



# CIC Learning Lab

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*Infinite Campus Course Catalog 2011*

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# Introduction

Welcome to the CIC Learning Lab! CIC offers a wide range of Infinite Campus courses from Desktop Response (Webex) training courses on specific topics to multi-day workshops held at CIC's offices in Greeley, CO. Our expert staff will guide you through the training topics easily, whether you are a seasoned Infinite Campus veteran looking for a refresher, or if this is your first time working with the system.

Registration is available with the following options:

1. Complete the registration form on Page 39. Fax the completed form to:

Computer Information Concepts  
Attn: CIC LEARNING LAB  
Fax: 970-330-0839

You may also choose to send the completed form via email to: [admin@cicesp.com](mailto:admin@cicesp.com)

Indicate your payment preference on the registration form.

- Fax a copy of your Purchase Order along with the registration form. Registration will not be confirmed unless a Purchase Order is received
- OR
- Deduct from training days purchased on an existing CIC services contract
2. Register on the CIC Website: [www.cicesp.com/CICLearningLabICRegistration](http://www.cicesp.com/CICLearningLabICRegistration)
- Submit PO number via the registration page, and fax a copy of the PO after online registration is complete. Registration will not be confirmed until a copy of the PO is received.
- OR
- Select the option to deduct from training days purchased on an existing CIC services contract
- OR
- Select the option CIC Ongoing Learning Plan Member

# Requirements

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## CIC Desktop Response Attendee Requirements

CIC Desktop Response training sessions are delivered on a per connection basis, rather than per person. There is no limit to the number of attendees observing the training, so long as all attendees connect to the Webex session via one workstation.

Attendees of all CIC Desktop Response sessions must use workstations which meet the following hardware requirements.

PC Workstations
Windows 98, NT, 2000 or XP
Internet Explorer 4.x or Higher, or Netscape Communicator 4.x or Higher
Pentium 166 MHz or better
32 MB RAM
56 kbps Internet connection (or better) – T1 recommended
Active X, Java and cookies enabled for the browser

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## CIC In-House Training Attendee Requirements

All CIC In-House Training sessions will be delivered at CIC's offices in Greeley, CO.

### Location:

Computer Information Concepts  
2843 31st Avenue  
Greeley, CO 80631

Continental breakfast and lunch will be provided each full day of training.

### Training Center Directions / Hotel Information:

CIC has negotiated a rate of \$85.00 per night with the Hampton Inn in Greeley which we can pass on to customers. Customers will be responsible for room charges however if you would like to stay at the Hampton Inn at the special rate, please complete the hotel reservation portion of the registration form. CIC will make hotel reservations for you based on your preferences. If you wish to stay at another hotel other than the Hampton Inn, please click on the following link to view other hotel accommodations in the Greeley area: <http://www.cicesp.com/CICMap.pdf>

# Schedule of Events

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## Webex Sessions

### ICYR100 Ad Hoc Reporting I

**Description:** Beginning Ad Hoc Reporting class for first-time users of Ad Hoc Reporting within Infinite Campus. Training topics will include: Filter Designer, Report Designer, Data Export.

**Intended Audience:** Any and all users who need to create reports to fulfill needs not met by canned system reports. Secretaries, Administrators, Registrars, Counselors, System Administrators.

**Dates Offered:**

January 27, 2011

April 21, 2011

August 8, 2011

November 4, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

### ICYR200 Ad Hoc Reporting II

**Description:** This course is designed for those familiar with Ad Hoc reporting. Topics will include basic grammar of SQL and examples of Pass-Through statements.

**Intended Audience:** Any and all users who need to create reports to fulfill needs not met by canned system reports. Secretaries, Administrators, Registrars, Counselors, System Administrators with previous Ad Hoc experience.

**Dates Offered:**

January 18, 2011

April 25, 2011

August 25, 2011

November 8, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICYR103 Assessment Setup / Import**

**Description:** Creation of Assessments in Infinite Campus and import of Assessment data into the database via the Assessment Wizard. CIC will also provide suggestions / best practices for the set up of ACT and SAT student test scores.

**Intended Audience:** Individuals responsible for the import, tracking and analysis of student assessment data. Attendees are expected to have a working knowledge of the Infinite Campus system, navigation and search functionality.

**Dates Offered:**

April 11, 2011

October 12, 2011

December 12, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICBE100 Behavior w/ PBS**

**Description:** This course will discuss using the Infinite Campus behavior module with PBS. This course will also provide a preview of the PBS Tableau Template developed for data analysis of PBS.

**Intended Audience:** Administrators, technical staff who are responsible for implementing and maintaining PBS in their district.

**Dates Offered:**

February 11, 2011

April 12, 2011

October 6, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICCOAS100 Colorado Assessment Setup**

**Description:** This course will cover setup of commonly-used standardized assessments for Colorado. Assessments may include ACT, CSAP / CSAP-A, DIBELS, NWEA. This session will also include best practice as well as Score Import functionality.

**Intended Audience:** Individuals responsible for the import, tracking and analysis of student assessment data. Attendees are expected to have a working knowledge of the Infinite Campus system, navigation and search functionality.

**Dates Offered:**

May 5, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICCO100 Colorado State Reporting**

**Description:** Explanation and discussion of key state reports. Reports discussed may include December Count, End of Year, Safety & Discipline, Student October File and VE-135.

