

June Newsletter



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Quick Links

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ONLINE ASSESSMENT IS HERE!

With the release of E.1222, the Campus Online Assessment tool will be available. The Online Assessment tool will allow users to create and administer assessments through Campus and the Portal. Item and Assessment creators will create Test Items (questions) and then assemble items into Assessments. Teachers may then enable, administer and score Online Assessments through the Assignments tool.

Users should be aware that with this change the Assessment area will move out of System Administration and become its own module, where the new Online Assessment tool will also be stored. Online Assessment should not be confused with Assessment > Test; these tools are entirely separate.

In preparation for this tool being released, teachers and / or item and assessment creators may want to spend some time during the summer entering test items and assembling assessments so that teachers will be able to begin using this tool with the new school year. Specific tool rights must be given to users to allow them to access the tools, items and assessments.

When entering test items and online assessments, Campus is recommending that districts establish a naming convention for Item ID and Assessment ID, which will help keep large numbers of items and assessments manageable. Item and Assessment IDs must be unique. For example, an Item ID of ENG.09.03 could indicate an item or assessment used for the 3rd unit of 9th grade English (with subsequent items numbered as .04 .05, etc).

Multiple types of items will be available, including Multiple Choice - Single Correct Response,

Essay, Short Answer and True/False. Once items are created, they are combined into assessments in the Assessment Bank by users having the appropriate tool rights. Assessments can then be assigned by teachers using the Assignments tool.

Students will take the assessments through the Portal. Responses can be viewed and scored by teachers within Campus. Scoring assessments can be as simple or complex as teachers require, including aligning different standards or grading tasks to individual test items.

Teacher-level and district-level reports will be available for evaluating item and assessment performance. For additional information and details, visit the Campus Community. Documentation, simulations and training opportunities will be available upon release.

If you have any questions and / or would like assistance in determining a process for the implementation of Online Assessments, please contact your Account Specialist.



INFINITE CAMPUS E1218 HIGHLIGHTS

Release Highlights

Campus is a “living” product in which new functionality is continually added in order to provide you with a product that not only meets your needs today, but will continue to serve you and your students in the future.

Check out the highlights of the latest product enhancements released in E.1218 below:

Portal – Grades Tab

Campus Portal users can now view student grades at a glance using the Student Grades tab. Parents and students can see recent assignments, term grades and overall GPA. Assignments display as a news feed, listing the most recently scored assignments in the last 14 days.

Ad Hoc Aggregates and Calculations

Additional aggregation and calculation-related functions have been added to the Filter Designer tool for use within filters. The Campus Ad Hoc tool has seen a number of very useful enhancements in the last year. Please be sure to take a look at what is now available in Ad Hoc!

Fees

Two new Fees Wizard options have been added to manage student fee assignments. Users can now use the Fee Wizard to mark fee assignments as exempt or non exempt and adjust existing fee assignments. The Fees Detail editor has two new options when creating fees to mark the fee as able to be exempted and able to be adjusted. The Calendar Wizard has also been updated to allow the rolling of fees, if desired.

FRAM Online Meal Benefits Application

Parents or guardians can now submit a Meal Benefits Application to their district via the Campus Portal and receive Process Inbox notices indicating application was submitted and processed.

Password Reset and User Account Management

Users are able to recover and modify their Campus account passwords without the need for school or district intervention. Portal users can now access the Account Management tool, and Campus application users can access the Account Settings tool, allowing them to manage their security preferences and establish an email address for recovering forgotten passwords. Please note that enabling this feature automatically hashes the Infinite Campus passwords. This can drastically affect any third-party system interfaces that allow the passing of user credentials from and to Infinite Campus. Before activating this feature, please contact your Account Specialist for more details.

If you would like more details about these features and others that were released with 1218, please reference the Release Notes available on the Campus Community. Be sure to take advantage of the resources available to help you and your teams become familiar with the new and exciting functionality. Summer is a great time to schedule time with a subject matter expert to address questions and training needs. If you have any questions, ask your Account Specialist.

“It is the mark of an educated mind to be able to entertain a thought without accepting it.”

