2021 NATIONAL TRAINING

WEEK

Infinite Campus

SESSION BOOKLET

NOV 15-19, 2021

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TRAINING

Training Courses

Academic Planning – Part 1: Introduction

This session introduces Academic Planning within Infinite Campus. Learn about the differences between Graduation Plans and Academic Plans.

*This session is designed to be a demonstration of how these tools work. For specific information related to setup or day-to-day use, please take *Academic Planning – Part 2: Setup* or higher.

User Level: Beginner

Session Times:
Monday: 1, 6
Tuesday: 4, 7
Wednesday: 5
Thursday: 5
Friday: 3

Academic Planning – Part 2: Setup

This session will look in-depth at how to create a new Academic or Graduation Plan, and will dive into the intricacies of Credit Requirements, Course Plan Templates, and more!

*It is recommended that the learner take *Academic Planning - Part 1: Introduction* before this session or have familiarity working within Academic Planning tools.

User Level: Beginner

Session Times:
Monday: 7
Tuesday: 5, 6
Wednesday: 2
Thursday: 1
Friday: 4

Academic Planning – Part 3: Scheduling

How can student four-year plans be utilized within the scheduling tools? Forget registration sheets and have Students/Parents/Counselors directly input course selections into the Academic Plan. Then create those requests with a click of a button! This session is all about how to use and optimize plans.

*This session does not cover how to create plans. If you do not have plans created yet, it is recommended you take *Academic Planning - Part 2: Setup*.

User Level:
Intermediate

Session Times:
Tuesday: 3
Wednesday: 6
Thursday: 8

Academic Planning – Part 4: Tracking Student Progress

What does it mean to track student progress toward graduation? What types of reports can be run to verify students are on track? This session is designed to show the different ways to track student progress toward graduation and report on the results. Learn about tracking credits, pathways, course requirements, and how to pre-plan student courses.

User Level:
Intermediate

Session Times:
Tuesday: 10
Wednesday: 3
Thursday: 5, 8
Friday: 6

Academic Planning: Unique Ways to Use

Graduation plans aren't just for high schoolers! This session dives into out of the box ways that Middle and Elementary Schools utilize Academic Planning tools to assist with the scheduling process.

User Level:
Intermediate

Session Times:
Monday: 8
Wednesday: 1
Friday: 5

Academic Planning: Roundtable

This roundtable will discuss all things Academic Planning related. Come prepared to share helpful district uses, questions about the tools, and tips & tricks for using the Academic Planner.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level:
Intermediate

Session Times:
Tuesday: 5
Wednesday: 2
Thursday: 9

Ad Hoc – Filter Designer: Introduction

If you are a new Infinite Campus user or new to Ad Hoc, this session is for you! In this session, we will provide a high-level overview of the powerful Filter Designer tool, including how to create Selection Editors and basic Query Wizard Filters.

User Level: Beginner

Session Times:
Monday: 5, 6
Tuesday: 6, 8
Wednesday: 4, 8
Thursday: 8
Friday: 5

Ad Hoc: Data Viewer & Ad Hoc Letters

If you are a new Infinite Campus user or new to Ad Hoc this session is for you! In this session, we will cover how to create simple reports with drag and drop functionality to see results in real time. In addition, learn how to create letters using Campus fields.

User Level: Beginner

Session Times:
Monday: 2
Tuesday: 4
Wednesday: 6
Thursday: 9
Friday: 5

Ad Hoc: Finding Fields

Do you understand the basics of Ad Hoc but want to do more? In this session, users will learn Ad Hoc tools such as finding fields, entering criteria to pull specific data, renaming fields and other output options, and exporting data.

*This is not an introductory session. Attendees should have a basic understanding of how the Filter Designer functions.

User Level:
Intermediate

Session Times:
Monday: 5, 6, 8
Tuesday: 4, 9
Wednesday: 3, 8
Thursday: 4, 8
Friday: 3

Ad Hoc: Pass-Through Queries from the Community

Need information not accessible in the Query Wizard? This session will cover the pre-built Pass-Through Queries from Campus Community, including how to add them into your district site and update to fit your needs.

