



CIC Learning Labs

Course Catalog 2026

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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 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.

Online sessions are limited to 15 live connections except where otherwise noted.

All online sessions will be recorded. Our Learning Lab offerings include free courses and paid courses. Paid courses may be purchased separately by course or you may purchase an annual subscription through CIC's Ongoing Learning Plan Plus (OGLP+).

Districts under 1,000 students receive the CIC Ongoing Learning Plan package at no additional cost. Districts over 1,000 students may choose to purchase the CIC Ongoing Learning Plan Plus (OGLP+) package, which includes all course offerings in the base OGLP, and much, much more. Additionally, districts under 1,000 students may choose to purchase the OGLP+ package to benefit from the additional course offerings available. OGLP+ members have access to all recorded and live training sessions, and a 10% discount on OGLP+ workshops.

Register on the CIC Website: <https://www.cicesp.com/k-12-education/cic-learning-lab>. There are two options for payment

1. 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.
2. Select the option to deduct from training days purchased on an existing CIC services contract

Learning Labs on the Road

CIC is excited to offer a special series of regional “Learning Labs on the Road.” These workshops provide in-person training at a discounted price. These one day sessions may be split into two topics or a full day of the same topic.

Additional details will be provided as a PeopleWire email and promoted during monthly user group meetings. Contact your Account Specialist for more information.

Topics may include: Scheduling, Ad Hoc Reporting, Online Registration / Open Enrollment, Grading, and other hot topics.

Participation: 20-40

Cost: \$50 half day / \$100 full day

**All LLOR Sessions are billable at the price shown above.

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.

Dates Offered:

February 10, 2026 at 1:00-3:00 MT

March 12, 2026 at 9:00-11:00 MT

ICOLP300 Activity Registration - OGLP+

Premium Product: Online Payments

Description: This Activity Registration course will introduce the user to the tools and setup used in conjunction with 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

Dates Offered: April 22, 2026 at 1:00-3:00 MT

ICAH100 Ad Hoc Reporting I

Description: Designed for **first-time users** of Ad Hoc Reporting within Infinite Campus. Topics will include Data Viewer, Filter Designer, including Selection Editor and Query Wizard, with sorting and formatting, and an overview of Pass Through SQL Queries. Letter Designer and Builder and Data Export options will also be introduced.

Intended Audience: Any users who need to create filters, for data export or filtering to fulfill needs not met by canned system reports.

Dates Offered: September 9, 2026 at 9:00-11:00 MT

ICAH200 Ad Hoc Reporting II - OGLP+

Description: This course is designed intermediate users of Ad Hoc tools. Topics will include the use of Functions, Output and Formatting options, Logical Expressions, and Grouping and Aggregation.

Intended Audience: Any users who need to create reports to fulfill needs not met by canned system reports with previous Ad Hoc experience.

Dates Offered:

February 19, 2026 at 9:00-11:00 MT

September 16, 2026 at 9:00-11:00 MT

ICAH300 Ad Hoc Data Analysis - OGLP+

Description: This course is designed for advanced users of Ad Hoc reporting. We will dig into premade Pass Through SQL Queries and 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: Advanced users who need to create reports to fulfill needs not met by canned system reports.

Dates Offered: September 30, 2026 at 9:00-11:00 MT

ICGEN700 Assessment Center

Description: Creation of Assessments in Infinite Campus and import of Assessment data into the database via the Assessment Center. Teacher scored and individual student assessment entry will be covered, as well as reporting options. CIC will provide suggestions / best practices for the setup of National assessments like ACT / SAT.

This session will not address state-specific assessments.

Intended Audience: Individuals responsible for the import, tracking, and analysis of student assessment data. Attendees are expected to have a working knowledge of the Infinite Campus system, navigation, and search functionality.

Dates Offered: October 1, 2026 at 9:00-11:00 MT

ICAT100 Attendance Best Practices

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

State specific requirements will not be covered in this session.

Intended Audience: Attendance Clerks, Registrars, Building Secretaries, Campus System Administrators, and other users responsible for tracking student attendance.

Dates Offered: August 4, 2026 at 9:00-11:00 MT

ICCW100 Attendance Scanning and Absence Requests - OGLP+

Premium Product: Campus Workflow

Description: In this session, you will learn to configure scanner settings, set up and use custom scanners, with a demonstration of the attendance scanning tools. Also covered will be Parent Portal Absence request tools setup and use.

Intended Audience: Attendance Clerks, Registrars, Building Secretaries, Campus System Administrators, and other users responsible for tracking student attendance.

