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Navigate to Spotlight through Infinite Campus

Once you are logged into Infinite Campus, you will see the Spotlight tool on the left-hand menu. Scroll to the “My Dashboard” option.

▼ SpotLight

District Dashboard

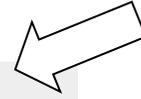
Admin Dashboard

Report Builder

Custom Elements

Settings

My Dashboard



2

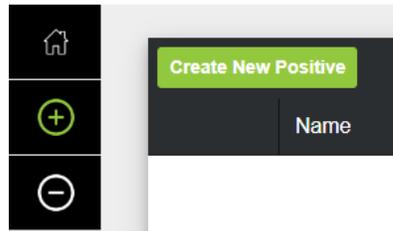
On Classroom Dashboard, select a Positive (+) or Minor (-) Referral from the left-hand menu. Create the referral.

*Middle/High School – Be sure to select the correct section for your student.

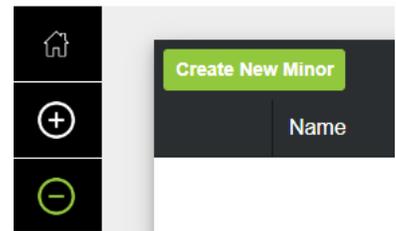
Section: All Sections



Classroom Dashboard



Classroom Dashboard



3

Enter details for the Minor or Positive referral (see below). Click “Create” to submit the referral.

Date and Time of Incident – Defaults to current date and time.

Behavior and Location – Choose from the drop-down menus.

Actions Taken – Choose your teacher action from the drop-down menu.

Comments – Record any necessary details, without using the names of other students.

Create New Positive Individual Multiple

Search for Student Name... ▼

Date: 8/21/2023 📅 Time: 11:18 AM 🕒

Behavior: Search for Behavior... Location: Classroom ▼

Comments:

Note: This will be created under 'All Sections'

Create

Create New Minor Individual Multiple

Search for Student Name... ▼

Date: 8/21/2023 📅 Time: 10:42 AM 🕒

Behavior: Search for Behavior... Location: Classroom ▼

Actions Taken:

Comments:

Note: This will be created under 'All Sections'

Create



Remember: *Spotlight is an important monitoring tool for recording minor behaviors and making data-driven decisions for our students. However, it is not a management strategy by itself. The relationships teachers maintain with students and the proactive actions taken to resolve minor behaviors will have the biggest impact in a student’s overall success in the classroom.*