*This is not an introductory course. Attendees should be proficient in basic Ad Hoc.

User Level: Advanced

Session Times:
Monday: 2
Tuesday: 6, 10
Wednesday: 2
Thursday: 9
Friday: 1, 5

Ad Hoc: Functions, Logical Expressions, Grouping & Aggregations

This session will highlight the use of the function tool, logical expression, and aggregate tool in Ad Hoc. These tools can be used for adding and subtracting, adding coalesce, concatenate and constant functions.

*This is not an introductory session. Attendees should be proficient in basic Ad Hoc, with the ability to create query wizards.

*There will be a document attached to the course with recommended filters to have pre-built before the session. This session will not build filters from scratch.

User Level: Advanced

Session Times:
Monday: 1-2, 7-8
Tuesday: 4-5
Wednesday: 4-5, 8-9
Thursday: 2-3, 6-7
Friday: 3-4

Ad Hoc – Pivot Designer: Introduction

Learn how to use the basic foundations of the Pivot Designer to look at your data in a new way.

*This is not a beginner Ad Hoc session. Basic familiarity with how the Filter Designer works is highly recommended.

User Level: Intermediate

Session Times:
Monday: 2, 7
Tuesday: 4
Wednesday: 3, 8
Thursday: 5
Friday: 2, 5

Ad Hoc – Pivot Designer: Next Level

Take an in-depth look into the Pivot Designer and all that it has to offer. Behavior, grades, and attendance are just a few reports that can be created to give you an insight on your data.

*This is not an introductory session. Attendees should be familiar with how the Pivot Designer tool works.

User Level: Advanced

Session Times:
Monday: 5
Tuesday: 3, 8
Wednesday: 4
Thursday: 2, 7
Friday: 3

Ad Hoc – Filter Designer: Roundtable

This roundtable will discuss all things related to the Ad Hoc Filter Designer. Come prepared to share helpful filters your district uses, questions about the tools, and tips & tricks for building amazing filters.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level: All

Session Times:
Monday: 9
Tuesday: 7
Wednesday: 3, 5
Thursday: 10

Ad Hoc – Pivot Designer: Roundtable

This roundtable will discuss all things related to the Ad Hoc Pivot Designer. Come prepared to share helpful pivots your district uses, questions about the tools, and tips & tricks for amazing pivots.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level: All

Session Times:
Tuesday: 5
Wednesday: 6
Thursday: 4

Assessments: Assessment Mapping & Import Wizard

Were you handed a giant file of test scores and told to add them to Campus? In this session, we'll cover how to boil down large files to the desired data and import scores into Campus. The Score Import Wizard accepts multiple data layouts and improves how you map this data for your district.

User Level:
Intermediate

Session Times:
Monday: 4
Wednesday: 7
Thursday: 4

Core Attendance: Setup

Want to set your attendance office up for success? In this session, we dive into how to set up attendance tools and create working templates for staff to use.

User Level:
Intermediate

Session Times:
Monday: 4
Wednesday: 6
Thursday: 3

Core Attendance: Tools & Reports

Monitoring attendance can be overwhelming. Discover ways the Attendance module can work for you to make the days a little less stressful and reporting a little more comprehendible.

User Level: Beginner

Session Times:
Monday: 1
Tuesday: 2
Wednesday: 7
Thursday: 10
Friday: 2

Behavior: Admin Setup, Processing and Managing Referrals, Reports

From submitting a Behavior Referral to adding a Resolution, take a look at the process and tools we have to assist in managing student behavior.

Create Events and Resolutions at the district or school-level to fit your needs. Dive into the Letter Designer, Behavior Messenger, and Detention Tracker. Explore reports to stay on top of behavior trends.

User Level:
Intermediate

Session Times:
Monday: 4-5
Tuesday: 1-2
Thursday: 6-7

Behavior: Using Pivot Designer and Behavior Matrixes

*This session covers the Behavior Matrix tool from the Premium Product Campus Workflow.

Interested in automating disciplinary measures for students who are tardy or absent? Want to see more interactive reports for behavior with charts and graphs?

In this session, we'll explore how tools outside the core Behavior Suite can amplify reporting of your behavior and simplify your behavior tasks.

