

# INTERCHANGE

# SESSIONS

DECEMBER 3-5, 2018

## Accounts, Maintenance and Understanding Campus Security

**Audience:** SIS Administrator

**User Level:** All

Data security is a top priority in our districts today. In this session you will learn best practices, new tools and how to leverage Calendar Groups and User Groups to simplify this task. You will also learn ways to better maintain staff, parent, and student user accounts.

## AdHoc Reporting: Logical Expressions & Functions

**Audience:** SIS Administrator

**User Level:** Intermediate

This session will highlight the use of the function tool, logical expression and aggregate tool in AdHoc. These tools can be used for: Adding & subtracting, logical expressions, adding coalesce, concatenate and constant functions. Participants of this session should be proficient in basic AdHoc with the ability to create query wizards and selection editor filters.

## AdHoc: Tips & Tricks to Use District Wide

**Audience:** SIS Administrator

**User Level:** All

AdHoc is an area of Infinite Campus that can be as overwhelming as it is impressive. Time in this session will be spent showing some unknown ways that AdHoc can be used and embedded into other areas of the product to make your life easier. Participants will leave with the information needed to implement what they see in a matter of minutes.

## Attendance Period, Period Setup, Attendance Wizard, Excuse Codes

**Audience:** SIS Administrator/School Admin

**User Level:** All

In this session we will review all of the options for setting up period vs daily attendance, options for attendance codes and the use of the Attendance Wizard. We will also take a look at tools to monitor individual student's attendance.

## Beginning of Year Processes

**Audience:** SIS Administrator

**User Level:** All

The Beginning of Year Process (BOY) is a very important process to the start of a successful school year. In this session, participants will: View the BOY checklist and understand how to perform the actions on the checklist.

## Behavior Tracking & Reporting

**Audience:** SIS Administrator/School Admin

**User Level:** All

Tracking behavior events to their resolution and reporting to GaDOE, parents and staff is a necessary part of school operations. In this session, participants will review: The Infinite Campus model for handling behavior event data; the integrated flow of data from the referral, to the resolution, to home communication; and Proper procedures for safeguarding student privacy.

## Building a Master Schedule

**Audience:** SIS Administrator/School Admin

**User Level:** Beginner

Is your principal thinking "out of the box" and now wanting to change and create a totally different master schedule next year? Are you scared to death and have no clue where to start? This is the session for you!

## Campus Community

**Audience:** SIS Administrator/School Admin

**User Level:** Beginner

Ever wished you could pick the brains of someone else who does what you do or faces your same challenges? Campus Community is a free resource available for all of this and more! In this session, participants will learn: What Community is, the benefits of using Community and finding what it is you need through searching Community.

## Campus Portal for Parents & Students

**Audience:** SIS Administrator/School Admin

**User Level:** All

Parents and students expect real-time information accessible 24/7. The Campus Portal for Parents & Students provides information about school activities, assignments, grades, scheduling options and so much more. Participants will review: The types of information available, how to create and maintain user accounts and how to setup the Campus Portal options.

## Campus Professional Development

**Audience:** SIS Administrator/School Admin

**User Level:** All

Do you struggle with providing Professional Development for the functionality granted to a user within Infinite Campus? Have you every wished you could empower the users with online resources to relieve some of that burden and even monitor their progress? Then this session is for you! Come see what Infinite Campus Professional Development has to offer!

## Campus Scheduling Tools for Elementary

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Elementary scheduling is becoming more complex each year. There are tools and options available in Campus to help make the process easier than a ton of clicks building sections and rosters. Come away from this session with an understanding of where to start and what can be used to make the elementary scheduling season run smoothly.

## CheckMate: Attendance Tracking & Reporting

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Using our Checkmate tool, you can automate student check in/check out with direct updates to your Infinite Campus database. Checkmate offers: Guest check in/out with name badge printing and a "Who's in the building" dashboard, substitute check in/out with name badges to include the absent teacher's name and reporting for payroll purposes, staff time clock feature with reporting for time and attendance tracking, student notes feature - enter and print student notes to allow for tracking of any variety of notes.