-Aristotle



Innovative Training Ideas

The end of the school year is quickly approaching and there are not enough hours in the day to train all personnel on the wonderful new features coming to Infinite Campus . **To assist you in learning more about the latest enhancements and changes, Infinite Campus University has created a series of free webinars to help prepare districts for taking these updates** . You are encouraged to share these links with anyone who might need this training. To access the recorded webinars, simply click the links below! A screen will ask for your name and email address, and then the recording will play. If you experience any issues accessing these recordings, please contact icu@infinitecampus.com

Ad Hoc/Assessment 2011-2012 Enhancements - 38 minutes

<https://icu.webex.com/icu/lsr.php?AT...16645aab92d5a1>

Attendance/Scheduling Messenger 2011-2012 Enhancements - 31 minutes

<https://icu.webex.com/icu/lsr.php?AT...32dbb992c6ba11>

Special Education/Health 2011-2012 Enhancements - 24 minutes

<https://icu.webex.com/icu/lsr.php?AT...16861d9e6defd9>

Behavior/Transcript 2011-2012 Enhancements - 23 minutes

<https://icu.webex.com/icu/lsr.php?AT...b258acf70e5efb>

Census/Portal 2011-2012 Enhancements - 21 minutes

<https://icu.webex.com/icu/lsr.php?AT...b0dfb31336f1a2>

Hands-On Virtual Labs—Campus Community

Hands-On Virtual Labs are designed to provide role-based learning plans for district staff needing to learn how to use Infinite Campus. Campus-created content on workflows or topics which are typically part of a role have been collected in one place. This content is in a variety of formats (hands-on practice simulations, tutorial videos, product documentation) which allows learners to access the content which best fits their learning style and schedule in the recommended order.

Read more about this wonderful, interactive training tool by clicking on this link:

<https://community.infinitecampus.com/kb/display/DOC/Hands-On+Virtual+Labs#>



Schedule of Events

- **June 5 CIC LL, Customizing Campus-** Creation of custom fields, custom tabs and outline links within the Infinite Campus database. 9:00 a.m. Mountain
- **June 5 CO Focus Group Meeting,** WebEx 9:00 a.m. Mountain
- **June 7 NE Statewide Group Meeting,** WebEx 10:00 a.m. Central
- **June 7 IL User Group Meeting,** WebEx 10:30 a.m. Central
- **June 8 IA Statewide Meeting** WebEx, 1:00 p.m. Central
- **June 11, CO CSIS Meeting,** Douglas County, CO 8:30 a.m. Mountain
- **June 11, CO Focus Group Meeting,** WebEx 9:00 a.m. Mountain
- **June 12 CIC LL Academic Planner-** This session will focus on setting up the Academic Planner Program, including setup of graduation subject areas, credit requirements and curricular program assignments in Infinite Campus. 9:00 a.m. Mountain
- **June 12 KS Statewide Meeting,** WebEx 10:00 a.m. Central
- **June 14 MO Statewide Group Meeting,** Web Ex, 9 :00 a.m. Mountain
- **June 19 CIC LL Census Basics,** WebEx This course is designed to provide the attendee with the knowledge necessary to perform Census activities including adding People, adding Addresses and assembling Households via the Census Wizard. In addition, non-household relationships and additional demographic data points will be discussed and illustrated. 9:00 a.m. Mountain
- **June 19 CO Focus Group Meeting,** WebEx 9:00 a.m. Mountain
- **June 19 MO Focus Group Meeting,** WebEx 10:00 a.m. Mountain
- **June 20 WY Statewide Meeting,** WebEx 10:00 a.m. Mountain
- **June 21 CIC LL-Tableau Tips and Tricks** This session will cover the use of templates as a starting point for custom visualizations, connecting templates to data, and formatting the visualizations to meet your needs. Attendees will also learn to filter data sets by user and methods for publishing the visualization. 9:00 a.m. Mountain

