



## Secretaries Infinite Campus Training Calendar

A calendar of training opportunities for the Infinite Campus is available on the following pages. Registration is required for all classes. Class Descriptions are available below:

Location: As indicated on the calendar

Time: As indicated on the calendar

Register: Online at: [www.columbus.k12.oh.us/tlc](http://www.columbus.k12.oh.us/tlc) click on the Class Registration link at the top of the page. Follow the prompts to register for the appropriate class.

### CLASS DESCRIPTIONS

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#### ***Behavior or Behavior Refresher Training—3 hours***

- Entering New Behavior Events
- Printing Behavior Letters
- Behavior Attendance Audit Report

#### ***Census Training—7 hours***

- Campus Overview
- Editing Household Addresses
- Editing Demographic Information
- Adding Flags
- Search by Phone Number
- Scheduling Students
- End Dating Students

#### ***Census Refresher Training—3 hours***

- End Dating Students
- Editing Demographic Information
- Splitting a Household
- Search by Phone Number
- Create Your Own Simple Ad Hoc Reports

#### ***Attendance Training—7 hours***

- Entering daily & period attendance for students
- Attendance codes
- Changing the unknowns to unexcused
- Use the Check-In and Check-Out Mode in the Attendance Wizard
- Using Batch for Period Attendance

#### ***Elementary Schools Daily Attendance Refresher Training—3 hours***

- Entering daily attendance for students
- Changing the unknowns to unexcused
- Use the Check-In and Check-Out Mode in the Attendance Wizard

#### ***Elementary Schools Master Scheduling Load Training\****

##### ***Prerequisite: Elementary Schools Build Training***

- Enter Course Requests for next year's students
- Load students into their next year's classes

#### ***Elementary Schools Scheduling Open Labs—3 hours***

- Open Labs to complete 2016-17 student schedules with assistance

#### ***Middle and High Schools Period Attendance Refresher Training—2 hours***

- Entering period attendance for students
- Changing the period unknowns to unexcused
- Use Batch in the Attendance Wizard to enter late arrivals and early leaves

#### ***Walk-In Scheduler Refresher Training—2 hours***

- End-Date a Course on a student's schedule
- Add a course to a student's schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>May 30</b></p>	<p><b>May 31</b></p>	<p><b>June 1</b></p>	<p><b>June 2</b></p>	<p><b>June 3</b></p> <p><u>Elementary Schools</u> <u>Master Scheduling</u> <u>Load Training—</u> <u>Kingswood, Lab 2</u> 12:30—3:30 pm</p>
<p><b>June 6</b></p> <p><u>Elementary Schools</u> <u>Master Scheduling</u> <u>Load Training—</u> <u>Kingswood, Lab 2</u> 12:30—3:30 pm</p>	<p><b>June 7</b></p> <p><u>Elementary Schools</u> <u>Scheduling Open</u> <u>Labs—Kingswood, Lab</u> <u>2</u> 8:30—11:30 am</p> <p><u>Elementary Schools</u> <u>Daily Attendance Re-</u> <u>resher Training— King-</u> <u>swood Lab 1</u> 8:30—11:30 am</p>	<p><b>June 8</b></p> <p><u>Elementary Schools</u> <u>Scheduling Open</u> <u>Labs—Kingswood, Lab</u> <u>2</u> 12:30—3:30 pm</p> <p><u>Campus 101 Training—</u> <u>Kingswood Lab 1</u> 12:30—3:30 pm</p>	<p><b>June 9</b></p> <p><u>Elementary Schools</u> <u>Scheduling Open</u> <u>Labs—Kingswood, Lab</u> <u>2</u> 12:30—3:30 pm</p> <p><u>Census Refresher Train-</u> <u>ing—Kingswood Lab 1</u> 8:30—11:30</p>	<p><b>June 10</b></p> <p><u>Elementary Schools</u> <u>Daily Attendance Re-</u> <u>resher Training— King-</u> <u>swood Lab 2</u> 8:30—11:30</p>
<p><b>June 13</b></p>	<p><b>June 14</b></p>	<p><b>June 15</b></p> <p><u>Census Refresher</u> <u>Training—Kingswood</u> <u>Lab 1</u> 8:30—11:30 am</p> <p><u>Elementary Schools</u> <u>Daily Attendance Re-</u> <u>resher Training— King-</u> <u>swood Lab 1</u> 12:30—3:30 pm</p>	<p><b>June 16</b></p> <p><u>Middle and High</u> <u>Schools Period Attend-</u> <u>ance Refresher Train-</u> <u>ing—Kingswood Lab 1</u> 12:30—2:30 pm</p> <p><u>Behavior Refresher</u> <u>Training—Kingswood</u> <u>Lab 1</u> 8:30—11:30 am</p>	<p><b>June 17</b></p> <p><u>Middle and High</u> <u>Schools Period Attend-</u> <u>ance Refresher Train-</u> <u>ing—Kingswood Lab 1</u> 7:30—9:30 am</p> <p><u>Walk-in Scheduler Re-</u> <u>resher Training—</u> <u>Kingswood Lab 1</u> 12:30—2:30</p>

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Aug 1</b></p>	<p><b>Aug 2</b></p>	<p><b>Aug 3</b></p>	<p><b>Aug 4</b></p> <p><u>Census Training—Kingswood—Lab 2</u> 8:30—3:30 pm</p> <p><u>Walk-in Scheduler Refresher Training—Kingswood Lab 1</u> 8:30—11:30 am</p> <p><u>Elementary Schools Daily Attendance Refresher Training—Kingswood Lab 1</u> 12:30—3:30 pm</p>	<p><b>Aug 5</b></p> <p><u>Attendance Training—Kingswood—Lab 2</u> 8:30—3:30 pm</p>
<p><b>Aug 8</b></p>	<p><b>Aug 9</b></p>	<p><b>Aug 10</b></p>	<p><b>Aug 11</b></p>	<p><b>Aug 12</b></p> <p><u>Elementary Schools Scheduling Open Labs—Kingswood, Lab 1</u> 8:30—11:30 am</p> <p><u>Elementary Schools Scheduling Open Labs—Kingswood, Lab 1</u> 12:30—3:30 pm</p> <p><u>Behavior Training—Kingswood—Lab 2</u> 8:30—11:30</p>
<p><b>Aug 15</b></p> <p><u>Elementary Schools Daily Attendance Refresher Training—Kingswood—Lab 1</u> 8:30—11:30</p> <p><u>Census Refresher Training—Kingswood—Lab 1</u> 12:30—3:30</p>	<p><b>Aug 16</b></p> <p><u>Behavior Refresher Training—Kingswood—Lab 1</u> 8:30—11:30</p> <p><u>Elementary Schools Scheduling Open Labs—Kingswood, Lab 1</u> 12:30—3:30 pm</p>	<p><b>Aug 17</b></p> <p><u>Middle and High Schools Period Attendance Refresher Training—Kingswood—Lab 1</u> 7:30—9:30 am</p> <p><u>Campus 101 Training—Kingswood Lab 1</u> 1:00—3:30 pm</p>	<p><b>Aug 18</b></p> <p><u>Census Training—Kingswood—Lab 2</u> 8:30—3:30 pm</p> <p><u>Walk-in Scheduler Refresher Training—Kingswood—Lab 1</u> 12:30—2:30 pm</p>	<p><b>Aug 19</b></p> <p><u>Middle and High Schools Period Attendance Refresher Training—Kingswood Lab 1</u> 7:30—9:30 am</p> <p><u>Attendance Training—Kingswood—Lab 2</u> 8:30—3:30 pm</p>