User Level: Advanced

Session Times:
Tuesday: 2
Wednesday: 10
Friday: 6

Campus Analytics: Benefits of Using the Data Health Check

*This session covers the Data Health Check tool from the Premium Product Campus Analytics Suite.

Learn the benefits of the Data Health Check and ways to clean up your Census, Student, Scheduling, Transcript, Behavior and Special Ed data.

User Level: All

Session Times:
Tuesday: 7
Wednesday: 1
Thursday: 3
Friday: 4

Campus Analytics: Functionality of Early Warning

*This session covers Early Warning, which is part of the Premium Product Campus Analytics Suite.

In this session, participants will be provided with an overview of the key features and functionality of the Early Warning tool. Early Warning provides school personnel with a dashboard to quickly see a student's persistence toward graduation and the likelihood of being promoted to the next grade level. Check out this session to learn more about interpreting GRAD Scores, score distributions and types, and categorical data, as well as how to review individual student data and manage a watchlist of students.

User Level: All

Session Times:
Tuesday: 2
Thursday: 5
Friday: 6

Campus Community: Tips & Tricks

Campus Community is a free resource that allows you to pick the brain of someone in your role that faces the same challenges. In this session, participants will learn the benefits of using Community and how to use it efficiently.

User Level: All

Session Times:
Monday: 5
Wednesday: 2
Thursday: 5, 6

Campus Community: Introduction to Infinite Campus

This session will take a look at basic navigation, searching, and tips & tricks within the Campus Community.

User Level: All

Session Times:
Monday: 3
Tuesday: 7
Wednesday: 5
Thursday: 4
Friday: 5

Campus Instruction: Daily Tasks for Teachers

Discover areas of Campus Instruction that can make your day-to-day life a little easier. From attendance, to scoring assignments, to reports and sending messages, learn tips & tricks to save time on everyday tasks.

User Level: All

Session Times:
Monday: 8
Tuesday: 9
Wednesday: 8
Thursday: 8

Campus Instruction/Campus Learning: Grade Book & Beyond Roundtable

*This session may cover questions about the Premium Product Campus Learning.

This roundtable will discuss all things teacher related. Come prepared to share best gradebook practices, useful reports, and tips & tricks to navigating through the system.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level: All

Session Times:
Monday: 10
Thursday: 9

Campus Learning: Admin Tools

*This session covers the Premium Product Campus Learning and is designed for Admin.

Thinking of rolling out Campus Learning to your teachers? See what tools exist to help monitor and assist. From setting up curriculum to overseeing discussions and check-ins, we'll explore the available options.

User Level: All

Session Times:
Monday: 3
Tuesday: 7
Thursday: 5

Campus Learning: Outside the Grade Book

*This session covers the Premium Product Campus Learning.

Organize your year with curriculum planning tools in Campus Learning. In this session, we will take a deep dive into the Planner, including Units, Lesson Plans and Assignments, as well as various tools to coordinate the pacing of instruction with other teachers.

We will also take a look at additional tools including Engagement Check-in, Unscored Discussions, and Progress Monitor. *Progress Monitor is dependent on the use of Standards.

User Level: All

Session Times:
Monday: 9
Tuesday: 10
Wednesday: 10
Thursday: 9

Campus Learning: Enhanced Grade Book

*This session covers the Premium Product Campus Learning.

In this session, we'll take a look at Submissions, Discussions, Quizzes and Scoring Rubrics from both the teacher and student perspective. View a distribution of student scores on an assignment or grade book and visually break down how each student scored.

User Level: All

Session Times:
Monday: 10
Tuesday: 8
Wednesday: 9
Thursday: 10

Campus Payments – Part 1: Setup

*This session covers the Premium Product Campus Payments.

Campus Online Payments is a reliable and secure electronic payment processing solution for both food service and fee transactions. Parents can easily see fees and food service balances as well as pay on Campus Parent via the app or a computer! View transactions in real time in the Payment Reporter tool in Infinite Campus for reconciliation, refunds, and general reporting needs.

User Level: All

Session Times:
Monday: 1
Tuesday: 9
Wednesday: 10

Campus Payments – Part 2: School Store

*This session covers the Premium Product Campus Payments.

