



CIC Learning Lab

Course Catalog 2023

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Introduction

Welcome to the CIC Learning Lab! CIC offers a wide range of Infinite Campus courses from Desktop Response (Zoom) 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 On-Going Learning Plan (OGLP) option have unlimited free access to pre-recorded sessions. OGLP 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 On-Going Learning Plan.

Register on the CIC Website: <https://www.cicesp.com/k-12-education/cic-learning-lab>

- 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

Schedule of Events

Online Sessions

ICPR100 Academic Planner (MYAP)

Description: This session will focus on setting up the Academic Planner Program, including the setup of graduation subject areas, credit requirements, and curricular program assignments in Infinite Campus. Attendees will learn how to set up 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 Infinite Campus, including using this information for staffing projections.

Intended Audience: Counselors, System Administrators, Registrars.

Duration: 2 hours

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



Dates Offered:

January 19, 2023

April 27, 2023

October 3, 2023

ICOLP300 Activity Registration

Description: This Activity Registration course will introduce the user to the tools and setup used in conjunction with Online Pay's School Store. Training Topics will include: setup of Fund Accounts, Custom Forms and Display Preferences, Activity Monitor, Campus Parent/Student view, Payment Reporter and School Store reports.

Intended Audience: System Administrator, Business Office Staff

Duration: 2 hours

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



Dates Offered:

September 20, 2023

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, Sorting, and Formatting.

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

Duration: 2 hours

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



Dates Offered:

February 28, 2023

September 14, 2023

ICAH200 Ad Hoc Reporting II

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

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

Duration: 2 hours

Time: 3/07/2023 - 1:00-3:00PM, Mountain

9/21/2023 - 9:00-11:00AM, Mountain



Dates Offered:

March 7, 2023

September 21, 2023

ICAH300 Ad Hoc Data Analysis

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 manipulate pivots to create charts and graphs, as well as how to export data from the Campus Data Analysis pivot for use in external products.

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

Duration: 2 hours

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



Dates Offered:

October 11, 2023

IGEN700 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 setup of ACT and SAT student test scores. 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.

Duration: 2 hours

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



Dates Offered:

October 5, 2023

ICAT100 Attendance Best Practices

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

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

Duration: 2 hours

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



Dates Offered:

August 16, 2023

ICGEN100 Beginning of the Year Checklist

Description: This course will provide a detailed walkthrough of 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.

Duration: 2 hours

Time: 6/27/2023 - 1:00-3:00PM, Mountain

7/21/2023 and 7/26/2023 - 9:00-11:00AM, Mountain



Dates Offered:

June 27, 2023

July 20, 2023

July 26, 2023

<p><u>ICGEN500 Beginning of Year Checklist – Point of Sale</u> 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 PINs, review of purchasable items/costs, layout review, and terminal reloads. Intended Audience: Any staff responsible for Point of Sale processing in a district. Participants must have system rights if they wish to follow along during training. Duration: 2 hours Time: 1:00-3:00PM, Mountain</p> 	<p>Dates Offered: August 1, 2023</p>
<p><u>ICGEN250 Behavior</u> Description: This course covers student discipline enter which includes inquiry of student information, review of behavior event and resolution codes, behavior referrals, behavior management of resultions, behavior messages, and other reports. Intended Audience: Staff that administers and tracks student discipline Duration: 2 hours Time: 9:00-11:00AM, Mountain</p>	<p>Dates Offered: September 7, 2023</p>
<p><u>ICCEN100 Census 1 - Creation of Census Data</u> Description: This course covers all Census data entry in Infinite Campus, including student enrollment, household assembly using the Census Wizard, non-household relationships, emergency contacts, Staff Census information, District Employment/Assignment, and reports. Intended Audience: Registrars and Office Staff who are responsible for managing Census data Duration: 2 hours Time: 9:00-11:00AM, Mountain</p> 	<p>Dates Offered: July 25, 2023</p>
<p><u>ICCEN200 Census 2 - Modifications of Census Data</u> Description: This course is a continuation of Census 1, including a review of all Census data entry in Campus, as well as best practices for updating and modifying data. It is recommended that all participants of this session have completed/viewed Census 1 prior to this session. Intended Audience: Registrars and Office Staff who are responsible for managing Census data Duration: 2 hours Time: 1:00-3:00PM, Mountain</p> 	<p>Dates Offered: July 27, 2023</p>
<p><u>ICCOSRC100 Colorado State Reporting</u> 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.</p> 	<p>Dates Offered: Recorded Session only</p>

ICGEN200 Cool Things You Should Be Using

Description: This course will focus on the commonly under-utilized functionality of Infinite Campus, which is included in the base product at no additional charge. Topics may include Ad Hoc Letters, Attendance Letters, Course Projections from MYAP data, Counseling Meetings, and Campus Survey Tool.

