



2018 KTS Data Exchange: ATC Secretary Retreat

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Division of Technical Schools and Federal Programs

ATC Secretary Retreat Topics

- ▶ Infinite Campus 101
- ▶ KTS Data Exchange
- ▶ Attendance
 - Responsibilities
 - Resolving Attendance (Attendance Wizard)
 - Unknown Attendance Sync
- ▶ Take a Peek inside Campus Instruction
- ▶ Reports
- ▶ Schedule Variances
- ▶ Dual Credit Information
- ▶ Working with High Schools
- ▶ Ad Hoc Reporting Basics & Training Information





Infinite Campus 101

- **Infinite Campus URL**
 - Unique Link
 - Shortcuts
 - Valid username and password
- **Three main areas of IC screen**
 - Action bar
 - Index/Search
 - Main work space

Action Bar



- ▶ Across top of screen
- ▶ Allows user to show or hide Campus toolbar
 - Dropdown menus determined by rights
- ▶ Notifications
- ▶ App Switcher
 - Campus Instruction
 - Campus Community
- ▶ Help
- ▶ Logoff



Index/Search

▶ Index

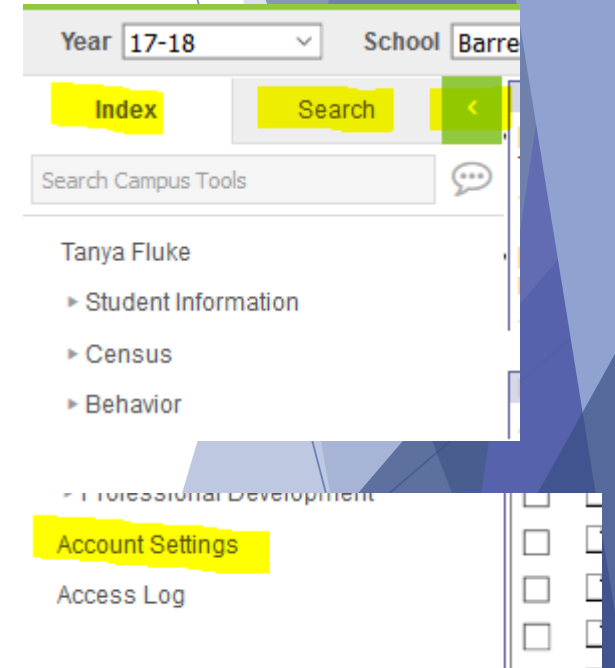
- Contains right-based tools specified per user
- Tools are organized into groups, called modules
- Click each module to expand tools

▶ Search

- Items available to search, determined by tool rights
- Advanced Search

▶ Toggle to hide/show Index/Search

▶ Account Settings Tool



Main Work Space

- ▶ Announcements
- ▶ Process Alerts
 - Messages specific to you (i.e. KTS Error Messages)



State Announcements

[05/02/2018]
 The **May KSIS & More** newsletter is available on the KDE website [here](#). In this issue: New quality assurance reports***Final eTranscripts checklist***Infinite Campus data in EDS by June 30***Title I reporting for school year 2017-18***Training***Complete G-Code End Batch process by June 15***Verify data for SEEK At Risk ADM b

[12/28/2016]
Resource Links - The [Kentucky Student Information System \(KSIS\)](#) webpage contains links to [data standards](#), [training information](#), [monthly newsletters](#), [state reporting reference m](#) and other resources for the Instructional Management System (IMS) and Educator Development Suite (EDS).***Infinite Campus University live and [recorded](#) WebEx tra

District Announcements

No district announcements at this time.

School Announcements

No school announcements at this time.

