

Yearly Event Series



# **2022-23 YES EVENTS**

Let's Get It Started! 2-3 JUL 27 & AUG 10, 24
Premium Products Deep Dive4-6 SEP 13-14
Adventures in Ad Hoc7-8 OCT 11-12
National Training Week // Summit9 NOV 14-18
Master Scheduling10-11 JAN 10-11
Everything Online Registration 12 FEB 7-8
Tracking Student Progress
Beyond the Browser: Campus Database
Putting a Bow on It

### **Yearly Event Series (YES)**

Join us for the largest offering of live professional development events in Infinite Campus history! YES includes timely instruction on a wide array of Infinite Campus topics that will easily save you and your staff hundreds of hours during the school year!

infinitecampus.com/yes

## Let's Get It Started!

All sessions will be offered in both classic and new look

### **ATTENDANCE**

Enroll into session: Classic Look | New Look

- · Individual Student Attendance
- · Classroom Monitor
- · Daily Attendance
- · Attendance Wizard
- · Attendance Reports

#### **BEGINNING OF YEAR PROCESS**

Enroll into session: Classic Look | New Look

- · System Administration
- Calendar
- Census
- Student Information
- Scheduling
- · Instruction
- Fees
- · Grading & Standards

#### **CAMPUS INSTRUCTION BASICS**

Enroll into session: Classic Look | New Look

- Account Settings
- Roster
- Attendance
- · Seating Charts
- · Message Center
- · Campus Instruction Reports

### **CAMPUS LEARNING BASICS**

Enroll into session: Classic Look | New Look

- Enhanced Curriculum
- · Score Analysis
- Planner
- Progress Monitor
- · Engagement Check-In

### **CENSUS FOR NEW HOUSEHOLDS**

Enroll into session: Classic Look | New Look

- Add Person
- · Student Locator
- Enrollment
- Census People (Demographics, Relationships, Identities)
- Add Address
- · Census Wizard

#### **CENSUS MODIFICATIONS**

Enroll into session: Classic Look | New Look

- · Address Changes
- Household Membership Changes
- · Identity Changes
- · Updating Emergency Contacts
- · Self-Service & Portal Request Processor

### **CENSUS WITH OLR**

Enroll into session: Classic Look | New Look

- · Staff Processing
- Student Processing
- Census People (Demographics and Relationships)
- · Online Registration Workflow
- · Online Registration Reports

### **CLASSROOM**

Enroll into session: Classic Look | New Look

- · Enabling Classroom View
- Navigation
- Curriculum Management

### **COMMUNICATION TOOLS**

- Announcements
- Census & Messenger
- · Contact Preferences Batch
- Message Builder
- · Emergency Messenger
- · Attendance Messenger
- · Sent Message & Receipt Message Logs

### DISTRICT PERSPECTIVE: CENSUS CREATION/MODIFICATION

### **Enroll into session**

- · Input New Students
- · Input New Families
- Adjust family information when living situations change

### DISTRICT PERSPECTIVE: OUR FIRST YEAR'S JOURNEY THROUGH INFINITE CAMPUS

### **Enroll into session**

- Adapting to fit your environment/culture with customizations within the program
- · Support
- Communication
- Momentum
- Growth
- · Forward Planning

#### **GRADE BOOK BASICS**

Enroll into session: Classic Look | New Look

- · Categories
- · Student Groups
- · Add/Edit Assignments
- · Assignment/Curriculum Copier
- · Grading Assignments
- · Sort & Filter Gradebook
- Section Groups

### INFINITE CAMPUS THEN AND NOW – REFLECTIONS FROM A 10-YEAR CUSTOMER

#### Enroll into session

- Customization Learning when it makes sense and when it's ok to say 'No'
- · Building a Great Support Team
- · Promoting Staff Learning & Rolling with Changes
- · Keeping Data Clean & Accurate
- User Security who should I give access to what?