Dates Offered: August 5, 2026 at 1:00-3:00 MT

ICCOM100 Basic Surveys - OGLP+

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.

Intended Audience: Users needing to gather information from students, parents, and staff.

Dates Offered: June 23, 2026 at 9:00-1:00 MT

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 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 setting up of the new school year. Participants must have system administrator rights if they wish to follow along during training.

Dates Offered: July 7, 2026 at 1:00-3:00 MT

ICGEN250 Behavior

Description: This course covers student discipline setup, referrals, and management, which included review of behavior event and resolution codes, behavior referrals, behavior management, behavior messages, and other reports.

Intended Audience: Staff who administer and track student discipline

Dates Offered: December 14, 2026 at 9:00-11:00 MT

ICCI100 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: Teaching Center, Attendance, Roster Information, Student Groups, Seating Charts, and Grade book setup and use.

Intended Audience: Teachers / Teacher Coaches

Dates Offered: August 19, 2026 at 9:00-11:00 MT

ICCI150 Campus Instruction for Teachers – Standards

Description: This course will prepare the teachers to navigate, set up, and use Campus Instruction when using Standard-Based Grading. Training will include: Teaching Center, Attendance, Roster Information, Student Groups, Seating Charts, and Grade Book setup and use for Standards, including calculation of proficiency estimates.

Intended Audience: Teachers / Teacher Coaches

Dates Offered: August 17, 2026 at 1:00-3:00 MT

ICCL100 Campus Instruction with Campus Learning End User

Premium Product: Campus Learning

Description: This course will prepare teachers to navigate, set up, and use Campus Instruction when using the enhanced functionality included with Campus Learning. Training will include: viewing and creating categories and assignments through the Planner, the use of the Curriculum Library, enhanced assignment features, including student submission, quizzes, discussions, attaching content and more.

Intended Audience: Teachers / Teacher Coaches / Administrators

Dates Offered: February 17, 2026 at 9:00-11:00 MT

ICCEN100 Census – Creation & Modification of Census Data

Description: This course covers all Census data entry in Infinite Campus, including student enrollment, household assembly using the Census Wizard, non-household relationships, and emergency contacts, Staff Census information, District Employment/Assignment, and reports. The session will further cover best practices for updating and modifying data.

Intended Audience: Registrars and Office Staff who are responsible for managing Census data

Dates Offered: November 3, 2026 at 9:00-11:30 MT

ICCNS100 Counselor Tools

Description: This session will provide an overview of the Infinite Campus Counselor Tools, such as meetings and appointment scheduling, contact log, documents, and creation of reports.

Intended Audience: School Level Counselors

Dates Offered: December 9, 2026 at 1:00-3:00 MT

ICGEN750 Custom Forms

Description: What form do you crave, but has not been added to Campus? Let's create a custom form to meet those needs. Training Topics will include the creation of Custom Modules and Forms, Student Forms, Batch Form Setup, and Campus Parent/Student views, including parent e-signature and data input. You will also see how data from these forms can be queried for use in other areas in Campus if set correctly.

NOTE: Custom forms require the use of fillable PDF documents. Only PDFs created using Adobe Actobat Professional or Adobe DC are supported for custom form creation.

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

Dates Offered: February 11, 2026 at 1:00-3:00 MT

ICDS100 Data Access Tracker, Data Change Tracker, and Data Validation - OGLP+

Premium Product: Campus Data Suite

Description: Data Access Tracker provides Districts the ability to monitor data access and protect personal, private, or sensitive student data by identifying exactly who is accessing this information and determining if the access was appropriate.

Data Change Tracker allows system administrators and others with high level knowledge of database tables to determine changes made to the system and the method of change. The session will cover the setup of tracked tables and accessing reports.

Data Validation provides users the ability to find problematic or missing data

Intended Audience: System Administration and other district staff responsible for tracking data access

Dates Offered: July 23, 2026 at 9:00-11:00 MT

ICDEU100 Data Extract Utility

Description: This course covers extracting data via a flat file from Campus for the purpose of transferring data. This can be used to upload into third party systems via SFTP, SMB, and FTPS.

Intended Audience: System Administration and other district staff responsible for data transfer. Participants should be familiar with systems and file transfer and should have SQL knowledge or experience with Ad Hoc.