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

Duration: 2 hours

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



Dates Offered:

October 25, 2023

ICGEN750 Custom Forms

Description: This course covers the creation of custom forms and modules. Training Topics will include the creation of Custom Modules and Forms, Student Forms, Batch Form Setup, and Campus Parent/Student views.

Intended Audience: Staff members who are responsible for creating and uploading forms in Infinite Campus.

Duration: 2 hours

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



Dates Offered:

February 22, 2023

September 20, 2023

December 6, 2023

DHC100 Data Health Check

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, and 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

ICGS200 District Management of Grading Processes

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 grade books.

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.

Duration: 2 hours

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



Dates Offered:

May 3, 2023

June 13, 2023

ICGEN350 English Learners (EL)

Description: This course will cover the use of the English Learning (EL) tab set for students. EL tools allow schools and districts to manage student English Learning programs, assessments, services, and accommodations.

Intended Audience: Staff responsible for set up and tracking of Language services for students.

Dates Offered:

Recorded Session Only

ICGEN300 End of Year Checklist

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.

Duration: 2 hours

Time: 5/10/2023 – 1:00-3:00PM, Mountain
5/16/2023 – 9:00-11:00AM, Mountain

Dates Offered:

May 10, 2023

May 16, 2023



ICCW100 Events and Actions

Description: This class will go through the setup and use of the Infinite Campus's Campus Workflow Events and Actions which cue/prompts staff when a change occurs that needs staff attention, such as a schedule change, new student enrolls or leaves the district. Stored procedures which require database access, can be used to enhance the functionality of this tool, but will not be covered during this session.

Intended Audience: System Administrators

Dates Offered:

Recorded Session only

ICGEN800 Fees

Description: This course will provide participants with the management of student and household fees. Items covered will include the fee setup, assigning fees using the fee and course wizards or individually, tracking payments, making adjustments and voids, household fees along with billing statements and other related reports.

Intended Audience: School / District administrators and staff interested in exploring how to manage student and household fees in Infinite Campus.

Duration: 2 hours

Time: 4/25/2023 – 1:00-3:00PM, Mountain
7/27/2023 – 9:00-11:00AM, Mountain

Dates Offered:

April 25, 2023

July 27, 2023



ICFRAM100 FRAM (Free and Reduced Application Management)

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.

Duration: 2 hours

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

Dates Offered:

August 16, 2023



ICCI100 Grade Book Pitfalls and How to Avoid Them

Description: Key tips for grade book 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.

Duration: 1 hour 30 minutes

Time: 9:00-10:30AM Mountain



Dates Offered:

September 27, 2023

ICHE100 Health End User

Description: In this session you will learn to View student’s health information via the Student Information > Health toolset, view and enter health conditions and treatments, schedule appointments to deliver treatments, enter medication names for inventory and dosage record keeping, understand the health office visits toolset, view and enter immunizations and screenings, and generae health reorts.

Intended Audience: School health office staff



Dates Offered:

Recorded Session only

ICILSRC100 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:

Recorded Session only

ICIASRC100 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:

Recorded Session only

ICKSSRC100 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:

Recorded Session only

ICMOSRC100 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:

Recorded Session only

ICNESRC100 Nebraska State Reporting

Description: Explanation and discussion of key state reports. Reports discussed may include Assignment Extract, Ed-Fi, Curriculum Extract, 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

ICMS100 Messenger – Email 2.0

Description: This session will prepare users to use the Campus Messenger tool to send email messages to students, Messenger contacts, and staff.

Intended Audience: Staff members who will be responsible for sending correspondence via email.



Dates Offered:

Recorded Session only

ICMS200 Messenger – Voice and Text 2.0

Description: This course will prepare users to use the Campus Messenger tools to send voice and text messages to students, messenger contacts, and staff.

Intended Audience: Staff members who will be responsible for sending correspondence via phone and text messages.



Dates Offered:

Recorded Session only

ICFI100 Online Payment Set Up

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

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



Dates Offered:

Recorded Session only

ICOLR100 Online Registration Application Process

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 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

ICOLR200 Online Registration Standard Admin

Description: This course prepares staff to set up online registration for use in a district. The session will include admin settings that must be addressed before the rollout of OLR. Participants should have already viewed ICOLR100 before this session. We will also discuss the use of the OLR Literals and List Banks to modify the text that appears through applications and look at the process involved in making the OLR link available to parents for the 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

ICOLR300 Online Registration Staff / Health / Student Approver

Description: This course prepares staff to review and approve OLR applications. Participants should have already viewed ICOLR100 before 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 the 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

ICOLR400 Online Registration Prime Admin

Description: Customers participating in this session must have purchased the Infinite Campus Online Registration Prime version. This course prepares staff to set up online registration for use in a district. Participants should have already viewed ICOLR100 before this session. The session will include admin settings that must be addressed before the roll out of OLR. We will also discuss the use of the OLR Literals and List Banks to modify the text that appears throughout the application and review the process involved in making the OLR link available to parents for the 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

ICOLR500 Online Registration Prime Builder

Description: Customers participating in this session must have purchased Infinte Campus Online Registration Prime version and have reviewed ICOLR400 – Online Registration Prime Admin. This course prepares staff to customize the Online Registration application. The training session will include the creation of custom fields and pleats, including the instruction for the 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

ICOLR600 Online Registration Year to Year

Description: This session will walk through the Online Registration process for opening and closing the OLR registration year for New and Existing Families/Students. 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 (Year to Year).