#### INTRODUCTION TO NEW LOOK

#### **Enroll into session**

- · New Searching
- · Dynamic Interface
- · Favoriting Tools

#### STUDENT & PARENT PORTAL ACCOUNT CREATION

Enroll into session: Classic Look | New Look

- · Manual Account Creation
- · Account Letter Designer
- · Account Letter Builder
- · User Account Messenger & Scheduler

#### **TEACHING CENTER**

Enroll into session: New Look

- · Classroom Settings
- · Taking Attendance
- Scoring Assignments
- · Student Questions
- · Student Information
- Classroom

### **USER SECURITY BASICS**

Enroll into session: Classic Look | New Look

- · User Groups Overview
- · Calendar Rights Groups
- · Tool Rights Groups
- · Creating an Individual Staff Account
- · Automated Staff Account Creation

#### **WALK-IN SCHEDULER**

- · Navigation & Display Options
- · Searching for Courses/Sections
- · Managing Course Requests
- · Assign Students to a Team
- · Add/Load Courses to a Student's Schedule
- · Remove/Unload a Student's Schedule
- · Modify a Student's Schedule
- · Lock/Unlock a Student's Schedule
- · Viewing and Printing Schedules

## Premium Products Deep Dive

All sessions will be offered in both classic and new look

### CAMPUS ANALYTICS: ADDITIONAL PIVOT DESIGNER REPORTS

Enroll into session: Classic Look | New Look

- · Student Demographics Report
- · Grades Analysis Report
- · Daily Attendance Report
- · Percent in Attendance Heatmap Report

### CAMPUS ANALYTICS: ADDITIONAL SURVEY FUNCTIONALITY

Enroll into session: Classic Look | New Look

- Additional Question Types
- · Additional Survey Properties
- · Language Translations
- · Public Surveys

#### **CAMPUS ANALYTICS: DATA HEALTH CHECK**

Enroll into session: Classic Look | New Look

- · Accessing the Report
- · Generating the Report
- · Reviewing the Report
- · Data Cleanup Considerations

### **CAMPUS ANALYTICS: EARLY WARNING**

Enroll into session: Classic Look | New Look

- · Early Warning Dashboard
- · Understand GRAD Scores
- · Score Distribution
- · Score Types
- · Tier Definitions
- · Student List and Watchlist
- Student Information Summary and Detail

### **CAMPUS LEARNING: ADMIN TOOLS**

Enroll into session: Classic Look | New Look

- · Curriculum Planner
- · Campus Learning Usage
- · Discussion Management and Engagement
- Check-in Management
- · Google Drive Preferences

#### CAMPUS LEARNING: ENHANCED GRADE BOOK

Enroll into session: Classic Look | New Look

- Resources
- · Enhanced Assignment Fields
- Assignment Types
- · Scored Rubrics
- Score Analysis

#### CAMPUS LEARNING: OUTSIDE THE GRADE BOOK

Enroll into session: Classic Look | New Look

- Planner
- · Curriculum Library
- · Engagement Check-In
- · Progress Monitor

#### **CAMPUS PAYMENTS - PART 1: SETUP**

Enroll into session: Classic Look | New Look

- · Introduce and setup the Online Payments tools
- · Process Online and Manual Electronic Payments
- · Generate Reports

### **CAMPUS PAYMENTS - PART 2: SCHOOL STORE**

Enroll into session: Classic Look | New Look

- · Setup School Store settings per school
- · Add Product Types and Fund Accounts
- · Add Inventory to the School Store
- Review Payment Transactions and School Store Purchases

### CAMPUS PAYMENTS - PART 3: ACTIVITIES REGISTRATION

- · Add Product Types and Fund Accounts
- · Setup School Store settings per school
- View Custom Forms available for Activity Registration
- · Setup Activities in the Activity Monitor
- Review Payment Transactions and School Store Purchases

