

Infinite Campus Training Session Details

Monday February 6, 2006

Elementary Track Session 1 (9:00 – 10:15)

Spruce Room
Littleton

New Year Setup

Course Description

This session will provide Tips & Tricks that will help you use *Campus* more efficiently.

Course Objectives

- Admin Set up
- Census information including new staff
- Verify course and section set up
- Verify rosters

Elementary Track Session 2 (10:25 – 11:40)

Spruce Room
Littleton

New Student Enrollment / Walk-in Scheduler

Course Description

This session will overview the use of the walk-in scheduler.

Course Objectives

- Understand the impact of load, unload, end, and restore
- Entering Requests for a student
- Using the @ symbol to determine section availability
- Toggling between Student Requests and Searching for Courses
- Using start and end dates on a student's course

Elementary Track Session 3 (1:00 – 2:15)

Spruce Room
BVSD

Standards-Based Report Cards

Course Description

This session will cover the set up and options available for using the *Campus* Standards Based Report Card.

Course Objectives

- Setting up School Standards
- Assigning Standards to a Course
- Creating a Standards Based Report Card
- Viewing the Standards Based Report Card

Elementary Track Session 4 (2:30 – 3:45)

Spruce Room
DPS

Day to Day Operations / Attendance Wizard and Letters

Course Description

This session will overview the attendance wizard and attendance letter wizard.

Course Objectives

- Understand the different modes available in the Attendance Wizard
- Using the Classroom Monitor
- Creating, triggering and printing attendance letters

General Track Session 1 (9:00 – 10:15)

Conifer Room
CIC

K-5 Instruction: Lesson Planner / Gradebook

Course Description

This session will demonstrate the capabilities of the instruction module.

Course Objectives

- Taking attendance
- Roster
- Admin functions
- Lesson Planner
- Daily Planner
- Gradebook
- Reports

General Track Session 2 (10:25 – 11:40)

Conifer Room
CIC

Secondary Instruction: Lesson Planner / Gradebook

Course Description

This session will demonstrate the capabilities of the instruction module.

Course Objectives

- Taking attendance
- Roster
- Admin functions
- Lesson Planner
- Daily Planner
- Gradebook
- Reports

General Track Session 3 (1:00 – 2:15)

Conifer Room
Aurora

Behavior, Behavior Referral, Behavior Letters

Course Description

This session will cover using the behavior referral, events, resolutions and the behavior letter wizard in *Campus*.

Course Objectives

- Entering behavior referrals as a teacher
- Viewing behavior referrals in the administrators process inbox
- Entering behavior events and resolutions
- Using the Behavior Letter Wizard

General Track Session 4 (2:30 – 3:45)

Conifer Room
BVSD

Campus Reports, Reports, Reports

Course Description

This session will overview the available reports in *Campus*.

Course Objectives

- Student Information Reports
- Census Reports
- Grading & Standards Reports
- Scheduling Reports

General Track Session 1 (9:00 – 10:15)

Boulder Room (Aur)
CIC

Beginning Ad Hoc Reporting (no SQL)

Course Description

This session will cover the basics of using the selection editor and query wizard filters to pull data from *Campus* that will be used in reports.

Course Objectives

- Filter Designer
- Report Designer
- Report Builder
- Data Export

General Track Session 2 (10:25 – 11:40)

Boulder Room (Aur)
CIC

Advanced and SQL Pass Thru Ad Hoc Reporting

Course Description

This session will cover when using the SQL pass through query is useful in pulling data from *Campus*.

Course Objectives

- Schema overview
- Inner, outer, left and right joins
- Where clauses
- What's possible with the pass through query

General Track Session 3 (1:00 – 2:15)

Boulder Room (Aur)
BVSD

SPED / IEP

Course Description

This session will overview setting up and using the CO IEP in *Campus*.

Course Topics

- System Admin Set Up
- Adding Team Members
- Creating an IEP for a student
- Using the Documents tab
- Using the Contact Log

General Track Session 4 (2:30 – 3:45)

Boulder Room (Aur)
Academy 20

ILP

Course Description

This session will overview setting up and using the CO ILP in *Campus*.

Course Objectives

- System Admin Set up
- Adding Team Members
- Creating an ILP for a student
- Using the Documents tab
- Using the Contact Log

Secondary Track Session 1 (9:00 – 10:15)

Parker Room (Aur)
BVSD

New Year Setup

Course Description

This session will cover the set up needed to use the *Campus Messenger* effectively.

Course Objectives

- Census set up
- System Administration set up
- Messenger Q/A

Secondary Track Session 2 (10:25 – 11:40)

Parker Room (Aur)
DPS

Day to Day Operations / Attendance Wizard and Letters

Course Description

This session will overview the attendance wizard and attendance letter wizard.

Course Objectives

- Understand the different modes available in the Attendance Wizard
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Secondary Track Session 3 (1:00 – 2:15)

Parker Room (Aur)
Aurora

New Student Enrollment / Walk-in Scheduler

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This session will overview the use of the walk-in scheduler.