Parents and students can access the School Store to select spirit wear, purchase school supplies, pay for activity fees, or make donations. Learn to manage, add, and update offerings while eliminating manual processes, paperwork, checks, and cash. A pick list, inventory tracking, as well as sales report are also available.

User Level: All

Session Times:
Tuesday: 7
Wednesday: 4
Thursday: 3

Campus Payments – Part 3: Activities Registration

*This session covers the Premium Product Campus Payments.

Activity Registration is a great place to setup activities, field trips, and athletics. Activity Registration allows for you to use Custom Forms and the School Store for Campus Parent and Student as well as reporting.

User Level: All

Session Times:
Wednesday: 8
Thursday: 7
Friday: 2

Campus Payments: Roundtable

This roundtable will discuss all things Campus Payments. Come prepared with your questions for setting up Campus Payments, tips & tricks for a successful School Store and best practices for Activity Registration.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level: All

Session Times:
Monday: 4
Wednesday: 3

Campus Parent & Campus Student – Part 1: Setting Up Accounts

Encourage parents to set up their Portal accounts using the User Account Messenger. Letters can also be created to send to parents with Portal Credentials.

*SIS Product Security Rights Required

User Level: All

Session Times:
Monday: 1
Wednesday: 6
Friday: 2

Campus Parent & Campus Student – Part 2: Portal Management

Come explore the Campus Portal! We will discuss how to energize use by your largest user population to improve communication.

User Level: All

Session Times:
Tuesday: 3-4
Thursday: 6-7
Friday: 4-5

Campus Workflow: Advanced Attendance & Appointments

*This session covers the Premium Product Campus Workflow.

Improve attendance accuracy and efficiency with Campus Workflow Advanced Attendance & Appointments. This tool allows students to scan ID badges into various locations like the Nurse or Counselor's Office, classrooms, or Detention. Parents will also be able to submit absence requests via the portal or mobile app.

User Level: Advanced

Session Times:
Tuesday: 1
Wednesday: 7
Thursday: 4

Campus Workflow: Events & Actions

*This session covers the Premium Product Campus Workflow.

Come learn all about Events & Actions! This tool allows users to set up events important in their daily operations and define whom to notify when they occur and/or what needs to happen next. Actions following a triggering event can include sending emails to specific groups of users and/or running a custom database script (custom SQL/database action).

User Level: Advanced

Session Times:
Monday: 7
Wednesday: 1
Friday: 3

Census – Part 1: Introduction to Enrollments and Households

Have a new Enrollment Packet? Learn different ways to create, maintain and build Census information and how to utilize additional tools to build a Household from the ground up.

User Level: Beginner

Session Times:
Monday: 4, 8
Tuesday: 4
Wednesday: 6
Thursday: 4
Friday: 6

Census – Part 2: Building Households with the Census Wizard

The Census Wizard can get a bit confusing! We'll dive into some ways to update members, Addresses and Households; plus, how to create Households from scratch using the Census Wizard.

User Level: Beginner

Session Times:
Monday: 5, 6
Tuesday: 2, 9
Wednesday: 4
Thursday: 2
Friday: 3

Census – Part 3: Household Cleanup & Modification

If you aren't careful, Census data can quickly become messy. Learn how to clean up Households and Addresses using Search tools and Data Health Check where applicable.

User Level:
Intermediate

Session Times:
Monday: 6
Tuesday: 1
Wednesday: 7
Thursday: 4
Friday: 4, 6

Census – Part 4: Reports & Cleanup

Let the reports work for you! Check out some reports that can assist in keeping your Census data in tip-top shape throughout the school year. These reports can be helpful for student and staff cleanup.

User Level: All

Session Times:
Monday: 7
Tuesday: 1
Wednesday: 9
Thursday: 5

Census: Roundtable

This roundtable will discuss all things Census. Come prepared to share useful processes your district uses, questions about building households, and tips & tricks for maintaining clean and accurate Census data.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level: All

Session Times:
Monday: 9
Tuesday: 5
Wednesday: 2

Custom Forms – Part 1: Creating a New Form

Custom forms are a fantastic way to collect and house data set up the way you need. Plus, they're Ad Hoc-able! Join us for an overview of leveraging the Custom Forms tools for data entry and, more importantly, data output.

