



CIC Learning Lab

Course Catalog 2017

Copyright © 2016 Computer Information Concepts, Inc. (CIC) All Rights Reserved. This document contains proprietary information, which is protected by copyright. No part of this document may be photocopied, reproduced, adapted, or transmitted in any form or by any means without the prior written consent of Computer Information Concepts, Inc.

All other product names and/or logos mentioned in this guide are used for identification purposes only and may be registered trademarks of their respective companies.

Computer Information Concepts, Inc. makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Computer Information Concepts, Inc. shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of the material. The information contained in this document is subject to change without notice.

Printed in the USA

March 24, 2017

Contents

	i
Introduction	1
Requirements	3
CIC Desktop Response Attendee Requirements	3
CIC In-House Training Attendee Requirements	3
Schedule of Events	5
Online Sessions	5
ICPR100 Academic Planner (MYAP)	5
ICAH100 Ad Hoc Reporting I	5
ICAH200 Ad Hoc Reporting II	6
ICAH300 Ad Hoc Data Analysis	6
ICGEN700 Assessment Setup / Import	7
ICAT100 Attendance Best Practices	7
ICGEN100 Beginning of the Year Checklist	8
ICGEN500 Beginning of Year Checklist – Point of Sale	8
ICCOSRC100 Colorado State Reporting	8
ICGEN200 Cool Things You Should Be Using	9
DHC100 Data Health Check	9
ICGS200 District Management of Grading Processes	10
ICGEN300 End of Year Checklist	10
ICFRAM100 FRAM (Free and Reduced Application Management)	11
ICILSRC100 Illinois State Reporting	11
ICIASRC100 Iowa State Reporting	11
ICKSSRC100 Kansas State Reporting	12
ICMOSRC100 Missouri State Reporting	12
ICNESRC100 Nebraska State Reporting	12
ICFI100 Online Payment	13
ICOLR100 Online Registration Application Process	14
ICOLR200 Online Registration Standard Admin	14
ICOLR300 Online Registration Staff / Health / Student Approver	15
ICOLR400 Online Registration Prime Admin	15
ICOLR500 Online Registration Prime Builder	16
ICPOS100 Point of Sale I: Campus Setup	16
ICPOS200 Point of Sale II: Terminal Configuration	17
ICPOS300 Point of Sale III: Accounts / Journals / Deposits	17
ICPOS400 Point of Sale IV: Cashier Processing	18
ICSA200 Portal Roll Out Best Practices	18
ICRTI100 Response to Intervention	19
ICSC100 Schedule Prep I: Calendar and Student Roll Forward	19

ICSC150 Schedule Prep II: Course Cleanup and Request Entry.....	20
ICSC200 Schedule Wizard I: Course and Staff Planning.....	20
ICSC250 Schedule Wizard II: Schedule Building / Loading / Cleanup.....	21
ICSC300: What’s New in Scheduling?.....	21
ICGS100 Standards-Based Report Cards.....	22
ICTR105 Transcripts.....	22
ICSA300 User Security Best Practices.....	22
ICWYSRC100 Wyoming State Reporting.....	23
CIC FREE Online Training.....	24
FICCI100 Grade Book Pitfalls and How to Avoid Them.....	24
FICCI200 Campus Instruction Teacher tools.....	24
FIGEN600 Principal’s Seminar.....	25
FIGEN400 Using Campus Community.....	25
CIC In-Person Training.....	26
IPICFA100 Mastering The Fundamentals of Campus (PK1).....	26
IPICFA200 Campus Certified Administration (CCA) Prep.....	26
ICSP102 Schedule Wizard Workshop.....	27
TECH100 Campus Schema / SQL.....	27
TECH200 SQL Reporting Services.....	28

Agendas

29


Online Sessions.....	29
ICPR100 Academic Planner Setup.....	29
ICAH100 Ad Hoc Reporting I.....	30
ICAH200 Ad Hoc Reporting II.....	30
ICAH300 Ad Hoc Data Analysis.....	31
ICGEN700 Assessment Setup / Import.....	31
ICAT100 Attendance Best Practices.....	32
ICGEN100 Beginning of the Year Checklist.....	33
ICGEN500 Beginning of the Year Checklist – Point of Sale.....	34
ICSA100 Calendar and Student Roll Forward.....	34
ICCO100 Colorado State Reporting.....	35
ICGEN200 Cool Things You Should be Using.....	35
DHC100 Data Health Check.....	36
ICGS200 District Management of Grading Processes.....	36
ICGEN300 End of Year Checklist.....	37
ICFRAM100 FRAM (Free and Reduced Application Management).....	37
ICILSRC100 Illinois State Reporting.....	38
ICIASRC100 Iowa State Reporting.....	38
ICKSSRC100 Kansas State Reporting.....	38
ICMOSRC100 Missouri State Reporting.....	39
ICNESRC100 Nebraska State Reporting.....	39
ICFI100 Online Payment.....	40
ICOLR100 Online Registration Application Process.....	40
ICOLR200 Online Registration Standard Admin.....	41
ICOLR300 Online Registration Staff / Health / Student Approver.....	42
ICOLR400 Online Registration Prime Admin.....	42
ICOLR500 Online Registration Prime Builder.....	43
ICPOS100 Point of Sale I: Campus Setup.....	43
ICPOS200 Point of Sale II: Terminal Configuration.....	44
ICPOS300 Point of Sale III: Accounts / Journals / Deposits.....	44
ICPOS100 Point of Sale IV: Cashier Processing.....	45
ICSA200 Portal Roll Out Best Practices.....	45
ICRTI100 Response to Intervention (RtI).....	46

ICSC100 Schedule Prep I: Calendar and Student Roll Forward	46
ICSC150 Schedule Prep II: Course Cleanup / Request Entry	47
ICSC200 Schedule Wizard I: Course and Staff Planning.....	47
ICSC250 Schedule Wizard II: Schedule Building / Loading / Cleanup	48
ICSC300: What's New in Scheduling?	48
ICGS100 Standards-Based Report Cards	49
ICTR105 Transcripts	50
ICSA300 User Security Best Practices.....	50
ICWYSRC100 Wyoming State Reporting	51
CIC FREE Online Training	51
FICCI100 Grade Book Pitfalls and How to Avoid Them.....	51
FICCI200 Campus Instruction: New Teacher Tools	51
FICGEN600 Principal's Seminar	52
FICGEN400 Using Campus Community	53
CIC In-Person Training	54
IPICFA100 Mastering the Fundamentals of Campus (PK1)	54
IPICFA200 Campus Credentialing (CCA Prep).....	56
ICSP102 Schedule Wizard Workshop.....	57
TECH100 Campus Schema / SQL	58
TECH200 SQL Reporting Services.....	59

Index

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.

 This symbol indicates a pre-recorded session is available for the topic. Customers having purchased the Ongoing Learning Plan (OLP) option have unlimited free access to pre-recorded sessions. OLP members also receive a 10% discount on all on-site training sessions as well as free online Learning Lab sessions. Contact your CIC Account Specialist for additional information on CIC's Ongoing Learning Plan.

Register on the CIC Website: www.cicesp.com/CICLearningLabICRegistration2017.asp

- 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 minimum hardware requirements.

