Interchange Session Descriptions

We are glad you could join us for the 2013 Interchange@Kentucky! Review these descriptions along with the event schedule before carefully selecting the sessions you will attend. Seating for all sessions is on a first-come, first-served basis. Unless noted, sessions last 60 minutes, have repeated offerings and are led by Infinite Campus staff.

### GENERAL SESSIONS

#### Keynote Address

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Keynote Address</th>
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<tbody>
<tr>
<td>Audience</td>
<td>All</td>
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<td>User Level</td>
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<tr>
<td>Presented By</td>
<td>Charlie Kratsch</td>
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</table>

Charlie Kratsch, CEO and Founder of Infinite Campus, will open this year's Interchange with a keynote address. Charlie promises to keep it short, exciting, and worth your time. Grab a quick breakfast nosh and take a seat — we hope to see you there!

*Note: This session is 30 minutes long and offered only once.*

#### Social

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<thead>
<tr>
<th>Session Type</th>
<th>Social</th>
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<tr>
<td>Audience</td>
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<td>User Level</td>
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<tr>
<td>Presented By</td>
<td>Infinite Campus</td>
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</table>

Please join us for appetizers and drinks beginning immediately after the final session on Thursday evening. Enjoy some time to wind down from the busy day. Take some time to mingle with colleagues, Infinite Campus staff and others.

*Note: This session is offered only once.*

#### New Features and What's Next

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Overview</th>
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<tbody>
<tr>
<td>Audience</td>
<td>All</td>
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<tr>
<td>User Level</td>
<td>All</td>
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<tr>
<td>Presented By</td>
<td>Jay Elmquist, Infinite Campus Training Staff</td>
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In this session we will look at some of the new features that have been added to Infinite Campus in recent releases. We will also look at what’s coming in the future. Attendees will learn where to look in Campus Community to find out what’s coming in a release.

*Note: This session is offered twice.*
## GENERAL SESSIONS

### Premium Products: Campus Online Registration  
**Day 1**

**Session Type:** Overview  
**Audience:** System Admin, DPP, Office Staff (Registrars)  
**User Level:** All  
**Presented By:** Paula Soucheray, Infinite Campus Sales

Save staff time and simplify new and existing student registration processes. Using the Campus Portal, parents can update/enter demographic, allergy, health, emergency contacts and more. Participants will learn how Online Registration saves paper, postage and time while eliminating duplicate data entry for multiple children in a household.

*Note: This session is offered only once.*

### Premium Products: All  
**Day 1**

**Session Type:** Overview  
**Audience:** System Admin, DPP  
**User Level:** All  
**Presented By:** Paula Soucheray, Infinite Campus Sales

You’ve seen how well Campus SIS works, now try our Premium Products. Because you already use Campus SIS, you eliminate the cost and complexity of managing third-party systems. Our Premium Products are an extension of your SIS, providing the most comprehensive products for all your district needs. Participants will:

- Learn how to eliminate duplicate data entry
- See how to facilitate clear communication amongst stakeholders
- Recognize increased efficiencies for your district

*Note: This session is offered only once.*

### Premium Products: Campus Food Service and Online Payments  
**Day 2**

**Session Type:** Overview  
**Audience:** System Admin, DPP, Food Service Staff  
**User Level:** All  
**Presented By:** Paula Soucheray, Infinite Campus Sales

No matter how your schools handle lunchroom and other food operations, we have flexible options for inputting and reviewing food service transactions. See how Food Service works with your student information system to expedite meal tracking, while increasing school-to-home communication. Participants will:

- Explore the simplicity of using Campus Food Service
- See the benefit of working with data in real-time
- Learn how to eliminate end-of-year processing