Process Alerts

Date Range to Display

<input type="checkbox"/>	<input type="checkbox"/>	Process	Name	Posted Date	Due Date
<input type="checkbox"/>	<input type="checkbox"/>	Message	KTS Project Error - Section Number (18-19 Barren County Area Techn)	05/07/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	KTS ProjectStats (Millard Area Technology Center - 138)	05/07/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	KTS ProjectStats (Green County Area Technology Center - 119)	05/07/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	KTS ProjectStats (Shelby County Area Technology Center - 152)	05/07/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	KTS ProjectStats (Jackson Area Technology Center - 124)	05/07/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	KTS ProjectStats (Letcher County Area Technology Center - 130)	05/07/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	KTS ProjectStats (Mayfield/Graves County Area Tech Center - 136)	05/07/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	KTS ProjectStats (Russell Area Technology Center - 149)	05/07/2018	
<input type="checkbox"/>	<input type="checkbox"/>	Message	KTS ProjectStats (Clinton County Area Technology Center - 114)	05/07/2018	



KTS Data Exchange

- Quick Overview
- KTS Data Exchange Webpage

Quick Overview of KTS Data Exchange

- ▶ The Kentucky Technical System (KTS) Data Exchange is a secure transfer of student enrollment data between the student's high school and technical center.
- ▶ Participating technical schools can utilize Kentucky Student Information System (KSIS) in their classrooms
- ▶ The data exchange streamlines processes, eliminates the need for email and paper reports, and minimizes dual data entry.
- ▶ Kentucky Department of Education website > District/School Support > Technology > Kentucky Student Information Systems (KSIS) > KSIS-KTS Data Exchange

[KTS Data Exchange Webpage](#)





Attendance

- **Attendance Responsibilities for Technical & High Schools**
- **Using the Attendance Wizard**
- **Attendance Syncing**

Technical School Teacher Responsibilities



▶ Technical school teachers *must* post period attendance

- Comments will populate on attendance reports, including the KTS Attendance report (*KY State Reporting > Edit Reports > KTS Attendance*)

The screenshot shows the Infinite Campus interface for a teacher named Mickey Mouse. The main content area displays attendance for 'Period 1' in a class titled '480505-100 Blueprint Reading for Welding'. There are 3 students listed. The interface includes a sidebar with navigation options like Message Center, Planner, Grade Book, Attendance (highlighted with a red '1'), Roster, Seating Charts, and Student Groups. The attendance table has columns for Period 1, Period 2, and Period 3, along with an Excuse and Comments column.

Students: 3	1	1	1	Excuse	Comments
11 Boop, Betty	P	A	T		Field Trip
11 Duck, Daisy	P	A	T		
10 Potter, Harry	P	A	T		

* Some screenshot examples have been taken from the ATC sandbox site. Sandbox sites have an orange bar at the top of the IC screen. Live sites will be green.

- Technical school teachers *must* report any attendance corrections to the technical school clerk promptly

Technical School Clerk Responsibilities



▶ Technical school clerks *must*

- Update their IC database with any attendance corrections
- Maintain check in/check out records, and share those with the high school attendance clerk
- Check the Classroom Monitor continuously throughout the day to ensure teachers have posted attendance
- Run and review the KTS Attendance report daily
- Communicate and work with their high school attendance clerk to ensure the entry of accurate attendance data in the high school IC databases

▶ Technical school clerks *should*

- Reconcile attendance in the technical school IC database to:
 - ✓ Maintain data integrity
 - ✓ Ensure KTS Attendance report accuracy
 - ✓ Assist teachers with makeup work decisions
- Refer to the [Attendance for Technical School Clerks](#) documentation, which outlines the various ways to maintain and reconcile/resolve attendance in IC

High School Attendance Clerk Responsibilities



▶ High school attendance clerks *must*

- **Communicate with the technical school clerk** to ensure the entry of accurate attendance data in the high school IC databases
- **Supply the technical school clerk with lists of students** who are remaining at the high school due to special functions or events (i.e. testing, counseling, assemblies) or attendance events not yet entered into IC (i.e. suspensions, field trips, or home hospital)
- **Run and review the KTS Attendance report** (KY State Reporting > Edit Reports > KTS Attendance), and use this report as a guide for manual attendance entry in the high school IC database
- **Refer to the [KTS Attendance for High School Attendance Clerks](#)** documentation, which outlines the various ways to maintain and reconcile/resolve attendance in IC.