**Intended Audience:** Any staff responsible for maintaining and submitting State Reporting information.

**Dates Offered:**

August 4, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICYR105 Customizing Campus**

**Description:** Creation of custom fields, custom tabs and outline links within the Infinite Campus database.

**Intended Audience:** System Administrators with rights to modify tabs / fields in Infinite Campus.

**Dates Offered:**

April 8, 2011

July 6, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICSP103 Ending the School Year**

**Description:** Detailed training of all steps necessary to ‘close’ the current school year and prepare for the next school year. Includes posting of grades / transcripts, calendar creation, enrollment roll-forward, and preparation of security rights.

**Intended Audience:** Any staff responsible for ending the school year and beginning the next year. Must have system administrator rights.

**Dates Offered:**

May 20, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICFE100 Fees**

**Description:** Review of student Fees including setting up fees, payments and adjustments and reporting.

**Intended Audience:** Any staff responsible for maintaining fee information.

**Dates Offered:**

February 1, 2011

July 7, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICFRAM100 FRAM Changes**

**Description:** In the upcoming Infinite Campus E Line release 1050, the "Meals" field will be removed from the Enrollment > State Reporting screen and will be maintained within the FRAM Eligibility module. This training session will explain the changes as well as explain how the new FRAM Process will work.

**Intended Audience:** ALL Infinite Campus school districts.

**Dates Offered:**

February 28, 2011

April 26, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICFA106 Grad Planner Setup**

**Description:** This session will focus on setting up of the Grad Planner Program, including setup of graduation subject areas, credit requirements and curricular program assignments in Infinite Campus.

**Intended Audience:** Counselors, System Administrators, Registrars.

**Dates Offered:**

July 18, 2011

August 5, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICSP104 Health Office Visits**

**Description:** This session is designed to take attendees through the enhanced features provided by the Health Office Visits tab including Health Office Calendar, Conditions, Treatments, Observations and Interventions. Attendees will also view the new Health Report available for data previously entered on the retired Health Office tab.

**Intended Audience:** Any staff responsible for entering health information.

**Dates Offered:**

July 1, 2011

August 1, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICILAS100 Illinois Assessment Setup**

**Description:** This course will cover setup of commonly-used standardized assessments for Illinois. Assessments covered may include ACT, Access, DIBELS, ISAT and PSAE. This session will also include best practice as well as Score Import functionality.

**Intended Audience:** Individuals responsible for the import, tracking and analysis of student assessment data. Attendees are expected to have a working knowledge of the Infinite Campus system, navigation and search functionality.

**Dates Offered:**

May 23, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICIL100 Illinois State Reporting**

**Description:** Explanation and discussion of key state reports and may include ACCESS for ELL, Assessment Correction, Assessment Pre-ID, End of Year, General State Aid and ISBE Extracts.

**Intended Audience:** Any staff responsible for maintaining and submitting State Reporting information.

**Dates Offered:**

August 26, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICTCH200 Instruction: Student Groups, Teacher Course Requests, Teacher Scored Assessments**

**Description:** This course will discuss the creation and use of Student Groups to facilitate differentiation in the classroom as well as Teacher Course Requests and Teacher Scored Assessments. Attendees will learn the setup required to make Teacher Course Requests and Teacher Scored Assessments functional.

**Intended Audience:** Teachers, Department Chairs, Curriculum Directors, Building Administrators

**Dates Offered:**

April 7, 2011

July 25, 2011

**Time:** 9:00 – Noon, Mountain

**Cost:** \$225 per connection

**Duration:** 3 hours

[Click here for detailed agenda](#)

## **ICIAAS100 Iowa Assessment Setup**

**Description:** This course will cover setup of commonly-used standardized assessments for Iowa. Assessments covered may include ACT, DIBELS, ITBS / ITED, NWEA. This session will also include best practice as well as Score Import functionality.

**Intended Audience:** Individuals responsible for the import, tracking and analysis of student assessment data. Attendees are expected to have a working knowledge of the Infinite Campus system, navigation and search functionality.

**Dates Offered:**

May 19, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICIA100 Iowa State Reporting**

**Description:** Explanation and discussion of key state reports. Reports may include Project EASIER extracts (Fall, Winter, Spring), Barcode Extracts, and Student ID and State Locator.

**Intended Audience:** Any staff responsible for maintaining and submitting State Reporting information.

**Dates Offered:**

August 5, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICKSAS100 Kansas Assessment Setup**

**Description:** This course will cover setup of commonly-used standardized assessments for Kansas. Assessments covered may include ACT, Formative Assessments, KCA: MATH, KCA: READING, KCA: SCIENCE, KCA: SOCIAL STUDIES, State Opportunity to Learn (Math), State Opportunity to Learn (Reading), State Opportunity to Learn (Science). This session will also include best practice as well as Score Import functionality.

**Intended Audience:** Individuals responsible for the import, tracking and analysis of student assessment data. Attendees are expected to have a working knowledge of the Infinite Campus system, navigation and search functionality.

**Dates Offered:**

May 24, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICKS100 Kansas State Reporting**

**Description:** Explanation and discussion of key state reports and may include Assignment Import, Collection Extract, Collection Validation, KAN-DIS Extract, Course Codes Extract, Course Codes Import and KIDS SCRS.

