



# CIC Learning Lab

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*Course Catalog 2024*

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# Introduction

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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 or other locations. 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.

Sessions are limited to 15 live connections except where otherwise noted.



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

## Online Sessions

### **ICPR100 Academic Planner**

**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 Academic Planner functionality in Infinite Campus, including using this information for staffing projections.

**Intended Audience:** Counselors, System Administrators, Registrars.

**Duration:** 2 hours



#### **Dates Offered:**

January 18, 2024  
1:00-3:00 MT

March 5, 2024  
1:00-3:00 MT

October 1, 2024  
9:00-11:00 MT

### **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



#### **Dates Offered:**

September 17, 2024  
1:00-3:00 MT

### **ICAH100 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



#### **Dates Offered:**

February 27, 2024  
1:00-3:00 MT

September 12, 2024  
9:00-11:00 MT

### **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



#### **Dates Offered:**






March 6, 2024  
1:00-3:00 MT



September 24, 2024  
9:00-11:00 MT






<p><b><u>ICAH300 Ad Hoc Data Analysis</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> 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.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  October 9, 2024  9:00-11:00 MT</p>
<p><b><u>ICGEN700 Assessment Setup / Import</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> 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.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  October 3, 2024  9:00-11:00 MT</p>
<p><b><u>ICAT100 Attendance Best Practices</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Any individuals responsible for monitoring student attendance and attendance reports. The audience may include Attendance Clerks, Registrars, Building Secretaries, and Campus System Administrators.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  August 13, 2024  9:00-11:00 MT</p>
<p><b><u>ICGEN100 Beginning of the Year Checklist</u></b>  <b>Description:</b> 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 &amp; Standards information critical to grading processes.  <b>Intended Audience:</b> Any staff responsible for beginning the new school year. Participants must have system administrator rights if they wish to follow along during training.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  June 25, 2024  1:00-3:00 MT  July 24, 2024  9:00-11:00 MT</p>











<p><b><u>ICGEN500 Beginning of Year Checklist – Point of Sale</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Any staff responsible for Point of Sale processing in a district. Participants must have system rights if they wish to follow along during training.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  August 8, 2024  1:00-3:00 MT</p>
<p><b><u>ICGEN250 Behavior</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Staff that administers and tracks student discipline  <b>Duration:</b> 2 hours</p>	<p><b>Dates Offered:</b>  September 5, 2024  9:00-11:00 MT</p>
<p><b><u>ICCI100 Campus Instruction for Teachers – Standards</u></b>  <b>Description:</b> This course will prepare the teachers to navigate, set up, and use Campus Instruction when using Standard-Based Grading. Training will include: Control Center, Attendance, Roster Information, Student Groups, Seating Charts, and Grade Book setup and use for Standards.  <b>Intended Audience:</b> Teachers / Teacher Coaches  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  Recorded session only</p>
<p><b><u>ICCI150 Campus Instruction for Teachers - Traditional Grading</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Teachers / Teacher Coaches  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  Recorded session only</p>
<p><b><u>ICCEN100 Census 1 - Creation of Census Data</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Registrars and Office Staff who are responsible for managing Census data  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  Recorded Session only</p>

<p><b><u>ICGEN200 Census 2 - Modifications of Census Data</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Registrars and Office Staff who are responsible for managing Census data  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  Recorded Session only</p>
<p><b><u>ICGEN200 Cool Things You Should Be Using</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Any staff interested in taking advantage of functionality in the software that you already own are encouraged to attend these sessions.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  October 23, 2024  9:00-11:00 MT</p>
<p><b><u>ICCMS100 Counselor Tools</u></b>  <b>Description:</b> This session will provide an overview of Infinite Campus, especially student information and focus on the Counseling Tools, such as meetings and appointment scheduling, contact log, documents, and creation of reports.  <b>Intended Audience:</b> School Level Counselors  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  April 24  8:00-10:00 MT</p>
<p><b><u>ICGEN750 Custom Forms</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Staff members who are responsible for creating and uploading forms in Infinite Campus.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  February 20, 2024  1:00-3:00 MT  September 19, 2024  9:00-11:00 MT  December 4, 2024  9:00-11:00 MT</p>
<p><b><u>DHC100 Data Health Check</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> 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.</p> 	<p><b>Dates Offered:</b>  Recorded Session Only</p>