Bring a PDF document you would like to create into a fillable form on a device with Adobe Pro® to learn how to create the fields on the form and map the fields to be pulled into an Ad Hoc.

*If you plan on collecting data in your form that is not a field in Campus, we recommend attending Customizing Campus - Custom Tabs and Outline Links.

User Level: Advanced

Session Times:
Monday: 3
Tuesday: 5
Wednesday: 7
Thursday: 10

Custom Forms – Part 2: Assigning and Using Custom Forms

The Custom Forms tool is used to upload supplemental documents linked to a person's record. Custom Forms can be set up to pull information directly from Campus and/or have data entered into a form. This session will take a high-level look at the latest functionality.

User Level:
Intermediate

Session Times:
Tuesday: 8
Wednesday: 9
Thursday: 3
Friday: 4

Customizing Campus: Custom Tabs & Outline Links

Want to track custom district data in Campus? Have an awesome Ad Hoc report you would like to share? This session covers how to create various types of Custom Fields and their home within Campus, as well as Outline Links.

User Level:
Intermediate

Session Times:
Monday: 3, 6
Tuesday: 10
Wednesday: 4, 9
Thursday: 2
Friday: 6

Database: Introduction to SQL

This session introduces SQL and its fundamental use to beginners.

User Level: Beginner

Session Times:
Monday: 4
Wednesday: 6

Database: Introduction to Stored Procedures & the Task Scheduler

This session introduces the use and build of Stored Procedures and explores how to use the Data Extract and Task Scheduler tools to automate common data requests.

*Knowledge of writing select, updates, and join statements required. Edit rights to the Campus Database preferred.

User Level: Advanced

Session Times:
Tuesday: 8-9
Thursday: 2-3

Database: Campus Schema 101

This session covers basic Campus tables and views.

*Knowledge of select statements required.

User Level: Beginner

Session Times:
Monday: 9
Wednesday: 8
Friday: 4

Database: Campus Schema 201

This session covers tips and tricks for navigating the Campus Schema.

*Knowledge of writing select and join statements required.

User Level:
Intermediate

Session Times:
Thursday: 10
Friday: 6

Database: SSRS 101

This session introduces SSRS and the creation of custom reports.

*Access to SQL Server Reporting Services and knowledge of SQL language required.

User Level:
Intermediate

Session Times:
Monday: 1
Wednesday: 3

Database: SSRS 201

This session continues the discussion of report creation from *Database: SSRS 101*.

Database: SSRS 101 should be taken prior to this session.

User Level: Advanced

Session Times:
Tuesday: 2
Thursday: 4

Database: SQL Roundtable

This roundtable will discuss SQL language. Come prepared with your most helpful statements, tips & tricks for building queries and questions.

*This is not a training session. Attendees should have a basic understanding of SQL.

User Level: All

Session Times:
Wednesday: 10

Database: Data Extract Utility Roundtable

This roundtable will discuss the Data Extract Utility tool. Come prepared with your most helpful scripts, tips & tricks for building stored procedures, and questions.

*This is not a training session. Attendees should have a basic understanding of how the tool works as well as SQL.

User Level:
Intermediate

Session Times:
Thursday: 9

Features: That's Brilliant!

Looking to get more out of Infinite Campus? This high-level overview session demonstrates a few unique ways to use Infinite Campus that you may not have thought of!

User Level: Advanced

Session Times:
Monday: 2
Tuesday: 8
Wednesday: 6
Thursday: 3, 7
Friday: 2

Features: Over the Horizon

Ever wonder what you may have missed or what may be coming up? Join us as we look at some of the features that have been released in the last couple of months, as well as show you some of the features to look forward to. You won't want to miss this!

User Level: All

Session Times:
Monday: 5
Tuesday: 8
Wednesday: 4
Thursday: 8
Friday: 3

Features: SIS Admin Roundtable

*This roundtable is designed for SIS Administrators.