Attendance Wizard

▶ Attendance > Attendance Wizard

● Attendance Wizard is used to:

✓ Mark all 1st period Unknown attendance as Unexcused absences

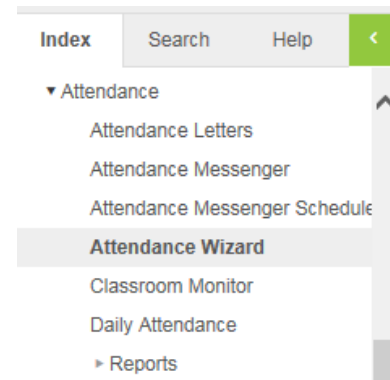
▶ This will capture any accidental teacher-marked 1st period tardies

✓ Process attendance for multiple students, such as late bus and field trips

✓ Process attendance based on a date range

▶ Pro: Quickest way to validate / resolve attendance

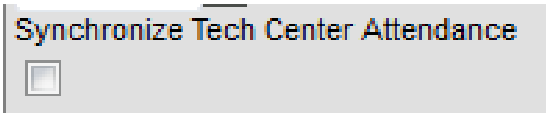
▶ Con: Easy to overwrite existing attendance....so BE CAREFUL!



KTS Unknown Attendance Sync



- This is an *optional* feature that is controlled at the district level by the district Infinite Campus administrator
- *System Administration > Resources > School > Select High School > Scroll to the bottom of the School Detail record to locate the Synchronize Tech Center Attendance checkbox*



- Checking the box will turn the feature *on*. Unchecking turns the feature *off*.
- The check box must be checked for *each* high school in the district that wishes to participate

- Unknown attendance from the technical school will sync to the high school during the overnight sync
 - Previous days' teacher attendance from the technical school will show yellow (unknown) on the Daily Attendance report, Student Attendance tab & Parent Portal in the high school after the overnight sync
 - Will not overwrite attendance that has already been entered at the high school
 - The Classroom Monitor will not reflect that technical schools have taken previous day attendance (i.e. turn course from pink to green in the Classroom Monitor)

KTS Unknown Attendance Sync Cont.

- ▶ High school attendance clerks can use the Attendance Wizard to review absences and verify previous day technical school attendance
- ▶ High school users can create an ad hoc filter like the [Technical Student Ad Hoc Query](#) for use in their district.
- ▶ This query assists with filtering technical school students while using the Attendance Wizard





Campus Instruction Basics

- **A quick peek into Campus Instruction**
- **Campus Instruction Training**
 - Quick setup overview by me
 - Campus Community documents
 - Infinite Campus University (ICU) trainings

Campus Instruction

- **Quick Setup Video Available**
 - On the KTS Data Exchange webpage
 - Middle section, under the How-to Videos heading
 - Grade Book Setup and Assignment Creation in Campus (27:31)
- **Infinite Campus University (ICU)**
 - Housed in Campus Community
 - Sign up in advance
 - Given by a live IC trainer
 - Campus Instruction, Parts 1, 2 & 3

- **Campus Community**
 - Knowledgebase
 - Product Information
 - Campus Instruction
 - Offers Curriculum, step-by-step instructions to aid users in completing specific tasks
 - Offers Documentation, detailed articles that describe the technical aspects
 - Offers Hands-on Virtual Labs, role-based compilations of knowledge and skills
 - Offers Simulation, for users that prefer to learn by doing
 - Offers Videos, guided visual and audio tours



Campus Instruction – Grade Book



- ▶ Teachers can easily enter assignment scores and track student progress with Campus Grade Book in Campus Instruction

