

Go to the main DPS website: www.dpsk12.org

1) Under "Employees," select "Infinite Campus"

Families and Students



SchoolChoice Now Easier Than Ever

Improvements to the DPS enrollment process, including the new School Finder tool, make it easier for you to find the best school for your child.
 > Learn more on schoolchoice.dpsk12.org

[Emergency Information Guide \(multiple languages\) »](#)

[Lead Testing Results »](#)

[Parent/Student Portal »](#)

[Safe and Welcoming School District »](#)

Community



Strengthening Neighborhoods Initiative

DPS has created a citywide committee to address gentrification in our neighborhoods and diversity in our schools. Join us in this important work!
 > Learn more on neighborhoods.dpsk12.org

[African-American Equity Task Force »](#)

[Anonymous Fraud Hotline »](#)

[Citizen's Guide to the DPS Budget »](#)

[Donate: DPS Foundation »](#)

Employees



Join Team DPS!

With more than 200 schools and 90,000 students, there's an opportunity for everyone to find their place in DPS and support our vision of *Every Child Succeeds*.
 > Learn more on careers.dpsk12.org

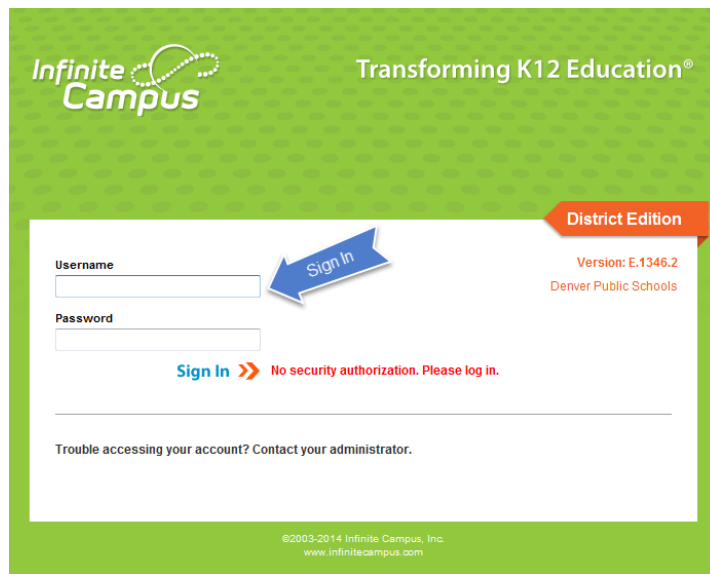
[DPS Google »](#)

[Human Resources »](#)

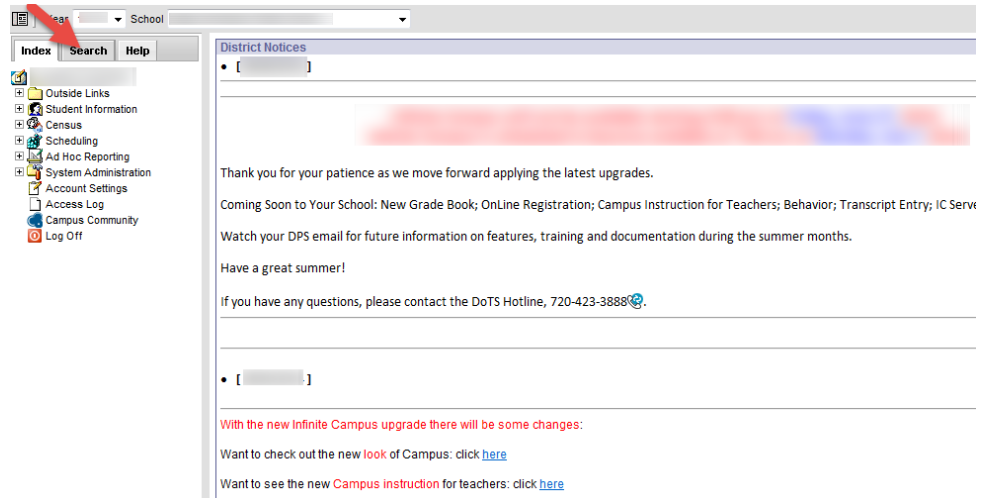
[Infinite Campus »](#)

[Professional Learning Center »](#)

