



CIC Learning Lab

Infinite Campus Course Catalog 2010

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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 23. 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

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
 - 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

Requirements

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

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

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, 2010
March 9, 2010
April 16, 2010
July 27, 2010
August 18, 2010
October 26, 2010
December 8, 2010

Time: 9:00AM – 11:00AM, Mountain

Cost: \$150 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:

March 10, 2010
October 27, 2010

Time: 9:00AM – 11:00AM, Mountain

Cost: \$150 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 / Times Offered:

March 10, 2010 - 12:30PM – 3:30PM, Mountain

April 15, 2010 - 12:30PM – 3:30PM, Mountain

September 28, 2010 - 8:30AM – 11:30AM, Mountain

Cost: \$200 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 / Times Offered:

February 4, 2010 – 9:00AM – 11:00AM, Mountain

April 14, 2010 – 1:00PM – 3:00PM, Mountain

July 27, 2010 – 1:00PM – 3:00PM, Mountain

November 12, 2010 – 9:00AM – 11:00AM, Mountain

Cost: \$150 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 14, 2010 - 9:00AM – 11:00AM, Mountain

July 26, 2010 - 1:00PM – 3:00PM, Mountain

September 14, 2010 - 9:00AM – 11:00AM, Mountain

Cost: \$150 per connection

Duration: 2 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:

March 9, 2010 - 12:30PM – 3:30PM, Mountain

April 15, 2010 - 8:30AM – 11:30AM, Mountain

June 6, 2010 - 8:30AM – 11:30AM, Mountain

Cost: \$200 per connection

Duration: 3 hours

[Click here for detailed agenda](#)

ICFA102 Attendance

Description: Review of the Attendance module in Infinite Campus. Adding, editing, maintenance and reporting of attendance information.

Intended Audience: Any building staff responsible for maintaining attendance.

Dates Offered:

August 10, 2010

August 7, 2010

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

Cost: \$150 per connection

Length: 2 hours

[Click here for detailed agenda](#)

ICFA103 Instruction

Description: Teacher training for use of the Infinite Campus Instruction module. Includes taking of attendance, setup and scoring of assignments, posting of progress / final grades, Teacher Messenger. Standards will not be covered during this session.

Intended Audience: Teachers / Teacher Trainers

Dates Offered:

August 11, 2010 – 1:30PM – 3:30PM, Mountain

August 12, 2010 - 9:00AM – Noon, Mountain

Cost: \$200 per connection

Length: 3 hours

[Click here for detailed agenda](#)

ICFA104 Grading Refresher

Description: Review of the grade posting / report card process in Infinite Campus.

Intended Audience: Building staff responsible for processing report cards and modifying posted grades.

Dates Offered:

September 14, 2010 - 1:00PM – 3:00PM, Mountain

September 16, 2010 - 9:00AM – 11:00AM, Mountain

Cost: \$150 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 7, 2010 - 9:00AM – 11:00AM, Mountain

December 9, 2010 - 9:00AM – 11:00AM, Mountain

Cost: \$150 per connection

Duration: 2 hours

[Click here for detailed agenda](#)

ICFA106 Grade 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:

August 24, 2010 - 9:00AM – 11:00AM, Mountain

September 9, 2010 - 9:00AM – 11:00AM, Mountain

Cost: \$150 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 26, 2010

February 4, 2010

Time: Noon – 3:00PM

Cost: \$200 per connection

Duration: 3 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 18, 2010

May 25, 2010

Time: 9:00 – 11:00AM, Mountain

Cost: \$150 per connection

Duration: 2 hours

[Click here for detailed agenda](#)

CIC In-house Training

ICFA100 Infinite Campus Boot Camp

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.

Location: CIC, Greeley, CO

Dates Offered:

July 27 – 29, 2010

August 3 – 5, 2010

Time: 8:30AM – 4:30PM, Mountain

Cost: \$300 per day (\$900 total)

Duration: 3 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.

Location: CIC, Greeley, CO

Dates Offered:

March 2 – 3, 2010

Time: 8:30AM – 4:30PM, Mountain

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

Duration: 2 days

[Click here for detailed agenda](#)

TECH100 Campus Schema / SQL

Description: Review of the SQL Enterprise Manager and Query Analyzer. 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.

Location: CIC, Greeley, CO

Dates Offered:

January 26 – 27, 2010

March 16 – 17, 2010
July 13 – 14, 2010
September 21 – 22, 2010
November 9 – 10, 2010

Time: 8:30AM – 4:30PM, Mountain

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

Duration: 2 days

[Click here for detailed agenda](#)

TECH200 SQL Reporting Services

Description: Learn SQL Reporting Services 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, have SQL Server 2000/2005 experience and have developed simple applications using Microsoft Visual Studio .NET. Students should have some experience using reporting tools such as Crystal Reports.

Location: CIC, Greeley, CO

Dates Offered:

February 16 – 17, 2010
April 20 – 21, 2010
June 23rd – 24th, 2009
August 24 – 25, 2010
October 12 – 13, 2010
December 14 – 15, 2010

Time: 8:30AM – 4:30PM, Mountain

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

Duration: 2 days

[Click here for detailed agenda](#)

ICSP103 Master(ful) Scheduling with Infinite Campus

Description: This insightful workshop will show you a comprehensive process to follow in developing “Masterful” Schedules with Infinite Campus.