Course Objectives

- Understand the impact of load, unload, end, and restore
- Entering Requests for a student
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- Using start and end dates on a student's course

Secondary Track Session 4 (2:30 – 3:45)

Parker Room (Aur)
BVSD

Preparing for Counselors / Grad Planning / Transcripts

Course Description

This session will overview how to use the Grad Planner and Credit Summary to track student progress.

Course Objectives

- Viewing the Grad Planner for a student
- Understanding the set up needed for the Grad Planner
- Viewing the Credit Summary tab for a student
- Printing the Progress Report for tracking student progress

District Support Track Session 1 (9:00 – 10:15)

Evergreen Room (Aur)
BVSD

New Year Rollover

Course Description

This session will cover the information that will need to be completed prior to scheduling for the New Year.

Course Objectives

- New Calendar creation
- Enrollment Roll Forward processes

District Support Track Session 2 (10:25 – 11:40)

Evergreen Room (Aur)
CIC

Test Creation, Mapping and Importing

Course Description

This session will cover the basics of setting up a new test in *Campus* and importing test scores from a vendor provided file.

Course Objectives

- Viewing the data
- Deciding on a test hierarchy
- Entering the tests
- Creating an import map
- Importing the tests
- Viewing the tests

District Support Track Session 3 (1:00 – 2:15)

Evergreen Room (Aur)
Littleton

Custom Reports with SQL Reporting Services / Excel / Access

Course Description

This course will introduce the options of using third party tools with Campus

Course Objectives

- SQL Reporting Services options
- Excel options
- Access options

District Support Track Session 4 (2:30 – 3:45)

Evergreen Room (Aur)
Adams 14/Academy 20

Roundtable: Census Polices and Procedures

Course Description

This session will be a roundtable discussion of district Polices and Procedures around Census.

Course Objectives

- Census Tips and Tricks
 - Census Q/A
-

Campus Admin Track Session 1 (9:00 – 10:15)

Golden Room (Aur)
Academy 20

Schedule Wizard Prep

Course Description

This session will provide an overview of what must be completed before using the Schedule Wizard.

Course Objectives

- Calendar set up
- Enrollment roll over
- Course preparation
- Teacher department assignment
- Student request entry
- Analyzing requests
- Launching schedule wizard

Campus Admin Track Session 2 (10:25 – 11:40)

Golden Room (Aur)

Using the Schedule Wizard

Academy 20

Course Description

This session will provide an overview the functionality of the Schedule Wizard.

Course Objectives

- Overview Scheduling Wizard
 - Selection screen
 - Navigation
 - Placing sections
- Working with your schedule in the Wizard
- Loading
- Analyzing loads

Campus Admin Track Session 3 (1:00 – 2:15)

Golden Room (Aur)
DPS

Messenger / Parent Portal Setup, Processes and Support

Course Description

This session will cover the set up needed to use the *Campus* Messenger effectively.

Course Objectives

- Messenger Census set up
- Messenger System Administration set up
- Messenger Q/A
- Setting up parent and student accounts
- Options available to be viewed in the Portal
- Communicating to Parents regarding Portal Access
- Viewing the Portal

Campus Admin Track Session 4 (2:30 – 3:45)

Golden Room (Aur)
Littleton

Fees Setup / Max Fees / Fees

Course Description

This session will overview setting up and using the CO IEP in *Campus*.

Course Topics

- Types of fees you can track in Campus
- Assignment of fees to students
- Tracking payments of fees in Campus
- Fee Reports
- Portal view option of fee information in Campus

Infinite Campus Training Session Details

Tuesday, February 7, 2006

Elementary Track Session 5 (9:00 – 10:15) Spruce Room
DPS

Day to Day Operations / Attendance Wizard and Letters

Course Description

This session will overview the attendance wizard and attendance letter wizard.

Course Objectives

- Understand the different modes available in the Attendance Wizard
- Using the Classroom Monitor
- Creating, triggering and printing attendance letters

Elementary Track Session 6 (10:25 – 11:40) Spruce Room
Littleton

New Year Setup

Course Description

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- Verify course and section set up
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Elementary Track Session 7 (1:00 – 2:15) Spruce Room
BVSD

Standards-Based Report Cards

Course Description

This session will cover the set up and options available for using the *Campus* Standards Based Report Card.

Course Objectives

- Setting up School Standards
- Assigning Standards to a Course
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- Viewing the Standards Based Report Card

Elementary Track Session 8 (2:30 – 3:45) Spruce Room
Littleton

New Student Enrollment / Walk-in Scheduler

Course Description

This session will overview the use of the walk-in scheduler.

Course Objectives

- Understand the impact of load, unload, end, and restore
- Entering Requests for a student
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General Track Session 5 (9:00 – 10:15)

Conifer Room
BVSD

Preparing for Counselors / Grad Planning / Transcripts

Course Description

This session will overview how to use the Grad Planner and Credit Summary to track student progress.

