports. As of the time of this writing there are two reports:

- Assessment Rosters
- Assessment Strand Detail by Student

## SQL Reports Login

When you click on a SQL Report, you'll be asked to connect using a login screen like the one shown at the right. The reason for this is that this is a separate service than your student system.

The user name is:

Rs2005/stuNNNN where 'NNNN' is your 4-digit district number.

The password is your district SQL Reports password (assigned at ARCC)

This is the same login that will be used by all of your staff.



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For security purposes it's advised that you DO NOT select 'remember my password'.

You only need to log in once during your session. Report filter criteria is performed by numbered selection lists.

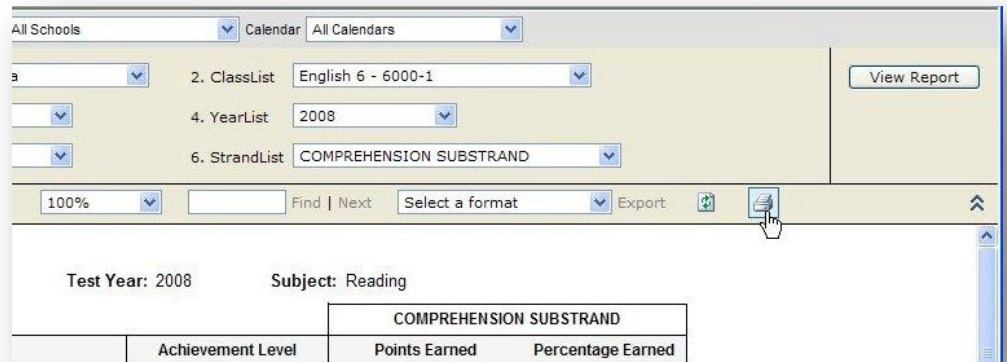
Click 'View Report' after completing the filter criteria, but don't quit reading. The next part is important!

### Printing

SQL Reports is a Microsoft product and designed for use with Microsoft's Internet Explorer.

There is a print icon that needs to be used to print SQL Reports. Reports will not print correctly using other methods, for instance by using the Explorer's print function, or right-clicking and selecting 'Print'.

If you're not using Internet Explorer and want to print you CAN export your report to a selected format and print from another application, for example Excel.



### Installing ActiveX Print Drivers

\*\*\*IMPORTANT: If you have a popup blocker running – turn it off until after you've installed the print drivers.

The first time you try print a SQL Report you'll see a popup like the one shown below.



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**DO NOT** click the 'X' in the right-hand corner to close this dialog! **DO** click in the message part of the popup.

When you do, you'll see a little popup menu. Select 'Install ActiveX Control'. (It's not just you – EVERYONE will need to do this the first time they try to print a SQL Report!)