<p><b><u>ICGS200 District Management of Grading Processes</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> 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.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  May 1, 2024  1:00-3:00 MT</p>
<p><b><u>ICGEN350 English Learners (EL)</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Staff responsible for set up and tracking of Language services for students.</p>	<p><b>Dates Offered:</b>  Recorded Session Only</p>
<p><b><u>ICGEN300 End of Year Checklist</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> 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.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  May 9, 2024  1:00-3:00 MT  June 6, 2024  9:00-11:00 MT</p>
<p><b><u>ICCW100 Events and Actions</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> System Administrators</p>	<p><b>Dates Offered:</b>  Recorded Session only</p>
<p><b><u>ICGEN800 Fees</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> School / District administrators and staff interested in exploring how to manage student and household fees in Infinite Campus.  <b>Duration:</b> 2 hours</p>	<p><b>Dates Offered:</b>  April 23, 2024  1:00-3:00 MT  June 17, 2024  9:00-11:00 MT  (in conjunction with ICF100 Online Payments)  November 14, 2024</p>

	<p>9:00-11:00 MT</p>
<p><b><u>ICFRAM100 FRAM (Free and Reduced Application Management)</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Any district or building personnel responsible for the processing of FRAM applications or the verification of FRAM data.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  July 17, 2024  1:00-3:00 MT  August 7, 2024  1:00-3:00 MT</p>
<p><b><u>ICCI300 Grade Book Pitfalls and How to Avoid Them</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Teachers / Teacher Coaches.  <b>Duration:</b> 1 hour 30 minutes</p> 	<p><b>Dates Offered:</b>  September 25, 2024  9:00-10:30 MT</p>
<p><b><u>ICGS300 Grading Processes</u></b>  <b>Description:</b> This session will cover all setup needed for posting grades and the production of report cards. Included will be information on configuring the grading window, creating report card templates in System Settings, generating grading reports, and printing report cards.  <b>Intended Audience:</b> Staff responsible for grade posting setup and issuing report cards, as well as those who are responsible for creating report card templates.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  March 27, 2024  7:00-9:00 MT</p>
<p><b><u>ICHE100 Health End User</u></b>  <b>Description:</b> In this session you will learn to View student's health information via the Student Information &gt; 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 generate health reports.  <b>Intended Audience:</b> School health office staff</p> 	<p><b>Dates Offered:</b>  Recorded Session only</p>

<p><b><u>ICHE200 Health Administration</u></b>  <b>Description:</b> In this session you will learn about the tools available in Student Information &gt; Health Administration. These tools are used to set up health conditions, treatments, medications, immunizations, screenings, health office appointments, and visits and generate health reports.  <b>Intended Audience:</b> District level health staff responsible for setting up Campus for school level data entry.</p> 	<p><b>Dates Offered:</b>  Recorded Session only</p>
<p><b><u>ICMS100 Messenger – Email 2.0</u></b>  <b>Description:</b> This session will prepare users to use the Campus Messenger tool to send email messages to students, Messenger contacts, and staff.  <b>Intended Audience:</b> Staff members who will be responsible for sending correspondence via email.</p> 	<p><b>Dates Offered:</b>  Recorded Session only</p>
<p><b><u>ICMS200 Messenger – Voice and Text 2.0</u></b>  <b>Description:</b> This course will prepare users to use the Campus Messenger tools to send voice and text messages to students, messenger contacts, and staff.  <b>Intended Audience:</b> Staff members who will be responsible for sending correspondence via phone and text messages.</p> 	<p><b>Dates Offered:</b>  Recorded Session only</p>
<p><b><u>ICFI100 Online Payment Set Up</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Finance/Accounting Directors or Staff responsible for setting up the payments received for student fees and food service</p> <p><b>PLEASE HAVE YOUR PAYRIX MERCHANT ID AVAILABLE for the June session</b></p> 	<p><b>Dates Offered:</b>  June 17, 2024  11:00-1:00 MT  (in conjunction with ICGEN800 Fees)</p> <p>Recorded Session</p>
<p><b><u>ICOLR100 Online Registration Application Process</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Staff responsible for setting up, testing, and implementing Online Registration</p>	<p><b>Dates Offered:</b>  Recorded Session only</p>