*Note: This session is offered only once.*
### GENERAL SESSIONS

#### Premium Products: Using Campus to Communicate  
**Day 2**

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Overview</th>
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<tbody>
<tr>
<td>Audience:</td>
<td>Principals, Office Staff, System Admin, DPP</td>
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<tr>
<td>User Level:</td>
<td>All</td>
</tr>
<tr>
<td>Presented By:</td>
<td>Paula Soucheray, Infinite Campus Sales</td>
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</table>

See why communication tools are more efficient when they work seamlessly with your Campus database, which contains real-time contact information for all stakeholders. See the new user interface for all messages. Participants will:

- Explore the simplicity of using Campus Messenger with Voice
- Learn four ways to send messages
- See how to add field level data

**Note:** This session is offered only once.

#### Apple Products and Campus  
**Days 1 & 2**

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Overview</th>
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<tbody>
<tr>
<td>Audience:</td>
<td>System Administrators, Department Heads, Student Services Staff</td>
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<tr>
<td>User Level:</td>
<td>All</td>
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</tbody>
</table>
| Presented By:         | Jen Winburn, Clark County School District, Kentucky  
                       | Valerie Helm, Mccracken County School District, Kentucky |

This session will provide district learned hints and tips to enhance the performance of Apple products when used with Infinite Campus. Topics covered include:

- Preferred settings for browsers.
- Settings needed for other programs such as Adobe and Java.
- Tips for troubleshooting issues related specifically to Apple products.

**Note:** This session is led by a district user of Infinite Campus. This session is offered twice.

#### Campus Community  
**Day 1**

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Overview</th>
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<tr>
<td>Audience:</td>
<td>All</td>
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<tr>
<td>User Level:</td>
<td>All</td>
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<tr>
<td>Presented By:</td>
<td>Sunny Collins, Kenton County School District, Kentucky</td>
</tr>
</tbody>
</table>

The Campus Community provides all Campus users with single sign-on access from Infinite Campus to:

- Knowledge Base – Online product information, updated with each release.
- Campus Forums – Connect with other Campus users.
- Video Library – Watch videos and use simulations to expand your Infinite Campus skills.
- Customer Events Calendar – Learn about upcoming events and user group sessions.
- Surveys – Share your opinions and feedback.
- Campus News – Find out more about Infinite Campus, customers and industry information.

**Note:** This session is led by a district user of Infinite Campus. This session is offered only once.
## SYSTEM ADMINISTRATION

### Tips and Tricks  Day 1

<table>
<thead>
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<th>Session Type:</th>
<th>Overview</th>
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<tbody>
<tr>
<td>Audience:</td>
<td>SIS Coordinators, Daily Users</td>
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<tr>
<td>User Level:</td>
<td>Beginner</td>
</tr>
<tr>
<td>Presented By:</td>
<td>Jay Elmquist, Infinite Campus Training Staff</td>
</tr>
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</table>

This session will share tips learned from using Infinite Campus day-to-day and tricks gleaned from other users to make using Campus easier. Bring your favorite tips and tricks to share with the group.

*Note: The session is offered only once.*

### Data Certification Tool  Days 1 & 2

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Overview</th>
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<tbody>
<tr>
<td>Audience:</td>
<td>DPP, SIS Coordinators, State Reporters</td>
</tr>
<tr>
<td>User Level:</td>
<td>Master</td>
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<tr>
<td>Presented By:</td>
<td>Jay Elmquist, Infinite Campus Training Staff, Candy Johnson, KDE</td>
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</table>

This session will deal with a new toolset for Infinite Campus District and State Editions. We will demonstrate the clean-up process which can happen anytime in the District or State Edition with comparison made between the two databases. Also, the Verification process used to snapshot State and Federal Reporting data at a State Edition level and sending that snapshot to districts for verification will be included.

*Note: This session is led by an Infinite Campus Training Specialist, as well as a district user of Infinite Campus. This session is offered twice.*

### Campus Survey  Day 2

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Overview</th>
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<tbody>
<tr>
<td>Audience:</td>
<td>System Administrators and Teachers</td>
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<tr>
<td>User Level:</td>
<td>All</td>
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<tr>
<td>Presented By:</td>
<td>Stephen Hallman, Infinite Campus Consulting Staff</td>
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This session will cover ways in which the Campus Survey tool can be used. Participants will learn how to create, deploy and analyze survey results.