Duration: 2 hours

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



Dates Offered:

June 21, 2023

July 19, 2023

ICPLP100 Personal Learning Plan (PLP)

Description: The Personal Learning Plan (PLP) class covers the administrative setup of Infinite Campus for using the PLP module. Training Topics will include the administrative setup of Infinite Campus for using the PLP module, Progress Options, PLP Custom Forms, and Student Information.

Intended Audience: Staff members who will be responsible for making decisions regarding how Infinite Campus will be set up and used to track student Learning Planning in the district.

Duration: 2 hours

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

Dates Offered:

November 29, 2023

ICPOS100 Point of Sale I: Campus Setup 2.0

Description: This course will cover the district and school level setup 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

ICPOS200 Point of Sale II: Terminal Configuration 2.0

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

ICPOS300 Point of Sale III: Accounts / Journals / Deposits

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

ICPOS400 Point of Sale IV: Cashier Processing 2.0

Description: This course will cover Cashier processes used daily. Covered items will include: Logging into the terminal, General/Continuous 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. Infinite 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

ICSA200 Portal Roll Out Best Practices

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 the 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 providing user account information to parents and students.

Duration: 2 hours

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



Dates Offered:

August 30, 2023

ICRT1100 Response to Intervention (Rtl)

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

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

Duration: 2 hours

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



Dates Offered:

September 28, 2023

ICSC350 – Responsive Scheduling

Description: Schools who wish to offer students focused instruction on particular topics or provide students with the opportunity to learn in small learning groups may find that responsive scheduling will provide the functionality they need to provide this instruction. Responsive scheduling can be used for flexible scheduling, intervention, enrichment, or other opportunities for students during designated period(s) of a school day. This session will walk through the setup necessary to take advantage of Responsive Scheduling tools, as well as provide a demonstration of the process from the perspective of Campus Administrators, Teachers, and Students.

Intended Audience: School / District administrators responsible for scheduling who may be interested in offering flexibility in the traditionally scheduled day.

Duration: 2 hours

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



Dates Offered:

May 10, 2023

ICSC100 Schedule Prep I: Calendar and Student Roll Forward

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.

Duration: 2 hours

Time: 1/11/2023 and 2/2/2023 – 9:00-11:00AM, Mountain
11/29/2023 – 1:00-3:00PM, Mountain



Dates Offered:

January 11, 2023

February 2, 2023

November 29, 2023

ICSC150 Schedule Prep II: Course Cleanup and Request Entry

Description: This session will focus on necessary course cleanup in Infinite 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.

Duration: 2 hours

Time: 1/18/2023, 2/7/2023, and 2/22/2023 – 1:00-3:00PM, Mountain

Time: 12/12/2023 – 9:00-11:00AM, Mountain



Dates Offered:

January 18, 2023

February 7, 2023

February 22, 2023

December 12, 2023

ICSC200 Schedule Wizard I: Course and Staff Planning

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.

Duration: 2 hours

Time: 2/14/2023 and 3/29/2023 - 1:00-3:00PM, Mountain

4/19/2023 9:00-11:00AM, Mountain



Dates Offered:

February 14, 2023

March 29, 2023

April 19, 2023

ICSC250 Schedule Wizard II: Schedule Building / Loading / Cleanup

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 Infinite Campus to aid 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.

Duration: 3 hours

Time: 3/23/2023 - 9:00AM-12:00PM, Mountain

4/13/2023 and 4/27/2023 - 1:00-4:00PM, Mountain



Dates Offered:

March 23, 2023

April 13, 2023

April 27, 2023

ICOLP200 School Store

Description: This class will introduce the tools along with the setup for School Store which is available through Online Pay. Training topics will include: the School Store settings per school, Add Product Types, Add Fund Accounts aligned to Product Types for district or school level payments, Add Inventory to the School Store using Categories and Products, View and understand how parents, students, and the public would shop the School Store, Review Payment Transactions in the Payments Reporter tool, as well as School Store, reports.

Intended Audience: System Administrators, Business Office Staff.

Duration: 2 hours

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

**Dates Offered:**

February 15, 2023

September 13, 2023

December 5, 2023

ICGS100 Standards-Based Grading Setup

Description: Setup and deployment of standards in Infinite Campus including scoring rubrics, creation of a standards bank, associating standards to courses, scoring standards in Campus Instruction, and the development of a Standards-Based Report Card.