	
<p><b><u>ICOLR200 Online Registration Standard Admin</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Staff responsible for setting up, testing, and implementing Online Registration. (Standard)</p> 	<p><b>Dates Offered:</b> Recorded Session only</p>
<p><b><u>ICOLR300 Online Registration Staff / Health / Student Approver</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> School district staff, registrars, nurses, and other staff responsible for reviewing and approving OLR applications.</p> 	<p><b>Dates Offered:</b> Recorded Session only</p>
<p><b><u>ICOLR400 Online Registration Prime Admin</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Staff responsible for setting up, testing, and implementing Online Registration (Prime)</p> 	<p><b>Dates Offered:</b> Recorded Session only</p>

**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



<p><b><u>ICOLR600 Online Registration Year to Year</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Staff responsible for setting up, testing, and implementing Online Registration (Year to Year).  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>  June 19, 2024  1:00-3:00 MT  November 19, 2024  9:00-11:00 MT</p>
<p><b><u>ICPLP100 Personal Learning Plan (PLP)</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> 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.  <b>Duration:</b> 2 hours</p>	<p><b>Dates Offered:</b>  November 21, 2024  9:00-11:00 MT</p>
<p><b><u>ICPOS100 Point of Sale I: Campus Setup 2.0</u></b>  <b>Description:</b> 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. <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>  <b>Intended Audience:</b> District Food Service Administrators and Campus Administrators responsible for the setup and maintenance of Point of Sale services in the district.</p> 	<p><b>Dates Offered:</b>  Recorded Session only</p>
<p><b><u>ICPOS200 Point of Sale II: Terminal Configuration 2.0</u></b>  <b>Description:</b> 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. <i>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.</i>  <b>Intended Audience:</b> District Food Service Administrators and Campus Administrators responsible for the setup and maintenance of Point of Sale services in the district.</p> 	<p><b>Dates Offered:</b>  Recorded Session only</p>



<p><b><u>ICPOS300 Point of Sale III: Accounts / Journals / Deposits</u></b></p> <p><b>Description:</b> This course will cover district and school level management of Patron Accounts, Deposits, and Point of Sale Reports. <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><b>Intended Audience:</b> District Food Service Administrators staff responsible for the setup and maintenance of Campus Point of Sale Accounts and Deposits.</p> 	<p><b>Dates Offered:</b></p> <p>Recorded Session only</p>
<p><b><u>ICPOS400 Point of Sale IV: Cashier Processing 2.0</u></b></p> <p><b>Description:</b> 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. <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><b>Intended Audience:</b> District Food Service Administrators school-level Cashiers who will be processing meal transactions for Point of Sale Patrons.</p> 	<p><b>Dates Offered:</b></p> <p>Recorded Session only</p>
<p><b><u>ICSA200 Portal Roll Out Best Practices</u></b></p> <p><b>Description:</b> 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.</p> <p><b>Intended Audience:</b> Any staff responsible for setting Portal options and providing user account information to parents and students.</p> <p><b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b></p> <p>July 9, 2024 1:00-3:00 MT</p>
<p><b><u>ICRT1100 Response to Intervention (Rtl)</u></b></p> <p><b>Description:</b> 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.</p> <p><b>Intended Audience:</b> Administrators and staff responsible for maintaining and reporting Rtl information.</p> <p><b>Duration:</b> 2 hours</p> <p><b>Time:</b> 1:00-3:00 PM, Mountain</p> 	<p><b>Dates Offered:</b></p> <p>Recorded Session only</p>

**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



**Dates Offered:**

May 8, 2024  
1:00-3:00 MT

**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



**Dates Offered:**

January 10, 2024  
9:00-11:00 MT

January 31, 2024  
1:00-3:00 MT

December 3, 2024  
9:00-11:00 MT

**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



**Dates Offered:**

January 17, 2024  
9:00-11:00 MT

February 14, 2024  
1:00-3:00 MT

December 10, 2024  
9:00-11:00 MT

**ICSC200 Schedule Board I: Course and Staff Planning**

**Description:** This course will focus on the Course and Staff Planning tools in Schedule Board. 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 Board 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 and are transitioning to the new Schedule Board. Detailed training may be scheduled as a follow-up to this group class.