*Note: This session is offered only once.*

### Assessment Tools & Tricks: Export/Import  Day 2

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Overview</th>
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<tbody>
<tr>
<td>Audience:</td>
<td>Counselors, Administrators and Assessment Coordinators</td>
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<tr>
<td>User Level:</td>
<td>Intermediate, Master</td>
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<tr>
<td>Presented By:</td>
<td>Stephen Hallman, Infinite Campus Consulting Staff</td>
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</table>

This session will explore setting up tests in Infinite Campus, importing test score data and exporting the results for analysis.

*Note: This session is offered only once.*
SYSTEM ADMINISTRATION

Security Rights Management

Session Type: Overview
Audience: System Administrators, Staff that manages tool rights
User Level: Master
Presented By: Adam Sitnick, Infinite Campus Consulting

Managing the access and rights of users within Infinite Campus is critical. This session will cover recent enhancements to password security and how to make security management easier in Infinite Campus. Participants will:

- Learn about Product Security roles.
- Understand how to best utilize the Account Management functionality.
- Discuss best practices.
- Learn tips and tricks from experienced users.

Note: This session is offered only once.

System Preferences Refresher

Session Type: Overview
Audience: Data Administrators
User Level: All
Presented By: Bryan Sweasy, Erlanger-Elsmere Independent School District, Kentucky

When a district implements Infinite Campus, several decisions are made that impact functionality, user experience and data security. Over the years, it’s easy to forget that these decisions were even made and other options exist. This session will invite system administrators to revisit previous decisions to ensure the system is providing everything that it can and data is being kept secure.

Note: This session is led by a district user of Infinite Campus. This session is offered only once.

Adjustment Cohort Graduation

Session Type: Overview
Audience: Student Services Staff
User Level: All
Presented By: Tina Logan and David Curd, Office Of Assessment and Accountability, KDE

Graduation rates are a major part of the K-PREP accountability model. Come and learn the following:

- How we collect the data?
- How do you verify the data is correct?
- How is data used?
- Who do we report the data to?

Note: This session is being led by the Kentucky Department of Education. This session is offered only once.
### Scheduling Students and Attendance Reporting on SAAR

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Overview</th>
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<tbody>
<tr>
<td>Audience:</td>
<td>District Administrators, Counselors</td>
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<tr>
<td>User Level:</td>
<td>All</td>
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<tr>
<td>Presented By:</td>
<td>Garnetta Barnette, Office of Administrative Support, KDE</td>
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</table>

This session will address scheduling of V/PB, streamlining middle and high school schedules and scheduling students who are attending off Campus courses and alternative school programs.

*Note: This session is being led by the Kentucky Department of Education. This session is offered twice.*

### Tracking Benchmark Interventions

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<tr>
<th>Session Type:</th>
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<tr>
<td>Audience:</td>
<td>Student Services Staff</td>
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<tr>
<td>User Level:</td>
<td>All</td>
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<tr>
<td>Presented By:</td>
<td>April Pieper, KDE</td>
</tr>
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</table>

Districts must begin tracking interventions for students not meeting ACT. Explore and plan benchmarks in January 2014. Get a preview of the new tab and reporting tools available for this work.

*Note: This session is being led by the Kentucky Department of Education. This session is offered twice.*

### Infinite Campus Integration to CIITS

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Hands-on</th>
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<tr>
<td>Audience:</td>
<td>CIITS Administrators, System Administrators</td>
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<tr>
<td>User Level:</td>
<td>All</td>
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<tr>
<td>Presented By:</td>
<td>DeDe Conner and Maritta Horne, KDE</td>
</tr>
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</table>

Infinite Campus provides and receives data from CIITS. This session will provide details of how the two systems work seamlessly together and will allow time for questions. Participants will:

- Find out what data is shared.
- Learn to establish roles.
- Learn about Grade Book imports.

