



CIC Learning Lab

Infinite Campus Course Catalog 2012

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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 37. 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 unless otherwise noted.

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

Online Sessions

ICFA106 Academic Planner Setup

Description: This session will focus on setting up of the Academic 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:

June 12, 2012

September 12, 2012

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)

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:

March 6, 2012

July 10, 2012

October 9, 2012

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:

March 8, 2012

July 11, 2012

October 10, 2012

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 3, 2012

October 16, 2012

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 2, 2012

September 7, 2012

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)

ICYR106 Census Basics

Description: This course is designed to provide the attendee with the knowledge necessary to perform Census activities including adding People, adding Addresses, and assembling Households via the Census Wizard. In addition, non-household relationships and additional demographic data points will be discussed and illustrated.

Intended Audience: Building and district registrars, clerical staff that performs Census responsibilities.

Dates Offered:

June 19, 2012

July 30, 2012

August 23, 2012

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:

September 14, 2012

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:

September 4, 2012

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:

September 4, 2012

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 15, 2012

May 25, 2012

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:

January 5, 2012

August 30, 2012

November 6, 2012

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 31, 2012

August 28, 2012

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 8, 2012

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:

September 5, 2012

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:

August 3, 2012

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

Cost: \$200 per connection

Duration: 2 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 9, 2012

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:

September 6, 2012

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 10, 2012

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:

September 5, 2012

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 12, 2012

October 2, 2012

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 11, 2012

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:

September 7, 2012

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 8, 2012

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:

September 7, 2012

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)

ICYR102 Personalized Learning Plans (PLP)

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:

January 11, 2012

November 8, 2012

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)

ICSS100 Portal Self Service

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 13, 2012

October 29, 2012

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

Cost: \$150 per connection

Duration: 1 hour

[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 16, 2012

August 21, 2012

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 26, 2012

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

Cost: \$200 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 25, 2012

August 22, 2012

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

Cost: \$200 per connection

Duration: 2 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 23, 2012

September 11, 2012

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

Cost: \$200 per connection

Duration: 2 hours

[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 Creator

Dates Offered:

January 31, 2012

June 21, 2012

November 13, 2012

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:

May 22, 2012

December 3, 2012

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 10, 2012

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:

September 6, 2012

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)

CIC In-Person Training

ICFA100 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:

January 9-13, 2012 – Burr Ridge, IL

July 16-20, 2012 – CIC

October 22-26, 2012 – CIC

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

Cost: \$900 total

Duration: 35 hours

[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.

Dates Offered:

February 21-22, 2012 – CIC

April 17-18, 2012 – CIC

July 24-25, 2012 – CIC

November 9-10, 2012 – CIC

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

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

Duration: 2 days

[Click here for detailed agenda](#)

MASTER Master(ful) Scheduling

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.

Dates Offered:

January 9-10, 2012 – Aurora, CO

February 16-17, 2012 – Northbrook, IL

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 17-20, 2012 – CIC

February 21-24, 2012 – CIC

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

Cost: \$900 per person

Duration: 3 ½ 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.

Dates Offered:

March 20-21, 2012 – CIC

December 4-5, 2012 – CIC

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

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

Duration: 2 days

[Click here for detailed agenda](#)

Agendas

Online Sessions

ICFA106 Academic Planner Setup

Duration: 2 hours

Academic Planner Overview

Creating Course Groups - how to match courses to requirements

Creating Credit Groups – creating the Parent group and credits

Assessments – tracking and setup

Program Administration

- Creating curriculum program

- Graduation minimums

- Course Requirements

- Test Requirements

- Credit Requirements

Program Assignment and Participation

Interrupting Results

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

ICYR100 Ad Hoc Reporting I

Duration: 2 hours

Campus Overview

- Learn navigation

- Learn search procedures

- Learn help options

Ad Hoc Overview

- Types of editors available in Ad Hoc

- Types of data that can be queried in Ad Hoc

Filter Designer

- Create filters using the Query Wizard

- Create filters using the Selection Editor

Data Export

- Learn to use the Data Export tool on created filters

Report Designer

- Practice using the Report Designer

- Learn applications for the Report Designer

Report Builder

- Learn to use the Report Builder

- Learn the implications of selecting Union versus Intersection

Review

- 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

- Constraining AdHoc Fields

- Operators

Basic Grammar of SQL

- 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

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

ICYR103 Assessment Setup / Import

Duration: 2 hours

Assessment Setup

- Creation of new assessments

- Hierarchy of assessments

- Recommendations for National Tests (ACT / SAT)

Score Import Wizard

Manual Entry of Student Scores

Reporting

- Ad Hoc filters

- Reports

- Cube Builder

Review

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

ICBE100 Behavior With PBS (Positive Behavior Support)

Duration: 2 hours

Campus Behavior Tab

Event Types

Resolution Types

Creating an Event / Resolution

What is PBS?