Dates Offered: June 17, 2026 at 1:00-2:00 MT

DHC100 CIC Data Health Check

Product: CIC Data Health Check

Description: Overview and walk-through for customers of CIC's 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: Users responsible for Data integrity

Dates Offered: September 17, 2026 at 1:00-2:00 MT

ROTP100 CIC Reports on the Portal

Product: CIC Reports on the Portal

Description: CIC Reports on the Portal (ROTP is a program created by CIC, deployed to Infinite Campus that allows various reports to be viewed or downloaded from the Parent Portal, the Student Portal, or from within the Infinite Campus User Interface. The reports that can be downloaded are student-specific PDF documents, SQL Reporting Service reports, and Tableau visualizations. The reports that can be viewed are Tableau visualizations that can be made to be student or staff specific.

Intended Audience: Administrators, SIS Administrators

RECORDED Session only

ROTP100 CIC Sub Attendance Wizard

Product: CIC Sub Attendance Wizard

Description: CIC has created a tool to assign substitute teachers to sections with just a couple clicks. This recorded session will take you through the steps necessary to set up your sub teachers and assign them to sections for ease in taking attendance, printing rosters, or other tasks determined by the school district.

Intended Audience: Those responsible for overseeing substitute teachers and their placement in the building.

RECORDED Session only

ICOLP400 Dependent Care - OGLP+

Premium Product: Online Payments

Description: Users will learn to setup and maintain options for childcare, including assessing fees, billing, attendance, and parent registration.

Intended Audience: Users responsible for setup and tracking of dependent care

Dates Offered: June 29, 2026 at 9:00-11:00

ICGS200 District Management of Grading

Description: Infinite Campus contains a great deal of functionality to assist School and District administrators in the management 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 course masters, setting tasks as 'Post Only', and options for copying setup from course master to course. We will also review functionality for setting Grade Calculation options and Categories at the course master level and pushing those into teacher grade books.

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

Dates Offered: June 9, 2026 at 9:00-11:00 MT

ICCA100 Early Warning and Insights - OGLP+

Premium Product: Campus Analytics

Description: Provide users insight on the impact student attendance, behavior, curriculum, and stability has on the student's likelihood to progress toward graduation. The use of Insights Pivots will be included in this session.

Intended Audience: System Administrators, Building / District Level Administrators, Counselors, and others responsible for tracking student interventions and at-risk status.

Dates Offered: September 29, 2026 at 1:00-3:00 MT

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.

Dates Offered: May 5, 2026 at 1:00-3:00 MT

ICGEN350 English Learners (EL) - OGLP+

Description: This course will cover the use of the English Learning (EL) tool 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 programs and services for students.

Dates Offered: August 31, 2026 at 9:00-11:00 MT

ICCW100 Events and Actions and Behavior Matrix - OGLP+

Premium Product: Campus Workflow

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.

Behavior Matrix tools are intended to add a behavior resolution based on attendance events in the system. This session will demonstrate the setup and functionality of the tool.

Intended Audience: System, Building, and District Administrators

Dates Offered: July 16, 2026 at 9:00-11:00 MT

ICGEN800 Fees

Description: Participants will learn to manage 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

Dates Offered: July 9, 2026 at 1:00-3:00 MT

ICPOS100 Food Service Administration

Premium Product: Food Service

Description: This course will cover the district and school level setup of Infinite Campus Food Service (POS). Set up includes, Food Service Administration and site set up, purchasable item entry, and application and service layout set up.

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: August 3, 2026 at 1:00-3:00 MT

ICPOS200 Food Service Terminal Configuration

Premium Product: Food Service

Description: This course will cover the configuration of physical Point of Sale Terminals (devices). We will cover the steps necessary to assure the terminals are prepared to process transactions, as well as discuss terminal options and the impact of choices on processing.

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

Dates Offered: August 10, 2026 at 1:00-2:00 MT

ICPOS300 Food Service Accounts, Journals, Deposits

Premium Product: Food Service

Description: This course will cover district and school level management of Patron Accounts, Deposits, and Food Service Reports.

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

Dates Offered: August 12, 2026 at 1:00-3:00 MT

ICPOS400 Point of Sale IV: Cashier Processing 2.0

Premium Product: Food Service

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 reports are covered in ICPOS300 Accounts, Journals, Deposits.

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

Dates Offered: August 13, 2026 at 1:00-3:00 MT

ICPOS500 Food Service Beginning of Year Checklist - OGLP+

Premium Product: Food Service

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.

Dates Offered: August 17, 2026 at 1:00-3:00 MT

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.