*Note: This session is being led by the Kentucky Department of Education and is offered only once. 30 seats are available per session; first-come, first-served.*
# Interchange Session Descriptions

## TEACHING AND INSTRUCTION

<table>
<thead>
<tr>
<th><strong>Grade Book Beta</strong></th>
<th><strong>Day 1</strong></th>
</tr>
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<tr>
<td><strong>Session Type:</strong></td>
<td>Overview</td>
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<tr>
<td><strong>Audience:</strong></td>
<td>Teachers</td>
</tr>
<tr>
<td><strong>User Level:</strong></td>
<td>All</td>
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<tr>
<td><strong>Presented By:</strong></td>
<td>Stephen Hallman, Infinite Campus Consulting Staff</td>
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This session will focus on the functionality of the Grade Book beta including student sorting, graphs, configurable calculations and color-coding based on student performance. You will also learn:

- How student work is being digitally submitted through the Portal.
- How teachers receive, review and score this work.

*Note: This session is offered twice.*

<table>
<thead>
<tr>
<th><strong>Campus Instruction</strong></th>
<th><strong>Day 1</strong></th>
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<td><strong>Session Type:</strong></td>
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<tr>
<td><strong>Presented By:</strong></td>
<td>Stephen Hallman, Infinite Campus Consulting Staff</td>
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This session will provide a demonstration and early look at Campus Instruction. Campus Instruction replaces all current tools under Instruction in the District Edition tool outline. There will be a district browser-based app available to teachers that use District Edition. Campus Instruction is currently in development and also in the hands of selected teachers. A date of availability will be announced at the session.

*Note: This session is offered twice.*

<table>
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<tr>
<th><strong>Instruction Module: Tips and Tricks</strong></th>
<th><strong>Day 1</strong></th>
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<tr>
<td><strong>Audience:</strong></td>
<td>Teachers</td>
</tr>
<tr>
<td><strong>User Level:</strong></td>
<td>Beginner</td>
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<tr>
<td><strong>Presented By:</strong></td>
<td>Diane McGhee, Fort Thomas Independent Schools, Kentucky</td>
</tr>
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Many teachers across the state are not aware of the time-saving features inside the Infinite Campus Instruction Module. This session will focus specifically on three Instruction Module features:

- Using the Groups feature to differentiate classroom assessments.
- Using the Newsletter feature to share classroom information in a newsletter format.
- Using the Campus Email Messenger to communicate quickly and efficiently with parents.

*Note: This session is led by a district user of Infinite Campus. This session is offered twice.*
Interchange Session Descriptions

STUDENT SERVICES

Free and Reduced Application Management (FRAM) Day 1

Session Type: Overview
Audience: Food Service Coordinator, DPPs, FRAM Coordinators
User Level: Intermediate
Presented By: Jay Elmquist, Infinite Campus Training Staff

This overview session will review how to use FRAM to process Free and Reduced Applications directly in Campus, whether you use Food Service or not. Doing this will unify your data entry process and eliminate double data entry of demographic data. We will also touch on CEO and mixed CEO Districts and their use of FRAM.

Note: This session is offered only once.

Campus Health Day 1

Session Type: Overview
Audience: Nurses, Health Assistants, Clerical
User Level: Intermediate
Presented By: Jay Elmquist, Infinite Campus Training Staff

Attendees in this session will see the tools and processes that Infinite Campus offers to record Health Data for a student. Topics covered include:

- Immunizations
- Health Office Visits
- Screenings and Conditions

Note: This session is offered only once.

