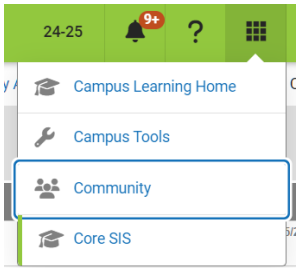
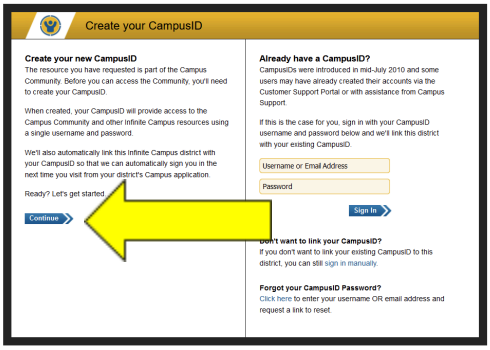
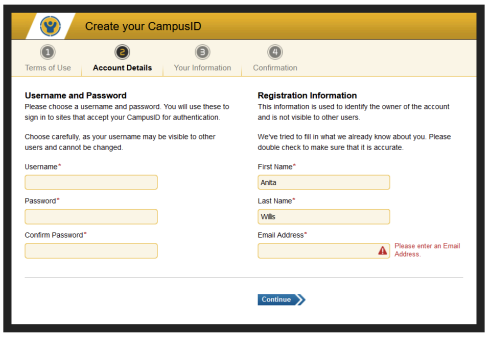
ACCOUNT SETUP
(Everyone Needs to Complete this Process for a Passport/Training Account)



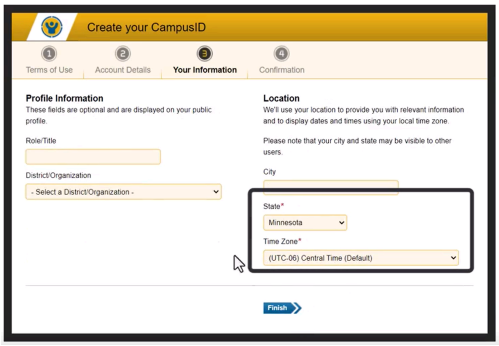
- Go to your Infinite Campus site 160.ncsis.gov or go to NCSIS icon on my.ncedcloud.org
- Click on waffle icon in the upper right corner
- Click on Community
- Click Create your new CampusID



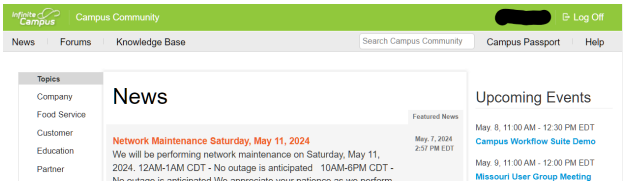
- On Page 2 Account Details create a Username and Password and Confirm Password then click <Continue> (You MUST use your carteretk12.org email address for it to recognize you as a part of our district)



- On Page 3 Your Information key your role/title and choose Carteret County Public Schools for District/Organization. Under location enter your school's city, state, and time zone (Eastern). Click <Finish>



- You should end up with a screen stating Your CampusID has been created.
- Go ahead and login and click on "Campus Passport" in the upper right hand corner. Now your Campus Passport/Training account has been created and activated. Please bookmark this site.



Infinite Campus Training Plan

CARTERET COUNTY PUBLIC SCHOOL SYSTEM

Engage • Educate • Empower

Please click on the correct job title below for your training plan. Click on the icon to come back to this page at any point.

- District Transition/Training Leads (Anita, Jan, Mike, Jody)
- Curriculum & Instruction Team
- Data Managers
- Chief Communications Officer
- Nurses
- School Counselors
- All Teachers
- Teacher Leaders by Invitation from C&I Team (received recommendation from Principals)
- Office Staff **(including SROs)**
- School Administrators (Principals, Asst. Principals, & Dean of Students)

District Transition/Training Leads (Anita, Jan, Mike, Jody)

