

Infinite Campus End-User Professional Development

Professional Development Overview

Professional development for all users will be offered using a variety of delivery methods. These include, but are not limited to: face-to-face classroom instruction, online training (eLearning), workshops, and webinars. Resources such as video tutorials, quick reference guides, interactive simulations, etc., will also be readily available to employees.

Additionally, multiple platforms will be used to track user performance and completion of learning tasks. These Learning Management System (LMS) platforms include:

- 1) **Campus Learning** – provided to all CCSD users; delivers appropriate content to each individual based on their security access (role). For example, a person performing the duties of a Registrar would have specific lessons on census, enrollment, and so on. A Dean, however, may only have lessons on Behavior and Attendance. Your specific curriculum is based on your defined user group rights.
- 2) **Canvas** – a District learning management software used by both students and employees. Specific classes can be created and deployed using this application to a large audience.
- 3) **Pathlore** – the District's registration and tracking system.

All users, regardless of role, must complete an online **Infinite Campus Essentials Tutorial** (via Pathlore registration) before being permitted to access their particular curriculum. This training will be released January 13, 2014.

There are two main phases of Infinite Campus Professional Development:

- 1) Scheduling
- 2) Functional modules (gradebook, attendance, census, enrollment, behavior, portal, etc.)

Scheduling

Secondary:

Secondary school schedulers will attend four (4) online classes using **Canvas** and one full day face-to-face training. Online classes are being created by CCSD's Employee Business Training department; the face-to-face training will be delivered by an Infinite Campus trainer. These trainings are broken down as follows:

| CCSD Class | Date |
|-----------------------------------------------|-------------------------|
| 1) Secondary Scheduling - Courses (online) | Released 2/3/14 |
| 2) Secondary Scheduling – Staff (online) | Released 2/18/14 |
| 3) Secondary Scheduling – Requests (online) | Released 3/27/14 |
| 4) Secondary Scheduling Wizard (face-to-face) | 4/7/14 through 5/23/14* |
| 5) Secondary Scheduling – Cleanup (online) | Released 5/1/14 |

* Schools who complete scheduling by May 26th will be provided with a sandbox containing student data from their site, allowing teachers and staff to practice with actual data from their school.

In addition to the online and face-to-face trainings, **Centra** sessions will be offered after the initial release of each online class. These sessions will help users who need to ask questions or get clarification on a particular topic. For individual and group assistance, more than 50 ninety-minute **Open Labs** will be offered (via Pathlore registration) where schedulers can bring their specific materials for assistance. **Campus Learning** will also offer additional scheduling curriculum content to each individual with this security access (role).

Elementary, Education Services Division (ESD), and Special Schools:

Elementary, ESD, and Special school schedulers will begin their training starting April 21st with a four (4) hour, face-to-face class led by an Infinite Campus trainer.

| CCSD Class | Date |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Elementary, ESD, and Special School Scheduling (face-to-face) | 4/21/14 through 5/23/14* |
| Schedulers must complete their Campus Learning curriculum prior to attending the face-to-face. | |
| * Schools who complete scheduling by May 26 th will be provided with a sandbox containing student data from their site, allowing teachers and staff to practice with actual data from their school. | |

For individual and group assistance, more than 50 ninety-minute *Open Labs* will be offered (via Pathlore registration) where schedulers can bring their specific materials for assistance. *Campus Learning* will also offer additional scheduling curriculum content to each individual with this security access (role).

Functional Modules

Census and Attendance Wizards:

Certain components of Infinite Campus contain powerful tools (wizards) which can make mass changes to data. Since changes like these cannot easily be undone, additional *face-to-face* training on certain modules will be required for the following areas:

| Functional Module Face-to Face Classes | Date |
|----------------------------------------|----------------|
| Census (Includes Census Wizard) | Begins 4/21/14 |
| Attendance Wizard – Elementary | Begins 5/2/14 |
| Attendance Wizard – Secondary | Begins 5/2/14 |

After completion of training, users must pass a quiz at 80% competency to maintain their access rights for the particular wizard tool used in their job role.