## CheckMate Users Group

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

This session is designed for districts who are currently using CheckMate. We will review new and upcoming functionality based on your enhancement requests. We will also share the best practices for kiosk set up and answer any of your questions regarding the tool.

## Civil Rights Data Collection

**Audience:** SIS Administrator

**User Level:** All

New this year, Infinite Campus has developed Phase I of the Civil Rights Data Collection (CRDC) to assist districts with this mandatory collection. This Just in Time session will review the setup required to utilize this tool, and what benefits you receive from using it verses using the file provided by GaDOE.

## Cleaning Up Census Data

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Has your district been using Infinite Campus for a long time? Are you a new district to Campus? Do you feel Census and Household data is just a mess sometimes? In this session we will go through how to clean house! Best practices on how to edit households, members, addresses, update contact info, preferences, etc. We will also cover how to edit district employment and assignment records. Just a little Census Spring Cleaning!

## Copy Scores & Other Instructional Enhancements

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Do you have students that change classes after school has started? If you have you ever created a fake assignment because a student transferred into your class in the middle of the year, you are not alone. The seamless transfer of assignment scores from one section to another is now a reality.

## Custom Data Visualization with Tableau Demo

**Audience:** SIS Administrator/School Admin

**User Level:** All

Use the Campus Data Analysis tool but just can't get the information you need? Learn about Tableau, a feature rich Business Intelligence tool that can advance your data analysis and visualization needs to a new level.

## Custom Data Visualization with Tableau User Group

**Audience:** SIS Administrator/School Admin

**User Level:** All

Join other DataViz districts for a round table discussion hosted by Bill Dwyer of Custom. Topics will include dashboards districts have built (Show & Tell) and those you'd like to build. Key features of the product will be reviewed, as well as a look at new features in development. Prospective districts are welcome, but prepare to leave intrigued and maybe even envious.

## Customizing Campus: Custom Tabs, Fields & Outline Links

**Audience:** SIS Administrator

**User Level:** All

Infinite Campus can be modified to meet your needs in many ways. When there is a need to allow for special district practices or for more data, customization is the perfect solution. In this session, participants will learn: What customizations are possible and appropriate, how you can customize Campus Help for district specific instructions and how to create tabs and fields to capture information easily.

## Data Extract Utility: How to Use with AdHoc and More

**Audience:** SIS Administrator

**User Level:** Intermediate

Use the Campus Data Extract Utility and the wealth of information maintained in your Infinite Campus database to automate data with external databases and third-party systems like library and transportation. Set up and schedule flat file data extracts to provide precisely the right data to the right place, in the right form, at the right time. Then, reverse that for Free/Reduced Eligibility - utilize the Eligibility Import tool to get those statuses set in Campus for the necessary reporting to GaDOE.

## Data Viewer/Data Analysis

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

If you are a new user to Campus or AdHoc, Data Viewer and Data Analysis are a good place to start to get your feet wet! We will learn how to create simple reports with drag and drop functionality to see the results in a 'real-time' report.

## Development Life Cycle: What's In Development For The SIS

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Have you ever had a great Idea that would make Infinite Campus better? Do support tickets really go in to "Never Never Land" never to be seen again? Take a look behind the curtain and discover how your support ticket gets attached to an Rx, Maintenance Queue, or development project and in to the product.

## District Management of Grading

**Audience:** SIS Administrator

**User Level:** Intermediate

Are you concerned every year that your teachers don't have their grade books setup correctly? Are they creating categories and weights that make no sense? Learn how to auto-direct your teachers to the correct grading setup defined by your school and/or district's grading policies. Make it possible for your teachers to open the Campus Grade Book the first day of school without having to do any setup at all. Best of all, it will be correct all year long!

## Document Management in Campus: Going Paperless

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

A buzz word for many district is "paperless". What does that mean and what can Campus functionality do to help? Through the tools available in the Digital Repository, your schools can move towards a paperless environment and free up a few filing cabinets. We'll cover digital document storage from registration documents to student assignment submissions.