**Intended Audience:** Any staff responsible for maintaining and submitting State Reporting information.

**Dates Offered:**

August 3, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICMS100 Messenger Email**

**Description:** This course will cover Messenger Setup, Staff Messenger, Message Designer, Message Builder, Sent Messages and Teacher Messenger

**Intended Audience:** Any staff responsible for delivering messages from Infinite Campus.

**Dates Offered:**

March 14, 2011

June 3, 2011

November 14, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICMOAS100 Missouri Assessment Setup**

**Description:** This course will cover setup of commonly-used standardized assessments for Missouri. Assessments may include ACT, EOCFAL, EOCSPR, EOCSUM, MAP, LEP / ELL, Missouri Constitution and US Constitution. This session will also include best practice as well as Score Import functionality.

**Intended Audience:** Individuals responsible for the import, tracking and analysis of student assessment data. Attendees are expected to have a working knowledge of the Infinite Campus system, navigation and search functionality.

**Dates Offered:**

May 19, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICMO100 Missouri State Reporting**

**Description:** Explanation and discussion of key state reports. Reports discussed may include MOSIS Extracts, Unique ID Extract and Unique IC Import.

**Intended Audience:** Any staff responsible for maintaining and submitting State Reporting information.

**Dates Offered:**

August 2, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICNEAS100 Nebraska Assessment Setup**

**Description:** This course will cover setup of commonly-used standardized assessments for Nebraska. Assessments may include ACT, NAIR, ITBS / ITED, NWEA, PLAN, EXPLORE, Assessment Facts and STARS.

**Intended Audience:** Individuals responsible for the import, tracking and analysis of student assessment data. Attendees are expected to have a working knowledge of the Infinite Campus system, navigation and search functionality.

**Dates Offered:**

May 18, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICNE100 Nebraska State Reporting**

**Description:** Explanation and discussion of key state reports. Reports discussed may include Assignment Extract, Assignment Import, Carl Perkins, Curriculum Extract, NSSRS, SESIS, Special Ed Discipline Report and CDC Extract.

**Intended Audience:** Any staff responsible for maintaining and submitting State Reporting information.

**Dates Offered:**

August 9, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICYR102 Personalized Learning Plans**

**Description:** Designed to train users on the set up and assignment of Personalized Learning Plans. Class will cover set up required to build the PLP's as well as the administration of Plans with students.

**Intended Audience:** System Administrators, Counselors and other Educators responsible for the tracking and reporting of student learning plans.

**Dates Offered:**

July 8, 2011

August 10, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICRTI100 Response to Intervention (RtI)**

**Description:** This session will provide an overview of the custom tabs / fields created for use with RtI. The group will also review the ability to use plan documents in Campus to provide additional data collection and reporting for RtI.

**Intended Audience:** Administrators, Special Ed staff, Curriculum staff responsible for maintaining and reporting RtI information.

**Dates Offered:**

February 22, 2011

May 16, 2011

August 11, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## ICSP101 Scheduling Prep

**Description:** This session will cover preparing to build the master schedule. Request Entry and review, Course Cleanup and Calendar Review will be the focus of this training session.

**Intended Audience:** System Administrators, Counselors and/or clerks responsible for preparing the database for the master schedule building process.

**Dates Offered:**

January 20, 2011

**Time:** 9:00 - 12:00 PM, Mountain

**Cost:** \$225 per connection

**Duration:** 3 hours

[Click here for detailed agenda](#)

## ICFA101 Standards-Based Report Cards

**Description:** Setup and deployment of Infinite Campus standards bank, associating standards with courses, scoring of standards and development of Infinite Campus Standards-Based Report Cards.

**Intended Audience:** System Administrators / Curriculum Directors.

**Dates Offered:**

July 11, 2011

August 12, 2011

**Time:** 9:00 - 12:00 PM, Mountain

**Cost:** \$225 per connection

**Duration:** 3 hours

[Click here for detailed agenda](#)

## ICYR104 Survey

**Description:** This session will cover creating a new survey, selecting the respondents based upon an Ad Hoc filter, administering a survey and extracting survey responses.

**Intended Audience:** School and district staff who will be creating and administering surveys of students, parents and/or staff.

**Dates Offered:**

February 14, 2011

May 17, 2011

September 1, 2011

**Time:** 9:00 - 10:00 AM, Mountain

**Cost:** \$150 per connection

**Duration:** 1 hour

[Click here for detailed agenda](#)

## TA100 Tableau Tips and Tricks

**Description:** This session will cover the use of templates as a starting point for custom visualizations, connecting templates to data, and formatting the visualizations to meet your needs. Attendees will also learn to filter data sets by user and methods for publishing the visualization.

**Intended Audience:** Beginning Tableau Visualization Creators.

**Dates Offered:**

January 31, 2011

April 19, 2011

June 13, 2011

October 4, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## ICFA105 Transcripts

**Description:** Review of Transcript creation, Posting of transcript grades, Graduation Planning process in Infinite Campus.

**Intended Audience:** Counselors, Secretaries, any other district staff responsible for Transcript maintenance.

**Dates Offered:**

December 13, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## ICWYAS100 Wyoming Assessment Setup

**Description:** This course will cover setup of commonly-used standardized assessments for Nebraska. Assessments may include ACT, ACCESS for ELL, DIBELS, NAEP, NWEA and PAWS / PAWS Alt.

**Intended Audience:** Individuals responsible for the import, tracking and analysis of student assessment data. Attendees are expected to have a working knowledge of the Infinite Campus system, navigation and search functionality.

**Dates Offered:**

May 17, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

## **ICWY100 Wyoming State Reporting**

**Description:** Explanation and discussion of key state reports. Reports discussed may include Reports discussed may include WDE-636, WDE-427, WDE-533, WDE-600, WDE-684, WDE-425, Vocational Transcript and Vocational Student Report.