Multi-tiered Approach

School-Wide

Targeted Group

Individual

Utilizing Campus to track PBS

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

ICYR106 Census Basics

Duration: 2 hours

Philosophy of Census in Infinite Campus

Adding New People

Adding Addresses

Using the Census Wizard Effectively

Non-Household Contacts

Additional Demographics (Cell Phone, Work Phone, etc.)

Question and Answer

[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

- What is possible?

Why / When to customize

- District needs

- Security concerns

Possible customizations

- Attribute Dictionary

- Custom fields on Campus tabs

- Custom tabs

- Outline links

- Examples

Reporting

Other custom options

- 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

- Posting Grades / Transcripts

- Ending Enrollments

- Running end of year state and district reports

- User Rights

Reports

Student Information – Enrollment Records

- Enrollment Wizard

- Verification of Data

System Administration

- Teacher access to next year

Verify calendars
User Security Rights
Review / Question & Answer
[Click here to go back to the general description](#)

ICFE 100 Fees

Duration: 2 hours

Fees → Admin

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

- Fee Maximums

- Fees Wizard

- Posting Course Fees

Student Information → Fees

- New Fee Assignments

- New Fee Payments

- Fee Adjustments

Fees Reports

- Fee Audit

- Fee Billing Batch

- Fee Payment

- Fee Receivable Summary

[Click here to go back to 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. Assessments may include

- ACT
- Access
- DIBELS
- ISAT
- PSAE

Session will include suggested Best Practice and Score Import functionality

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

ICIL100 Illinois State Reporting

Duration: 2 hours

Explanation and discussion of key state reports

Reports discussed may include

- 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: 2 hours

Student Groups

- 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

- Philosophy of using Teacher Course Requests
- Required scheduling rules setup
 - Before Rule
 - After Rule

Course Request Entry by Teachers

Teacher Scored Assessments

- 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. Assessments may include

- ACT
- DIBELS
- ITBS / ITED
- NWEA

Session will include suggested Best Practice and Score Import functionality

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

ICIA100 Iowa State Reporting

Duration: 2 hours

Explanation and discussion of key state reports

Reports discussed may include

- 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. 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

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

ICKS100 Kansas State Reporting

Duration: 2 hours

Explanation and discussion of key state reports

Reports discussed may include

- 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 Illinois customers. Assessments may include

ACT
EOCFAL, EOCSPR, EOCSUM
MAP
LEP / ELL
Missouri Constitution
US Constitution

Session will include suggested Best Practice and Score Import functionality

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

ICMO100 Missouri State Reporting

Duration: 2 hours

Explanation and discussion of key state reports

Reports discussed may include

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 Illinois customers. Assessments may include

ACT
NAIR
ITBS / ITED
NWEA
PLAN

EXPLORE

Assessment Facts

STARS

Session will include suggested Best Practice and Score Import functionality

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

ICNE100 Nebraska State Reporting

Duration: 2 hours

Explanation and discussion of key state reports

Reports discussed may include

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 (PLP)

Duration: 2 hours

PLP Administration

Creating Plan Types

Service Positions

Service Providers

Services

Template Banks

Form Documents

PLP Assignment / Review

Summary

Team Members / Caseload

Documents

Contact Log

Review

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

ICSS100 Portal Self Service

Duration: 1 hour

Portal Options and Preferences

Student Demographics

- Race/Ethnicity

- SSN

- Allowing Change Requests

- Examples of each setting

Household Contacts

- Primary

- Allowing Change Requests

- Allowing New Contact Requests

- Examples of each setting

Household Data (In addition to Household Contacts)