#### **CAMPUS PAYMENTS: FEES MANAGEMENT**

Enroll into session: Classic Look | New Look

- · Fee Type Setup
- · Creating & Assigning Fees
- · Managing Fee Payments
- · Reports

### CAMPUS WORKFLOW: ABSENCE REQUESTS & BEHAVIOR RESOLUTION MATRIX

Enroll into session: Classic Look | New Look

- · Absent Requests
- · Absent Request Processing
- · Behavior-Resolution Matrix
- · Matrix Manual Run

### CAMPUS WORKFLOW: ADVANCED ATTENDANCE & APPOINTMENTS

Enroll into session: Classic Look | New Look

- · Available Scanning Tools
- Scanner Settings
- · Badge Designer
- · Scanning Reports

### **CAMPUS WORKFLOW: EVENTS & ACTIONS**

Enroll into session: Classic Look | New Look

- · Events & Actions Overview
- · Stored Procedures and Events & Actions
- View Messages in the Sent Message & Recipient Logs

### MESSENGER WITH VOICE: COMPOSING YOUR FIRST MESSAGE

Enroll into session: Classic Look | New Look

- · Census & Messenger
- · Contact Preferences Batch
- · Portal Display Contact Preferences
- · TTS Dictionary
- · Message Builder
- · Emergency Messenger
- Sent Message & Recipient Message Logs

#### **MESSENGER WITH VOICE: MESSENGER 2.0**

Enroll into session: Classic Look | New Look

### **MESSENGER WITH VOICE: TIPS & TRICKS**

Enroll into session: Classic Look | New Look

- · Using Ad Hocs for Messaging
- · Upload a Recorded Voice Message
- · Attendance Messenger
- · Attendance Messenger Scheduler
- · Scheduling Messenger
- · Behavior Messenger

#### POINT OF SALE AND FRAM

Enroll into session: Classic Look | New Look

- · How does FRAM interact with POS?
- Eligibility visibility
- · POS Reports and FRAM

#### POINT OF SALE: 1.0 VS 2.0

Enroll into session: Classic Look | New Look

- · Side by Side Comparison of 1 v. 2
- · Death of Java
- · Building Layouts
- Service Layout Copy Wizard

#### POINT OF SALE: ACCOUNT MAINTENANCE

- · POS Preferences
- · Student Number as PIN Workflow
- · Create Accounts
- · Account Details
- · Reminder/Restriction Wizard
- Journal
- Deposits
- · Tally Meal Entry
- POS Messenger

### **POINT OF SALE: ADMINISTRATION**

Enroll into session: Classic Look | New Look

- · Tool Rights
- · Census Setup
- Flags
- · Item Categories
- · Purchasable Items
- Application Manager
- · Payment Location

### **POINT OF SALE: CASHIER TRAINING**

Enroll into session: Classic Look | New Look

- Cashier functions
- General serve vs. Continuous serve
- Drawer Counts
- · Reports

### POINT OF SALE: TERMINAL INSTALL AND CONFIGURATION

- · Terminal Creation
- · Terminal Download/Installation
- · Terminal Configuration

### **Adventures in Ad Hoc**

All sessions will be offered in both classic and new look

### FILTER DESIGNER: CENSUS/STAFF & COURSE/ SECTION DATA TYPES

Enroll into session: Classic Look | New Look

- · Query Wizard
- · Census/Staff Fields
- · Course/Section Fields
- · Community Resources
- · Saving & Sharing

#### FILTER DESIGNER: FILTER PARAMETERS

Enroll into session: Classic Look | New Look

- · Common and Uncommon Operators
- · Dynamic Filter Values
- · Logical Expressions

#### **FILTER DESIGNER: FUNCTIONS**

Enroll into session: Classic Look | New Look

- Add Function
- · Edit Function
- · Filter Templates

### FILTER DESIGNER: GROUPING & AGGREGATIONS

Enroll into session: Classic Look | New Look

- Grouping & Aggregations
- · Grouping vs. Sorting
- · Aggregations vs. Functions