**Intended Audience:** Any staff responsible for maintaining and submitting State Reporting information.

**Dates Offered:**

August 9, 2011

**Time:** 9:00 - 11:00 AM, Mountain

**Cost:** \$200 per connection

**Duration:** 2 hours

[Click here for detailed agenda](#)

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# CIC In-house Training

## TECH100 Campus Schema / SQL

**Description:** Review of the SQL Enterprise Manager (2008/2005). Learn Infinite Campus database schema, and create SQL scripts to produce data queries.

**Intended Audience:** System Administrators with security access to their Infinite Campus SQL database. This class is not applicable to hosted (Campus EPM) customers.

**Dates Offered:**

February 22-23, 2011 - CIC  
March 29-30, 2011 – West Des Moines, IA  
April 19-20, 2011 - CIC  
July 19-20, 2011 - CIC  
November 8-9, 2011 – West Des Moines, IA  
November 29-30, 2011 - CIC

**Time:** 8:30 - 4:30 PM, Local Time

**Cost:** \$300 per day (\$600 total)

**Duration:** 2 days

[Click here for detailed agenda](#)

## TECH200 SQL Reporting Services

**Description:** Learn SQL Reporting Services for SQL Server 2008 to produce custom reports in Infinite Campus.

**Intended Audience:** This course is intended for Infinite Campus database administrators and developers who are familiar with the Infinite Campus database schema and have T/SQL experience. Students should have some experience using reporting tools such as Crystal Reports.

**Dates Offered:**

March 1-2, 2011 - CIC  
March 8-9, 2011 – Wes Des Moines, IA  
March 22-23, 2011 – Schaumburg, IL  
June 21-22, 2011 – CIC  
December 6-7, 2011 - CIC

**Time:** 8:30 - 4:30 PM, Local Time

**Cost:** \$300 per day (\$600 total)

**Duration:** 2 days

[Click here for detailed agenda](#)

## ICSP102 Schedule Wizard Workshop

**Description:** This session will cover the overall functionality of the Schedule Wizard, detailing the master schedule building process in Infinite Campus. Attendees should come with questions and access to their own district's URL, as part of the class time will be spent working on the attendees' schedules.

**Intended Audience:** Counselors, Assistant Principals, Principals. Any users involved in the creation of the master schedule.

**Dates Offered:**

January 11-12, 2011 – **Sold Out**

February 15-16, 2011 – Deerfield, IL

**Time:** 8:30 - 4:30 PM, Local Time

**Cost:** \$300 per day (\$600 total)

**Duration:** 2 days

[Click here for detailed agenda](#)

## ICFA100 Infinite Campus Credentialing Training

**Description:** Overview of Infinite Campus basic applications including: Census, Student Information, Health, Attendance, Behavior, Transcripts and Ad Hoc.

**Intended Audience:** Any new users of Infinite Campus, who have no prior knowledge of the system and wish to take the Infinite Campus Credentialing Assessment.

**Dates Offered:**

July 11-15, 2011

August 1-5, 2011

**Time:** 8:30 - 4:30 PM, Mountain

**Cost:** \$900 total

**Duration:** 35 hours

[Click here for detailed agenda](#)

## TA200 Tableau Professional Certification

**Description:** This class will provide a review of Tableau fundamentals, discussion of visualization best practices, tips and tricks for connecting to the Infinite Campus database and Tableau server management introduction.

**Intended Audience:** Users who are responsible for visualization creation and publication who have attended all online training ([www.tableausoftware.com](http://www.tableausoftware.com)), all CIC Tableau Implementation training.

**Dates Offered:**

April 5-6, 2011

November 15-16, 2011

**Time:** 8:30 - 4:30 PM, Mountain

**Cost:** \$600 total

**Duration:** 2 days

[Click here for detailed agenda](#)

## **TA300 Tableau Consultant Certification**

**Description:** This class will review visualization best practices, advanced features, performance optimization, Campus Database custom view creation and hands-on activities.

**Intended Audience:** Users who are responsible for visualization creation and publication who have attended all online training ([www.tableausoftware.com](http://www.tableausoftware.com)), all CIC Tableau Implementation training AND TA200, Tableau Professional.

**Dates Offered:**

May 10-11, 2011

December 13-14, 2011

**Time:** 8:30 - 4:30 PM, Mountain

**Cost:** \$600 total

**Duration:** 2 days

[Click here for detailed agenda](#)

# Agendas

## ICYR100 Ad Hoc Reporting I

**Duration:** 2 hours

Campus Overview (10 minutes)

- Learn navigation

- Learn search procedures

- Learn help options

Ad Hoc Overview (15 minutes)

- Types of editors available in Ad Hoc

- Types of data that can be queried in Ad Hoc

Filter Designer (20 minutes)

- Create filters using the Query Wizard

- Create filters using the Selection Editor

Data Export (20 minutes)

- Learn to use the Data Export tool on created filters

Report Designer (20 minutes)

- Practice using the Report Designer

- Learn applications for the Report Designer

Report Builder (20 minutes)

- Learn to use the Report Builder

- Learn the implications of selecting Union versus Intersection

Review (15 minutes)

- Complete Review Questions and Activities

[Click here to go back to general description](#)

## ICYR200 Ad Hoc Reporting II

**Duration:** 2 Hours

Review of Campus AdHoc Reporting (15 Minutes)

- Constraining AdHoc Fields

- Operators

Basic Grammar of SQL (60 Minutes)