PC Workstations
Windows 98, NT, 2000, XP, 7
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

Customers who wish to use VOIP audio rather than calling into a meeting must verify that their computer meets the following system requirements:

- A functioning sound card
- Speakers or headphones
- Microphone

Customers may also connect to audio by calling a toll free number provided in the meeting information. Customers should assure they have a working speaker phone available for Audio conferencing if they plan to use this option.

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



ICPR100 Academic Planner (MYAP)

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This session will focus on setting up the Academic Planner Program, including setup of graduation subject areas, credit requirements and curricular program assignments in Infinite Campus. Attendees will learn how to setup Academic Programs and track progress toward graduation requirements. We will also look at setting up courses to take full advantage of the Multi-Year Academic Planner (MYAP) functionality in Campus, including using this information for staffing projections.

Intended Audience: Counselors, System Administrators, Registrars.

Dates Offered:

May 2, 2017

October 3, 2017

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICAH100 Ad Hoc Reporting I

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

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

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.

Duration: 2 hours

Dates Offered:

January 17, 2017

September 29, 2017

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICAH200 Ad Hoc Reporting II

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course is designed for those familiar with Ad Hoc reporting. Topics will include use of Functions, Formatting options, the use of Logical Expressions, and Grouping and Aggregation.

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 3, 2017

October 12, 2017

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICAH300 Ad Hoc Data Analysis

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course is designed for those familiar with Ad Hoc reporting. We will dig into the Data Analysis tool in Campus, used for creating pivot tables that allow simple data visualization.

Participants will learn about different types of pivot tables, how to manipulating pivots to create charts and graphs, as well as how to export data from the Campus Data Analysis pivot for use in external products.

Dates Offered:

March 3, 2017

October 12, 2017

Time: 1:00 – 3:00 PM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICGEN700 Assessment Setup / Import

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

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 assessments in Campus, using ACT as a sample test for the session. This session will not address state-specific assessments.

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 7, 2017

October 6, 2017

Time: 9 - 11 AM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICAT100 Attendance Best Practices

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course is designed for staff who monitor student attendance on a daily basis. Items covered will include determining school/district level practices, monitoring teacher attendance, use of the various attendance tools, and generating attendance reports and letters.

Intended Audience: Any individuals responsible for monitoring student attendance and attendance reports. Audience may include Attendance Clerks, Registrars, Building Secretaries, and Campus System Administrators.

Dates Offered:

January 5, 2017

September 7 2017

Time: 1:00 – 3:00 PM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICGEN100 Beginning of the Year Checklist

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course will provide a detailed walk through the Beginning of School Year Process checklist of things to do to assure success in a new school year. Items included will be System Admin tasks, Calendar Verification, Census Updates, Student Enrollment verification, Scheduling final touches, Campus Instruction testing, and a review of Grading & Standards information critical to grading processes.

Intended Audience: Any staff responsible for beginning the new school year. Participants must have system administrator rights if they wish to follow-along during training.

Dates Offered:

July 13, 2017

August 2, 2017

Time: 9:00 – 11:00 MST

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICGEN500 Beginning of Year Checklist – Point of Sale

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Point of Sale customers will find this session helpful in reviewing the steps that should be completed to close out the Point of Sale school year. Items discussed will include cleaning up account information, inactivating/creating accounts and pin numbers, review of purchasable items / costs, layout review and terminal reloads.

Intended Audience: Any staff responsible Point of Sale processing in a district. Participants must have system rights if they wish to follow along during training.

Dates Offered:

July 13, 2017

August 2, 2017

Time: 1:00 – 3:00 PM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICCOSRC100 Colorado State Reporting

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

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:

Recorded Session only

[Click here for detailed agenda](#)

ICGEN200 Cool Things You Should Be Using



(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course will focus on commonly under-utilized functionality of Infinite Campus, that is included in the base product at no additional charge. Topics will vary based on the latest functionality, but will be sure to include things you may not be aware of that could simplify processes you are currently using. Topics may include: Guest Gradebook Access, Post Only Grading Tasks, Curriculum Templates, Data Viewer, Data Analysis, Scheduling Messenger. Check in often to see what Cool Things you might not even know you already own!!

Intended Audience: Any staff interested in taking advantage of functionality in the software that you already own are encouraged to attend these sessions.

Dates Offered:

February 14, 2017

April 19, 2017

September 13, 2017

November 6, 2017

Time: 9:00 – 11:00 AM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



DHC100 Data Health Check

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Overview and walk through for customers of CIC's web based Data Health Check Tool. Items covered will include what DHC is, how to get it, Standard, State and Student Reports. The Errors Summary reporting tool, and SQL pass through queries available to DHC customers.

Intended Audience: Staff members responsible for Data integrity who already have the Data Health Check tool, or district staff members interested in obtaining a better understanding of DHC to determine if they are interested in purchasing the product for their district.

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICGS200 District Management of Grading Processes

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Infinite Campus contains a great deal of functionality to assist School and District administrators in the setup of courses for effective grading. This session will look at Course Catalogs / Masters and discuss their use and impact in a district. In addition, we'll discuss assigning Grading / Tasks and standards to courses, setting tasks as 'Post Only', and options for copying setup from course to course. We will also review functionality for setting Grade Calculation options and Categories at the course level and pushing those into teacher gradebooks.

Intended Audience: School / District administrators responsible for course setup and management of Grading Processes, as well as staff responsible for the support of teachers using Campus Gradebook for grade tracking and reporting.

Dates Offered:

May 9, 2017

July 28, 2017

Time: 1:00 – 3:00 PM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICGEN300 End of Year Checklist

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

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. Participants must have system administrator rights if they wish to follow along during training.

Dates Offered:

May 11, 2017

May 15, 2017

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICFRAM100 FRAM (Free and Reduced Application Management)

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This session will focus on the processing of Free and Reduced Lunch Applications within Infinite Campus, the use of the Verification Tool, and the function of the Eligibility Tab, in addition to the printing of Acceptance/Denial letters for applicants.

Intended Audience: Any district or building personnel responsible for the processing of FRAM applications or the verification of FRAM data.

Dates Offered:

August 7, 2017

September 1, 2017

Time: 9:00 – 11:00 AM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICILSRC100 Illinois State Reporting

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

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:

Recorded Session only

[Click here for detailed agenda](#)



ICIASRC100 Iowa State Reporting

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Explanation and discussion of key state reports. Reports may include SRI reports, Barcode Extracts, and Student ID and State Locator.

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

Dates Offered:

Recorded session only

[Click here for detailed agenda](#)



ICKSSRC100 Kansas State Reporting

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

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:

Recorded Session only

[Click here for detailed agenda](#)



ICMOSRC100 Missouri State Reporting

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

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:

Recorded Session only

[Click here for detailed agenda](#)



ICNESRC100 Nebraska State Reporting

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

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:

Recorded Session only

[Click here for detailed agenda](#)



ICFI100 Online Payment

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This session will look at setting up Online Payment. We discuss the setup required for Campus to accept and for parents to submit online payments as well as reports available for viewing transactions. We will look at all of the areas in Campus to assure successful posting and processing of online payments.

Intended Audience: Finance/Accounting Directors or Staff that is responsible for setting up the payments received for student fees and food service.

