



CIC Learning Lab

Course Catalog 2020

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Introduction

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



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/CICLearningLabICRegistration.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

Schedule of Events

Online Sessions

ICPR100 Academic Planner (MYAP)

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.

Duration: 2 hours

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

[Click for detailed agenda.](#)



[Click here for recorded training session
\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:

January 21, 2020

April 30, 2020

October 6, 2020

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 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

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

[Click for detailed agenda.](#)



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\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:

February 28, 2020

September 15, 2020

ICAH200 Ad Hoc Reporting II

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.

Duration: 2 hours

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

[Click for detailed agenda.](#)

Dates Offered:

March 3, 2020

October 1, 2020



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\(Ongoing Learning Plan Members Only\)](#)

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 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.

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.

Duration: 2 hours

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

[Click for detailed agenda.](#)



[Click here for recorded training session
\(Ongoing Learning Plan Members Only\)](#)

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 set up 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

[Click for detailed agenda.](#)



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\(Ongoing Learning Plan Members Only\)](#)

ICAT100 Attendance Best Practices

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.

Duration: 2 hours

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

[Click for detailed agenda.](#)

Dates Offered:

October 9, 2020

Dates Offered:

October 8, 2020

Dates Offered:

Recorded Session only



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ICGEN100 Beginning of the Year Checklist

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.

Duration: 2 hours

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

[Click for detailed agenda.](#)



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ICGEN500 Beginning of Year Checklist – Point of Sale

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.

Duration: 2 hours

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

[Click for detailed agenda.](#)



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ICC1100 Campus Instruction for Teachers - Traditional Grading

Description: This course will prepare teachers to navigate, set up, and use Campus Instruction when using Traditional Grading. Training will include: Control Center, Attendance, Roster Information, Student Groups, Seating Charts, and Grade book setup and use.

Intended Audience: Teachers / Teacher Coaches

Duration: 2 hours

Time: 8/6/2020 – 1:00 – 3:00PM, Mountain
8/25/2020 – 9:00 – 11:00AM, Mountain

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Dates Offered:

June 25, 2020

July 16, 2020

July 31, 2020

Dates Offered:

August 4, 2020

Dates Offered:

August 6, 2020

August 25, 2020



[Click here to download the recording](#)

ICCEN100 Census 1 - Creation of Census Data

Description: This course covers all Census data entry in 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: 1 hour 30 minutes

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

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\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:

August 11, 2020

ICCEN200 Census 2 - Modifications of Census Data

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: 1 hour 30 minutes

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

[Click for detailed agenda.](#)



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Dates Offered:

August 13, 2020

ICCOSRC100 Colorado State Reporting

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

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

[Click for detailed agenda.](#)



[Click here for recorded training session
\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:

Recorded Session only

ICGEN200 Cool Things You Should Be Using

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 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

[Click for detailed agenda.](#)



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\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:

November 2, 2020

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, 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.

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\(Ongoing Learning Plan Members Only\)](#)

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 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.

Duration: 2 hours

Time: 1:00 – 3:00PM, Mountain

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\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:

May 5, 2020

July 16, 2020

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: 5/8/2020 – 1:00 – 3:00PM, Mountain
5/13/2020 and 5/27/2020 – 9:00 – 11:00AM, Mountain

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\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:

May 8, 2020
May 13, 2020
May 27, 2020

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: 1 hour 30 minutes

Time: 4/28/2020 – 1:00 – 3:00PM, Mountain
8/6/2020 – 9:00 – 11:00AM, Mountain

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\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:

April 28, 2020
August 6, 2020

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

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Dates Offered:

August 14, 2020

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.

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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.

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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.

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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.

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Dates Offered:
Recorded Session
only

ICNESRC100 Nebraska State Reporting

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

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

[Click for detailed agenda.](#)



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Dates Offered:
Recorded Session
only

ICFI100 Online Payment

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.

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.

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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 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.