Course Objectives

- Viewing the Grad Planner for a student
- Understanding the set up needed for the Grad Planner
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K-5 Instruction: Lesson Planner / Gradebook

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This session will demonstrate the capabilities of the instruction module.

Course Objectives

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- Admin functions
- Lesson Planner
- Daily Planner
- Gradebook
- Reports

General Track Session 7 (1:00 – 2:15)

Conifer Room
CIC

Secondary Instruction: Lesson Planner / Gradebook

Course Description

This session will demonstrate the capabilities of the instruction module.

Course Objectives

- Taking attendance
- Roster
- Admin functions
- Options for setting up the lesson planner
- Methods for calculating scores
- Daily Planner
- Gradebook
- Reports

General Track Session 8 (2:30 – 3:45)

Conifer Room
Academy 20

Central Registration Process / Policy

Course Description

This session will cover Census Registration Policies and Procedures

Course Objectives

- Census Registration Process
 - Census Policies and Procedures
 - Census Q/A
-

General Track Session 5 (9:00 – 10:15)

Boulder Room (Aur)
Adams 14

Using Census

Course Description

This session will provide tips that will assist in making it easier to register new families into *Campus*.

Course Objectives

- Census Tips and Tricks
 - Census Q/A
-

General Track Session 6 (10:25 – 11:40)

Boulder Room (Aur)
BVSD

Health

Course Description

This session will cover tracking Health information in *Campus*.

Course Objectives

- Entering Health events and resolutions
 - Keeping track of immunizations and screenings
 - Entering Health conditions and treatments
 - Keeping a Contact Log
-

General Track Session 7 (1:00 – 2:15)

Boulder Room (Aur)
CIC

Beginning Ad Hoc Reporting (no SQL)

Course Description

This session will cover the basics of using the selection editor and query wizard filters to pull data from *Campus* that will be used in reports.

Course Objectives

- Filter Designer
 - Report Designer
 - Report Builder
 - Data Export
-

General Track Session 8 (2:30 – 3:45)

Boulder Room (Aur)
CIC

Advanced Ad Hoc and Cube Builder

Course Description

This session will cover advance Ad Hoc Queries and the Cube Builder

Course Objectives

- Query filters
- SQL pass through filters
- Using the Cube Builder to analyze student data

Secondary Track Session 5 (9:00 – 10:15)

Parker Room (Aur)
DPS

Activities, Eligibility, Grading, Report Cards

Course Description

This session will cover the different options you can use to pull an activities eligibility report in *Campus*.

Course Objectives

- Setting up grading tasks
- Setting up activity courses
- Posting Scores
- Using the Activities Report

Secondary Track Session 6 (10:25 – 11:40)

Parker Room (Aur)
BVSD

New Year Setup

Course Description

This session will cover the New Year set up for secondary schools

Course Objectives

- System Administration set up
- Census verification and new staff entry
- Course and section verification

Secondary Track Session 7 (1:00 – 2:15)

Parker Room (Aur)
Aurora

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District Support Track Session 5 (9:00 – 10:15)

Evergreen Room (Aur)
CIC

FDF Creation

Course Description

This session will cover the how to create FDF forms and upload the forms to the Special Education, PLP, and Health modules of *Campus*

Course Objectives

- Understand what software you need to create FDF forms
 - Understand what Campus fields may be used on active form documents
 - Learn how to create a FDF form
 - Understand how to upload an FDF form in *Campus* modules
 - View a create form on the documents tab within a module
-

District Support Track Session 6 (10:25 – 11:40)

Evergreen Room (Aur)
DPS

Customizing Infinite Campus (Custom Tabs and Fields)

Course Description

This session will introduce creating Custom tabs and fields in *Campus*.

Course Topics

- Understand how to create a custom tab
 - Learn the different options available for custom tabs
 - Understand how to create a custom field in Campus
 - Learn about possible uses of custom tabs and fields in Campus
-

District Support Track Session 7 (1:00 – 2:15)

Evergreen Room (Aur)
Aurora

User Security and Support

Course Description

This course will cover how to set up and support the options for user security.

Course Objectives

- Understand the role of user groups in Campus
 - Learn about assigning Calendar rights
 - Understand the option of assigning individual tool rights beyond the group
 - Learn how to enable accounts that have been disabled
-

District Support Track Session 8 (2:30 – 3:45)

Evergreen Room (Aur)
BVSD

State Reporting Made Less Difficult

Course Description

This session will provide tips and tricks for making CO State Reporting less difficult.

Course Objectives

- Tips and Tricks for State Reporting
- Pulling State Report data from *Campus*
- Running State Extracts

Campus Admin Track Session 5 (9:00 – 10:15)

Golden Room (Aur)
CIC

Using Ad Hoc / Cube Builder for Data Analysis

Course Description

This session will provide an overview of Ad Hoc Reporting and the Cube Builder

Course Objectives

- Understand the options for using Ad Hoc filters and reports
- Learn how to analyze data using the Cube Builder

Campus Admin Track Session 6 (10:25 – 11:40)

Golden Room (Aur)
Academy 20

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