Dates Offered:

Recorded Session Only

Prerequisite:

1. Districts must fill out all the appropriate Online Payment application paperwork. The application process will include an Infinite Campus contract addendum, any required/requested training, credit application and the Merchant's Agreement.
2. Once the application process is complete, districts will then need to register with Vanco Services, LLC. Districts will need to provide information on all deposit/withdrawal bank accounts to be used in payment processing.
3. Once a district has completed the application process and received proper information from Vanco, they may enable Online Payment in Campus.

Note:

Infinite Campus does not store, view or have access to any credit card numbers. All confidential information is securely stored by Vanco Services, LCC. All payment transaction processing is handled by Vanco Services, LLC. Vanco Services will work directly with the school district to address any payment transactions issues encountered. Portal users will need to contact the school district about transaction errors that may be encountered during the payment process. For districts, this means contacting Vanco Services when appropriate via a designated district employee. Any issues occurring within the Infinite Campus user interface should be addressed to Infinite Campus.

[Click here for detailed agenda](#)



ICOLR100 Online Registration Application Process

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: *This is the first course any district using Online Registration should review.* The session will include the various ways that Online Registration applications can be entered into Campus, including from a Kiosk link, from an Email link, and from the Campus Portal for existing families. Information referenced in all other OLR sessions will assume participants have reviewed the session FIRST. *Online Registration is an Infinite Campus Premium product. While districts who have not purchased OLR are welcome to view the recorded sessions, it should be noted that the processes demonstrated in the recording are only available to customers who have purchased Online Registration.*

Intended Audience: Staff responsible for setting up, testing and implementing Online Registration.

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICOLR200 Online Registration Standard Admin

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course prepares staff to setup online registration for use in a district. The session will include admin settings that must be addressed prior to roll out of OLR. *Participants should have already viewed ICOLR100 prior to this session.* We will also discuss use of the Multi-Language editor to modify text that appears through applications, and look at the process involved for making the OLR link available to parents for update of registration information. *Online Registration is an Infinite Campus Premium product. While districts who have not purchased OLR are welcome to view the recorded sessions, it should be noted that the processes demonstrated in the recording are only available to customers who have purchased Online Registration.*

Intended Audience: Staff responsible for setting up, testing and implementing Online Registration (Standard).

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICOLR300 Online Registration Staff / Health / Student Approver

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course prepares staff to review and approve OLR applications. *Participants should have already viewed ICOLR100 prior to this session.* This session will include the processing of the application from a Staff perspective. We will also discuss Health Staff processing, as well as Student Processing for creation of enrollment records. ***Online Registration is an Infinite Campus Premium product. While districts who have not purchased OLR are welcome to view the recorded sessions, it should be noted that the processes demonstrated in the recording are only available to customers who have purchased Online Registration.***

Intended Audience: School district staff, registrars, nurses and other staff responsible for reviewing and approving OLR applications.

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICOLR400 Online Registration Prime Admin

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Customers participating in this session must have purchased Campus Online Registration Prime version. This course prepares staff to setup online registration for use in a district. *Participants should have already viewed ICOLR100 prior to this session.* The session will include admin settings that must be addressed prior to roll out of OLR. We will also discuss use of the Multi-Language editor to modify text that appears through application, and look at the process involved for making the OLR link available to parents for update of registration information. ***Online Registration is an Infinite Campus Premium product. While districts who have not purchased OLR are welcome to view the recorded sessions, it should be noted that the processes demonstrated in the recording are only available to customers who have purchased Online Registration.***

Intended Audience: Staff responsible for setting up, testing and implementing Online Registration (Prime).

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICOLR500 Online Registration Prime Builder

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Customers participating in this session must have purchased Campus Online Registration Prime version and have reviewed ICOLR400 – Online Registration Prime Admin. This course prepares staff to customize the Online Registration Form. The training session will include the creation of custom fields and pleats, including instruction for creation of conditional values in the Online Registration Form. *Online Registration is an Infinite Campus Premium product. While districts who have not purchased OLR are welcome to view the recorded sessions, it should be noted that the processes demonstrated in the recording are only available to customers who have purchased Online Registration.*

Intended Audience: Campus System Administrators, registrars and other staff responsible for testing and implementing Online Registration.

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICPOS100 Point of Sale I: Campus Setup

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course will cover district and school level set up of Infinite Campus Point of Sale (POS). Set up includes, Point of Sale Administration and site set up, purchasable item entry, and service layout set up. *Point of Sale is an Infinite Campus Premium product. While districts who have not purchased POS are welcome to view the recorded sessions, it should be noted that the processes demonstrated in the recording are only available to customers who have purchased Point of Sale.*

Intended Audience: District Food Service Administrators and Campus Administrators responsible for the setup and maintenance of Point of Sale services in the district.

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICPOS200 Point of Sale II: Terminal Configuration

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course will cover the configuration of physical POS Terminals. We will cover the steps necessary to assure the POS terminals are prepared to process transactions, as well as discuss terminal options and the impact of choices on processing. *Point of Sale is an Infinite Campus Premium product. While districts that have not purchased POS are welcome to view the recorded sessions, it should be noted that the processes demonstrated in the recording are only available to customers who have purchased Point of Sale.*

Intended Audience: District Food Service Administrators and Campus Administrators responsible for the setup and maintenance of Point of Sale services in the district.

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICPOS300 Point of Sale III: Accounts / Journals / Deposits

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course will cover district and school level management of Patron Accounts, Deposits and Point of Sale Reports. *Point of Sale is an Infinite Campus Premium product. While districts who have not purchased POS are welcome to view the recorded sessions, it should be noted that the processes demonstrated in the recording are only available to customers who have purchased Point of Sale.*

Intended Audience: District Food Service Administrators staff responsible for the setup and maintenance of Campus Point of Sale Accounts and Deposits.

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICPOS400 Point of Sale IV: Cashier Processing

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course will cover Cashier processes used on a Daily Basis. Covered items will include: Logon to the terminal, General/Continous serve options, patron search, transaction processing and alert message, making deposits from the terminal, end of service drawer count, and logging out of the terminal. Campus level deposits and POS reports are covered in POS session 3. *Point of Sale is an Infinite Campus Premium product. While districts who have not purchased POS are welcome to view the recorded sessions, it should be noted that the processes demonstrated in the recording are only available to customers who have purchased Point of Sale.*

Intended Audience: District Food Service Administrators school level Cashiers who will be processing meal transactions for Point of Sale Patrons.

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)



ICSA200 Portal Roll Out Best Practices

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This session will cover decisions districts need to discuss regarding the process for rolling out the Parent /Student Portal. We will look at setting options, providing parent links for creation of accounts, and discuss whether districts wish to take advantage of Census Self Serve functionality through the Portal. We will also discuss Mobile portal options.

Intended Audience: Any staff responsible for setting Portal options and provide user account information to parents and students.

Dates Offered:

April 19, 2017

September 13, 2017

Time: 1:00 – 3:00 PM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICRTI100 Response to Intervention

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This session will take user through the setup and use of the Campus Response to Intervention module. Included in training will be setup of Plan Types, Interventions, Intervention Positions/Providers, Template Banks and Preferences. We will also look at use of the Response to Intervention module from the perspective of Intervention Staff.

Intended Audience: Administrators and staff responsible for maintaining and reporting RtI information.