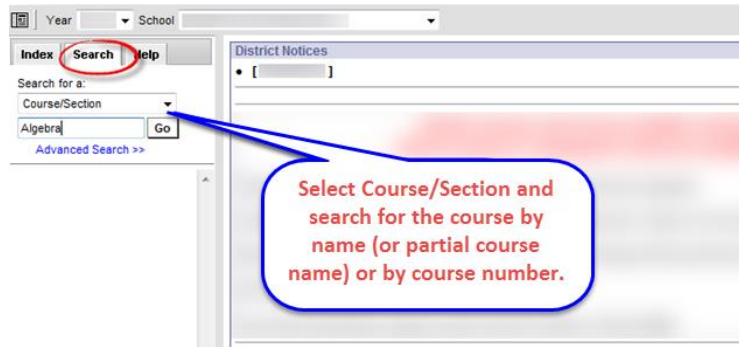
2) Sign in to Infinite Campus (IC)



4) Select the Search tab on the top left corner

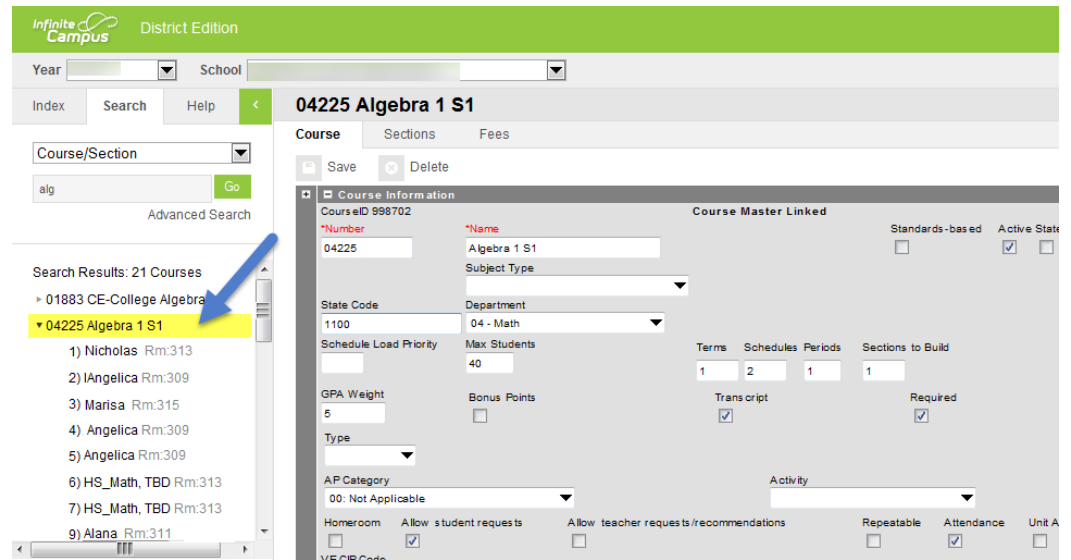


5) Search for the course by name (or partial course name) or by course section, then click "Go"