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

Duration: 2 hours

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

**Dates Offered:**

October 5, 2023

ICGEN850 Surveys

Description: The Survey class will cover the setup and distribution of surveys to parents, students, and/or staff. Training Topics will include: creating a survey template containing questions and responses, adding respondents, sending a message announcing a survey, and confirming the receipt of completed surveys, along with reports.

Intended Audience: Staff members interested in using Campus Survey functionality to gather information from students, parents, and staff.

Duration: 2 hours

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

**Dates Offered:**

December 14, 2023

ICTR105 Transcripts

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

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

Duration: 2 hours

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

**Dates Offered:**

August 31, 2023

ICSC500 Walk-in Scheduler

Description: This course will prepare learners to create and modify student schedules using the Walk-in Scheduler tool

Intended Audience: Any staff responsible for creating/modifying student schedules on a one-on-one basis, after the Master Schedule has been completed for a school.

**Dates Offered:**

Recorded Session only

ICGEN900 User Security Best Practices

Description: This class will review User Security best practices for the setup of User Groups and Accounts. Training Topics will include: Calendar Right Groups, Tool Rights Groups, Product Security Roles, Permissions, and User Security Tools.

Intended Audience: District System Administrators, Data Technology Specialists, and Infinite Campus Administrators.

Duration: 2 hours

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

Dates Offered:

May 3, 2023

July 18, 2023

ICWYSRC100 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:**

Recorded Session only

CIC Free Online Training

FIGEN400 Using Campus Community



Description: Campus Community is a wonderful resource for staff interested in finding answers to common questions about the use of the software. This session will cover the 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 Infinite Campus.

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

Duration: 1 hour

**Dates Offered:**

Recorded Session only

<p><u>FICGEN600 Principal's Seminar</u> 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 Duration: 2 hours Time: 7/20/2023 – 1:00-3:00PM, Mountain 7/25/2023 – 1:00-3:00PM, Mountain 8/3/2023 – 9:00-11:00AM, Mountain</p> 	<p>Dates Offered: July 20, 2023 July 25, 2023 August 3, 2023</p>
<p><u>FICGEN950 Exploring the New Look</u> Description: Infinite Campus has added a New Look that is responsive to the size of the screen that staff are using and has additional features that the Classic Look does not. Explore with us as we navigate through the New Look's features. Intended Audience: Any staff member who would like to know more about the New Look in Infinite Campus Duration: 25 minutes</p> 	<p>Dates Offered: Recorded Session only</p>

CIC Online Workshops (Be sure to watch the CIC Website and Peoplewires for Additional Workshops)

<p><u>IPICFA100 Mastering the Fundamentals of Campus</u> 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 little no prior knowledge of Infinite Campus Duration: 3 Days Location: Zoom Time: 8:00AM - 4:00PM, Mountain</p>	<p>Dates Offered: July 11-13, 2023</p>
<p><u>TECH100 Campus Schema / SQL</u> 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. Duration: 3 Days Location: April 10-12, 2023 and December 4-6, 2023 Online via Zoom Time: 12:00PM-4:00PM, Mountain</p> <p>Duration: 2 Days Location: Jun 12-13, 2023 at CIC Offices – 2843 31st Ave., Greeley, CO 80631 Time: 8:30AM-4:30PM, Mountain</p>	<p>Dates Offered: CIC, Greeley, CO June 12-13, 2023 Online via Zoom April 10-12, 2023 December 4-6, 2023</p>

<p>TECH200 SQL Reporting Services</p> <p>Description: Learn SQL Reporting Services to produce custom reports in Infinite Campus.</p> <p>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.</p> <p>Duration: 3 Days</p> <p>Location: April 17-19, 2023 and December 11-13, 2023 Online via Zoom</p> <p>Time: 12:00PM-4:00PM, Mountain</p> <p>Duration: 2 Days</p> <p>Location: Jun 14-15, 2023 at CIC Offices – 2843 31st Ave., Greeley, CO 80631</p> <p>Time: 8:30AM-4:30PM, Mountain</p>	<p>Dates Offered:</p> <p>CIC, Greeley, CO</p> <p>June 14-15, 2023</p> <p>Online via Zoom</p> <p>April 17-19, 2023</p> <p>December 11-13, 2023</p>
<p>CSP102 Schedule Wizard Workshop</p> <p>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.</p> <p>Intended Audience: Counselors, Assistant Principals, Principals. Any users involved in the creation of the master schedule.</p> <p>Duration: 3 days</p> <p>Dates Offered: TBD</p> <p>Time: 8:00AM – 4:00PM, Local Time</p>	<p>Dates Offered:</p> <p>Dates TBD</p>