Go to the main DPS website: [www.dpsk12.org](http://www.dpsk12.org)

1) Under “Employees,” select “Infinite Campus”

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, in one of two ways, to view all sections

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.

8) Once you click “Edit” you will go into that section’s menu.

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 in Spanish 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 tagging guidelines may be directed to the ELA Manager, Joan Wamsley x32348.