Elementary Scheduling Day 1

Session Type: Overview
Audience: Elementary Principals, Elementary Schedulers, SIS Coordinators
User Level: Intermediate
Presented By: Jay Elmquist, Infinite Campus Training Staff

This session will give elementary schedulers the tools they need to build and copy sections into their school's schedule. We will also look at best practices for calendar set up and section placement.

Note: This session is offered only once.
**STUDENT SERVICES**

### MYAP-Multi Year Academic Planner

**Session Type:** Overview  
**Audience:** Counselors, Administration  
**User Level:** Intermediate, Master  
**Presented By:** Stephen Hallman, Infinite Campus Consulting Staff

This session will provide a demonstration and early look at the Multi Year Academic Planner. The Multi Year Academic Planner will replace the current Academic Planning tools. Demonstrations will include:

- An enhanced academic program  
- Course plan administration and reporting  
- Progress reporting  
- Cross school/year course requests

The Multi-Year Academic Planner is currently in development and also in the hands of selected districts. A date for availability will be announced at the session.

*Note: This session is offered twice.*

### Behavior

**Session Type:** Overview  
**Audience:** Behavior Administrators  
**User Level:** All  
**Presented By:** Windy Newton, Office of Next Generation Schools & Districts, KDE

Safe schools data collection and reporting 2013-14:

This session will be an overview of the 2013-14 Behavior Data Standards and reporting requirements and timelines.

*Note: This session is led by the Kentucky Department of Education and is offered twice.*

### Truancy Tracking

**Session Type:** Overview  
**Audience:** Student Services Staff  
**User Level:** All  
**Presented By:** Troy Brock, Paducah Independent School District, Kentucky

This session spells out the step by step processes your district can use to track truant behaviors and legal processes taken to keep your data on truancy issues current. Additionally, truancy prevention programs will be discussed and shared. Participants will:

- Learn how to use Infinite Campus to maintain truancy data as it changes.  
- Have the opportunity network and share challenges and success stories of truancy prevention with colleagues.

*Note: This session is led by a district user of Infinite Campus and offered only once.*
STUDENT SERVICES

Census Data Management

Session Type: Overview
Audience: Office Staff, Census Data Managers
User Level: All
Presented By: Troy Brock, Paducah Independent School District, Kentucky

Having consistent and accurate data is paramount to supporting the processes of our schools and district and being able to enter it quickly and efficiently is key to saving time. This session will show you why accurate Census data is important to the school and district and demonstrate how to enter information in Campus to provide consistent data quality. Participants will learn:

- How to minimize the chance of duplicating effort
- How to enter person and household information and maintain accurate records
- How to quickly and efficiently make edits and corrections to errors

Note: This session is led by a district user of Infinite Campus and offered only once.

MS/HS Standards-based Grading

Session Type: Overview
Audience: District Administration
User Level: Intermediate
Presented By: Amy Mueller, Jefferson County Public Schools, Kentucky

With Infinite Campus Ad Hoc reporting you can export lots of data. But, sometimes you need the data in a separate spreadsheet or different format than a PDF document. This session will teach you how to:

- Prepare the data in Ad Hoc to be more functional in Excel
- Analyze Infinite Campus data with Pivot tables
- Combine data from multiple spreadsheets with formulas like Vlookup

Note: This session is led by a district user of Infinite Campus and offered only once.

Attendance Best Practices and Audit Prep

Session Type: Overview
Audience: Attendance Clerks, DPPs
User Level: All
Presented By: Jill Mosow, Fayette County Public Schools, Kentucky

Kentucky Attendance can be complicated and Attendance Audits can be daunting, but they don’t have to be! In this session you will:

- Gain a basic understanding of Kentucky attendance
- Learn about simple tools that can aid in your day-to-day procedures for attendance
- Learn some simple Ad Hoc queries that can help identify incorrect data
- Understand what an Attendance Audit is and how to be fully prepared when you are audited