Dates Offered:

February 2, 2017

October 3, 2017

Time: 1:00 - 3:00 PM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICSC100 Schedule Prep I: Calendar and Student Roll Forward

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This session will cover the steps necessary to successfully roll forward Calendar and Student Enrollment information in preparation for scheduling. We will also discuss timing and considerations a district should review to assure a successful scheduling season.

Intended Audience: Campus Administrators responsible for annual Calendar roll forward processing.

Dates Offered:

January 5, 2017

February 2, 2017

March 24, 2017

November 16, 2017

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICSC150 Schedule Prep II: Course Cleanup and Request Entry

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This session will focus on necessary course cleanup in Campus, and using the Course Planner tool in Schedule Wizard to update Course settings. We will also go through the six methods for entering student requests for scheduling, and review all Request reports. Participants must have completed Schedule Prep I for this session to be of assistance.

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

Dates Offered:

January 19, 2017

February 16, 2017

April 5, 2017

December 17, 2017

Time: 9:00 AM - 12:00 AM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICSC200 Schedule Wizard I: Course and Staff Planning

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course will focus on the Course and Staff Planning tools in Schedule Wizard. We'll look at mass update tools, discuss placement restrictions and scheduling rules, review terms/schedules/periods/seat counts for accuracy, and look at how to setup up Schedule Wizard to assist in the building of the 'perfect' schedule.

Intended Audience: Administrators, Counselors and any additional staff responsible for the creation and implementation of the building Master Schedule. This class is meant to be an introduction or refresher for those individuals who have experience with the Schedule Wizard. Detailed training may be scheduled as a follow-up to this group class.

Dates Offered:

February 21, 2017

March 13, 2017

May 9, 2017

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICSC250 Schedule Wizard II: Schedule Building / Loading / Cleanup

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This course will look at the Schedule Wizard tools available to assist districts in the Building and Loading of student schedules. We'll look at the various view options, 'hover' displays to assist in troubleshooting, and tools in Campus to aide in the completion of student schedules once done in the Wizard.

Intended Audience: Administrators, Counselors and any additional staff responsible for the creation and implementation of the building Master Schedule. This class is meant to be an introduction or refresher for those individuals who have experience with the Schedule Wizard. Detailed training may be scheduled as a follow-up to this group class.

Dates Offered:

March 21, 2017

April 13, 2017

June 8, 2017

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

Cost: \$300 per connection

Duration: 3 hours

[Click here for detailed agenda](#)



ICSC300: What's New in Scheduling?

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: So, you've heard the buzz. Great and wonderful changes are coming to scheduling. Attend this session to see how Schedule Prep work can enhance the scheduling process.

Intended Audience: Staff Responsible for Master Scheduling Processes. This will be of particular interest to schedulers who are working with Multiple Period Schedules, or who have courses that have a unique meeting pattern (such as courses that must block across specific, multiple periods in a day, or courses that must meet on specific days in a rotation.)

Dates Offered: January 12, 2017

January 19, 2017

February 1, 2017

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

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICGS100 Standards-Based Report Cards

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

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 and impact on the Infinite Campus Grade Book.

Intended Audience: System Administrators, Curriculum Directors, Building Administrators.

Dates Offered:

May 2, 2017

October 6, 2017

Time: 1:00 - 3:00 PM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICTR105 Transcripts

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This session will look at the various methods for entry of transcript records. We discuss Transcript Post, Batch Add and edit options. We will also look at all of the areas in Campus that must be setup to assure successful posting and recording of student transcript information.

Intended Audience: System Administrators, Curriculum Directors, Building Administrators.

Dates Offered:

Recorded Session Only

[Click here for detailed agenda](#)



ICSA300 User Security Best Practices

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Campus User Security can be a seemingly overwhelming and endless task. This session will focus on Best Practices recommendation such as creating separate Calendar and Tool Rights groups, suggested user group permissions, and Product Security Role Assignments. We'll also look at the User Account Batch Import Tool.

Intended Audience: Any staff responsible creation of user accounts and maintenance of Campus Security.

Dates Offered:

June 1, 2017

July 28, 2017

Time: 9:00 – 11:00 AM, Mountain

Cost: \$200 per connection

Duration: 2 hours

[Click here for detailed agenda](#)



ICWYSRC100 Wyoming State Reporting

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: 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 and Vocational Student Report.

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

Dates Offered:

Recorded Session only

[Click here for detailed agenda](#)

CIC FREE Online Training



FICCI100 Grade Book Pitfalls and How to Avoid Them

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Key tips for gradebook setup that will help in avoiding common mistakes and grading miscalculations. Will also include tips and tricks for using the Campus Instruction Tools.

Intended Audience: Teachers / Teacher Coaches.

Dates Offered:

August 11, 2017

August 16, 2017

Time: 9:00 – 10:30 AM, Mountain

Cost: Free

Duration: 1.5 hours

[Click here for detailed agenda](#)



FICCI200 Campus Instruction Teacher tools

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Campus Instruction has gone a remarkable transformation in the past few years. Numerous tools have been added to increase teacher productivity. This session will focus on Instructional Planning (Units and Lesson Plans), Category Creation / Copy Enhancements, Curriculum Copier, Gradebook Section Groups and the Multi-Post Grades functionality.

Dates Offered:

August 11, 2017

August 16, 2017

Time: 1:00 – 2:30 PM, Mountain

Cost: Free

Duration: 1.5 hours

[Click here for detailed agenda](#)



FICGEN600 Principal's Seminar

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: This two hour session is a great option for new administrators to learn how to navigate in Infinite Campus, as well as use some of the key features provided. Topics include: Navigation in Campus, Campus Community Resources, Student Information, Behavior, Canned Reports, Ad Hoc Basics, Portal Overview, Guest Gradebook Access

Intended Audience: School Principals and Assistant Principals

Dates Offered:

July 14, 2017

August 3, 2017

August 14, 2017

Time: 9:00 – 11:00 AM, Mountain

Cost: Free

Duration: 2 hours

[Click here for detailed agenda](#)



FICGEN400 Using Campus Community

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Description: Campus Community is a wonderful resource for staff interested in finding answers to common questions about use of the software. This session will cover creation of Campus Community Accounts, Navigating the site, retrieving information from the Knowledge Base, Content Types and how to access it all from the Question Mark icon in Campus.

Intended Audience: Any staff member who would like to know more about the Help resources available for Infinite Campus.

Dates Offered:

June 2, 2017

July 27, 2017

Time: 9:00 – 10:00 AM, Mountain

Cost: Free

Duration: 1 hour

[Click here for detailed agenda](#)

CIC In-Person Training

IPICFA100 Mastering The Fundamentals of Campus (PK1)

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

Dates Offered:

July 18-20, 2017, (CIC, Greeley, CO)

August 29-31, 2017 (CIC, Greeley, CO)

Intended Audience: Any new users of Infinite Campus, who have no prior knowledge of the system

Time: 8:30AM – 4:30 PM, Local Time

Cost: \$900

Duration: 3 days

[Click here for detailed agenda](#)

IPICFA200 Campus Certified Administration (CCA) Prep

Description: Three-day session focused on the Standards and Skills assessed in the Campus Certified Administrator (CCA) exam series. Intensive focus on functionality and setup. Standards addressed will be those associated with the most current CCA version.

Intended Audience: Users interested in preparing to take the Campus Certified Administrator (CCA) exam series. This course is not for the beginning user.