### FILTER DESIGNER: INTRODUCTION TO AD HOC REPORTING (STUDENT DATA)

Enroll into session: Classic Look | New Look

- Filter & Data Types
- · Selection Editor
- · Query Wizard
- · Community Resources
- · Saving & Sharing

### FILTER DESIGNER: PASS-THROUGH SQL QUERIES FROM CAMPUS COMMUNITY

Enroll into session: Classic Look | New Look

- · Community Resources
- Pass-Through SQL Query
- Modify SQL
- · Data Viewer

### DISTRICT PERSPECTIVE: INTRODUCTION TO FILTER DESIGNER

**Enroll into session** 

### MISC. AD HOC: DATA VIEWER & AD HOC LETTERS

Enroll into session: Classic Look | New Look

- · Data Viewer Report
- · Restrictions of Data Viewer
- · Overlaying Filters with Reports
- · Letter Designer
- · Letter Builder
- · Ad Hoc Letter Tab

### MISC. AD HOC: THAT'S BRILLIANT

Enroll into session: Classic Look | New Look

- · Ad Hoc Examples
- · Outline Links

### MISC. AD HOC: USING FILTERS ACROSS CAMPUS

Enroll into session: Classic Look | New Look

- · Search by Filter
- Messenger & Filters
- · Attendance & Filters
- · Report & Filters

### **PIVOT DESIGNER: ATTENDANCE & BEHAVIOR PIVOTS**

Enroll into session: Classic Look | New Look

- · Attendance Pivots
- · Behavior Pivots
- Conditional Formatting Options
- · Cell Formatting

#### PIVOT DESIGNER: CALCULATED VALUES

- · Default Values
- Using Fields as Values
- · Basic Calculated Values
- · Conditional Calculated Values

### **PIVOT DESIGNER: GRADES & TRANSCRIPT PIVOTS**

Enroll into session: Classic Look | New Look

- Grade Pivots
- · Transcript Pivots
- · Conditional Formatting Options
- Cell Formatting

### PIVOT DESIGNER: INTRODUCTION TO PIVOT DESIGNER (STUDENT COUNT)

Enroll into session: Classic Look | New Look

- · Pivot Setup
- · Field Manipulation
- Filtering Data
- Charts
- · Sub-Reports
- · Saving & Sharing

### PIVOT DESIGNER: UTILIZING CUBE ANALYSIS WITHIN DATA EXPORT

- Filter Tips
- · Data Export
- · Building the Pivot
- · Saving & Sharing

## National Training Week // Summit

### **National Training Week**

Join us for five days and hundreds of sessions for every user. Scheduled mid-way through the Yearly Event Series, this summit-level event brings together thousands for learning and networking as we continue Transforming K12 Education®. Sessions on:

ACADEMIC PLANNING	CAMPUS STUDENT	FOOD SERVICE
AD HOC	CAMPUS WORKFLOW	GRADING & STANDARDS
ASSESSMENTS	CENSUS	INFINITE CAMPUS WEBSITE
ATTENDANCE	CHARACTER LAB THRIVING INDEX	NEW LOOK
BASIC CODING	COMMUNICATION IN CAMPUS	OLR
BLENDED LEARNING	CUSTOM FORMS	OVER THE HORIZON
CAMPUS ANALYTICS	CUSTOMIZING CAMPUS	PLP
CAMPUS INSTRUCTION	DATABASE SCHEMA	ROUNDTABLE SESSIONS
CAMPUS LEARNING	DISTRICT PERSPECTIVES	RTI
CAMPUS PARENT	EARLY WARNING	SCHEDULING
CAMPUS PAYMENTS	FEES	SURVEYS

"The amount of information shared is worth every penny! For those who cannot attend, the sessions are recorded and an excellent resource!"