## Early Warning Tool: Identify At-Risk Students

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

During this session we will provide an overview of Campus Early Warning embedded within Infinite Campus. This new product provides a machine learned data analysis tool that measures a students' dropout risk based on statistical modeling. Campus Early Warning will not only identify students' overall risk, it will also identify the greatest inhibitor to success and possible focus area for intervention.

## End of Year Processes

**Audience:** SIS Administrator

**User Level:** All

The End of Year Process (EOY) is essential to the ending of a successful school year. In this session, participants will: View the EOY checklist and understand how to perform the actions on the checklist.

## Engage Parents & Students Through Campus Mobile Apps

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Meet the NEW Campus Parent and Student Mobile Apps. Discuss how to energize use by your largest user population to improve communication. Bring your ideas to share!

## ETCH: More Than Just Errors

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

This session is for districts who want to learn more about ETCH, a fully integrated error tracking, checking & handling system within Infinite Campus. This tool currently features FTEmate, Student Record, Student Class, Managing At Risk Students (MARS), CCRPI and DATAmate. Attend this session to learn more about these tools.

## ETCH Users Group

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

This session is designed for districts who are currently using ETCH. We will review new and upcoming functionality based on your enhancement requests. We will also answer any of your questions regarding the tool.

## Fee Management with Online Payments

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Office personnel spend a lot of time managing cash and checks. Parents can now pay fees, purchase school store items and make Campus Food Service payments online through the Campus Portal. In this session, participants will: Learn the benefits of online payment, how to setup and enable Campus Online Payments and how fees and convenience fees work.

## Free & Reduced Application Management

**Audience:** SIS Administrator

**User Level:** All

The FRAM (Free and Reduced Application Management) module provides the tools for processing applications and approving federal meal service assistance for students. We will discuss how to: Review and update processed applications via the household application tool, generate batch approval and denial letters, conduct and report annual Federal verification of applications, take advantage of up-to-date Federal income guidelines, automate the importing of eligibility status with the Campus Eligibility Import Wizard managed by Infinite Campus, complete state reporting of meal status and how to setup and enable Online Meal Applications.



## Georgia State Reporting Updates & CPI Reporting

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

In this session, we will review and discuss all of the GaDOE State Reporting updates. We will also discuss CPI Reporting through Infinite Campus.

## Get Creative With Standards

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

There are many different ways to setup your standards to design a report card and make it easier for your teachers and parents. Attend this session to learn a few creative ways to manage standards in Campus.

## Get Credit For Your Effort

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

This session will highlight some new and existing functionality in Infinite Campus to help organize and collect student related information to support how much time and effort is spent working with and for students. We will also discover how this data can help provide evidence for professional evaluations of staff and programs.

## Health Tracking & Reporting in Campus

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Today's students have a myriad of medical conditions that require monitoring. The Campus Health Office streamlines the nurse's record keeping so they can focus on the student, while maintaining a full account of activity and daily appointments. In this session, participants will: Be introduced to the information management tools available in Campus Health, review the most efficient setup and learn how to record daily data for reporting.

## Improve Parent & Student Communication: Email Messenger

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

A top priority for schools and teachers is keeping their parents and students informed. The Campus Email Messenger is a free tool in Campus that can be used to improve communication. We will discuss how to generate messages to be sent to a mass audience, staff members as well as students and parents.

## Letters With Language Translation

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Did you know that you can now create attendance and behavior letters in any preferred language? Attend this session to learn how this new functionality works!

## Managing the Most Common Assessments in Campus

**Audience:** SIS Administrator

**User Level:** All

Infinite Campus offers several different ways to enter and track assessment data on your students. In this session we will take a beginners look at how to setup assessments, how these can be teacher scored, individual student entries and mass imports. We will also look at several ways to utilize the assessment data for analysis and reporting.

## Managing Students Using the Counselor Module

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Our Counselors are often overlooked when considering our SIS. This session will cover all of the tools available to Counselors to better enable them to track meeting, documents, academic progress, communication, etc. We will also cover the NEW and IMPROVED Walk-In Scheduler.