- Activating Household Data

- Phone Numbers

- Allowing Requests

- Allowing Auto-Approval

- Allowing Address Requests

- Portal Views of each Setting

Family Data

- Activating Household Data

- Displaying Member Information

- Allowing Requests for Member Information

- Displaying Relationships

- Allow Requests for Relationship Changes

- Portal Views of each Setting

Question and Answer (10 Minutes)

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

ICRTI100 Response to Intervention (RtI)

Duration: 2 hours

Explanation of RtI

RTI Tabs

- RTI Team Members

- RTI Documents

- RTI Contact Log

- Sample RTI tabs

 - Math

 - Reading

- Creating Custom Tabs for tracking RTI data

RTI Program Flags

Use of Student Groups for RTI tracking

RTI Assessment Setup

Connecting Assessments to Courses
Teacher Scored Assessments
[Click here to go back to general description](#)

ICSP101 Scheduling Prep

Duration: 2 hours

New Year Calendar Review

Enrollment Roll Forward Review

Teams / Small Learning Communities

Course Cleanup

Request Entry Process

 Batch Request Wizard

 Walk-In Scheduler

 Online registration

Reports

Review and Next Steps

 Review next steps in preparing for Scheduling Wizard training

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

ICFA101 Standards-Based Report Cards

Duration: 2 hours

Elementary School Schedules Overview

 Recommendations

 Best Practices

Standards Bank

 Creating Standards

 Formatting for report cards / Hierarchy of standards

 Associating standards with courses

 Options for Hybrid Standards-based / Traditional

Grading Window

Gradebook

 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

 Posting standards to Transcripts

 Creating Transcript Report

Examples

Review / Question and Answer

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

ICYR104 Survey

Duration: 2 hours

Overview

- Learn Navigation, Search procedures, help options
- Overview of Survey functionality

Survey Designer

- Create new survey
- Create pages and questions
- Learn available question types and layout options

Selecting Respondents

- Add respondents based on Section Rosters, Student filters, Census/Staff Ad Hoc filters

Survey Messenger

- Sending messages relating to:
 - Invitations to take a survey
 - Reminders to complete a survey

Viewing and Extracting Results

- Extract survey results
- Generate response summary reports

Review

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

TA100 Tableau Tips and Tricks

Duration: 2 hours

Tableau Templates

- How to pull your data
- How to adjust views to meet your needs

Using Tableau Templates as a starting point for custom ideas

Show Me!

Using Data Filters to limit views within a visualization

Using Tableau Groups to provide user access to projects and views

Methods of sharing publications

- 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

- Process of posting grades

- Common problems

Creating the Transcript Report

- Options

- Portal

Graduation Planner

- Setup

- Review by student

- Credit Summary

Reports

- Ad Hoc Reports

- Cube Designer

Recommendations for logging Transcript requests

Review / Question & Answer

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

ICWYAS100 Wyoming Assessment Setup

Duration: 2 hours

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

- ACT

- ACCESS for ELL

- DIBELS

- NAEP

- NWEA

- PAWS / PAWS Alt

Session will include suggested Best Practice and Score Import functionality

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

ICWY100 Wyoming State Reporting

Duration: 2 hours

Explanation and discussion of key state reports

Reports discussed may include

- 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](#)

CIC In-Person Training

ICFA100 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
 - Grade book
 - Student Groups
 - Grade book
 - 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](#)

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](#)

MASTER Master(ful) Scheduling

Changing Expectations

The Pursuit of Educational Equity
Exploring YOUR Ideals!
The Professional Learning Community Journey
Implications for School Leadership
Implications for the Master Scheduling Team

The Transition to Master(ful) Scheduling ©

New Considerations
Priorities and Trade-Offs
What are the High Performing Schools Doing?

The Operations Timeline

The October – September Scheduling Cycle

Registration, Sectioning & Staffing Decisions

On-Line Registration
Using the Historical Perspective
Efficacy Strategies

Modeling Priorities & Examining Trade-Offs

Collaboration
Teaming
Systematic and Fluid Interventions
Etc.

Scheduling Preparation

Scheduling Rules
Scheduling Logic

The Six (6) Pillars of Master(ful) Scheduling ©

Leading with "The Story" of Highly Effective Professional Learning
Communities
Managing Priorities and Trade-Offs
Managing Conflict (Singletons & Doubletons)
Managing Rooms & Teachers
Managing Matriculation
Managing Balance

[Click here to go back to 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](#)

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](#)

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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