Dates Offered:

October 24-26, 2017 (CIC, Greeley, CO)

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

Cost: \$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. We will review prep items such as Calendar and Student Roll Forward, Course Cleanup, Request Entry and Reports. We'll move into Schedule Wizard and look at the Course and Staff Planning tools. Then we'll dive into Schedule Wizard functionality building and loading the 'best' possible schedule. The third day of the workshop will be hands on in your schedules working with our trainer. *Scheduling Prep items must be complete to take best advantage of these workshops.* Attendees should come with questions and access to their own district's URL, and proper security access to assure a successful workshop.

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

Dates Offered:

February 7-9, 2017, CIC, Greeley

February 14-16, 2017, Niles North High school, 9800 Lawler Avenue, Skokie, IL 60077

February 14-16, 2017 (Ladue SD, Missouri)

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

Cost: \$300 per day, \$900 total (Participants *must* attend the first two days; the third day is individualized assistance working on schedules with a trainer)

Duration: 3 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.

Dates Offered:

February 22-23, 2017 (CIC, Greeley, CO)

April 20-21, 2017 (CIC, Greeley, CO)

December 11-12, 2017 (CIC, Greeley, CO)

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

Cost: \$600

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 2000/2005/2008 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 1-2, 2017 (CIC, Greeley, CO)

May 3-4, 2017 (CIC, Greeley, CO)

December 13-14, 2017 (CIC, Greeley, CO)

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

Cost: \$600

Duration: 2 days

[Click here for detailed agenda](#)

Agendas

Online Sessions

ICPR100 Academic Planner Setup

Duration: 2 hours

Academic Planner Overview

Understanding Credit Groups

- Credit Group Setup

- Credit Overflow Setup

Assessments setup

Program Creation

- Credit Requirements

- Course Requirements

- Test Requirements

- GPA Requirements

Course Setup

- Course Editor Options

- Course Planning Rules

- Course Level Credit Overrides

Academic Planning

- Review Grad Progress for a Student

- Setup Course Plan for a student

Course Plan Admin

- Calculate On-track status

- Clear Parent / Guardian approvals

- Create Course Requests

- Lock / Unlock Course Plans

- Post Diplomas

Portal view of Course Academic Planner

Review / Question & Answer

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

ICAH100 Ad Hoc Reporting I

Duration: 2 hours

Campus Overview

- Learn navigation

- Learn search procedures

- Learn help options

Data Viewer

- Data Viewer report creation

- Report format 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

- Sorting

- Formatting

- 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 / Question & Answer

[Click here for detailed agenda](#)

ICAH200 Ad Hoc Reporting II

Duration: 2 Hours

Review of Campus basic Ad Hoc Reporting

- Field Selection

- Operators

Functions

Logical Expressions

Detailed discussion of Operators

Output Formatting Options

Grouping and Aggregation Examples

Review / Question & Answer

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

ICAH300 Ad Hoc Data Analysis

Duration: 2 Hours

Overview of Data Analysis tool

- Report types

- Element selection

Report Creation

- Pivot Options

- Creating a New Pivot

- Understanding Pivots

- Data Visualization Options

Editing and Deleting Pivots

Exporting and Saving Pivots

Review / Question & Answer

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

ICGEN700 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

- Data Analysis Pivots

Review

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

ICAT100 Attendance Best Practices

Duration: 2 Hours

Identifying School / District Attendance Practices

Student Information Attendance Tab

Monitoring Student Attendance

Classroom Monitor / Reports

Daily Attendance

Modifying Student Attendance

Daily Attendance Reports / Use

Attendance Wizard

Daily

Batch / Batch Edit

Edit

Check-in / Check-out

Behavior / Attendance linking

Attendance Reports

Attendance Letters

Review / Question & Answer

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

ICGEN100 Beginning of the Year Checklist

Duration: 2 Hours

System Admin

- Active Year setup
- Update School and District information
- Verify appropriate calendar rights for staff
- Review Portal and Self Service Options
- Update / Verify Attendance, Behavior Event and Resolution codes

Calendar

- Verify Calendar / Term Start / End Dates
- Run Day Reset if changes have been made since roll forward

Census

- Update District Assignments for staff
- Verify that staff have District Employment / Assignment records
- Review Household information including Messenger preferences

Student Information

- Review and verify updates to Enrollment records
- Update Locker information
- Run Student Gap Scheduler to check for empty periods in student schedules
- Review transcript and post any outstanding grades

Scheduling

- Verify that all Attendance courses have the appropriate option selected
- Verify that all state reporting information has been applied to courses / sections

Instruction

- Verify that teachers can view information for their assigned course / sections

Fees

- Assign fees as appropriate to students, including course fees

Review / Question & Answer

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

ICGEN500 Beginning of the Year Checklist – Point of Sale

Duration: 2 Hours

System Admin

- Active Year setup

POS Accounts

- Adjust outstanding balances from the previous year

- Inactivate Accounts / pins from previous year for staff/students no longer at the district

- Create new staff / student accounts

Purchasable Items

- Adjust purchasable items information if prices have changed

- Add new purchasable items

Service Layouts

- Review / adjust service layouts as needed

Terminals

- Turn on each terminal and apply any necessary OS updates

- Verify that input devices are working properly

- Reload terminals with new patron data

Cashiers

- Train new cashiers as applicable in POS processing

- Review cashier processes and share any changes with appropriate staff

Review / Question & Answer

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

ICSA100 Calendar and Student Roll Forward

Duration: 1 Hour

Calendar

- School Year Setup

- Calendar Roll Forward selections / process

- Calendar setup in New Year

Student Roll Forward

- Timeline for Roll Forward

- Student roll forward options

- Student roll forward process

Review / Question & Answer

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

ICCO100 Colorado State Reporting

Review of Campus State Reporting Folder
Census Information and Affects State Reporting
Student Information that Affects State Reporting
Program Participation
Special Ed
Course / Section
Generating State Reporting Extracts
Campus Community Localization Documentation
[Click here to go back to general description](#)

ICGEN200 Cool Things You Should be Using

Duration: 2 hours
Post Only Grading Tasks
 Setup
 Teacher Impact
Guest Gradebook Access
 System Settings to allow access
 Course > Section access
 Census > People > Schedule
Curriculum Templates
 Setup
 Use in Gradebooks
Data Viewer
 Student, Course Section, Staff Reports
 Export options
Data Analysis
 Pivot table setup and use
Scheduling Messenger
 Sending student Schedule changes to teachers
 Sending Other messages to select student's teachers
Review / Question & Answer
[Click here to go back to general description](#)

DHC100 Data Health Check

Data Health Check Overview

Available modules and functionality

- Errors Summary

- Standard

- State

- Student Summary

Pass-through queries to use with DHC

User Security access

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

ICGS200 District Management of Grading Processes

Duration: 2 hours

Course Catalogs / Masters

- Benefits / Drawbacks

- Settings

- Functionality

Assignment / Copy of Grading Tasks / Standards to Courses

- Post Only Tasks

- Course Masters

- School Level Courses

Grade Calculation 'Push'

- Course Masters

- School Level Courses

- Security Settings

Category 'Push'

- Course Masters

- School Level Courses

- Security Settings

Precautions

- Time frame for implementing changes

Curriculum Templates

- Purpose

- Gradebook Impact

Review / Question & Answer

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

ICGEN300 End of Year Checklist

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

Staff Information and Records

- Update District Employment / Assignment Records

System Administration

- Teacher access to next year
- Verify calendars
- User Security Rights
- Reports Roll Forward