Come prepared to network with other System Admin and discuss best practices and unique uses of Campus tools. Bring tips & tricks that work well at your district.

*This is not a training session. Attendees should have a basic understanding of Campus tools and SIS Product Security rights.

User Level: All

Session Times:
Monday: 4
Thursday: 10

Features: Principals Roundtable

*This roundtable is designed for Principals.

Come prepared to network with fellow Administrators and discuss workflows from Attendance to Behavior, to Grading and beyond. Bring tips & tricks that work well at your district.

*This is not a training session. Attendees should have a basic understanding of Campus tools.

User Level: All

Session Times:
Tuesday: 6
Thursday: 4

Features: Office Staff Roundtable

*This roundtable is designed for Office Staff.

Come prepared to network with other Office Staff and discuss best practices from Enrollments to Reports, to Attendance and beyond. Bring tips & tricks that work well at your district.

*This is not a training session. Attendees should have a basic understanding of Campus tools.

User Level: All

Session Times:
Monday: 6
Wednesday: 3

FRAM: Free and Reduced Application Setup & Processing

Join us as we introduce the tools used for Free and Reduced Lunch Application processing and management of student's eligibilities. In this session, you will learn to set up FRAM preferences and letters, process paper and online household applications, enter students' Free and Reduced eligibility status into the system and generate reports.

User Level: All

Session Times:
Monday: 7-8
Tuesday: 2-3
Thursday: 9-10

Grading & Standards – Standards Part 1: Standards Bank & Course Alignment

Are you interested in transitioning to Standards Based Grading? Have you been using it for a while and need a cleanup? In this session, we will review best practices for Standards Bank organization, as well as tips & tricks to update course assignments.

User Level: Intermediate

Session Times:
Monday: 8
Tuesday: 4
Thursday: 8
Friday: 1

Grading & Standards – Standards Part 2: Proficiency Estimates & Standards Rollup

Are you using Rubrics? Join us for an explanation of the Proficiency Estimates to help decide which one fits the needs at your school. We'll also take a peek at Standards Rollup.

User Level: Intermediate

Session Times:
Tuesday: 8-9
Wednesday: 4-5

Grading & Standards – Traditional Grading: Setup

Are you looking for more consistency in your Grade Book setup or just want to take the burden off the teachers? We'll take a look at what course information can be set up at the district/school–level that will push to teacher Grade Books.

User Level:
Intermediate

Session Times:
Monday: 2
Thursday: 6
Friday: 5

Grading & Standards – Standards Grading: Roundtable

This roundtable will discuss all things Standards related. Come prepared with your questions on Standards setup, best practices for Standards organization and tips & tricks for a successful grading season.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level: All

Session Times:
Wednesday: 9
Thursday: 2

Health: End User & Reports

Come and review the Health module! See how the Health module can assist ALL users that need to know but shouldn't see everything.

User Level: Beginner

Session Times:
Monday: 7
Tuesday: 5
Wednesday: 3
Friday: 4

Messenger: Core Email Messenger Setup & Use

A top priority for schools and teachers is keeping parents and students informed. Come and see how you can start sending messages using Campus SIS. No more imports or exports. Use real-time data, assuring your messages get to the right person at the right time – making staff, parents, and students happy!

User Level: All

Session Times:
Monday: 3
Tuesday: 6
Thursday: 9

Messenger: Voice/Text Messenger Setup & Use

*This session covers the Premium Product Messenger with Voice.

More parents are choosing to be contacted via text and voicemail. Come and see how you can start sending phone messages using Campus. No more imports or exports. Use real-time data, assuring your messages get to the right person at the right time – making staff, parents, and students happy!

User Level:
Intermediate

Session Times:
Tuesday: 3-4
Wednesday: 6-7
Friday: 1-2

Online Registration – Standard Edition Part 1: Setup, Settings, Customizations

*This session covers the Premium Product Online Registration and is designed for districts with Standard Edition only.

Check it off the list! Review your application and verify settings before opening Online Registration for Parent/Guardians.

User Level:
Intermediate

Session Times:
Monday: 1
Tuesday: 6
Wednesday: 1

Online Registration – Prime Edition Part 1A: Setup, Settings, Customizations

*This session covers the Premium Product Online Registration and is designed for districts with Prime Edition only.