Dates Offered: July 1, 2026 at 1:00-3:00 MT

ICCI300 Grade Book Pitfalls and How to Avoid Them - OGLP+

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

Intended Audience: Teachers / Teacher Coaches.

Dates Offered: September 2, 2026 at 9:00-10:30 MT

ICGS300 Grading Processes

Description: This session will cover all setup needed for posting grades and the production of report cards. Users will see the posting process from a teacher perspective. Included will be information on configuring the grading window, creating report card templates in System Settings, printing report cards, and generating other grading reports.

Intended Audience: Staff responsible for grade posting setup and issuing report cards, as well as those who are responsible for creating report card templates.

Dates Offered: September 16, 2026 at 1:00-3:00 MT

ICCW300 Hall Pass - OGLP+

Premium Product: Campus Workflow

Description: Users will learn to setup, manage, distribute, and report on virtual hall passes in Infinite Campus. This will include teacher, administrator, and student tools.

Intended Audience: Administrators, Teachers

Dates Offered: August 6, 2026 at 9:00-11:00 MT

ICHE200 Health Administration

Description: In this session you will learn about the tools available in Infinite Campus Health. The administrative tools are used to set up health conditions, treatments, medications, immunizations, screenings, health office appointments, and visits and generate health reports. Additionally, the users will get an overview of the end user processes to see how all the pieces fit together.

Intended Audience: District/Building level health staff

Dates Offered: August 12, 2026 at 9:00-11:00 MT

ICCMS100 Messenger 2.0 – Email

Description: The core Campus Messenger tools can be used to send email messages to students, student messenger contacts, and staff. We will note the options for the premium add-on voice/SMS; however, it is not required for participation in this session.

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

Dates Offered: July 28, 2026 at 1:00-3:00 MT

ICOLR100 Online Registration Application Submission

Premium Product: Online Registration

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.

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

Dates Offered: January 27, 2026 at 10:00-11:00 MT

ICOLR200 Online Registration Standard Admin

Premium Product: Online Registration Standard

Description: If your district has purchased the basic package for online registration, this session is for you. 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 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.

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

Dates Offered: February 5, 2026 at 9:00-11:30 MT

ICOLRP200 Online Registration Prime Admin

Premium Product: Online Registration *Prime*

Description: 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.

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

Dates Offered: January 29, 2026 at 1:00-3:00 MT

ICOLR250 Online Registration Prime Builder

Premium Product: Online Registration *Prime*

Description: Customers participating in this session must have reviewed ICOLRP200 – 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 use of conditional values in the Online Registration Form. Additionally, users will learn to post non-core information to Infinite Campus core or custom fields in new or existing tools.

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

Dates Offered: February 4, 2026 at 1:00-3:00 MT

ICOLR300 Online Registration Application Approval Processing

Premium Product: Online Registration

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 Processing and Student Processing for the creation of enrollment records.

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

Dates Offered: March 17, 2026 at 1:00-3:00 MT

ICOLR600 Online Registration Year to Year - OGLP+

Premium Product: Online Registration Prime

Description: This session will walk through the Online Registration process for opening and closing the OLR registration year for New and Existing Families/Students. This session assumes the district is not new to Online Registration and is simply rolling forward their existing settings with minimal changes.

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

Dates Offered: February 24, 2026 at 9:00-11:00 MT

ICPLP100 Personal Learning Plan (PLP) - OGLP+

Description: 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.

Dates Offered: November 19, 2026 at 9:00-11:00 MT

ICSA200 Portal Roll Out Best Practices

Description: This session will cover decisions districts need to discuss regarding the process for rolling out the Parent and Student Portals. We will look at setting options, providing parent links for the 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 providing user account information to parents and students.

Dates Offered: July 2, 2026 at 1:00-3:00 MT

ICRTI100 Response to Intervention (Rtl)

Description: This session will take the user through the setup and use of the Campus Response to Intervention tools. 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 tools from the perspective of Intervention Staff.

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

Dates Offered: September 8, 2026 at 1:00-3:00 MT

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.

Dates Offered: May 7, 2026 at 9:00-11:00 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 and Enrollment roll forward.

Dates Offered:

January 29, 2026 at 9:00-11:00 MT

December 15, 2026 at 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, including an overview of the Course Planner tool to update Course settings. We will also go through the methods for entering student requests for scheduling, and review all Request reports. Participants must have completed calendar and student roll forward for this session to be of assistance.