Instruction

Term: 2 (10/09/17 - 12/29/17) Section: 1) 44557788-1 History Task: Term Grade

+ Add Sort Filter

Save

Students

	QC1 Seq: 1.00 Due: 11/15 Classwork Points: 20	QC2 Seq: 1.00 Due: 11/16 Classwork Points: 20	1a Seq: 1.00 Due: 10/09 Homework Points: 10	TC1 Seq: 1.00 Due: 11/17 Homework Points: 50	TC2 Seq: 1.00 Due: 11/20 Homework Points: 50	T1 Seq: 1.00 Due: 12/07 Homework Points: 20	2t Seq: 2.00 Due: 10/09 Homework Points: 20	Ch2t Seq: 3.00 Due: 10/15 Homework Points: 25	4a Seq: 4.00 Due: 10/15 Homework Points: 20	5a Seq: 5.00 Due: 10/15 Homework Points: 20	6a Seq: 6.00 Due: 10/15 Homework Points: 20	7a Seq: 7.00 Due: 10/15 Homework Points: 20	8a Seq: 8.00 Due: 10/15 Homework Points: 20
10 Cousinet, Gary	20	20	10	50	50		24	24	20	20	10	20	20
10 Covell, Kieran	10	20	9	20	50		25	24	19	20	10	20	20
10 Coveney, Lorissa	19	18	7	50	50		25	24	19	20	10	20	18
10 Cowart, Katrie	18	18	7	50	50		25	25	19	20	19	20	20
10 Cowher, Den		17	9				25						
10 Cowper, Wenda		10	9	50	50		25	4	19	20	10	20	20
10 Cox, Tarcia		20	10	50	50		25	24	19	20	10	20	20
10 Coxton, Ghislaine		20	8	50	50		25	24	19	20	10	20	20
10 Cracknell, Varick		20	6	50	50		25	24	12	20	10	20	20
10 Craft, Andrea		16	8	50	50		25	24	19	20	10	20	20
10 Craig, Kimeene		0	8	50	50		25	24	8	20	10	20	20
10 Cram, Alice		0	8	50	50		25	24	19	20	10	20	20
10 Dennis, Keley		20	8	50	50		25	24	19	20	10	20	20
10 Detling, Ivy		20	8	50	50		25	24	19	20	10	20	20

Infinite

Campus Instruction – Assignment Detail



- ▶ The Assignment Detail editor requires the teacher to include assignment information, section details and scoring alignment

Assignment Detail

***Assignment Name**
Chapter 1 Test

***Abbreviation** Draft **i** Assignment Default

▼ **Scheduling/Grading Alignment**

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 1) 44557788-1 History Terms: 1, 2, 3, 4	<input checked="" type="checkbox"/>	<input type="text" value="12/07/2017"/>	<input type="text" value="12/07/2017"/>	<input type="text" value="1.00"/>	No Groups

***Category**

Include in Grade Calculation

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Term Grade	<input type="text" value="Points"/>	<input type="text" value="15"/>	<input type="text" value="1"/>

Campus Instruction – Scoring

- ▶ Teachers can enter scores, assignment tracking flags, and comments



Term: 2 (10/09/17 - 12/29/17)		Section: 1) 44557788-1 History		Task: Term Grade				
+ Add		Sort		Filter				
Settings	Save	Grade Totals	QC1: Quiz Chapter 1 Seq: 1.00 Due: 11/15 Classwork Points: 20	Fill Scores/Comments Multi-Score	QC2 Seq: 1.00 Due: 11/16 Classwork Points: 20	1a Seq: 1.00 Due: 10/09 Homework Points: 10	TC1 Seq: 1.00 Due: 11/17 Homework Points: 50	TC2 Seq: 1.00 Due: 11/20 Homework Points: 50
Students			1 0 0 0 0 0 0	Student Submission				
			T M L I Ch X Dr					
10 Cousinet, Gary		20			20	10	50	50
10 Covell, Kieran		10			20	9	20	50
10 Coveney, Lorissa		19			18	7	50	50
10 Cowart, Katrie		18	Great job!	T	18	7	50	50
10 Cowher, Den		17	Good work!		17	9		
10 Cowper, Wenda					10	9	50	50
10 Cox, Tarcia					20	10	50	50
10 Coxton, Ghislaine					20	8	50	50
10 Cracknell, Varick					20	8	50	50
10 Craft, Andrea					18	8	50	50
10 Craig, Kimeene					0	8	50	50
10 Cram, Alice					0	8	50	50



Reports

- **Various recommended reports available in Infinite Campus for technical school clerks & principals**

Recommended Reports

- KTS Attendance
- KTS Attendance by School
- KTS Schedule
- KTS Transcript
- KTS Posted Grade Audit
- Counselor
- Census Verification
- Mailing Labels
- Daily Attendance Report
- Master Schedule
- Grade Book Usage
- Section Rosters
- Grades Report
- Report Card
- Transcript Batch

For pathways and explanations of the purpose and results
for each report...