Note: This session is led by a district user of Infinite Campus and is offered twice.
In the last few years, Jefferson County Public Schools (JCPS) elementary schools began using Infinite Campus as a Grade Reporting System. Last year, 18 of the 90 elementary schools used Infinite Campus for Grade Reporting. This year, 86 elementary schools filled out standards based report cards in Infinite Campus and began using the Infinite Campus Grade Book to enter assignment grades. In this session you will learn:

- How Jefferson County sets up elementary standards to be accessible on the report card
- About various grading methods used by JCPS teachers
- How JCPS elementary schools run grade reports and track student data

**Note:** This session is led by a district user of Infinite Campus and offered only once.

This session will address configuring Grading Tasks to create term grades and a final grade for exportation to CIITS and for use by the Persistence to Graduation Tool (PtGT). A variety of scheduling configurations will be reviewed including six weeks, quarters, trimesters, semesters, and combining them with mid-term grades, progress grades, semester exam grades, and end of course assessment grades.

**Note:** This session is led by the Kentucky Department of Education and offered only once.

This session will provide you with the steps to follow large and small group progress to ensure all students are on the path to success. In this session participants will:

- Gain the understanding of using Activity Eligibility.
- Manipulate the report to identify students for interventions.
- Give access for teachers to send home in progress reports.
- Allow access for Special Education Facilitators to keep watch on their students.

**Note:** This session is led by a district user of Infinite Campus and is offered twice.
## STUDENT SERVICES

### Records Transfer

**Days 1**

**Session Type:** Overview  
**Audience:** Student Services Staff, System Administration, Registrars, Attendance Staff, District Administrators  
**User Level:** All  
**Presented By:** Valerie Helm, McCracken County School District, Kentucky

Records Transfer in Infinite Campus is a vital component of data management for schools and districts, but there are sometimes unknowns as to how the process works. This session will provide information on how Records Transfer works including automatic vs. manual requests, types of documents available (Transfer Documents vs. Data Imports). It will also discuss how to manually request data, the importance of releasing requests, managing the Process In Box, as well as the significance of importing data due to its impact on state reporting.

*Note: This session is led by a district user of Infinite Campus and is offered only once.*

### eTranscripts

**Days 1 & 2**  

**Session Type:** Overview  
**Audience:** Counselors, Principals, Office Staff  
**User Level:** All  
**Presented By:** Mike Mock and Lisa Rhoton, Infinite Campus Client Executives  
Tammy Baden, Parchment

Kentucky eTranscripts are live! In this session you will learn how to configure your district to send requested electronic transcripts to Kentucky Colleges and Universities for free. Infinite Campus and Parchment representatives will partner in this session to provide a complete overview of setup in both systems.

*Note: This session is offered three times*

### New Support Functions

**Days 1 & 2**  

**Session Type:** Overview  
**Audience:** Support and Technical staff  
**User Level:** All  
**Presented By:** Rick Laszewski, Infinite Campus Support Staff

Are you a Campus Support contact for your district? Then this session is for you. Please join us for a general overview of support and a demo of the new case gadget on Campus Community. Participants will:

- Learn about the Campus Support mission
- Review current metric

*Note: This session is offered twice.*
The purpose of the Special Education Data Standards document is to give Kentucky schools and districts a set of guidelines for entering data into the student information system, but sometimes screen shots don’t provide enough explanation of the data elements required for reporting.

At the end of this session, staff will:

- Understand the purpose of Special Ed data entry and reports
- Understand how to correctly enter Special Ed data

**Note:** This session is led by a district user of Infinite Campus and is offered only once.

This session will provide an overview of 704 KAR19:002 and provide guidance to districts and schools for implementation of the regulation for the 2013-14 school year. Frequently asked questions regarding alternative programs and the regulation will be discussed.