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

Dates Offered:

January 22, 2026 at 1:00-3:00 MT

February 12, 2026 at 1:00-3:00 MT

ICSC200 Schedule Board I: Course and Staff Planning

Description: This course will focus on the Course and Staff Planning tools in schedulint. We'll look at mass update tools, discuss placement restrictions and scheduling rules, review terms/schedules/periods/seat counts and scheduling units 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 Schedule Board. District / School specific training may be needed as a follow-up to this group session.*

Dates Offered:

January 27, 2026 at 1:00-3:00 MT

March 3, 2026 at 9:00-11:00 MT

ICSC250 Schedule Board II: Schedule Building / Loading / Cleanup

Description: 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.

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 Schedule Board. District / School specific training may be needed as a follow-up to this group session.*

Dates Offered:

February 5, 2026 at 12:00-3:00 MT

March 19, 2026 at 9:00-12:00 MT

ICSC400 Scheduling with Requests and Rosters – focus on Elementary

Description: Users will learn to utilize the Requests and Rosters tools for batch editing student rosters, including the use of batch tools for requests and roster updates. Copying, adding, and removing students from sections will be covered.

Intended Audience: Users responsible for creating, copying, managing student rosters en masse.

Dates Offered: August 10, 2026 at 9:00-11:00 MT

ICOLP200 School Store - OGLP+

Premium Product: Online Payments

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

Intended Audience: System Administrators, Business Office Staff

Dates Offered: April 7, 2026 at 1:00-3:00 MT

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.

Dates Offered: May 27, 2026 at 1:00-3:00 MT

ICTR105 Transcripts

Description: This session will look at the various methods for the entry of transcript records. The methods covered will include 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.

Dates Offered: December 10, 2026 at 9:00-11:00 MT

ICOLP500 Tuition Billing - OGLP+

Premium Product: Online Payments

Description: Tuition billing allows districts to set up tuition billing and payments such as private schools, preschools, non-resident students, and summer school sessions. Learn to set up payment plans, multiple tuition rates, additional fees, discounts, and scholarships/ grants.

Intended Audience: Users responsible for setup and tracking of tuition payments

Dates Offered: June 25, 2026 at 9:00-11:00 MT

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.

Date & Time: July 22, 2026 at 9:00-11:00 MT

CIC Free Online Training

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.

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

FICMOSS100 Missouri Summer School Calendar and Enrollments

Description: This session will give basic information on setting up summer school calendars and rolling students into the calendar(s).

Intended Audience: Any staff member who is responsible for summer school calendar setup and enrolling students into the calendar(s).

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

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

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.

Dates Offered: Recorded Session only

FICGEN600 Principal's Seminar

Description: This FREE 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 Summary and Profile Information, Behavior, Canned Reports, Ad Hoc Basics, Portal Overview, Guest Gradebook Access

Intended Audience: School Principals and Assistant Principals

Connection Limit: 50

Dates Offered:

June 25, 2026 at 1:00-3:00 MT

July 21, 2026 at 1:00-3:00 MT

August 4, 2026 at 1:00-3:00 MT

FICGEN150 Basic Navigation of Infinite Campus

Description: New users to Infinite Campus will learn to navigate through the menus, categories, and tools in Infinite Campus. Tips and Tricks for personalizing and searching will also be covered.

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

TECH100 Campus Schema / SQL

Description: Review of the SQL Enterprise Manager and Query Analyzer. Learn Infinite Campus database schema, and create SQL scripts to produce data queries.

Intended Audience: System Administrators with security access to their Infinite Campus SQL database. This class is not applicable to hosted (Campus EPM) customers.

Dates Offered:

February 10-12, 2026 at 12:00-4:00 MT daily

April 28-30, 2026 at 12:00-4:00 MT daily

November 3-5, 2026 at 12:00-4:00 MT daily

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: 3 Days

Dates Offered:

February 17-19, 2026 at 12:00-4:00 MT daily

May 5-7, 2026 at 12:00-4:00 MT daily

December 1-3, 2026 at 12:00-4:00 MT daily

IPICFA100 Mastering the Fundamentals of Campus

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 / Dates: Onsite / To Be Determined

IPCSP102 Schedule Board Workshop

Description: 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.

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

Duration: 3 days

Location: ONSITE as noted

Time: 8:00-4:00 local time

Date/Location:

February 10-12, 2026 at Maine Township HSD207, Park Ridge IL

February 24-26, 2026 at Lindbergh

March 10-12, 2026 at Sikeston R-6 Schools, Sikeston, MO

March 24-26, 2026 at Willard R-II SD, Willard, MO

April 8-10, 2026 at De Soto 73 SD, De Soto, MO