Melissa H. | Kentucky



## Master Scheduling

All sessions will be offered in both classic and new look

### PART 1: ROLL-FORWARD PROCESSES WITHOUT CALENDAR CHANGES

- · Set-Up School Year
- · Calendar Roll Forward
- · Enrollment Roll Forward
- · Other Roll Forward Tools

### PART 1: ROLL-FORWARD PROCESSES WITH CALENDAR CHANGES

- · Considerations for Rolling Forward Data
- · Set-Up School Year
- · Multi-Phase Calendar Roll Forward
- · Enrollment Roll Forward
- · Other Roll Forward Tools

### PART 2: COURSE PREP AND CLEANUP FOR MANUAL SCHEDULING

- · Course Catalogs & Course Masters
- · Course Setup
- · Scheduling Audit Reports
- Helpful Ad Hocs for Course Setup
- · Student Constraints
- · Workshop Time

### PART 2: COURSE PREP AND CLEANUP FOR REQUESTS AND SCHEDULE WIZARD

- · Course Catalogs & Course Masters
- · Course Setup
- Section Templates
- Course Rules
- · Scheduling Build Constraints
- · Scheduling Audit Reports
- Student Constraints

### OPTIONAL PART 2: ACADEMIC PLANNING RECOMMENDATIONS

- · Scheduling Workflow with Academic Planning
- · Assigning Course Plans to students
- · Admin Review of Course Plan
- · Teacher Recommendations
- · Lock Academic Plans
- · Enabling Course Plans on Portal
- · Converting Plans to Requests
- · Academic Plan Reports

### **OPTIONAL PART 2: ENTERING COURSE REQUESTS**

- · Walk-In Scheduler
- · Request Wizard
- · Course Registration
- · Teacher Requests
- · Request Reports

### PART 3: MANUALLY BUILDING THE SCHEDULE

- · Manually Building Sections in the Application
- · Manually Building Sections in Schedule Wizard
- · Schedule Wizard Trial Precautions
- · Scheduling Reports

### PART 3: AUTO BUILDING THE SCHEDULE

- · Schedule Wizard Trial Precautions
- · Course Planner & Staff Planner
- Auto Builder Config
- · Manually Building Section in Schedule Wizard
- · Auto Building Options
- · View Options for Building
- · Building Reports

### **PART 4: MANUALLY ROSTERING STUDENTS**

- · Roster Setup
- Roster Copy
- · Walk-In Scheduler
- Student Gap Scheduler
- · Rosterings Reports
- · Printing Schedules

### **PART 4: AUTO LOADING STUDENTS**

- · Walk-In Scheduler
- · Schedule Wizard Trial Precautions
- · Manual Roster Builder
- Locking Rosters
- · AutoLoader Config
- Auto Loading Options
- · View Options for Loading
- · Adjusting Load Priorities
- · Loading Reports
- · Student Gap Scheduler
- · Schedule Gap Filler
- · Print Schedules

### **ELECTIVE: RESPONSIVE SCHEDULING**

- · Calendar Setup
- · Course Setup
- · Responsive Schedule Designer
- · Section Builder
- · Teacher Tools
- · Student Tools

### **ELECTIVE: SCHEDULING ROUNDTABLE**

### **ELECTIVE: SCHEDULING WITH TEAMS**

- Creating Scheduling Groups
- · Assigning Teams/Groups to Sections
- · Individual Student Team Assignment
- · Schedule Wizard & Fill Teams
- · Complete Student Schedules

### **ELECTIVE: USER SECURITY**

- · Updating Calendar User Groups
- · Scheduling Tool Right Groups
- · Cleaning Up District Assignments
- · Managing Staff Accounts

### ELECTIVE: CHANGING A MASTER SCHEDULE MID-YEAR

- Creating Period Schedules
- · Section Placement Copy Tools
- · Day Setup Tools
- · Roster Batch Edit
- · Scheduling Reports