June 2012

Mon	Tue	Wed	Thu	Fri
				1
4	5 CIC LL— Customizing Campus, WebEx CO Focus Group Meeting, WebEx	6	7 NE Statewide Group Meeting, WebEx IL User Group Meeting, WebEx	8 IA Statewide Meeting, WebEx
11 CO CSIS Meeting, Douglas County, CO CO Focus Group Meeting, WebEx	12 CIC LL— Academic Planner, WebEx KS Statewide Meeting, WebEx	13	14 MO Statewide Meeting, WebEx	15
18	19 CIC LL-Census Basics, WebEx CO Focus Group Meeting, WebEx MO Focus Group Meeting, WebEx	20 WY Statewide Meeting, WebEx	21 CIC LL-Tableau Tips and Tricks, WebEx	22
25	26	27	28	29



Schedule of Events

- **July 5 NE Statewide Group Meeting**, WebEx 10:00 a.m. Central
- **July 17-19 CIC LL-Campus Credentialing**, Overview of Infinite Campus basic applications including: Census, Student Information, Health, Attendance, Behavior, Transcripts and Ad Hoc. 8:30 a.m. Mountain
- **July 17 CIC LL Ad Hoc Reporting I**, 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. 9:00 a.m. Mountain
- **July 17 MO Focus Group Meeting**, WebEx, 10:00 a.m. Mountain
- **July 17 KS Statewide Meeting**, WebEx, 10:00 a.m. Central
- **July 18 WY Statewide Meeting**, WebEx 10:00 a.m. Mountain
- **July 19 MO Statewide Group Meeting**, WebEx, 10 :00 a.m. Mountain
- **July 19 CIC LL-Ad Hoc Reporting II**, This course is designed for those familiar with Ad Hoc reporting. Topics will include basic grammar of SQL and examples of Pass-Through statements. 9:00 a.m. Mountain
- **July 24-25 CIC LL-Campus Schema/SQL**, Review of the SQL Enterprise Manager (2008/2005). Learn Infinite Campus database schema, and create SQL scripts to produce data queries. 8:30 a.m. Mountain
- **July 25 CIC LL Standards-Based Report Cards**, Setup and deployment of Infinite Campus standards bank, associating standards with courses, scoring of standards and development of Infinite Campus Standards-Based Report Cards. 9:00 a.m. Mountain
- **July 30 CIC LL Census Basics**, This course is designed to provide the attendee with the knowledge necessary to perform Census activities including adding People, adding Addresses and assembling Households via the Census Wizard. In addition, non-household relationships and additional demographic data points will be discussed and illustrated. 9:00 a.m. Mountain
- **July 31 CIC LL Health Office Visits**, This session is designed to take attendees through the enhanced features provided by the Health Office Visits tab including Health Office Calendar, Conditions, Treatments, Observations and Interventions. Attendees will also view the new Health Report available for data previously entered on the retired Health Office tab 9:00 a.m. Mountain

July 2012

Mon	Tue	Wed	Thu	Fri
2	3	4	5 NE Statewide Group Meeting, WebEx	6
9	10	11	12	13
16	17 CIC LL— Campus Credentialing, CIC Ad Hoc Reporting I, WebEx MO Focus Group Meeting, WebEx KS Statewide Meeting, WebEx	18 CIC LL— Campus Credentialing, CIC WY Statewide Meeting, WebEx	19 MO Statewide Meeting, WebEx CIC LL— Campus Credentialing, CIC Ad Hoc Reporting II, WebEx	20
23	24 Campus Schema/SQL, CIC	25 Campus Schema/SQL, CIC Standards-Based Report Cards, WebEx	26	27
30 Census Basics, WebEx	31 Health Office Visits, WebEx			

End of Year Processing

Here we begin the mad dash to run final grades, finalize transcripts, finalize master schedules, complete end of End of Year roll-forward and submit End of Year state reports; and you want to make sure everything is perfect when your staff returns in August! We understand the struggles you have each year at this time and we are here to help! A recording of our End of Year CIC Learning lab session is available for CIC Ongoing Learning Plan members. Below is an End of Year Checklist for you to make sure that all of the typical end-of-year processing is completed. Please let us know if you have questions!

END OF YEAR CHECKLIST

- Post Grades
- Post Transcript Grades
- End Enrollments
- Run end-of-year state and district reports
- Remove and/or Add User rights

Reports

- Ensure teachers have posted all final grades for all terms.
- Post appropriate grades to student transcripts.