## Multi-Language Editor

**Audience:** SIS Administrator

**User Level:** All

Does your district have a need to produce report cards in the primary language of the families in your school? The Campus Multi-Language Editor allows you to support multiple languages when building report cards with grading tasks, standards, and courses. This tool will help you increase communication effectiveness with diverse stakeholders.

## MYAP: Track Graduation, CTAE Clusters and Pathways

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Not only can you track a student's progress towards graduation in MYAP, now you can track progress and completion of all CTAE Pathways. Career Tech Programs show a student's progress towards completion of that program, including specific course requirements for that career track and any assessments or certificates that need to be taken in order to complete that program.

## New Proficiency Based Tools

**Audience:** SIS Administrator/School Admin

**User Level:** All

Infinite Campus shows how a student has performed over time. Regardless of how long you have been scoring students on standards, you already have a standards-based transcript and you might not even know it. The transcript is also interactive and allows for viewing of actual assessments and scores earned in previous year/course combinations.

## Online Registration Users Group

**Audience:** SIS Administrator

**User Level:** All

Bring your ideas and questions to collaborate with other Online Registration User Districts. This is a district-led session that will allow us to get to know one another and share ideas!

## Process Consulting: Understanding the Unknown

**Audience:** SIS Administrator

**User Level:** All

Are there processes within your District that need improvement? Do you ever wonder if many of those processes could be improved with existing functionality within Infinite Campus that you may not be aware of? Join us to explore the services offered by K-12 Solutions Group to help you maximize your investment in Infinite Campus.

## Profile Manager

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Due to all the changes in SLDS, efficiently managing Profile Manager has become a huge requirement. In this session, we will review the working of Profile Manager, look at a few new things, and answer any questions that you might have. If you know all there is to know about Profile Manager, you might want to think about getting a backup and bring them along with you.

## Report Card Audit & Grade Book Setup Verification

**Audience:** SIS Administrator

**User Level:** All

Would you like to verify that your teachers have their grade books set up correctly for the school year? Would you like to find out if your teachers have all of their grades in before you run the report cards? Participants will learn how to generate the Grading Setup Audit Report and how to trouble shoot teacher grade book and assignment setup issues, as well as generate the Grades Report to discover missing grades.

## Report Setup: Report Cards, Schedules and Transcripts

**Audience:** SIS Administrator

**User Level:** All

In this session, we will review how to create report card, progress report, schedule and transcript templates to be used throughout the year. We will also cover the maintenance and roll-forward of these reports from year to year.

## Response to Intervention

**Audience:** SIS Administrator

**User Level:** All

The Response to Intervention module allows you to view and manage RTI student Summary, Team Member, Documents and Contact Log information as well as enter intervention delivery records and finalize a student's RTI plan. In this session, we will review how to get started, support and maintain plans in Response to Intervention.

## Responsive Scheduling

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

This session will cover how to run intervention enrichment courses, build on-demand rosters by student selection and make use of the tools in Campus Instruction including Attendance.

## Schedule Prep with Campus Tools

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Many think the Campus Schedule Wizard is only to be used to schedule large high schools. This is not true! Schedule Wizard, and other tools in Campus, can be used to automate several aspects of master schedule building at ALL levels. In this session, participants will see what tools and options are available and how to get started no matter what level or size school you are.

## Schedule Prep with MYAP

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** Beginner

Multi-Year Academic Planning allows schools to prepare a student's academic plan through their entire high school career. By utilizing MYAP for scheduling, each year is just a few tweaks to get all requests complete for a student. In this session, we will start from step 1 to get you started with MYAP.

## Schema 101: Review the Basics of Campus Schema

**Audience:** SIS Administrator

**User Level:** Advanced

Starting to get your feet wet in SQL? This session will help to familiarize you with the Campus Schema.

## Setup HS Credit for MS Students & Utilizing MYAP

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** Intermediate

MYAP isn't just for high school students. We will review how you can utilize MYAP with your middle school students as well.