## **Everything Online Registration**

All sessions will be offered in both classic and new look

### **CENSUS CLEANUP**

- · Census Reports
- · Household Updates
- · Combine Person

### **CENSUS DATA IN AD HOC REPORTING**

- · Census Data in Ad Hoc
- · Census Query Wizards
- · Census Pass Through Queries

### **ONLINE REGISTRATION - START OF YEAR CHECKLIST**

- OLR Setup
- · Pleat Setup/OLR Builder
- · OLR Literals Bank
- · OLR Lists Bank
- · Online Registration Tab
- User Security
- Processing

### ONLINE REGISTRATION - PART 1A: SETUP, SETTINGS, AND CUSTOMIZATIONS

- OLR Setup
- · System Settings
- · Configuration List Editor
- · OLR Builder
- OLR Literals Bank
- · OLR Lists Bank

### ONLINE REGISTRATION - PART 1A: SETUP & SETTINGS (OLR PRIME ONLY)

- · OLR Setup
- · System Settings
- · Configuration List Editor

### ONLINE REGISTRATION - PART 1B: CUSTOMIZATIONS (OLR PRIME ONLY)

- · OLR Builder
- OLR Literals Bank
- OLR Lists Bank
- · Custom Tabs/Attribute Creation
- Mapping

### ONLINE REGISTRATION - PART 2A: STATUS DEEP DIVE (ALL OLR)

- Email Settings
- Statuses
- · OLR Letters

### ONLINE REGISTRATION: PART 2B: NOTIFICATIONS & ADDITIONAL TOOLS (OLR PRIME ONLY)

- Notifications
- · Document Uploads
- · List Bank Replacer

### ONLINE REGISTRATION - PART 3: STAFF & STUDENT PROCESSING (ALL OLR)

- · Searching Applications
- Linking
- · Processing Applications
- · OLR Reports

### ONLINE REGISTRATION - CUSTOMIZATIONS - ROUNDTABLE (OLR PRIME ONLY)

**ONLINE REGISTRATION - PROCESSING - ROUNDTABLE** 

## Tracking Student Progress

All sessions will be offered in both classic and new look

### **ACADEMIC PLANNING - PART 1: INTRODUCTION**

- Plan Setup
- · Counselor Views
- · Student/Parent Views

### **ACADEMIC PLANNING - PART 2: SETUP**

- · Credit Groups & Course Cleanup
- · Planning Rules
- Graduation Program Requirements
- · Course Plan Templates
- · Academic Programs

#### **ACADEMIC PLANNING - PART 3: END USER**

- · Batch Assignment Tool
- · Tracking Progress
- · Updating Course Plans
- · Changing Academic Plans
- · Course Plan Admin
- · Academic Plan Reports

### **ACADEMIC PLANNING: ROUNDTABLE**

### **ACADEMIC PLANNING: UNIQUE WAYS TO USE**

 Using Academic Plans at Elementary and Middle School Levels

### **ASSESSMENT IMPORT WORKFLOW**

- Knowing Your Data
- Test Setup
- · Score Import Wizard
- · Student Assessments

### MISC. ASSESSMENT TOOLS

- · Teacher-Scored Assessments Workflow
- Proficiency Levels and Achievement Standards

### **PLP - PERSONAL LEARNING PLANS**

- Plan Setup
- · Services Setup
- · Template Banks
- Team Members
- · Documents
- Contact Log
- Caseload

### **RTI - RESPONSE TO INVERVENTIONS**

- Plan Setup
- Intervention Setup
- · Template Banks
- · RTI Batch Setup
- · Team Members
- · Documents
- · Contact Log
- Caseload

### STANDARDS PART 1: STANDARDS BANK AND COURSE ALIGNMENT

- · Standards Based Grading In Campus
- · Setting up Rubrics
- Standards Bank
- · School Standards
- · Standards Alignment Wizard
- · Standards Replacement Wizard
- · Report Card Setup

### STANDARDS PART 2: GRADE CALCULATION OPTIONS

- Teacher Assignments
- · Proficiency Estimates & Rubric Setup
- · In-Progress Scores & Grading Scales
- · Roll-ups & Composites