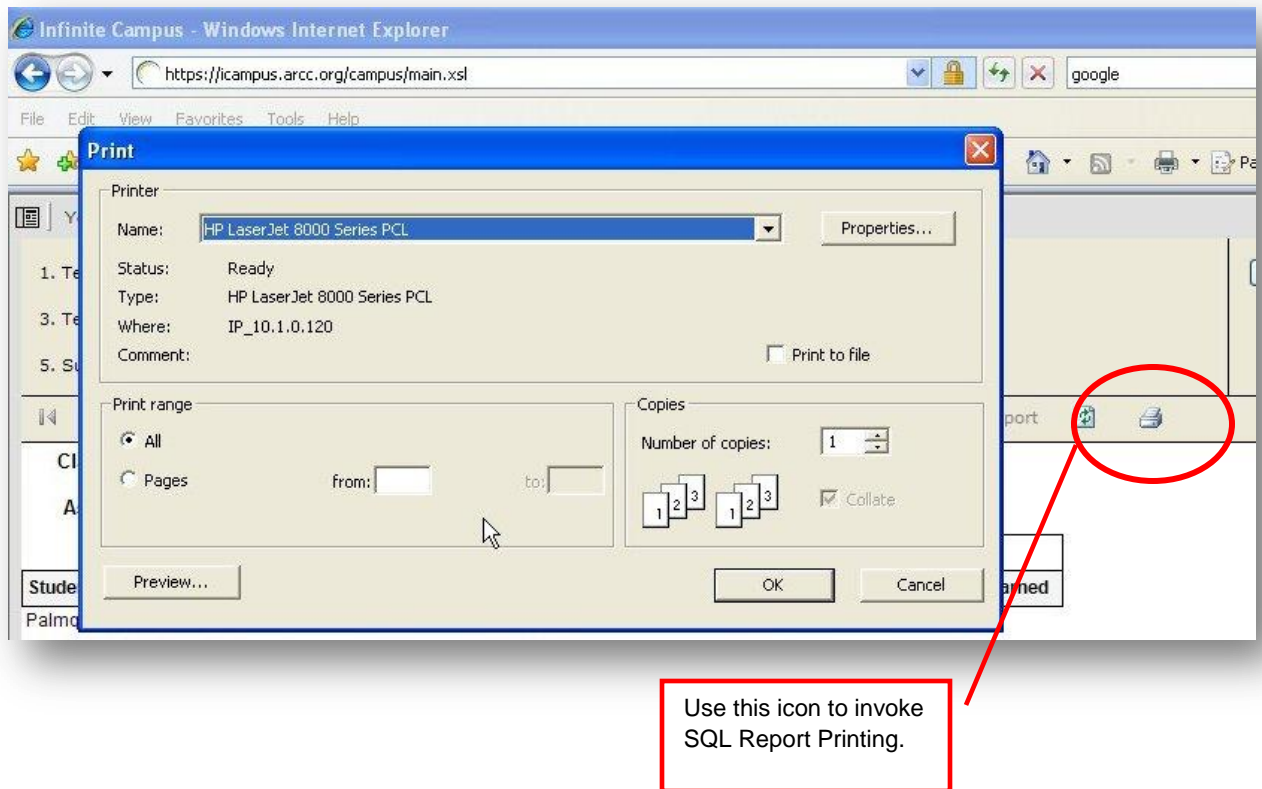


You should see an Internet Explorer Security Warning like the one shown below... Select 'Install'.



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After installing the ActiveX Control you can re-run your report and select the print icon on the SQL Reports console and you should see a Print window pop up that allows you to print.



### Troubleshooting Print Problems

The #1 issue regarding installation of ActiveX Controls is due to popup blockers. If a user tells you that he/she can't perform the installation, the first thing you need to do is confirm that they've temporarily disabled popup blocking.

#### Is rsClientPrint ActiveX installed?

Sometimes, the security setting in the user's browser may be the problem. Here's a procedure to follow.

1. In Microsoft Internet Explorer, from the Tools menu, choose Internet Options, and go to Programs tab.
2. Click Manage add-ons.
3. In the Manage Add-ons dialog box, make sure RSClientPrint Class is in the list and the status is enabled.

If the RSClientPrint control isn't installed, try to configure the browser with the following steps to prompt to install the control for the user. Note that downloading an ActiveX control requires administrator permissions. You must be a member of the Administrators group if you want to download the control.

1. In Microsoft Internet Explorer, from the Tools menu, choose Internet Options, and then click the Security tab.
2. Select "Intranet Zone" and click on "Custom Level".

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3. Enable "Automatic prompting for ActiveX controls".
4. Select "Prompt" for "Download signed ActiveXcontrols".
5. Enable "Run ActiveX controls and plug-ins".
6. Enable "Script ActiveX controls marked safe for scripting".

After configuring the browser, it will prompt you to run the ActiveX controls and plug-ins when you view the report. Click "Yes".

### **Security**

Because of individual district policies regarding security in Infinite Campus no particular mandate can/will be made here. But it is suggested that if you have Groups for your teachers (...most districts do), that they be given complete Tool Rights to these reports and user guides.

Tool Rights for Administrators is another matter. Your district Infinite Campus coordinator may elect to create a GROUP for assessments administrators rather than assign individual USER rights. This is a MUCH more manageable solution.

SQL Reports is completely 'read only' and cannot write data back to the data warehouse server, so source data can never be inadvertently compromised.

### **Known Issues**

February 2009 - The quality of source data is the biggest known issue at this time and. We use the field 'LocalID' to link student records to teacher rosters. Use of the local ID (personID in Infinite Campus) is not 100% reliable. We've written a script to fix much of this, but there are still exceptions that cause report quality issues by leaving out data. In some cases this ID link field is blank in the source data, or changes in the source data due to reasons like changing student systems and information carrying forward. We will be switching the link to use the student's state ID number in the near future and this is expected to improve the quality of reporting.