Review / Question & Answer

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

ICFRAM100 FRAM (Free and Reduced Application Management)

Duration: 2 hours

FRAM Preferences

- Application / Verification preferences

Eligibility Editor

Income Guide

Household Application

- Creating / Amending / Copying Applications

Eligibility Import Wizard

- Mapping
- Direct Certification

Letter Editors

FRAM Verification

FRAM Reports

Review / Question & Answer

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

ICILSRC100 Illinois State Reporting

Review of Campus State Reporting Folder
Census Information and Affects State Reporting
Student Information that Affects State Reporting
Program Participation
Special Ed
Course / Section
Generating State Reporting Extracts
Campus Community Localization Documentation

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

ICIASRC100 Iowa State Reporting

Review of Campus State Reporting Folder
Census Information and Affects State Reporting
Student Information that Affects State Reporting
Program Participation
Special Ed
Course / Section
Generating State Reporting Extracts
Campus Community Localization Documentation

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

ICKSSRC100 Kansas State Reporting

Review of Campus State Reporting Folder
Census Information and Affects State Reporting
Student Information that Affects State Reporting
Program Participation
Special Ed
Course / Section
Generating State Reporting Extracts
Campus Community Localization Documentation

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

ICMOSRC100 Missouri State Reporting

Review of Campus State Reporting Folder
Census Information and Affects State Reporting
Student Information that Affects State Reporting
Program Participation
Special Ed
Course / Section
Generating State Reporting Extracts
Campus Community Localization Documentation
[Click here to go back to general description](#)

ICNESRC100 Nebraska State Reporting

Review of Campus State Reporting Folder
Census Information and Affects State Reporting
Student Information that Affects State Reporting
Program Participation
Special Ed
Course / Section
Generating State Reporting Extracts
Campus Community Localization Documentation
[Click here to go back to general description](#)

ICFI100 Online Payment

Duration: Recorded Session Only

Preparation Required:

1. Staff must be prepared with Vanco Credentials (District Identification, District User Name, iframeid, District Password), information on Fund ID's, log in information to the Vanco site, and Vanco support numbers.
2. Staff must have Bank and Account Information including account numbers
3. Staff should have an idea of which departments in the district will use OLP, so that appropriate Payment accounts can be created.

Online Payment Overview

Setup Required

Payment Vendor Information

Bank and Account

Payment Bank Account

Online Payment Settings

Enabling

Convenience Fee

Process/View Payment Information

Reports

Payment Transaction Report

Online Payments Voids Report

Returned Payments Process Alerts

Ad Hoc fields

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

ICOLR100 Online Registration Application Process

OLR Registration Links

Admin

New Family

Kiosk

New Student Registration

New Application

Welcome email

Panel structure

Data Entry

Application submission

Existing Family Application

Portal Link

New Student Option

Annual Registration Update

ICOLR200 Online Registration Standard Admin

Setup for OLR

- OLR Administrator Group
- OLR School Years
- OLR Status
- OLR Setup
- OLR Dashboard

Status Emails to Parents

- Letter Designer messages

Overview of OLR Approver Processing

- Search
- Batch options
- Approver rights and responsibilities

Multilanguage Editor

- Language Groups
- Literals / Lists Banks
- Edit options

Existing Student Registration

- Activating OLR link for existing families

Testing Plan Recommendations

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

ICOLR300 Online Registration Staff / Health / Student Approver

Staff / Health / Student Processing

- Search Applications

- Column, sorting

- Review / Approve Applications

- Linking data

- Batch Posting

Student and Health Staff Processing

- Enrollment Record Creation

- Health Information Entry

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

ICOLR400 Online Registration Prime Admin

Setup for OLR

- OLR Administrator Group

- OLR School Years

- OLR Status

- OLR Setup

- OLR Dashboard

- Inbox Messages

Status Emails to Parents

- Letter Designer messages

Overview of OLR Approver Processing

- Search

- Batch options

- Approver rights and responsibilities

Existing Student Registration

- Activating OLR link for existing families

Testing Plan Recommendations

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

ICOLR500 Online Registration Prime Builder

OLR Gaps

- Identifying areas that are lacking in the Online Registration Application

Application Review

Pleat Setup

- Adding New Pleats

- Setting Conditions to Pleats

Builder

- Builder functions / restrictions

- Adding New Fields

- Setting Conditions to Fields

- Mapping to Campus Fields

Multilanguage Editor

- Language Groups

- Literals / Lists Banks

- Editing Text in Existing Fields

- Editing Text in Custom Fields

- Adding / Removing Help Links

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

ICPOS100 Point of Sale I: Campus Setup

Overview of POS Processes

- Hardware setup

- Software Setup

POS Administration

- Application Manager

- Services

- Item Categories

- Payment Location

- Purchasable Items

- Service Layouts

- Terminals

POS Account Maintenance

- Preferences

- Reminder Restrictions

- Program Flags

- Individual / Batch Account Creation

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

ICPOS200 Point of Sale II: Terminal Configuration

Terminal Best Practices

POS Terminal Configuration

- Activate Application Terminals

- Verify Date, Time and Time Zone on Terminals

- Review / Adjust Windows Updates Schedules

Install Terminals

- Installation Process

- Application / Terminal alignment

- Admin PIN

- Terminal Options

- Patron Data

- Input Devices

Remote Terminal Admin Options

- Loading / Re-loading terminals from Campus

- Restart / Shut Down / Review Logs

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

ICPOS300 Point of Sale III: Accounts / Journals / Deposits

Account Information

- Account Tab

- Journal Tab

Deposits

- Household Deposits

- Individual POS Deposits

POS Messenger

- POS Account Messenger

- POS Messenger Scheduler

Reports

- POS Reports in Campus

- Campus Community review of reports

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

ICPOS100 Point of Sale IV: Cashier Processing

Overview of POS Processes

- Constant Communication with Campus
- No Upload / Download of Data Necessary

Terminal Processing

- Log On
- General Server / Continuous Serve
- Patron Search
- Understanding Patron Information
- Transaction Processing
- Reminders / Restrictions
- End of Serving Period Drawer Count
- Log off

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

ICSA200 Portal Roll Out Best Practices

Duration: 2 Hours

- Overview of Portal functionality
- Census items that affect Portal
- Portal Setup options
- Providing parent links for Portal Accounts
- Parent instruction for Portal use
- Census Self-Serve
- Mobile Portal Options
- Review / Question & Answer

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

ICRTI100 Response to Intervention (Rtl)