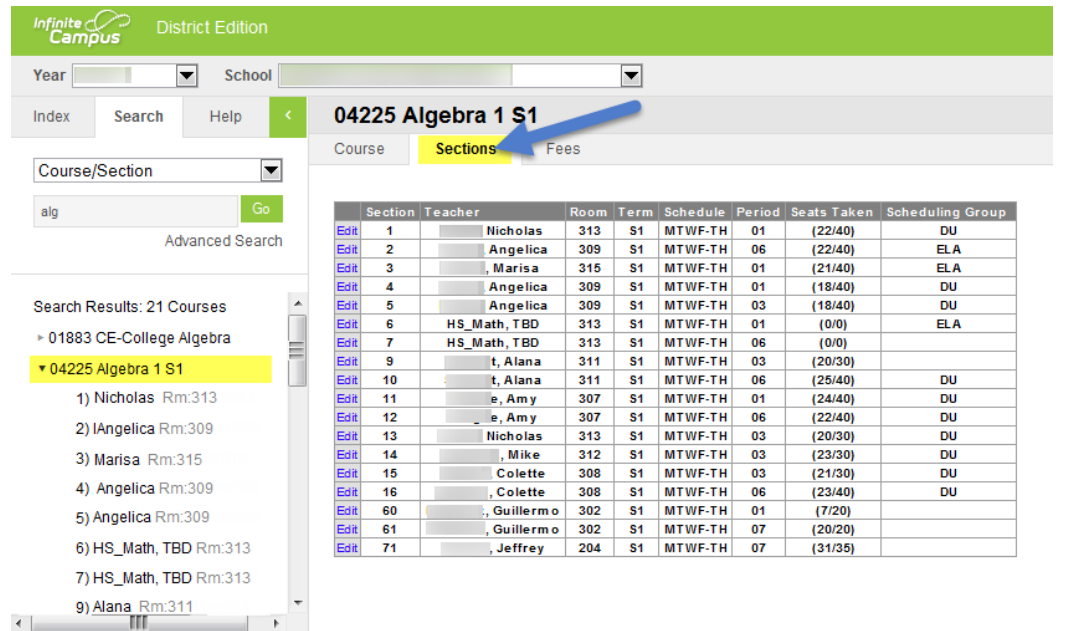


6) Once you select the course on the left hand side of the page, you must open the course to view all sections (one of two ways)

a. Click on the name of the course on the left side of the screen and the sections will display below the course



b. Click on the name of the course on the left side of the screen and select the Section tab and all sections will display



7) Click "Edit" on the section you want to edit.

04225 Algebra 1 S1

Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group
Edit 1	Nicholas	313	S1	MTWF-TH	01	(22/40)	DU
Edit 2	Angelica	309	S1	MTWF-TH	06	(22/40)	ELA
Edit 3	Marisa	315	S1	MTWF-TH	01	(21/40)	ELA
Edit 4	Angelica	309	S1	MTWF-TH	01	(18/40)	DU
Edit 5	Angelica	309	S1	MTWF-TH	03	(18/40)	DU
Edit 6	HS_Math, TBD	313	S1	MTWF-TH	01	(0/0)	ELA
Edit 7	HS_Math, TBD	313	S1	MTWF-TH	06	(0/0)	
Edit 9	t, Alana	311	S1	MTWF-TH	03	(20/30)	
Edit 10	t, Alana	311	S1	MTWF-TH	06	(25/40)	DU
Edit 11	e, Amy	307	S1	MTWF-TH	01	(24/40)	DU
Edit 12	e, Amy	307	S1	MTWF-TH	06	(22/40)	DU
Edit 13	Nicholas	313	S1	MTWF-TH	03	(20/30)	DU
Edit 14	Mike	312	S1	MTWF-TH	03	(23/30)	DU
Edit 15	Colette	308	S1	MTWF-TH	03	(21/30)	DU
Edit 16	Colette	308	S1	MTWF-TH	06	(23/40)	DU
Edit 60	Guillermo	302	S1	MTWF-TH	01	(7/20)	
Edit 61	Guillermo	302	S1	MTWF-TH	07	(20/20)	
Edit 71	Jeffrey	204	S1	MTWF-TH	07	(31/35)	

8) Once you click "Edit" you will go into that section's menu.

04225-1 Algebra 1 S1

Teacher: Nicholas

Section Editor

SectionID: 1336111

Section Number: 1

Teacher Display Name: Nicholas

Max Students: (40)

Room: 313

Online (Override): (0)

Primary Teacher: Nicholas

Term:

AM/PM/Full:

ELA Designation: 1. ELA-E

Referred By:

9) Find the ELA Designation field

NOTE: This field will be automatically populated with "ELA-E". If the teacher has been designated as an ELA-S or ELA S/E teacher, select the appropriate designation from the drop-down menu

10) Click "Save"

11) The ELA Designation must be tagged on all corresponding sections that have an ELA-S or ELA-S/E teacher.

Reminder: All sections tagged with ELA-S/ELA-S/E indicate that the teacher has been designated as an ELA-S or ELA-S/E teacher, delivering course curriculum using appropriate ELA teaching strategies.

Questions regarding the database/website are sent to Department of Technology Services via Outlook DoTS_Hotline@dpsk12.org (Hotline, DoTS) or by phone at extension 3-3888 (720.423.3888).

Questions regarding the function of the database/website may be directed to the ELA Director of Strategic Planning & Accountability, Joan Wamsley at joan_wamsley@dpsk12.org.