IC Power and Super Users:

Face-to-face classes for IC Teacher Power Users will begin March 10th and conclude April 11th. These IC Teacher Power Users are volunteers from every school who enjoy working with technology and assisting their colleagues. Because these IC Teacher Power Users will have already completed their individual eLearning through *Campus Learning*, the focus in these two-hour sessions is common troubleshooting techniques for Gradebook issues, taking Attendance, and creating Behavior referrals.

| Face-to Face Class | Date |
|--------------------------------------------------------------------------------------------------------------------|-------------------------|
| IC Teacher Power User – Supporting IC for Elementary | 3/10/14 through 4/11/14 |
| IC Teacher Power User – Supporting IC for Secondary | 3/10/14 through 4/11/14 |
| * IC Teacher Power Users must complete their Campus Learning curriculum prior to attending the face-to-face class. | |

In addition to IC Teacher Power Users, each school will identify **IC Building/AdHoc Super User(s)** who will serve as the first level of support for the Infinite Campus application at their respective sites. Training for these users will be covered in their specific *Campus Learning* curriculum.

Teachers, Staff and District-Level Users:

As described above, the functional module trainings will be completed by users through *Campus Learning*.

Resources and Support

Numerous monthly *Open Labs* and *Centra* sessions will be offered to support users in all aspects of mastering their user group functional rights using Infinite Campus.

Because *Campus Learning* provides content on the functionality of using the system, not all information will be pertinent to CCSD business processes. The Employee Business Training department will create customized eLearning content to compliment the *Campus Learning* curriculum.

Face-to-face trainings for functional modules will be offered prior to the 2014-15 school year beginning August 4th. This just-in-time (JIT) training will be provided for new employees as well as those wishing to attend a class as a "refresher". Again, numerous *Open Labs* and *Centra* sessions will be available so that all employees feel comfortable using Infinite Campus.

For more information, visit the CCSD Infinite Campus website at <http://sis.ccsd.net>

| Training Event | January | February | March | April | May | June | July | August | |
|----------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------|------|----------------|--|
| Infinite Campus Essentials eLearning class released for all employees | 1/13 to ongoing | | | | | | | | |
| Campus Learning curriculum released for Scheduling | 1/20 to ongoing | | | | | | | | |
| Secondary Scheduling – Courses eLearning released | | 2/3 to ongoing | | | | | | | |
| Secondary Scheduling – Staff eLearning released | | 2/18 to ongoing | | | | | | | |
| Secondary Scheduling – Requests eLearning released (counselors included) | | | 3/27 to ongoing | | | | | | |
| Secondary Scheduling – Face-to-Face for Scheduling Wizard | | | | 4/7 to 5/23 | | | | | |
| Secondary Scheduling – Cleanup eLearning released | | | | | 5/1 to ongoing | | | | |
| Elementary Scheduling – Face-to-Face for Scheduling | | | | 4/21 to 5/23 | | | | | |
| Campus Learning curriculum released for Census | | | 3/24 to ongoing | | | | | | |
| Census (includes Census Wizard) – Face-to-Face training | | | | 4/21 to ongoing | | | | | |
| Campus Learning curriculum released for Attendance | | | | 4/2 to ongoing | | | | | |
| Attendance Wizard (Elementary) – Face-to-Face training | | | | | 5/2 to ongoing | | | | |
| Attendance Wizard (Secondary) – Face-to-Face training | | | | | 5/2 to ongoing | | | | |
| Campus Learning curriculum released for Building/Ad Hoc Super Users | | 2/17 to ongoing | | | | | | | |
| Campus Learning curriculum released for IC Teacher Power Users | | 2/17 to 4/10 | | | | | | | |
| IC Teacher Power Users: Supporting IC (Elementary) – Face-to-Face training | | | 3/10 to 4/11 | | | | | | |
| IC Teacher Power Users: Supporting IC (Secondary) – Face-to-Face trainings | | | 3/10 to 4/11 | | | | | | |
| Parent Portal Liaison training released | | | | | | | | 8/1 to ongoing | |
| Campus Learning curriculum released for all Teachers | | | | | 5/19 to ongoing | | | | |
| Campus Learning curriculum released for Principals | 1/20 to ongoing | | | | | | | | |
| Campus Learning curriculum released for all other user security groups | | | | 4/17 to ongoing | | | | | |