## Social Work Activity & Referral Module (SWARM)

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

This session is for districts who want to learn more about Social Work Activity & Referral Module (SWARM). This tool can be used to track Concerns, Social Worker Referrals, Case Notes, Activity, Group Work, etc. From individual interactions to group sessions, track your minutes, students attending, activities offered and provided. Easily monitor a student's social worker data with a Student Overview dashboard. All of this rolls up for State Reporting without the need for additional logging and manual calculation prior to Student Record.

## SPED User Group

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Annually, all Campus Special Education districts gather to discuss updates, needs and ideas. If you use Campus SPED in your district, join us for this User Group!

## SQL 101: Pass-Through Queries with AdHoc

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Get the most out of Infinite Campus using your SQL skills and district data. Leverage Campus AdHoc Reporting using a SQL query to excavate the data needed for stakeholders in your district. Attend this session to learn how to identify the associated fields needed and build SQL query filters with beginner knowledge.

## Submission Scorer

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Bored waiting in line at the DMV, grocery store or anywhere in-between? Teachers now have the ability to score student work on any device without the worry of lost papers. Every product has a feature they tout as saving teachers time. After much analysis, we have built an efficient, user-friendly tool for evaluating and providing feedback for student submitted work.

## SWARM Users Group

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

This session is designed for districts who are currently using our Social Work Activity & Referral Module (SWARM). We will answer questions on the tool and review new functionality based on your enhancement requests. We will also introduce you to our new version scheduled to be released spring 2019.

## The NEW Campus Custom Forms

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** Advanced

The Custom Forms tool is used to upload supplemental documents linked to a person's record. Custom Forms can be set up to pull information directly from Campus and/or have data entered into a form queried and reported in AdHoc. We will cover the latest functionality and setup utilizing an interactive form with a database tab.

## Transfer Students: Transcripts & National Records Exchange

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Participants will learn how to manually enter transcript information for a student including school history, courses, and grades. You will also learn how to run the Transcript Audit Report to help look for any items that need to be changed as well as how to make any appropriate transcript edit changes, including grade changes, on a student transcript or from the course level. Lastly, participants will learn more about the National Records Exchange and how it can make the transfer student process easier.

## Using Academic Rubrics For Scoring & Communication

**Audience:** SIS Administrator/School Admin/Data Clerk/Teacher

**User Level:** All

Teachers shouldn't have to feel like they are being interrogated when answering the "Why did you give me this score?" question. Academic rubrics attached to an assignment provide transparency to students and parents as to how a grade is earned, and not given.

## What All Can Campus Do? Campus Premium Products

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

Extending the power of Infinite Campus with our premium products enables districts to streamline operations and take advantage of a single, fully integrated system handling multiple needs across the district. In this session, participants will learn about the benefits and all of the possibilities with Campus product integration.

## What's New in Scheduling Tools?

**Audience:** SIS Administrator/School Admin/Data Clerk

**User Level:** All

As you know Campus is a growing living product. If you haven't seen what's new to scheduling tools in the last year, this session is for you! Learn about recently added functionality, including the new and improved Walk-In Scheduler, as well as tips and tricks that may make scheduling life a little bit easier!



## What's New in SLDS?

**Audience:** SIS Administrator/School Admin/Data Clerk/Teacher

**User Level:** All

Wow, it has been a busy year for SLDS. Attend this session to learn about some of the exciting things that have been added in SLDS. We will look at some of the new applications like TKES, Keenville, Counselor Companion, PLO, EL Screener, and the Essential Toolkit. In addition, we will cover the many enhancements that have been added to the existing platform.

## Year in Review: What Has Campus Done For You This Year?

**Audience:** SIS Administrator/School Admin/Data Clerk/Teacher

**User Level:** All

Every four weeks we get better or fix something. Many of the major enhancements are overlooked because of the hectic nature of your job. Let's reminisce about some of the truly amazing things that have been added to Infinite Campus in the past year.