- Commonly used Campus key fields

  - CalendarID

  - PersonID

  - CourseID

  - SectionID

- The SELECT statement

- Pass-Through Parameters

  - Null

  - Not Null

  - =, <>, >=, <=

  - Between

The JOIN statement

Inner Joins

Outer Joins

Examples of Pass-Through statements (45 Minutes)

[Click here to go back to general description](#)

## **ICYR103 Assessment Setup / Import**

**Duration:** 3 hours

Assessment Setup (45 minutes)

Creation of new assessments

Hierarchy of assessments

Recommendations for National Tests (ACT / SAT)

Score Import Wizard (1 hour)

Manual Entry of Student Scores (15 minutes)

Reporting (45 minutes)

Ad Hoc filters

Reports

Cube Builder

Review (15 minutes)

[Click here to go back to general description](#)

## **ICBE100 Behavior With PBS (Positive Behavior Support)**

**Duration:** 2 Hours

Campus Behavior Tab (30 minutes)

Event Types

Resolution Types

Creating an Event / Resolution

What is PBS? (30 minutes)

Multi-tiered Approach

School-Wide

Targeted Group

Individual

Utilizing Campus to track PBS (60 minutes)

[Click here to go back to general description](#)

## **ICCOAS100 Colorado Assessment Setup**

**Duration:** 2 Hours

Setup of commonly-used standardized assessments for Colorado customers. Assessments may include

- ACT
- CSAP / CSAP-A
- DIBELS
- NWEA

Session will include suggested Best Practice and Score Import functionality

[Click here to go back to general description](#)

## **ICCO100 Colorado State Reporting**

**Duration:** 2 Hours

Explanation and discussion of key state reports

Reports discussed may include

- December Count
- End of Year
- Safety & Discipline
- Student October File
- VE-135

[Click here to go back to general description](#)

## **ICYR105 Customizing Campus**

**Duration:** 2 hours

Overview (15 minutes)

- What is possible?

Why / When to customize (15 minutes)

- District needs
- Security concerns

Possible customizations (1 hour)

- Attribute Dictionary
- Custom fields on Campus tabs
- Custom tabs
- Outline links
- Examples

Reporting (15 minutes)

Other custom options (10 minutes)

- SQL Reporting Services
- Data Transformation Services

[Click here to go back to the general description](#)

## **ICSP103 Ending the School Year**

**Duration:** 2 hours

General Timeline (30 minutes)

- Posting Grades / Transcripts
- Ending Enrollments
- Running end of year state and district reports
- User Rights

Reports (20 minutes)

Student Information – Enrollment Records (30 minutes)

- Enrollment Wizard
- Verification of Data

System Administration (30 minutes)

- Teacher access to next year
- Verify calendars
- User Security Rights

Review / Question & Answer (10 minutes)

[Click here to go back to the general description](#)

## **ICFE 100 Fees**

**Duration:** 2 Hours

Fees → Admin (60 minutes)

- Setting up Fees
  - Assessed once
  - Variable Rate
  - Exempted from maximum

Fee Maximums

Fees Wizard

Posting Course Fees

Student Information → Fees (40 minutes)

- New Fee Assignments
- New Fee Payments
- Fee Adjustments

Fees Reports (20 minutes)

- Fee Audit
- Fee Billing Batch
- Fee Payment
- Fee Receivable Summary

[Click here to go back to general description](#)

## **ICFRAM100 FRAM Changes**

**Duration:** 2 hours

Review of existing FRAM storage locations

Where are data values stored now?

Identify new location due with 1050 release

Eligibility Tab

Effect of field movement on 3rd party scripted imports of Eligibility Data

Updated Eligibility Import Wizard functionality

Steps to import Eligibility from Direct Certification files

Soon to be released functionality for scheduling automated tasks from 3rd party software

Processing Eligibility through the Application Wizard

Effects on POS customers

[Click here to go back to general description](#)

## **ICFA106 Grad Planner Setup**

**Duration:** 2 hours

Grad Planner Overview ( 15 minutes)

Creating Course Groups - how to match courses to requirements ( 15 min)

Creating Credit Groups – creating the Parent group and credits ( 15 min)

Assessments – tracking and setup ( 15 min)

Program Administration – (30 min)

Creating curriculum program

Graduation minimums

Course Requirements

Test Requirements

Credit Requirements

Program Assignment and Participation ( 15 min)

Interrupting Results ( 15 min)

[Click here to go back to the general description](#)

## **ICSP104 Health Office Visits**

**Duration:** 2 Hours

Health (Admin)

Complaint Type

Discharge Type

Intervention Type

Observation Type

Medication Name

Medication Form

Student Information → Health

Conditions Tab

Adding a condition

User Warning

- Adding a Treatment
- Scheduling treatments
- Health Office Visits Tab
  - Archived Report
  - Adding a Complaint
  - Adding an Observation
  - Adding an Intervention
  - Adding Treatments, Discharges, and Medications
- Health Office Calendar
- Reports
  - Health Office Visits
  - Health Alert Summary
  - Health Condition Summary
  - Medication Summary

[Click here to go back to general description](#)

## **ICILAS100 Illinois Assessment Setup**

**Duration:** 2 Hours

Setup of commonly-used standardized assessments for Illinois customers (60 Minutes)

Assessments may include:

- ACT
- Access
- DIBELS
- ISAT
- PSAE

Session will include suggested Best Practice and Score Import functionality (60 Minutes)

[Click here to go back to general description](#)

## **ICIL100 Illinois State Reporting**

**Duration:** 2 Hours

Explanation and discussion of key state reports (60 Minutes)