Dates Offered:
Recorded Session
only

<p>Intended Audience: Staff responsible for setting up, testing and implementing Online Registration</p> <p>Click for detailed agenda.</p>  <p>Click here for recorded training session (Ongoing Learning Plan Members Only)</p>	
<p>ICOLR200 Online Registration Standard Admin</p> <p>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.</p> <p>Intended Audience: Staff responsible for setting up, testing and implementing Online Registration.(Standard)</p> <p>Click for detailed agenda.</p>  <p>Click here for recorded training session (Ongoing Learning Plan Members Only)</p>	<p>Dates Offered: Recorded Session only</p>
<p>ICOLR300 Online Registration Staff / Health / Student Approver</p> <p>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.</p> <p>Intended Audience: School district staff, registrars, nurses and other staff responsible for reviewing and approving OLR applications.</p> <p>Click for detailed agenda.</p>  <p>Click here for recorded training session (Ongoing Learning Plan Members Only)</p>	<p>Dates Offered: Recorded Session only</p>
<p>ICOLR400 Online Registration Prime Admin</p> <p>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.</p>	<p>Dates Offered: Recorded Session only</p>

<p>Intended Audience: Staff responsible for setting up, testing and implementing Online Registration (Prime)</p> <p>Click for detailed agenda.</p>  <p>Click here for recorded training session (Ongoing Learning Plan Members Only)</p>	
<p>ICOLR500 Online Registration Prime Builder</p> <p>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.</p> <p>Intended Audience: Campus System Administrators, registrars and other staff responsible for testing and implementing Online Registration.</p> <p>Click for detailed agenda.</p>  <p>Click here for recorded training session (Ongoing Learning Plan Members Only)</p>	<p>Dates Offered: Recorded Session only</p>
<p>ICOLR600 Online Registration Year to Year</p> <p>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.</p> <p>Intended Audience: Staff responsible for setting up, testing and implementing Online Registration (Year to Year).</p> <p>Duration: 2 hours</p> <p>Time: 6/23/2020 – 9:00 – 11:00AM, Mountain 7/14/2020 – 1:00 – 3:00PM, Mountain</p> <p>Click for detailed agenda.</p>  <p>Click here for recorded training session (Ongoing Learning Plan Members Only)</p>	<p>Dates Offered: June 23, 2020 July 14, 2020</p>
<p>ICPOS100 Point of Sale I: Campus Setup</p> <p>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. <i>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.</i></p>	<p>Dates Offered: Recorded Session only</p>

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

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ICPOS200 Point of Sale II: Terminal Configuration

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.

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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.

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ICPOS400 Point of Sale IV: Cashier Processing

Description: This course will cover Cashier processes used on a Daily Basis. Covered items will include: Logon to 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. 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.

[Click for detailed agenda.](#)

Dates Offered:
Recorded Session only

Dates Offered:
Recorded Session only

Dates Offered:
Recorded Session only



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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 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.

Duration: 2 hours

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

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ICGEN700 Professional Development

Description: The Professional Development tool set in Campus has been designed to teach users how to use Infinite Campus through a competency-based approach. Learning activities and Standards are assigned to users based on their security permissions. This session will walk staff through how they can access and utilize Professional Development.

Intended Audience: School / District administrators and staff interested in exploring how to use Infinite Campus as a training tool for staff to learn how to use the software.

Duration: 2 hours

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

Dates Offered:

September 3, 2020

Dates Offered:

Recorded Session only

Dates Offered:

May 8, 2020

[Click for detailed agenda.](#)



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\(Ongoing Learning Plan Members Only\)](#)

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: 1/9/2020 and 2/18/2020 – 9:00AM-11:00AM, Mountain
11/19/2020 – 1:00-3:00PM, Mountain

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ICSC150 Schedule Prep II: Course Cleanup and Request Entry

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.

Duration: 2 hours

Time: 1/16/2020 – 1:00PM-3:00PM, Mountain

Time: 12/1/2020 – 9:00AM-11:00AM, Mountain

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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: 9:00AM-11:00AM, Mountain – February 10, April 16, May 7
1:00PM-3:00PM, Mountain – April 7, April 29

Dates Offered:

January 9, 2020

February 18, 2020

November 19, 2020

Dates Offered:

January 16, 2020

December 1, 2020

Dates Offered:

February 10, 2020

April 7, 2020

April 16, 2020

April 29, 2020

May 7, 2020

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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 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.

Duration: 3 hours

Time: 9:00AM-12:00PM, Mountain – March 20, April 23, April 30
1:00PM-4:00PM, Mountain – April 16, May 12

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ICGS105: Standards Rollup

Description: Districts who want to be able to combine multiple Standards into a higher level 'Parent' Standard will want to check out this session. We'll discuss what must be setup in order to use this exciting functionality.