Schedule Variances

- Brief example of how schedules can vary between technical schools and high schools, but the KTS Data Exchange can still work

Term Schedule Variances



- ## Hogwarts Technical School

Term Detail				
*Name	*Sequence	*Start Date	*End Date	
X T1/S1	1	08/09/2016	11/04/2016	
X T2/S1	2	11/05/2016	01/01/2017	
X T2/S2	3	01/02/2017	02/21/2017	
X T3/S2	4	02/22/2017	06/15/2017	

Add Term

- Date: October 25th
- Current active term at Hogwarts is T1/S1
- Current active term at Gryffindor is Q2
- Current active term at Slytherin is T1

Grades will sync if there is any overlap in dates of the term posted and the active term at the high school

- ## Gryffindor High School

Term Detail				
*Name	*Sequence	*Start Date	*End Date	
X Q1	1	08/10/2016	10/13/2016	
X Q2	2	10/14/2016	12/16/2016	
X Q3	3	01/02/2017	03/10/2017	
X Q4	4	03/13/2017	05/24/2017	

Add Term

- ## Slytherin High School

Term Detail				
*Name	*Sequence	*Start Date	*End Date	
X T1	1	08/09/2016	11/04/2016	
X T2	2	11/07/2016	02/21/2017	
X T3	3	02/22/2017	05/18/2017	

Add Term

Period Schedule Variances



Hogwarts Technical School

Period Info			
*Name	*Sequence	Start Time	End Time
X 1	1	08:05 AM	09:05 AM
X 2	2	09:05 AM	10:05 AM
X 3	3	10:05 AM	11:45 AM
X 4	4	11:45 AM	01:10 PM
X 5	5	01:10 PM	01:40 PM
X 6	6	01:40 PM	02:40 PM

- As long as the high school pulls in the correct course code, it does not matter which period placement they use in their high school database

Example:

- Course 170111-1 has a Section Schedule Placement of Period 5 at Hogwarts Technical School
- Gryffindor HS pulls in course XX170111P0501 and adds it to their Period 6 Section Schedule Placement
- Slytherin pulls in course XX170111P0501 and adds it to their Period 2 Section Schedule Placement
- Students rostered into course XX170111P0501 will sync back to Hogwarts Technical course 170111-1 regardless of where it is placed in the high school database

Gryffindor High School

Period Info			
*Name	*Sequence	Start Time	End Time
X 1	1	08:05 AM	08:59 AM
X 2	2	08:59 AM	09:56 AM
X 3	3	09:56 AM	10:53 AM
X 4	4	10:53 AM	11:50 AM
X 5	5	11:50 AM	01:13 PM
X 6	6	01:13 PM	02:09 PM
X 7	7	02:09 PM	03:05 PM

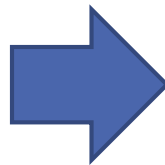
Slytherin High School

Period Info			
*Name	*Sequence	Start Time	End Time
X HR	1	08:10 AM	08:15 AM
X 1	2	08:15 AM	09:15 AM
X 2	3	09:15 AM	10:20 AM
X 3	4	10:20 AM	11:25 AM
X 4	5	11:25 AM	01:00 PM
X 5	6	01:00 PM	02:05 PM
X 6	7	02:05 PM	03:10 PM

Term Schedule Overlap Issue

- ▶ If a technical school services more than one high school they will probably experience term schedule overlap issues, especially if the technical school has one term courses on their master schedule
- ▶ Students will “disappear” from the technical school roster when the term dates at the high school end before the technical school’s term dates
 - Technical school teachers will no longer be able to take attendance or modify Grade Book records for these students
- ▶ This issue must be corrected at the high school level:
 - The high school must go to the section of the course and check the previous and/or subsequent term box(es) in the section schedule placement
 - This will repopulate the students back into the roster at the technical school the next day, and no previously entered data in the technical school database will be lost