Reports discussed may include (60 Minutes)

- ACCESS for ELL
- Assessment Correction
- Assessment Pre-ID
- End of Year
- General State Aid
- ISBE Extracts

[Click here to go back to general description](#)

## **ICTCH200 Instruction (Student Groups, Teacher Course Requests, Teacher Scored Assessments)**

**Duration:** 3 Hours

Student Groups (60 Minutes)

- Creation of Student Groups

- Assigning students to groups

- Using Student Groups in a flexible scheduling environment

- Effects of student group reassignment

- Student Groups in the Lesson Planner

- Student Groups in the Gradebook

Teacher Course Requests (20 Minutes)

- Philosophy of using Teacher Course Requests

- Required scheduling rules setup

  - Before Rule

  - After Rule

- Course Request Entry by Teachers

Teacher Scored Assessments (40 Minutes)

- Assessment setup in System Administration

- Assessment field types

- Assessment data entry by teacher

  - Grading by Student / Task

  - Assessments Tab

[Click here to go back to general description](#)

## **ICIAAS100 Iowa Assessment Setup**

**Duration:** 2 Hours

Setup of commonly-used standardized assessments for Iowa customers (60 Minutes)

Assessments may include:

- ACT

- DIBELS

- ITBS / ITED

- NWEA

Session will include suggested Best Practice and Score Import functionality (60 Minutes)

[Click here to go back to general description](#)

## **ICIA100 Iowa State Reporting**

**Duration:** 2 Hours

Explanation and discussion of key state reports (60 Minutes)

Reports discussed may include (60 Minutes)

- Project EASIER extracts (Fall, Winter, Spring)

- Barcode Extracts

- Student ID and State Locator

[Click here to go back to general description](#)

## **ICKSAS100 Kansas Assessment Setup**

**Duration:** 2 Hours

Setup of commonly-used standardized assessments for Kansas customers (60 Minutes)

Assessments may include:

- ACT

- Formative Assessments

- KCA: MATH

- KCA: READING

- KCA: SCIENCE

- KCA: SOCIAL STUDIES

- State Opportunity to Learn (Math)

- State Opportunity to Learn (Reading)

- State Opportunity to Learn (Science)

Session will include suggested Best Practice and Score Import functionality (60 Minutes)

[Click here to go back to general description](#)

## **ICKS100 Kansas State Reporting**

**Duration:** 2 Hours

Explanation and discussion of key state reports (60 Minutes)

Reports discussed may include (60 Minutes)

- Assignment Import

- Collection Extract

- Collection Validation

- KAN-DIS Extract

- Course Codes Extract

- Course Codes Import

- KIDS SCRS

[Click here to go back to general description](#)

## **ICMS100 Messenger Email**

**Duration:** 2 Hours

Messenger Setup

- Configuring Email Preferences

- Establishing Messenger Contacts

- Tools for Setting Contact Preferences

  - Demographics

  - Messenger>Contact Preferences

  - My Demographics

  - Portal

Staff Messenger

Message Designer

Message Builder

Sent Messages

Teacher Messenger

Failing Grades

Missing Assignments

Teacher Messages

[Click here to go back to general description](#)

## **ICMOAS100 Missouri Assessment Setup**

**Duration:** 2 Hours

Setup of commonly-used standardized assessments for Missouri customers (60 Minutes)

Assessments may include: (60 Minutes)

ACT

EOCFAL, EOCSPR, EOCSUM

MAP

LEP / ELL

Missouri Constitution

US Constitution

Session will include suggested Best Practice and Score Import functionality (60 Minutes)

[Click here to go back to general description](#)

## **ICMO100 Missouri State Reporting**

**Duration:** 2 Hours

Explanation and discussion of key state reports (60 Minutes)

Reports discussed may include (60 Minutes)

MOSIS Extracts

Student Core

Student Enrollment and Attendance

Student Discipline Incident

Pre-Code File

Course Assignment

Student Assignment

Student Graduate Follow-up

Unique ID Extract

Unique IC Import

[Click here to go back to general description](#)

## **ICNEAS100 Nebraska Assessment Setup**

**Duration:** 2 Hours

Setup of commonly-used standardized assessments for Nebraska customers (60 Minutes)

Assessments may include:

- ACT
- NAIR
- ITBS / ITED
- NWEA
- PLAN
- EXPLORE
- Assessment Facts
- STARS

Session will include suggested Best Practice and Score Import functionality (60 Minutes)

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## **ICNE100 Nebraska State Reporting**

**Duration:** 2 Hours

Explanation and discussion of key state reports (60 Minutes)

Reports discussed may include (60 Minutes)

- Assignment Extract
- Assignment Import
- Carl Perkins
- Curriculum Extract
- NSSRS
- SEGIS
- Special Ed Discipline Report
- CDC Extract

[Click here to go back to general description](#)

## **ICYR102 Personalized Learning Plans**

**Duration:** 2 hours

PLP Administration (1 hour)

- Creating Plan Types
- Service Positions
- Service Providers
- Services
- Template Banks
- Form Documents

PLP Assignment / Review (45 minutes)

- Summary
- Team Members / Caseload
- Documents

Contact Log  
Review (15 minutes)  
[Click here to go back to general description](#)