Intended Audience: School principals, assistant principals, counselors, registrars and other school staff working on the scheduling process.

Location: Des Moines, Iowa

Dates Offered:

February 4 – 5, 2010

Time: Day 1 – 8:30 – 4:00PM, Central

Day 2 – 8:30 – 3:00PM, Central

Cost: \$450 for first person from a district, \$400 for each additional

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](#)

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](#)

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)

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ICYR104 Survey

Duration: 2 hours

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)

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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

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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](#)

ICFA102 Attendance

Duration: 2 hours

Attendance Wizard (40 minutes)

- Create attendance events using a variety of modes (Daily, Batch, Batch Edit)

- Edit existing attendance data using a variety of modes (Edit, Check In, Check Out)

Daily Attendance (20 minutes)

- Navigation

- Adding / Editing student attendance

- Viewing Attendance history

Classroom Monitor (20 minutes)

- Monitor teacher compliance

- Monitor classroom trends

- Take attendance for substitute teachers

Reports and Letter Wizard (20 minutes)

- Viewing attendance reports

- Creating attendance letters

Review / Question and Answer (20 minutes)

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ICFA103 Instruction

Duration: 3 hours

Campus Overview (15 minutes)

- Navigation

- Search

- Account Settings

- Logging off

Attendance (10 minutes)

- Taking attendance

- Editing attendance

Admin (20 minutes)

- Preferences

- Curves

- Seating Chart

- Composite Grading (if applicable)

Lesson Planner (40 minutes)

- Setup of lesson plan preferences on grading tasks

- Choices for grade calculation

- Lesson Plan Copier

- Creating Groups, Group options, Copy Group

- Creating Assignments

- Creating Activities

Gradebook (30 minutes)

- Navigation

- Expand and collapse capabilities
- Right click and hover options
- Different types of scores (colors, flags)
- Scores: Entering, clearing, using 'Fill Empty' and 'Overwrite All'
- Implications of setup preferences
- Scores in yellow area
- Comments on students
- Posting Grades (15 minutes)
 - By Task
 - By Student
 - In Gradebook
- Daily Planner (5 minutes)
- Roster (10 minutes)
- Teacher Messenger (20 minutes)
- Reports (15 minutes)

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ICFA104 Grading Refresher

Duration: 2 hours

- Opening / Closing the Grading Window (20 minutes)
- Report Cards (20 minutes)
 - Creating Report Cards
 - Portal Options
- Editing posted grades (15 minutes)
- Posting Grades (15 minutes)
 - Gradebook
 - By Task
 - By Student
- Grading Comments (15 minutes)
 - Creating Pre-defined comments
 - Free form comments (Gradebook)
- Reports (20 minutes)
 - Eligibility Reports
 - Honor Roll
 - Grade Distribution (Cube Designer)
- Review / Question & Answer (15 minutes)

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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)

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ICFA106 Grade 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)

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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](#)

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](#)

CIC In-house Training - Agendas

ICFA100 Infinite Campus Boot Camp

Day 1:

Navigation
General Student Information
 Summary
 Programs
 Grades
 Transcripts (overview)
 Fees
 Transportation
 Lockers

- Athletics
- Census
- Adding new students
- Adding parents
- Adding Addresses
- Hands on activities in use of Census Wizard

Day 2:

- Review Census Wizard (additional hands on activities)
- Enrollment
 - Inactivation of students,
 - Basic overview of Enrollment State Reporting
- Basic overview of Enrollment Special Education
- Walk-In Scheduling
- Attendance
 - Classroom Monitor
 - Daily Summary / Caller Report
 - Attendance Wizard
 - Attendance Letters / Reports
- Behavior
 - Entering Behavior Events and Resolutions
 - Behavior Letters / Reports
- Transcripts
 - Editing existing records
 - Entering new Transcripts

Day 3:

- Health
 - Immunizations
 - Health Conditions
 - Health Events
 - Health Office
 - Health Reports
- Student Reports
- Ad Hoc
 - Filter Designer
 - Report Designer / Builder
- Basic Cube Builder

[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](#)

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
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ICSP103 Master(ful) Scheduling with Infinite Campus

Day 1:

Leadership - Establishing & Maintaining a Healthy Culture for Master(ful) Scheduling
In an Inclusive Learning Community

The Case Study

Developing your ideals and applicable concepts through Case Study examination

The Operations Timeline

Planning and Executing the October – September Cycle

Infinite Campus Scheduling Preparation

Beginning The Build

Scheduling Logic

Day 2:

Scheduling Logic (Continued)

Some Final Steps And Thoughts

Understanding And Using The Student System

Using reports and processes to find issues before they find you

Additional Features

Using the Campus Gradebook to support Instruction and Assessment, and the Campus

Parent / Student Portal to facilitate Parent / Student access to data

Reflections and Debriefing

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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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