

Creation of Template Banks

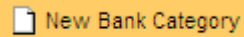
This document will give guidance on how to create template banks for Special Education in Infinite Campus

System Administration

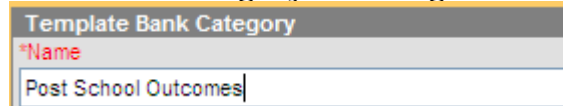
Special Ed

Template Banks

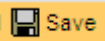
New Bank Category



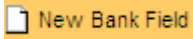
Enter the Category Heading for the bank



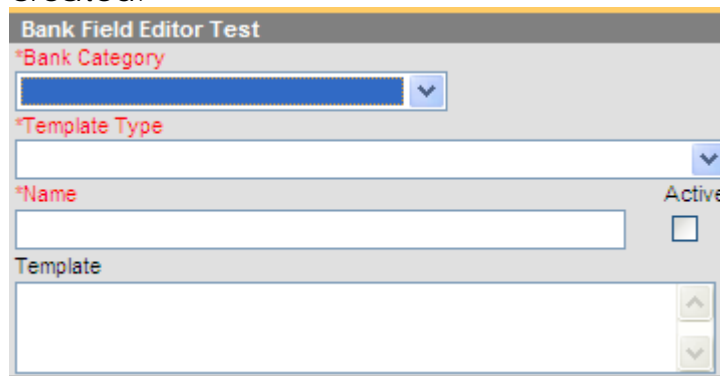
Save



New Bank Field



Enter the selections for each category created.



Bank Category: Select Category created

Template Type: Select the IEP | Editor | field in which the bank should be loaded

Name: Enter the name of the selection within the category selected, this is the Bank Field

Active: must be selected for the bank to be available to the users

Template: For a list of items within the Bank Field created, a list can be entered into this text box, multiple items can be entered by copying/pasting from a word or an excel document.

Bank Field Editor Test

*Bank Category
 Post School Outcomes

*Template Type
 KY IEP: Desired Post School Outcomes/Services

*Name
 Outcomes Activ

Template

- Time Management
- Stress Management
- Fluency
- Documentation
- Accounting

Hit CTR-SHIFT-L to

Template will now be available in the IEP/editor designated above.

Template Bank - Microsoft Internet Explo...

Template Bank

- Post School Outcomes(1)
 - Outcomes

Postsecondary Goal(s), Transition Services and Agency Responsibilities
 Postsecondary Goal(s) Related to Education/Training, Employment, and if needed, Independent Living:

- Time Management
- Stress Management
- Fluency
- Documentation
- Accounting

Windy L. Newton
 Office of Next Generation Learners