## **ICRTI100 Response To Intervention (RTI)**

**Duration:** 2 Hours  
Explanation of RTI (15 Minutes)  
RTI Tabs (60 Minutes)  
    RTI Team Members  
    RTI Documents  
    RTI Contact Log  
    Sample RTI tabs  
        Math  
        Reading  
    Creating Custom Tabs for tracking RTI data  
RTI Program Flags (15 Minutes)  
Use of Student Groups for RTI tracking (15 Minutes)  
RTI Assessment Setup (15 Minutes)  
    Connecting Assessments to Courses  
    Teacher Scored Assessments  
[Click here to go back to general description](#)

## **ICSP101 Scheduling Prep**

**Duration:** 3 hours  
New Year Calendar Review (30 minutes)  
Enrollment Roll Forward Review (30 minutes)  
Teams / Small Learning Communities (30 minutes)  
Course Cleanup (20 minutes)  
Request Entry Process (30 minutes)  
    Batch Request Wizard  
    Walk-In Scheduler  
    Online registration  
Reports (15 minutes)  
Review and Next Steps (25 minutes)  
    Review next steps in preparing for Scheduling Wizard training  
[Click here to go back to the general description](#)

## **ICFA101 Standards-Based Report Cards**

**Duration:** 3 hours

- Elementary School Schedules Overview (30 minutes)
    - Recommendations
    - Best Practices
  - Standards Bank (45 minutes)
    - Creating Standards
    - Formatting for report cards / Hierarchy of standards
    - Associating standards with courses
    - Options for Hybrid Standards-based / Traditional
  - Grading Window (15 minutes)
  - Gradebook (20 minutes)
    - How do teachers assign marks?
    - How do the standards appear in the gradebook?
  - Report Card (20 reports)
    - Options for the report
    - Posting to the Portal
  - Transcripts (20 minutes)
    - Posting standards to Transcripts
    - Creating Transcript Report
  - Examples (15 minutes)
  - Review / Question and Answer (15 minutes)
- [Click here to go back to the general description](#)

## **ICYR104 Survey**

**Duration:** 1 hour

- Overview (15 minutes)
    - Learn Navigation, Search procedures, help options
    - Overview of Survey functionality
  - Survey Designer (40 minutes)
    - Create new survey
    - Create pages and questions
    - Learn available question types and layout options
  - Selecting Respondents (20 minutes)
    - Add respondents based on Section Rosters, Student filters, Census/Staff Ad Hoc filters
  - Survey Messenger (15 minutes)
    - Sending messages relating to:
      - Invitations to take a survey
      - Reminders to complete a survey
  - Viewing and Extracting Results (15 minutes)
    - Extract survey results
    - Generate response summary reports
  - Review (15 minutes)
- [Click here to go back to the general description](#)

## **TA100 Tableau Tips and Tricks**

**Duration:** 2 Hours

Tableau Templates (30 Minutes)

How to pull your data

How to adjust views to meet your needs

Using Tableau Templates as a starting point for custom ideas (25 Minutes)

Show Me! (10 Minutes)

Using Data Filters to limit views within a visualization (10 Minutes)

Using Tableau Groups to provide user access to projects and views (25 Minutes)

Methods of sharing publications (20 Minutes)

Campus Outline Links

Campus User Notices

District Intranet Site

[Click here to go back to the general description](#)

## **ICFA105 Transcripts**

**Duration:** 2 hours

Posting Grades to Transcripts (20 minutes)

Process of posting grades

Common problems

Creating the Transcript Report (20 minutes)

Options

Portal

Graduation Planner (20 minutes)

Setup

Review by student

Credit Summary

Reports (20 minutes)

Ad Hoc Reports

Cube Designer

Recommendations for logging Transcript requests (10 minutes)

Review / Question & Answer (15 minutes)

[Click here to go back to the general description](#)

## **ICWYAS100 Wyoming Assessment Setup**

**Duration:** 2 Hours

Setup of commonly-used standardized assessments for Wyoming customers (60 Minutes)

Assessments may include:

ACT

ACCESS for ELL

DIBELS

NAEP

NWEA

PAWS / PAWS Alt

Session will include suggested Best Practice and Score Import functionality (60 Minutes)

[Click here to go back to general description](#)

## **ICWY100 Wyoming State Reporting**

**Duration:** 2 Hours

Explanation and discussion of key state reports (60 Minutes)

Reports discussed may include (60 Minutes)

WDE-636

WDE-427

WDE-533

WDE-600

WDE-684

WDE-425

Vocational Transcript

Vocational Student Report

[Click here to go back to general description](#)

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# CIC In-house Training - Agendas

## TECH100 Campus Schema / SQL

### Day 1:

#### Tools

- Query Analyzer
- Enterprise Manager

#### Query Analyzer

- Results
  - Grid
  - Text

#### Enterprise Manager

- Server registration
- Schema diagrams
- Tables
- View
- Backup/restore
- Management plans
- Data Transformation Packages

#### Nomenclature and Syntax

- How is data organized?
  - Databases
  - Tables
  - Columns
  - Records
- How to view the data

### Day 2:

#### Table construction and constraints

- ID Fields
- Indexes
- Primary keys
- Foreign keys

#### Infinite Campus database

- Diagrams
- ID fields make each record unique
- People

#### Fields and data

- CampusAttribute
- CampusDictionary
- Accessing IC Data

[Click here to go back to general description](#)

## **TECH200 SQL Reporting Services**

### **Day 1:**

Use Visual Studio 2005 .NET to develop and create simple reports including adding controls and data regions to a report, including table, list, matrix, and chart.  
Structure and format reports.