Need to add new questions and track the data? Join us to learn how to add a new Pleat, build the questions you need, and have them map back to Custom fields in Campus.

User Level:
Intermediate

Session Times:
Monday: 8-9
Tuesday: 2-3
Wednesday: 6-7
Friday: 1-2

Online Registration – Prime Edition Part 1B: Notifications, Statuses, Additional Tools

*This session covers the Premium Product Online Registration and is designed for districts with Prime Edition only. For Standard OLR, your next session is *Online Registration - Both Editions Part 2: Staff & Student Processing*.

Explore additional Online Registration tools including Notifications, List Bank Replacer, Document Uploads and more!

User Level:
Intermediate

Session Times:
Tuesday: 8
Wednesday: 2
Thursday: 7

Online Registration – Both Editions Part 2: Staff & Student Processing

*This session covers the Premium Product Online Registration, both Standard and Prime Editions.

Review and approve/post applications. Staff Processing is done! We'll review the status messages that auto-send based on status. Student processing gives students an enrollment in a school.

User Level:
Intermediate

Session Times:
Monday: 4
Tuesday: 6
Wednesday: 1
Thursday: 2
Friday: 6

Online Registration – Both Editions Part 3: Audit Reports

*This session covers the Premium Product Online Registration, both Standard and Prime Editions.

Take a look inside your Online Registration statistics and Audit Reports. Find out which families have yet to fill out an annual update, who started an application but didn't finish, and even what messages have been sent out with what status. All these tools can help your schools stay on top of the registration process throughout the year.

User Level:
Intermediate

Session Times:
Wednesday: 5
Thursday: 5
Friday: 3

Online Registration – Both Editions: Processing Roundtable

*This session covers the Premium Product Online Registration, both Standard and Prime Editions.

This roundtable will discuss all things Processing for Online Registration. Come prepared to share best practices, questions about processing, and tips & tricks for a successful registration season.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level:
Intermediate

Session Times:
Monday: 5
Tuesday: 7
Wednesday: 2
Thursday: 3

Online Registration – Prime Edition: Customizations Roundtable

*This session covers the Premium Product Online Registration and is designed for districts with Prime Edition only.

This roundtable will discuss Customizations within Online Registration. Come prepared to share useful pleats your district uses, questions about customizations, and tips & tricks for a successful registration season.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level:
Intermediate

Session Times:
Monday: 3
Tuesday: 9
Wednesday: 9
Thursday: 8

Flags: Unique Ways to Use

This session covers unique ways to provide a way of labeling students for things such as after school activities, food allergies and contact restriction, as well as how to pull reports using the data.

User Level: All

Session Times:
Monday: 6
Tuesday: 3
Wednesday: 7
Thursday: 6
Friday: 3

Personal Learning Plans (PLP): Setup & Management

Personal Learning Plans (PLP) can be used to track individual goals and progress for students.

This session covers how to setup and manage Personal Learning Plans (PLP) for students. Topics covered include creating Documents, Custom Forms, Teams, Service Providers, Contact Log, and Plan Types.

User Level: All

Session Times:
Monday: 5
Wednesday: 8
Friday: 1

Scheduling – All Grade Levels Part 1: Considerations & Rolling Forward

This session covers scheduling questions and considerations when preparing for the upcoming school year as well calendar, student, and miscellaneous roll-forwards.

*This session requires System Admin tool rights to calendar creation and set up.

User Level:
Intermediate

Session Times:
Monday: 2-3
Tuesday: 6-7
Thursday: 1-2

Scheduling – Secondary – Part 1B: Course Prep & Student Requests

*The intended audience is the Master Scheduler for each building.

Time to plan who is teaching what, what course is needed when, and so much more! Review Course & Staff planning in preparation for building the Master Schedule. Once course setup is complete, it's time to collect student requests.

*This part is not designed for schools that do not use student requests and manually load their rosters. Please see *Scheduling - Primary - Part 2: Building and Loading Through the User Interface* for your next step.