Duration: 2 Hours

Response to Intervention Overview

Response to Intervention Tabs

- Team Members

- Documents

- Contact Log

Program Flags

Response to Intervention setup

- Plan Types

- Interventions

- Intervention Positions / Providers

- Template Banks

- Preferences

Review / Question & Answer

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

ICSC100 Schedule Prep I: Calendar and Student Roll Forward

Duration: 2 Hours

School Year Setup

- Preferences Copy Forward

Calendar Roll Forward

- Roll Forward Selections

Calendar Setup

- Setting up the Calendar in the New Year

Enrollment Roll Forward

- Timeline for Roll Forward

- Roll Forward Options

Next steps in preparing for Scheduling Prep II Training

Review / Question & Answer

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

ICSC150 Schedule Prep II: Course Cleanup / Request Entry

Duration: 2 Hours

Course Cleanup in Campus

Request Entry Process

- Create Requests from MYAP once reviewed by counselors

- Teacher Course Recommendations

- Request Wizard

- Teacher Course Requests

- Student Portal Entry

- Walk-In Scheduler

Request / Planning Reports

Schedule Wizard Clean Up Tools

- Course Planner Update of Terms / Schedules / Periods / Seat Count

Next Steps in Preparation for Schedule Wizard I

Review / Question & Answer

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

ICSC200 Schedule Wizard I: Course and Staff Planning

Duration: 2 hours

Launching Schedule Wizard

Trials

Course Planner

- Assigning Teachers (manually and using Mass Update tool)

- Assignment Rooms (manually and using Mass Update tool)

- Placement Restrictions (manually and using Mass Update tool)

- Scheduling Rules

Staff Planner Review

- Courses Assignments

- Rooms Assignments

- Placement Restrictions

- Max Periods / Courses / Consecutive Periods

Student Constraints

Next Steps in Preparation for Schedule Wizard II

Review / Question & Answer

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

ICSC250 Schedule Wizard II: Schedule Building / Loading / Cleanup

Duration: 3 hours

Schedule Wizard White Board

- Menus

- View Options

- Hover Options

- Right Click Options

Building / Loading Schedules

Reviewing Scheduling Success

Finalizing Schedules

- Making Trial Active

- Student Gap Scheduler

- Schedule Gap Filler

- Walk-In Scheduler

- Fill Counselor

- Fill Teams

Review / Question & Answer

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

ICSC300: What's New in Scheduling?

Who needs the new scheduling tools?

Period Schedules – build ‘em if you need ‘em

- Exception Days

Section Templates Options

- Create Section Templates

- Generate Section Templates

- Mass Set Section Template Groups

Schedule Wizard demo

- Course Planner

- Schedule Build

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

ICGS100 Standards-Based Report Cards

Duration: 2 Hours

Elementary School Schedules Overview

Recommendations

Best Practices

Standards Bank / Rubrics

Creating Rubrics

Creating Standards Bank

Attaching Standards to Course(s) / Course Master(s)

Campus Instruction

Proficiency Estimate Options

Creating and Scoring Assignments

Grade Posting Options

Report Card Setup

Review / Question and Answer

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

ICTR105 Transcripts

Duration: Recorded Session Only

Transcript Setup Requirements

 Course / Grading Tasks

 Credits / Credit Groups

Transcript Post

 Student Portfolio Transcript Post

Transcript Edits

 Adding New Records

 Editing Existing Records

Transcript Report Setup

 Report Preferences

 ‘Official’ / ‘Unofficial’ Transcripts

 Portal Display

Reports

 Print individual transcripts

 Transcript Batch

 Transcript Audit

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

ICSA300 User Security Best Practices

Duration: 2 Hours

User Security Overview

 Calendar Rights Groups

 Tool Rights Groups

 User Accounts

User Security Admin

 Product Security Role Assignments

 Client Statistics

User Groups

 Suggested User Groups

 Calendar Groups (current/prior years)

 Tool Rights Groups (role based/module based)

User Security

 User Accounts for Staff / Portal

 User Group Assignment

 Access Log

 Password Reset Options

 User Account Batch Import Tool

Review / Question and Answer

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

ICWYSRC100 Wyoming State Reporting

Review of Campus State Reporting Folder
Census Information and Affects State Reporting
Student Information that Affects State Reporting
Program Participation
Special Ed
Course / Section
Generating State Reporting Extracts
Campus Community Localization Documentation
[Click here to go back to general description](#)

CIC FREE Online Training

FICCI100 Grade Book Pitfalls and How to Avoid Them

Duration: 1.5 hours
Grade Calculation Settings
Category Setup
Assignment Setup / Copy / Scoring Options
Grade Book Filters and Display
Assignment Names Best Practices
Review / Question & Answer
[Click here to go back to the general description](#)

FICCI200 Campus Instruction: New Teacher Tools

Duration: 1.5 hours
Instructional Planning
 Units
 Lesson Plans
 Curriculum Library
Categories
 Category Creation / Copy Enhancements
Curriculum Copier
Section Groups
Multi-Post Grades Option

Review / Question & Answer
[Click here to go back to the general description](#)

FICGEN600 Principal's Seminar

(CIC Ongoing Learning Plan members can access this course at any time via pre-recorded session)

Duration: 2 Hours

Navigation General Navigation

Search

User Communication

Campus Community

News

Forums

Knowledge Base

Documentation, Videos, Simulations

Student Information General

Student Information

Enrollment

Attendance

Schedule

Grades

Transcripts

Canned Reports

Schedule Batch / Teacher Schedule Batch

Grade Book Usage Report

Classroom Monitor

Daily Attendance

Attendance Reason

Activity Eligibility

Grades Report

Course Projections (based on Multi-year Academic Planner)

Ad Hoc

Data Viewer

Filter Designer

Letter Designer

Letter Builder

Data Export

Data Analysis

Portal

What does a parent see?

Portal Setup

Guest Gradebook Access

Where can this be accessed?

How does it work?

Q & A

[Click here for detailed agenda](#)

FICGEN400 Using Campus Community

Duration: 1 Hour

Campus Community Overview

Creating User Accounts

Campus Community ‘Tour’

- Home Page

- News

- Forums

- Search

Knowledge Base

- General Campus Information

- Hands-On Virtual Labs

- Outline

- Campus Instruction

- Release Information

- Videos and Simulations

- Campus Mobile Apps

- Campus Hosting Information

Accessing Campus Community directly from the Question Mark icon in Campus

Review / Question & Answer

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

CIC In-Person Training

IPICFA100 Mastering the Fundamentals of Campus (PK1)

Day 1:

Introductions and Expectations

Campus Community

Navigation in Campus

- Accessing Campus and Logging In

- Process Alerts

- Searching in Campus

- Logging Off

General Student Information

- Summary

- Grades

- Flags

- Transcripts

- Fees

- Transportation

- Lockers

Census

- Adding Individuals

- Adding Addresses

- Household Creation

- Enrollment

- Census Modification

Walk-in Scheduler

- Viewing / Printing Student Schedules

- Creating / Modifying Student Schedules

- Scheduling Messenger

- Schedule Reports

Attendance

- Individual Student Attendance

- Classroom Monitor

- Daily Attendance

- Attendance Wizard

- Attendance Reports / Letters

Behavior

- Behavior Admin

- Behavior Referrals

- Behavior Management

- Detention Tracker

- Behavior Reports

Day 2:

Courses / Catalogs / Masters

- Course Catalog / Master Setup and Use
- Course Creation
- Creating / Placing Sections
- Teacher / Room Assignments
- Roster Setup / Roster Batch
- Grading and Standards
 - Score Groups / Rubrics
 - Grading Scales
 - Grading Tasks / Standards
 - Course Setup for Grading
 - Term / Cumulative GPA's
- Transcripts
 - Understanding Transcript Information
 - Editing Existing Transcripts
 - Adding New Transcript Records
 - Transcript Post
 - Transcript Report Setup
- Health
 - Conditions
 - Immunizations
 - Screenings
 - Medications
 - Health Office Visits
 - Health Office Calendar
- Student Reports
- Ad Hoc / Data Viewer
 - Creating / Managing Data Viewer Reports
 - Creating / Managing Filter Designer Reports
 - Sharing Filters
 - Filter Modification
 - Exporting Data
 - Letter Designer / Builder
- Day 3:**
- Counseling
 - Team Members
 - Documents
 - Contact Log
 - Meetings
- Academic Planning
 - Credit Groups
 - Academic Plan Requirements
 - Plan Assignment
 - Progress Monitoring
 - Course Planning (MYAP)
 - Course Plan Admin