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

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ICGS100 Standards-Based Report Cards

Description: Setup and deployment of Infinite Campus standards bank, associating standards with courses, scoring of standards and development of Infinite Campus Standards-Based Report Cards and impact on the Infinite Campus Grade Book.

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

Duration: 2 hours

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

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Dates Offered:

March 20, 2020

April 16, 2020

April 23, 2020

April 30, 2020

May 12, 2020

Dates Offered:

Recorded Session
Only

Dates Offered:

October 8, 2020

ICTR105 Transcripts

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.

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\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:
Recorded Session
Only

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.

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Dates Offered:
Recorded Session
only

CIC Free Online Training

FICCI100 Grade Book Pitfalls and How to Avoid Them

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.

Duration: 1.5 hours

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\(Ongoing Learning Plan Members Only\)](#)

Dates Offered:
Recorded
Session only

FICCI200 Campus Learning for Teachers

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.

Duration: 1.5 hours

Time: 8/7/2020 – 9:00-10:30AM, Mountain

8/14/2020 – 9:00-10:30AM, Mountain

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Dates Offered:
August 7, 2020

August 14, 2020



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FICGEN400 Using Campus Community

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.

Duration: 1 hour

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

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ICGEN600 Principal's Seminar

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: 7/17/2020 – 1:00-3:00PM, Mountain

8/4/2020 – 9:00-11:00AM, Mountain

8/13/2020 – 9:00-11:00AM, Mountain

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Dates Offered:

Recorded
Session only

Dates Offered:

July 17, 2020

August 4, 2020

August 13, 2020

<p><u>IPICFA100 Mastering the Fundamentals of Campus (PK1)</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 no prior knowledge of the system Duration: 3 Days Dates Offered: July 7-9, 2020 – CIC Office, 2843 31st Ave., Greeley, CO 80631</p> <p>Time: 8:30AM - 4:30PM, Local Time</p> <p>Click for detailed agenda.</p>	<p>Dates Offered: July 7-9, 2020 (CIC, Greeley, CO)</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: 2 days Location: CIC Offices – 2843 31st Avenue, Greeley, CO 80631 April 28-29, 2020 – Pleasant Valley CSD, IA – 525 Belmont Road, Bettendorf, IA 52722</p> <p>Time: 8:30AM – 4:30PM, Local Time</p> <p>Click for detailed agenda.</p>	<p>Dates Offered: February 3-4, 2020 (CIC, Greeley, CO) April 14-15, 2020 (CIC, Greeley, CO) April 28-29, 2020 (Bettendorf, IA) December 8-9, 2020 (CIC, Greeley, CO)</p>
<p><u>ICSP102 Schedule Wizard Workshop</u> 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. Duration: 3 days Dates Offered: February 11-13, 2020, Ft. Dodge Community School District, Central Admin Office-Board Room, 104 S. 17th St., Ft. Dodge, IA 50501 February 11-13, 2020, Sheridan County School District 2, 201 N. Connor, Ste. 100, Sheridan, WY 82801 February 24-26, 2020, Township HSD 113, Deerfield HS, 1959 N Waukegan Road, Deerfield, IL 60015 March 2-4, 2020, Educational Service Unit 10, Room A, 76 Plaza Blvd., Kearney, NE 68845 April 14-16, 2020, Natrona County SD 1 District Office – Fairdale Room, 970 N. Glenn Rd., Casper, WY 82601</p>	<p>Dates Offered: February 11-13, 2020 (Ft. Dodge, IA) February 11-13, 2020 (Sheridan, WY) February 24-26, 2020 (Deerfield, IL) March 2-4, 2020 (Kearney, NE) April 14-16, 2020 (Casper, WY)</p>

Time: 8:00AM – 4:00PM, Local Time

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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.

Duration: 2 days

Location: CIC Offices – 2843 31st Avenue, Greeley, CO 80631

April 30-May1, 2020 – Pleasant Valley CSD, IA – 525 Belmont Road, Bettendorf, IA 52722

Time: 8:30AM – 4:30PM, Local Time

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Dates Offered:

February 5-6,
2019 (CIC,
Greeley, CO)

April 16-17, 2020
(CIC, Greeley,
CO)

April 30-May1,
2020 (Bettendorf,
IA)

December 10-11,
2020 (CIC,
Greeley, CO)