User Level:
Intermediate

Session Times:
Monday: 3, 6
Tuesday: 5
Wednesday: 8
Thursday: 6

Scheduling – Primary – Part 2: Building and Loading Through the User Interface

*The intended audience is the Master Scheduler for each building.

This session reviews how to manually build courses and sections, align staff, and roster students via Roster Setup, Roster Copy, and Walk-In Scheduler.

User Level:
Intermediate

Session Times:
Tuesday: 5
Wednesday: 1
Thursday: 7

Scheduling – Secondary – Part 2: Building and Loading the Master Schedule with the Schedule Wizard

*The intended audience is the Master Scheduler for each building.

Take a dive into the Schedule Wizard and all that it has to offer to build the Master Schedule. Join us to get a birds-eye view of different ways to build your foundation.

User Level:
Intermediate

Session Times:
Monday: 7-8
Tuesday: 2-3
Wednesday: 4-5
Thursday: 7-8

Scheduling – All Grade Levels – Part 3: Audit Reports

This session is designed to walk through available scheduling reports and what point in the scheduling process each is most helpful. We will also review some helpful Ad Hoc filters that can be created to assist with scheduling.

*For more information on the Ad Hoc Filters that will be shown in this session, please see that "Recommended Pre-Build" Document attached to the course.

User Level: All

Session Times:
Wednesday: 2
Thursday: 6
Friday: 6

Scheduling – All Grade Levels: Blended Learning Groups

Planning for a new school year and figuring out how to meet guidelines for keeping students and staff healthy, while still providing students with skills for learning is challenging. To ease some of this discomfort, Blended Learning Tools can help create schedules with distance learning in mind.

*In order for Blended Learning Groups to successfully function, calendars, courses and schedules should be set up.

User Level: All

Session Times:
Monday: 10
Tuesday: 9
Wednesday: 5
Thursday: 1

Scheduling – All Grade Levels: Teams

Did you know that Infinite Campus has the ability to schedule by cohorts? Use the Schedule Wizard and Teams to schedule your cohorts, teams or even your elementary classes.

*In order to create teams for future scheduling, calendars must be rolled forward.

User Level:
Intermediate

Session Times:
Tuesday: 3
Wednesday: 7
Thursday: 7
Friday: 2

Scheduling – All Grade Levels: Schedule Prep Roundtable

This roundtable will discuss scheduling prep topics including calendar roll forward considerations, course set up, and student requests. Come prepared with your tips, tricks & questions.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level:
Intermediate

Session Times:
Monday: 4
Wednesday: 7
Thursday: 5

Scheduling – All Grade Levels: Walk-In Scheduler Roundtable

This roundtable will discuss best practices when using the Walk-In Scheduler to assist with the scheduling process. Come prepared with your tips, tricks & questions.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level:
Intermediate

Session Times:
Monday: 2
Thursday: 6

Scheduling – All Grade Levels: Schedule Wizard Roundtable

This roundtable will discuss all things related to the Schedule Wizard. Come prepared with your tips & tricks for building and loading Master Schedules.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level:
Intermediate

Session Times:
Monday: 9
Wednesday: 5
Thursday: 2

Scheduling – All Grade Levels: Schedule Cleanup Roundtable

This roundtable will discuss how to clean up the Master Schedule and complete student scheduling. Come prepared with your tips, tricks & questions.

*This is not a training session. Attendees should have a basic understanding of how the tool works.

User Level:
Intermediate

Session Times:
Tuesday: 8
Wednesday: 3

Surveys: New Tools

Looking to get feedback from parents? Maybe you are curious if the students are enjoying the new lunch item. Learn how the new tools in Surveys can work for you to gather this real time information.

User Level: All

Session Times:
Monday: 10
Tuesday: 10
Thursday: 2

Surveys: Character Lab Thriving Index

Want to assess how your students are doing in all aspects of social, emotional, and academic life? In this session, we will look specifically at the new Character Lab Thriving Index survey in our Survey Designer, review how to use this pre-built survey, and various ways to review your student data.

*Users must have the Student Information System checkbox on their user to view this prebuilt survey.

User Level: All

Session Times:
Tuesday: 4
Thursday: 6
Friday: 1