Student Information—Enrollments

- Verify enrollments for the next school year have been added, with specific attention to students who may not have been included in the original enrollment roll over.
- Verify all state reports have been completed before ending enrollment records.
- Use the Enrollment End Wizard to end enrollments as of the last instructional day for the current year AFTER all grades have been posted. (Be sure to end enrollments AFTER you have completed state reports and verified that students have an enrollment record for the upcoming year).
- **Enrollments should only be ended after enrollments have been rolled forward into the next calendar.**
- Verify that the enrollment start date for the 2012-2013 school year is correct. Enrollments should start on the first day of instruction, as the calendar days suggest.
- Review state-specific entries for proper designation for the student.
- Verify students are enrolled in class sessions for 2012-2013 school year.

System Administration

- Ensure teachers have access to the current calendar and to next year's calendar. Rights to calendars can be removed at any time during the year.
- Verify the last instruction day is indeed the last day of school.
- Verify the first day of instruction in next year's calendar is the first day of school and that is the enrollment start date.
- Verify term dates and period times are correct in the next year's calendar.
- Review user tool rights for access to calendars and appropriate tools.
- Change the Active Year to the next school year.
- End access to Infinite Campus for those individuals who have left the district (non-returning staff, graduated students, etc.)
- Update calendar rights for the new year

If you would like to schedule a two-hour End of Year training session with one of CIC's trainers, OR if you would like the complete End of Year checklist, please contact your Account Specialist.

Behavior Incident Management Release Notification

With the release of E.1230 on or around July 25, 2012, extensive enhancements to the Behavior module will be available. This enhancement represents a fundamental shift from a student-centered behavior reporting style to an incident-based process for tracking and reporting information.

This shift from student-centric to incident-centric reporting was made to support Safe Schools state reporting requirements. This type of reporting assists schools in qualifying to receive federal grant funding based on the Safe and Drug-Free Schools and Communities Act.

To support this new style of Behavior management, the following tools will be added or updated:

- The **Behavior Referral** will be enhanced to support incident-based reporting.
- The **Behavior Management Tool** will be introduced. In this new tool, incidents, events and participants can be recorded and modified. This tool is where the bulk of core and state-specific behavior fields will be stored, as opposed to the current Student Behavior tab. New tool rights have also been added for this tool, which will need to be given to the necessary behavior staff.
- The **Student Behavior tab** will become a read-only view of the individual's involvement where Resolutions can be added, for use in parent conferences. Other core areas, including **Behavior Letters, Reports and Messenger**, will also be updated.
- With the new schema, some **Ad Hoc** elements will be deprecated and replaced. Changes will need to be addressed using the Element Replacement Tool so that filters, letters and other reports will continue to work as desired.

In preparation for the release of this major enhancement, we recommend that you take the following steps:

1. Prepare a plan for how this enhancement will be addressed with users. These extensive changes will require training. Determine who will be affected by this change, including behavior administrators and teachers, and how this enhancement will be communicated to them. Up-to-date documentation, simulations, videos and other tools will be available on the Campus Community website with the release of this enhancement.
2. **Important:** With the introduction of the Behavior Management Tool, behavior events will no longer be managed on the student's Behavior Tab. Therefore, users responsible for managing behavior must be given **Tool Rights** to this new tool before they can proceed with their day-to-day behavior administration.
3. Become familiar with the Element Replacement Tool in preparation for updating filters, letters and other reports that generate based on Ad Hoc elements.
4. Identify areas of custom district development that will need to be updated based on the new schema.
5. Subscribe to the Behavior Release Notification thread on the Forums on the Campus Community website for additional updates as we approach this release.

For more information, please go to the Campus Community and review the release information there. You may follow this link:

<https://community.infinitecampus.com/kb/display/DOC/Behavior+Incident+Management+Release+Notification>

If you have questions regarding additional services to assist in the implementation of the new Behavior management tools, please contact your CIC Account Specialist.

Customer Corner

CIC would like to congratulate Joseph Tomchuk, Information Systems Supervisor, Andy Drajus, Information Systems Specialist, and Linda Higley, Data Processing Technician, for Schaumburg School District, in Schaumburg, IL for completing the Certified Campus Administrator (CCA) exam. Joe Tomchuk also completed the Certified Campus Database Administrator's (CCDA) Credentialing certification exam.