### STANDARDS PART 3: IMPLICATIONS FOR TEACHERS

- · Teacher Assignment Setup
- · Category Setup
- · Progress Monitor
- · Posting Options
- · Report Card Considerations

## **Beyond the Browser: Campus Database**

All sessions will be offered in both classic and new look

### **CAMPUS SCHEMA 101**

- Core Tables (Person, Identity, Calendar)
- Common Views
- · Schema Documentation

### **CAMPUS SCHEMA 201**

- · Efficiently Searching the Campus Database
- · Campus Attributes & Custom Tables
- · Tips & Tricks to Utilizing the Schema

### INTRODUCTION TO SQL

- Definition of SQL & its Applicability to Infinite Campus
- · Basic Query Writing (Select Statements)
- · Introduction to Common SQL Terms

### **INTERMEDIATE SQL**

- · Introduction to Common SQL Methods
- Intermediate Query Writing (Update Statements)
- Utilization of Built-In Tools (Stored Procedures & Views)

### **SQL QUERY OPTIMIZATION**

- · Introduction to Table Indexing
- · Common Pitfalls of Ineffective Queries
- · Recommendations for Effective Queries

### **SSRS 101**

- · Create Simple Custom Reports
- · Tips and Tricks for Report Optimization
- · Deploy Custom Reports in Infinite Campus

### **SSRS 201**

- · Create Charts
- · Create Dashboards
- · Set Up Report Subscriptions

#### INTRODUCTION TO STORED PROCEDURES

- · Definition of Stored Procedures
- Utilization of Stored Procedures within Infinite Campus
- · Campus Stored Procedure Syntax

#### STORED PROCEDURES WITH EVENTS & ACTIONS

- · Applying Stored Procedures
- · Creating Events & Actions
- · Deploying Events & Actions

#### **EXPLORE THE DATA EXTRACT & TASK SCHEDULER**

- · Utilizing the Data Extract Utility
- · Utilizing the Task Scheduler
- Common Sample Extracts and Scripts for Regular Use

## Putting a Bow on It

All sessions will be offered in both classic and new look

### **END OF YEAR CHECKLIST**

- · Review End of Year Checklist
- Calendars
- · Reports
- · Student Information and Enrollments
- · Staff Information and Records
- · System Administration

#### **ENROLLMENT CLEAN UP**

- · Editing Individual Student Enrollments
- · Enrollment Roll Forward
- · Enrollment Cleanup Wizard
- · Enrollment End Batch

#### **GRADING WINDOW**

- · Required Course Setup
- · Schedule Grading Windows
- · Manage Grading Windows
- · Grading Window Exceptions
- · Grading Window Notifications

### INTRODUCTION TO THE NEW LOOK

### **PORTAL DISPLAY**

- Portal Preferences
- · User Account Batch Wizard
- · Account Security Preferences

### **POSTING GRADES FOR ADMIN**

- · Guest Gradebook
- · Grading by Task
- · Grading by Student
- · Generate Reports
- · Auto Grade Wizard

#### POSTING GRADES FOR TEACHERS

- · Post from Gradebook
- · Post Grades Tool
- · Post Grades using the Multi-Post Grades Tool
- · Post Grades from Progress Monitor
- · Generate Reports

### **REPORT CARDS**

- · Conventional Report Cards Setup
- · Standards Based Report Cards Setup
- · Setup Report Comments
- · Generate Report Card for an Individual Student
- · Batch Generate Report Cards

#### **TRANSCRIPTS**

- · Audit Course Level Transcript Information
- Transcript Post
- · Individual Student Transcript Records
- · Credit Summary
- · Transcript Report Preferences
- · Transcript Reports

### **USER SECURITY**

- Update Calendar Groups
- · Staff Census Cleanup
- · Staff User Cleanup
- · Account Security Preferences
- · User Security Reports

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