Section Schedule Placement				
	Quarters			
	Q1	Q2	Q3	Q4
Period 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Section Schedule Placement				
	Quarters			
	Q1	Q2	Q3	Q4
Period 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Dual Credit Setup Information

- Basic Dual Credit Information from Kiley.Whitaker@education.ky.gov
Office of Career and Technical Education, KDE
- For KHEAA-related questions contact Becky Gilpatrick
800-928-8926 ext. 67394 or rgilpatrick@kheaa.com

Dual Credit Course Set Up



▶ ATC (Do not send data to KHEAA)

- Extremely important to share all your DC information with Feeder HS to ensure courses are set up correctly.
- Enter the course as normal (Does not require DC name format)
 - ✓ If all students are dual credit in the course, treat the course as normal
 - ▶ Mark the course as Difficulty Level DC in the dropdown
 - ✓ If DC and non-DC students in the same course then do the following:
 - ▶ Create one section
 - ▶ Work with the feeder HS to ensure they mark the student as DC on the Roster Batch Edit Screen
 - ▶ Also ensure the feeder HS enters the DCS Institution in the custom field at the bottom of the course tab

▶ Feeder High School (Send Data to KHEAA)

- Requires course name format to be AAAA NNNN
- Difficulty Level set as DC if every student is DC
 - ✓ If you had non-DC and DC in a course, mark the DC students on the Roster Batch Edit tab of the section
- Choose Postsecondary partner from the DCS Institution drop down
- Do not need a separate course for labs in 18-19, unless the lab has a separate grade
- ATC DC course enrollments will be included in the Feeder HS upload to KHEAA



Working With High Schools

- **Discussion and suggestions of how technical schools can work with high schools to assist them with the unique setup criteria and utilization of the KTS Data Exchange**

Working with High Schools - Examples

- ▶ **Communication**
- ▶ **KTS Data Exchange Webpage**
- ▶ **Meetings**

- ▶ _____
- ▶ _____
- ▶ _____





Ad-Hoc Reporting

- **Basic ad-hoc reporting techniques will be discussed**
- **Information about how to sign up for advanced training**

KTS Queries



▶ Student Feeder School Query

- Can be created in the technical school to assist with identifying the feeder high school, entering technical school attendance data, using the Fill Counselor feature for KTS purposes when granting rights to a feeder high school counselor, or any other need a technical school may have to isolate a list of students within their technical school

▶ Technical Student Query

- Can be created in the high school databases to assist with entering technical school attendance data, using the Fill Counselor feature for KTS purposes when granting rights to an ATC principal or for other needs a home high school may have to isolate a list of students within their district that attend the technical school.

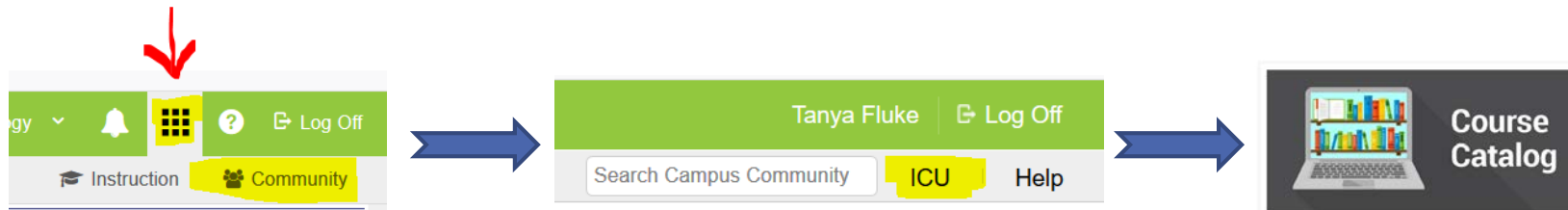
Ad Hoc Series 1: Filters, Letters & Data Viewer

- ▶ Introduction to the Ad Hoc reporting tools
- ▶ Participants will learn to:
 - Create a query for courses
 - Create a query for a static list of students
 - Modify a query created by another user
 - Use a data subset to generate a form letter from a template

The above course is taught by an Infinite Campus trainer, is 90 minutes long and is offered at various times throughout the year. The State of KY has a subscription, so all sessions are FREE!