Campus Instruction

- Message Center
- Attendance
- Roster
- Seating Charts
- Reports
- Gradebook Setup and Use
- Planner

Review of week

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

IPICFA200 Campus Credentialing (CCA Prep)

Standards vary from year to year. Participants will receive specific information regarding Standards to be reviewed and assessed prior to training. A sample schedule might include:

Day 1:

Testing Standards pertaining to:
Grading & Standards
Instruction

Day 2:

Testing Standards pertaining to:
System Admin
Attendance
Course Setup
Scheduling
Census
Student Information
Staff Information
Ad Hoc

Day 3:

Testing Standards pertaining to:
Behavior
Academic Programs
Fees
Transportation
Health

Practice Exams (Time permitting)

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

ICSP102 Schedule Wizard Workshop

Day 1:

Scheduling Overview

Review of Calendar Setup

- Calendar Start and End Dates
- Grade Levels for Each Calendar
- Calendar Schedule Structures
- Term Dates / Structures
- Period Schedules
- Day Rotation (if appropriate)

Review of Course Prep

- Activate / Inactivate Courses
- Add Courses
- Department Assignments
- Request options on Courses

Schedule Wizard Planning Tools

- Course Planner
- Staff Planner
- Student Constraints
- Teams

Day 2:

Schedule Wizard

- Schedule Wizard Access and Infrastructure
- Trials
- Navigation
- View Options
- Menus
- Building Configuration
- Loading Configuration

Using the Schedule Wizard

- Building Options
- Section Manipulation
- Loading Schedules
- Copying Trials
- Making Trials Active
- Scheduling Reports

Finalizing Schedules

- Renaming and locking your Master Schedule Trial
- Student Gap Scheduler
- Schedule Gap Filler
- Fill Teams (if applicable)
- Walk-in Scheduler
- Printing Schedules

Day 3:

Working on Your Schedule

Individualized Assistance / Instruction working on schedules with your trainer

[Click here to go back to 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

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

Index

A

Academic Planner Setup 29
Ad Hoc Reporting II 5, 6, 7, 30, 31, 32, 33
Agendas 29
Assessment Setup / Import 31

C

Campus Credentialing Training 54
Campus Schema / SQL 27, 56, 58
CIC Desktop Response Attendee Requirements 3
CIC FREE Online Training 24, 51
CIC In-House Training Attendee Requirements 3
CIC In-Person Training 26, 54
Colorado State Reporting 8, 9, 18, 19, 22, 25, 34, 35, 52

D

DHC100 Data Health Check 9, 36

E

Ending the School Year 8, 10, 36, 37

F

FICCI100 Grade Book Pitfalls and How to Avoid Them 24, 51
FICCI200 Campus Instruction New Teacher tools 24
FICCI200 Campus Instruction: New Teacher Tools 51
FIGEN400 Using Campus Community 25
FIGEN400 Using Campus Community 53
FIGEN600 Principal's Seminar 25, 52

I

ICAH200 Ad Hoc Reporting II 30
ICAH200 Ad Hoc Reporting II 6
ICAH300 Ad Hoc Data Analysis 31
ICAH300 Ad Hoc Data Analysis 6
ICAT100 Attendance Best Practices 7, 32

ICCO100 Colorado State Reporting 35
ICCOSRC100 Colorado State Reporting 8
ICFI100 Online Payment 40
ICFI100 Online Payment 13
ICFRAM100 FRAM (Free and Reduced Application Management) 37
ICGEN100 Beginning of the Year Checklist 33
ICGEN200 Cool Things You Should be Using 35
ICGEN200 Cool Things You Should Be Using 9
ICGEN300 End of Year Checklist 10, 37
ICGEN500 – Beginning of the Year Checklist – Point of Sale 34
ICGEN500 Beginning of Year Checklist – Point of Sale 8
ICGEN700 Assessment Setup / Import 7
ICGS100 Standards-Based Report Cards 22, 49
ICGS200 District Management of Grading Processes 10, 36
ICIASRC100 Iowa State Reporting 11
ICILSRC100 Illinois State Reporting 11, 38
ICKSSRC100 Kansas State Reporting 12
ICMOSRC100 Missouri State Reporting 12
ICNESRC100 Nebraska State Reporting 12
ICOLR100 Online Registration Application Process 14
ICOLR100 Online Registration Application Process 40
ICOLR200 Online Registration Standard Admin 14, 41
ICOLR300 Online Registration Staff / Health / Student Approver 15, 42
ICOLR400 Online Registration Prime Admin 15, 42
ICOLR500 Online Registration Prime Builder 16, 43
ICPOS100 Point of Sale I: Campus Setup 16, 43
ICPOS100 Point of Sale IV: Cashier Processing 45
ICPOS200 Point of Sale II: Terminal Configuration 17, 44
ICPOS300 Point of Sale III: Accounts / Journals / Deposits 17, 44
ICPOS400 Point of Sale IV: Cashier Processing 18
ICPR100 Academic Planner (MYAP) 5
ICRTI100 Response to Intervention 19
ICRTI100 Response to Intervention (RtI) 46
ICSA100 Calendar and Student Roll Forward 34
ICSA200 Portal Roll Out Best Practices 18
ICSA200 Portal Roll Out Best Practices 45
ICSA300 User Security Best Practices 50
ICSA300 User Security Best Practices 22
ICSC100 Schedule Prep I: Calendar and Student Roll Forward 19, 46

ICSC150 Schedule Prep II: Course Cleanup / Request Entry 47
ICSC150 Schedule Prep II: Course Cleanup and Request Entry 20
ICSC200 Schedule Wizard I: Course and Staff Planning 20, 47
ICSC250 Schedule Wizard II: Schedule Building / Loading / Cleanup 21, 48
ICSC300
What's New in Scheduling 21, 48
ICSP102 Schedule Wizard Workshop 27, 57
ICTR105 Transcripts 50
ICTR105 Transcripts 22
ICWYSRC100 Wyoming State Reporting 23
ICWYSRC100 Wyoming State Reporting 51
Illinois State Reporting 38
Introduction 1
Iowa State Reporting 38
IPICFA100 Mastering the Fundamentals of Campus (PK1) 54
IPICFA200 Campus Certified Administration (CCA) Prep 26
IPICFA200 Campus Credentialing (CCA Prep) 56

K

Kansas State Reporting 38

M

Missouri State Reporting 39

N

Nebraska State Reporting 39, 45

O

Online Sessions 5, 29

R

Requirements 3
Response to Intervention (RtI) 19, 46

S

Schedule of Events 5
Scheduling Prep 46, 47
SQL Reporting Services 59
Standards-Based Report Cards 22, 49

T

TECH100 Campus Schema / SQL 27, 58

TECH200 SQL Reporting Services 28, 59

W

Wyoming State Reporting 23, 51