**Duration:** 2 hours





**Dates Offered:**



February 13, 2024  
1:00-3:00 MT






April 2, 2024  
1:00-3:00 MT

<p><b><u>ICSC250 Schedule Board II: Schedule Building / Loading / Cleanup</u></b></p> <p><b>Description:</b> This course will look at the Schedule Board 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 Board.</p> <p><b>Intended Audience:</b> 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 and are transitioning to the new Schedule Board. Detailed training may be scheduled as a follow-up to this group class.</p> <p><b>Duration:</b> 3 hours</p> 	<p><b>Dates Offered:</b></p> <p>March 19, 2024 1:00-4:00 MT</p> <p>April 25, 2024 9:00-12:00 MT</p>
<p><b><u>ICOLP200 School Store</u></b></p> <p><b>Description:</b> 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.</p> <p><b>Intended Audience:</b> System Administrators, Business Office Staff.</p> <p><b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b></p> <p>February 15, 2024 1:00-3:00 MT</p> <p>September 10, 2024 1:00-3:00 MT</p> <p>December 5, 2024 1:00-3:00 MT</p>
<p><b><u>ICGS100 Standards-Based Grading Setup</u></b></p> <p><b>Description:</b> 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.</p> <p><b>Intended Audience:</b> System Administrators, Curriculum Directors, Building Administrators.</p> <p><b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b></p> <p>October 10, 2024 1:00-3:00 MT</p>
<p><b><u>ICGEN850 Surveys</u></b></p> <p><b>Description:</b> 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.</p> <p><b>Intended Audience:</b> Staff members interested in using Campus Survey functionality to gather information from students, parents, and staff.</p> <p><b>Duration:</b> 2 hours</p> <p><b>Time:</b> 9:00-11:00 MT</p> 	<p><b>Dates Offered:</b></p> <p>Recorded Session only</p>

<p><b><u>ICTR105 Transcripts</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> System Administrators, Curriculum Directors, Building Administrators.  <b>Duration:</b> 2 hours</p> 	<p><b>Dates Offered:</b>   August 28, 2024  9:00-11:00 MT</p>
<p><b><u>ICSC500 Walk-in Scheduler</u></b>  <b>Description:</b> This course will prepare learners to create and modify student schedules using the Walk-in Scheduler tool  <b>Intended Audience:</b> Any staff responsible for creating/modifying student schedules on a one-on-one basis, after the Master Schedule has been completed for a school.</p> 	<p><b>Dates Offered:</b>  Recorded Session only</p>
<p><b><u>ICGEN900 User Security Best Practices</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> District System Administrators, Data Technology Specialists, and Infinite Campus Administrators.  <b>Duration:</b> 2 hours</p>	<p><b>Dates Offered:</b>   April 30, 2024  9:00-11:00 MT</p>

## CIC Free Online Training

<p><b><u>ICCOSRC100 Colorado State Reporting</u></b>  <b>Description:</b> Explanation and discussion of key state reports. Reports discussed may include December Count, End of Year, Safety &amp; Discipline, Student October File and VE-135  <b>Intended Audience:</b> Any staff responsible for maintaining and submitting State Reporting information.</p> 	<p><b>Dates Offered:</b>   Recorded Session only</p>
<p><b><u>ICILSRC100 Illinois State Reporting</u></b>  <b>Description:</b> 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  <b>Intended Audience:</b> Any staff responsible for maintaining and submitting State Reporting information.</p> 	<p><b>Dates Offered:</b>   Recorded Session only</p>