**Note:** This session is led by the Kentucky Department of Education and is offered only once.

This session will describe how to enter data into the following forms:

- KY Consent
- Conference Summary
- IEP

**Note:** This session is led by the Kentucky Department of Education and is offered twice.
Use Design Thinking and Infinite Campus to Produce an Innovative Schedule

**Session Type:** Hands-on  
**Audience:** Principals, Schedule Builders, Counselors, Teachers  
**User Level:** All  
**Presented By:** Eric Osborne, Clark County School District, Kentucky

Utilize all of the power of Infinite Campus to create a dynamic, next generation learning environment in your school. Don’t let the old schedule structure hold your students back from the innovation that you want to provide. Combine strategies from design thinking and the flexibility of Infinite Campus to achieve innovation solutions that 21st century students need and deserve. Hear about one school’s journey.

*Note: This session is led by a district user of Infinite Campus and is offered only once. 30 seats are available per session; first-come; first-served.*

Schedule Wizard

**Session Type:** Hands-on  
**Audience:** Master Schedulers  
**User Level:** Intermediate  
**Presented By:** Andy Houdek, Infinite Campus Training Staff

The Campus Schedule Wizard provides the ability for master schedulers at a school or district level to plan necessary course and staff needs, build a schedule of courses around planned information, and load students into those courses based on requested course information. In this session we will focus on the Staff and Course planner, as well as the Builder tools available to aid schedulers in the creation and placement of course sections.

*Note: This session is being offered twice. 30 seats are available per session; first-come; first-served.*

Campus Email Messenger Setup and Use

**Session Type:** Hands-on  
**Audience:** Tech Staff, any staff members interested in learning how to use messenger  
**User Level:** All  
**Presented By:** Andy Houdek, Infinite Campus Training Staff

Campus Email Messenger can be used to send messages for a variety of different reasons, including Attendance and Behavior messages, Staff Messages and Teacher-based messages. In addition to manually sending email messages, Message Schedulers can be utilized to send automated messages at a determined recurring frequency. Participants will:

- Learn the setup required by your district in order for the Campus Email Messenger tools to function properly
- Take a look at sending and scheduling messages

*Note: This session is being offered twice. 30 seats are available per session; first-come; first-served.*
### Campus Fees

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<thead>
<tr>
<th>Session Type</th>
<th>Hands-on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience</td>
<td>Front Office Clerks</td>
</tr>
<tr>
<td>User Level</td>
<td>All</td>
</tr>
<tr>
<td>Presented By</td>
<td>Andy Houdek, Infinite Campus Training Staff</td>
</tr>
</tbody>
</table>

In this session we will focus on fees in Infinite Campus. Campus allows a user to assign fees to individuals, groups and courses. In this session participants will learn:

- How to assign and manage fees and fee payments individually and en masse.
- Important steps necessary to utilizing Infinite Campus to track fees for your district.

**Note:** This session is being offered twice. 30 seats are available per session; first-come; first-served.

### Support Lab

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience</td>
<td>All</td>
</tr>
<tr>
<td>User Level</td>
<td>All</td>
</tr>
<tr>
<td>Presented By</td>
<td>Infinite Campus, KDE, Kentucky Infinite Campus User Board</td>
</tr>
</tbody>
</table>

Per popular demand, the support lab area is back this year! Bring your questions for our support team.

There will be a variety of departments represented in this area during conference hours:

- KDE representative
- Infinite Campus Support Advisor
- Client Executives
- Kentucky Infinite Campus User Board Member
- Parchment (eTranscripts) representative

**Note:** The Support Lab is open all day, both days.
### Custom Reporting

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience:</td>
<td>Technical Staff</td>
</tr>
<tr>
<td>User Level:</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Presented By:</td>
<td>Daphne Jenkins, Fayette County Public Schools, Kentucky</td>
</tr>
</tbody>
</table>

This session is geared for technical certified staff with backend access. We will focus on custom reporting with visual studio. It will include:

- Assessment
- Behavior
- Attendance
- Enrollment
- User Security

*Note: This session is led by a district user of Infinite Campus and is offered only once.*