### **Day 2:**

Use Visual Studio 2005 .NET to develop and deploy reports through the Report Designer  
Add interactive controls to allow drill-down  
Use report and query parameters  
Use filters  
Execute reports on demand  
Create snapshot reports  
[Click here to go back to the general description](#)

## **ICSP102 Schedule Wizard Workshop**

### **Day 1:**

Changes for a new year  
    What works  
    What doesn't work  
    Make necessary changes on Structures/Terms/Periods tabs  
Creating New Calendars  
    Choices of what to roll forward  
    What to modify in the new calendar  
    Rolling students forward  
Course Preparation  
    The top 8 important things you need to know  
    Things you didn't know  
Sequence of Events  
    Course Requests  
Scheduling Rules  
Constraints

### **Day 2:**

Security and Data Precautions  
Launching the Wizard  
Selection Screen  
Navigation  
Placing Sections  
Loading Requests  
Weighted Section Balancing  
Analyze Loaded Trial  
Scheduling Clean Up Tools  
Working on Your Schedule

[Click here to go back to the general description](#)

## **ICFA100 Infinite Campus Credentialing Training (PK1)**

### **Day 1:**

Navigation

General Student Information

- Summary

- Programs

- Grades

- Transcripts (overview)

- Fees

- Transportation

- Lockers

- Athletics

Census

- Adding new students

- Adding parents

- Adding Addresses

- Census Wizard

- Hands on activities

### **Day 2:**

Review Census Wizard (additional activities)

Enrollment

- Enrolling a student

- Inactivation of students

- Enrollment and state reporting

- Enrollment and Special Education

Walk-in Scheduling

Attendance

- Classroom Monitor

- Daily Summary / Caller Report

- Attendance Wizard

- Attendance Letters / Reports

Behavior

Entering Behavior Events / Resolutions

- Behavior Referrals

- Behavior Letters / Reports

### **Day 3:**

Transcripts

- Editing existing records

- Entering new Transcripts

Health

- Immunizations

- Health Conditions

- Medications

- Health Office Visits

- Health Office Calendar
- Health Reports
- Documents
- Contact Log
- Student Reports
- Ad Hoc
- Filter Designer
  - Report Designer
  - Report Builder
  - Data Export
  - Data Analysis
  - Hands-on Activities

**Day 4:**

- Counseling
  - Team Members
  - Documents
  - Contact Log
- Grad Planner
  - Program Setup
  - Program Participation Wizard
  - Progress
  - Required Credit
- Special Education
  - Team Members
  - Documents and IEPs
  - Contact Log
- Instruction
  - Admin
  - Attendance
  - Assignments
  - Gradebook
  - Student Groups
  - Gradebook
  - Roster
  - Reports
  - Teacher Course Requests
  - Grading by Task / Student
  - Posting Grades

**Day 5:**

- Grading & Standards
  - Score Groups and Rubrics
  - Standards Bank
  - Course Catalogs

- Grading Window
- Auto Grade
- Scheduling
  - Adding Courses
  - Adding Sections
  - Assigning resources to Sections
  - Roster Copy
  - Scheduling Groups
  - Fill Counselor
  - Reports
- Review of week

[Click here to go back to the general description](#)

## **TA200 Tableau Professional Certification**

### **Day 1:**

- Review of Tableau Fundamentals
  - Fields
  - Dimensions
  - Measures
  - Sets
  - Shelves
  - Filters
- CIC Template Catalog Review
  - Top 10 Most Commonly Used Templates
- Style Guide Review
  - Design Specifications
  - Dashboards – Layout Tips
  - Worksheets
  - Charts
  - Filters
  - Formatting
  - Assessment Score Glossary
- Visualization Design Best Practices
  - Hands-On Activities include “correcting” visualizations using design best practices.

### **Day 2:**

- Campus Database
  - Most Important SQL Tables
  - Review of CIC created views
  - Dissection of a Template
- Connecting to Data Review / Connecting templates to Campus Data Warehouse
  - Includes discussion of joins
- Tableau Server Management
  - Users / Groups

- Filters
- Rights and Privileges
- Basic Troubleshooting
- Usage Reports

Review

[Click here to go back to the general description](#)

## **TA300 Tableau Consultant Certification**

### **Day 1:**

Visualization Best Practices Review

Advanced Features in Worksheets

- Calculations

- Actions

- Parameters

Optimizing Performance

- Table Linking Best Practices

- Extracts

- Tableau Server Optimization

### **Day 2:**

Campus Database

- Review of CIC Custom Views

- Creating and Deploying Views – Why and How

Hands-On Activities – Creation

- Create a view

- Create a new visualization using the new view

Hands-On Activities – Design

- Participants receive an existing template to be optimized using design best practices

Review

[Click here to go back to the general description](#)



# Registration Form

## REGISTRATION INFORMATION:

Name(s) of Attendees: \_\_\_\_\_  
\_\_\_\_\_

Course ID \_\_\_\_\_ Course Description \_\_\_\_\_

Total Workshop Fees: \$ \_\_\_\_\_ Payment Option: \_\_\_\_\_ (1 or 2)\*

### \*Choices for fee payment:

- 1) Fax a copy of your Purchase Order along with the registration form. Registration will not be confirmed unless a Purchase Order is received
- 2) Deduct from training days purchased on an existing CIC services contract

District Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Hotel Information (please check preferences):

Total Number of Rooms Needed: \_\_\_\_\_

\_\_\_\_\_ Two (2) Queen Bed Standard Room

\_\_\_\_\_ One (1) King Bed Standard Room

\_\_\_\_\_ No Reservations Needed

\_\_\_\_\_ Smoking      \_\_\_\_\_ Non-Smoking



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