<p><b><u>ICIASRC100 Iowa State Reporting</u></b>  <b>Description:</b> Explanation and discussion of key state reports. Reports may include Project EASIER extracts (Fall, Winter, Spring), Barcode Extracts, and Student ID and State Locator.  <b>Intended Audience:</b> Any staff responsible for maintaining and submitting State Reporting information.</p> 	<p><b>Dates Offered:</b> Recorded Session only</p>
<p><b><u>ICKSSRC100 Kansas State Reporting</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Any staff responsible for maintaining and submitting State Reporting information.</p> 	<p><b>Dates Offered:</b> Recorded Session only</p>
<p><b><u>ICMOSRC100 Missouri State Reporting</u></b>  <b>Description:</b> Explanation and discussion of key state reports. Reports discussed may include MOSIS Extracts, Unique ID Extract, and Unique IC Import.  <b>Intended Audience:</b> Any staff responsible for maintaining and submitting State Reporting information.</p> 	<p><b>Dates Offered:</b> Recorded Session only</p>
<p><b><u>FICMOSS100 MO Summer School Calendar and Enrollments</u></b>  <b>Description:</b> This session will give basic information on setting up summer school calendars and rolling students into the calendar(s).  <b>Intended Audience:</b> Any staff member who is responsible for summer school calendar setup and enrolling students into the calendar(s).  <b>Duration:</b> 20 minutes</p> 	<p><b>Dates Offered:</b> Recorded Session only</p>
<p><b><u>ICNESRC100 Nebraska State Reporting</u></b>  <b>Description:</b> 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.  <b>Intended Audience:</b> Any staff responsible for maintaining and submitting State Reporting information.</p> 	<p><b>Dates Offered:</b> Recorded Session only</p>

**ICWYSRC100 Wyoming State Reporting**

**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

**FICGEN400 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

**FICGEN600 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

**Connection Limit:** 50



**Dates Offered:**

July 18, 2024  
1:00-3:00 MT

July 23, 2024  
1:00-3:00 MT

August 1, 2024  
1:00-3:00 MT

**FICGEN950 Exploring the New Look**

**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:** 15 minutes



**Dates Offered:**

Recorded Session only

**FICGEN150 Basic Navigation of Infinite Campus**

**Description:** If you are new to Infinite Campus, this course will guide you through the Basic Navigation of the system.

**Intended Audience:** Any staff member who is new to Infinite Campus

**Duration:** 15 minutes



**Dates Offered:**

Recorded Session only



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

<p><b><u>TECH100 Campus Schema / SQL</u></b>  <b>Description:</b> Review of the SQL Enterprise Manager and Query Analyzer. Learn Infinite Campus database schema, and create SQL scripts to produce data queries.  <b>Intended Audience:</b> System Administrators with security access to their Infinite Campus SQL database. This class is not applicable to hosted (Campus EPM) customers.  <b>Duration:</b> 3 Days  <b>Location:</b> Online via Zoom</p>	<p><b>Dates Offered:</b>  April 8-10, 2024  12:00-4:00 MT daily    December 2-4, 2024  12:00-4:00 MT daily</p>
<p><b><u>TECH200 SQL Reporting Services</u></b>  <b>Description:</b> Learn SQL Reporting Services to produce custom reports in Infinite Campus.  <b>Intended Audience:</b> 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.  <b>Duration:</b> 3 Days  <b>Location:</b> Online via Zoom</p>	<p><b>Dates Offered:</b>  April 15-17, 2024  12:00-4:00 MT daily    December 9-11, 2024  12:00-4:00 MT daily</p>
<p><b><u>IPCSP102 Schedule Board Workshop</u></b>  <b>Description:</b> This session will cover the overall functionality of the Schedule Board, 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 Board and look at the Course and Staff Planning tools. Then we'll dive into Schedule Board 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, including proper security access to assure a successful workshop.  <b>Intended Audience:</b> Counselors, Assistant Principals, Principals. Any users involved in the creation of the master schedule.  <b>Duration:</b> 3 days  <b>Location:</b> ONSITE as noted</p>	<p><b>Dates Offered:</b>    <b>January 17-19, 2024</b>  8:00-4:00 MT  Cheyenne MT SD  Colorado Springs, CO    <b>February 13-15, 2024</b>  8:00 – 4:00 CT  Marengo, IL    <b>February 27-29, 2024</b>  8:00-4:00 CT  Ladue, MO    <b>March 26-28, 2024</b>  8:00-4:00 CT  Creighton, MO</p>