To register, log into your Infinite Campus account, click on the app switcher top right corner and select Community. Once in Campus Community, click on the ICU icon top right corner to go to the Infinite Campus University module. Select the Course Catalog icon and scroll down to view and register for desired ICU webinar courses.

There are also previously recorded copies of webinars that can be watched at anytime. Those can be found at https://community.infinitecampus.com/news/article/free_icu_recorded_webinar_sessions



Ad Hoc Series 2: Functions

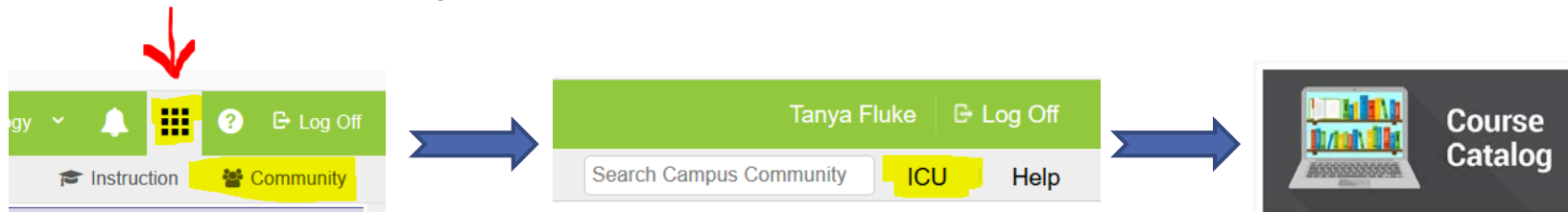


- ▶ Those who register should be proficient in basic ad hoc with the ability to create query wizard and selection editor filters before attending this session
- ▶ Participants will learn how to:
 - Use the function tool
 - Use logical expressions
 - Use the aggregate tool
 - Highlight the ad hoc feature that include adding, subtracting, adding coalesce, concatenate and constant functions

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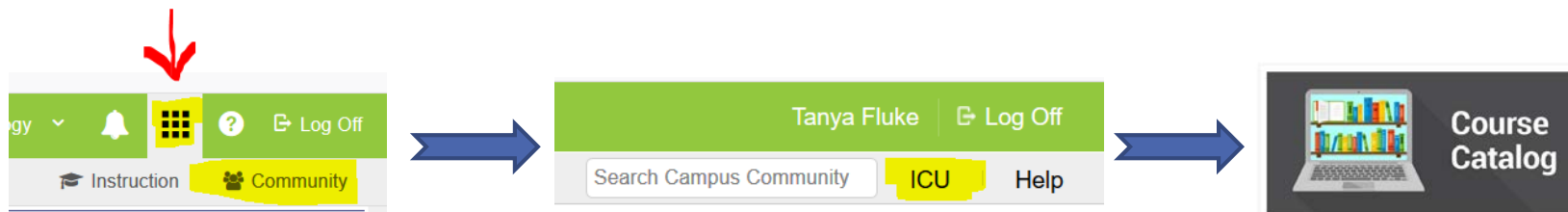
Ad Hoc Series 3: Data Analysis

- ▶ Those who register should be proficient in basic ad hoc with the ability to create query wizard and selection editor filters before attending this session
- ▶ Participants will learn how to do the following in the Data Analysis Tool:
 - Analyze student data
 - Measure student progress
 - Create more thorough charts and graphs

The above course is taught by an Infinite Campus trainer, is 90 minutes long and is offered at various times throughout the year. The State of KY has a subscription, so all sessions are FREE!

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Support

- ▶ Campus Community
- ▶ KTS Data Exchange webpage
- ▶ Infinite Campus University (ICU)
 - Located in Campus Community
- ▶ ktssupport@education.ky.gov