### SQL Custom Reporting

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience:</td>
<td>System Administrators</td>
</tr>
<tr>
<td>User Level:</td>
<td>Master</td>
</tr>
<tr>
<td>Presented By:</td>
<td>Adam Sitnick, Infinite Campus Consulting Staff</td>
</tr>
</tbody>
</table>

Get an introduction to what's possible with custom reports in Infinite Campus. This session serves as a preview of the three day “Fundamentals of the Campus Database”, where attendees will learn how to apply their knowledge of databases to Infinite Campus and produce their own reports. Participants will:

- Understand some of the possibilities of custom reports
- See examples of custom reports, report cards and transcripts
- Learn how to use SQL inside Infinite Campus today

*Note: This session is offered twice.*

### Ad Hoc Reporting: The Basics

<table>
<thead>
<tr>
<th>Session Type:</th>
<th>Hands-on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience:</td>
<td>System Administrators, Office Staff</td>
</tr>
<tr>
<td>User Level:</td>
<td>Beginner</td>
</tr>
<tr>
<td>Presented By:</td>
<td>Adam Sitnick, Infinite Campus Consulting</td>
</tr>
</tbody>
</table>

Infinite Campus has many tools to allow users to create custom lists and reports for a variety of different uses. This session will show attendees how to get started with the Ad Hoc Reporting tool. Participants will see an:

- Overview of Filter Designer
- Overview of Data Export
- Overview of Report Designer

*Note: This session is offered twice. 30 seats are available per session; first-come; first served.*
# Interchange Session Descriptions

## Reporting

### Ad Hoc Reporting: Advanced Features  
**Days 1 & 2**

**Session Type:** Hands-on  
**Audience:** System Administrators, Office Staff  
**User Level:** Intermediate  
**Presented By:** Adam Sitnick, Infinite Campus Consulting

The Ad Hoc tools in Infinite Campus allow experienced users to do much more than just create simple reports. This session will show attendees how to use some of the newer and more advanced features of the Ad Hoc Reporting tools, including mathematical functions, grouping, and report customization. Participants will:

- Learn how to use the Ad Hoc functions
- Learn what aggregating and grouping tools are
- See the interface improvements and additions

*Note: This session is offered twice. 30 seats are available per session; first-come; first served.*

### Campus Data Analysis  
**Day 1**

**Session Type:** Hands-on  
**Audience:** Office Staff, Administrators  
**User Level:** Intermediate  
**Presented By:** Adam Sitnick, Infinite Campus Consulting

Campus Data Analysis allows users to look at large data sets easily with a variety of visualizations including the ability to look at data longitudinally. Participants will:

- Learn to pivot tables to analyze student data
- Create data visualizations from student data
- Export data and visualizations for use in other applications

*Note: This session is offered only once. 30 seats are available per session; first-come; first served.*

### Advanced Excel Functions with Infinite Campus Data  
**Day 2**

**Session Type:** Hands-on  
**Audience:** All  
**User Level:** Intermediate  
**Presented By:** Amy Mueller, Jefferson County Public Schools, Kentucky

With Infinite Campus Ad Hoc Reporting you can export lots of data. But, sometimes you need the data in a separate spreadsheet or different format than a PDF document. This session will teach participants how to:

- Prepare the data Ad Hoc to be more functional in Excel.
- Analyze Infinite Campus data with pivot tables.
- Combine data from multiple spreadsheets with formulas like Vlookup.

*Note: This session is led by a district user of Infinite Campus and is offered only once. 30 seats are available per session; first-come; first served.*
The Data Viewer is a user-friendly report building tool which allows users to drag and drop fields into a real-time view of the report as it is being built. In this session we will look at creating a report, operator options and rules, generating a report, applying Ad Hoc filter to an existing report, editing an existing report, copying a report, deleting a report, and creating a folder.

*Note: This session is offered twice. 30 seats are available per session; first-come; first served.*