USER SECURITY

On Demand Course	Link to Course	Tasks to be Completed BEFORE the Workshop	
User Security (Part 1) (approx. 40 min)	Course Link (Part 1)	**Within Trial Site:** • Review Tool Rights associated with specific User Groups • Review Calendar Rights associated with specific User Groups	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
May 21, 2024 1:00-2:30pm	Zoom Link	• Verify Tool Rights Groups • Verify Calendar Rights Groups • Assign user(s) as SIS Admin • Audit user assignments to groups • Review individual user accounts navigation	• Create new staff user accounts • Update Tool Rights and Calendar Rights within User Groups, as needed • Assign users to groups (Calendar & Tool Rights) • Assign SIS Admin Product Security Role to users

TEACHER TOOLS DISCOVERY

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Campus Instruction (1:34 hours)	Course Link	• Review what tool rights teachers should have • Review how you are using LMS tools	
Campus Learning (Teacher) (1:17 hours)	Course Link		
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
May 24, 2024 12:00-12:45pm	Zoom Link	• Confirm which tools/tool rights teachers will have access to within Infinite Campus • Confirm teacher Gradebook Setup and Categories options • Build teacher training plan	• Distribute Teacher Training Plan • Enroll teaching staff in appropriate Campus Passport training courses

CENSUS STAFF & USER SECURITY UPDATES

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop
Census Staff (11 min)	Course Link	• Complete Tool Rights & Calendar Groups • Assign users to Log in as Users and review tool rights • Review how to add or remove a staff assignment • Assign a user as an SIS Admin
User Security (Part 2) (25 min)	Course Link	• In the Production Site, update Account Security Preferences. • Establish Login Security Settings • Create user accounts for new staff, and assign user groups

Workshop Date/Time	Zoom Link	Objectives	Tasks to be Completed AFTER the Workshop
July 2, 2024 3:00-4:30pm	Zoom Link	• Confirm User Groups & membership • Discuss Digital Repository • Audit tool rights for Premium Products • Confirm Account Security Preferences • Verify creation of new staff • Review Staff Messenger template & Messenger Communication • Demonstrate Combine Person tool	• Add and manage any staff changes • Adjust Staff Assignment roles • Add new tool rights from Production Site products • Add Combine Person Wizard tool rights to individual users • Clean up duplicate staff/people using the Combine Person Wizard • Enable Digital Repository and update tool rights if applicable • Setup of SSO / SAML

ATTENDANCE SETUP & BEHAVIOR SETUP

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop
Attendance Setup (33 min)	Course Link	• Determine if Attendance Letters and/or Messenger will be used by the customer
Behavior Setup (43 min)	Course Link	• Edit Behavior Preferences in each calendar • Determine if Behavior Letters and/or Messenger will be used by the customer

Workshop Date/Time	Zoom Link	Objectives	Tasks to be Completed AFTER the Workshop
July 9, 2024 3:00-4:00pm	Zoom Link	• Confirm Attendance codes for each • Demonstrate the Day Setup tool and Multi Day Event tool • Confirm Behavior Event and Resolution codes • Confirm Behavior Preferences • Review Attendance and Behavior letters • Discuss Custom Contact Logs • Chronic Absenteeism Calculations	• Enter in School Calendar Events using the Day Setup tool for the year • Continue to create and manage communication preferences and templates • Create Custom Contact Logs as needed and update tool rights

MESSENGER WITH VOICE SETUP

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop
Messenger with Voice Setup (49 min)	Course Link	• Verify census data • Update contact preferences • Setup Messenger preferences

Workshop Date/Time	Zoom Link	Objectives	Tasks to be Completed AFTER the Workshop
July 8, 2024 11:00am-12:00pm	Zoom Link	• Confirm census data verification • Confirm Contact Preferences • Confirm Messenger Preferences	• Communicate with RDI PIN Users

		• Send a test message • Review sent messages • Set up RDI PIN Users	• Edit/update prompt preferences and Messenger settings

GRADING SETUP

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Grading Setup: Traditional (1:40 hours)	Course Link	• Create a Grading Window • Create Report Card Templates for each calendar	
Grading Setup: Standards Based Grading (1:45 hours)	Course Link	• Create a Grading Window • Create Report Card Templates for each calendar	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 24, 2024 11:00-12:30pm	Zoom Link	Traditional: (30 minutes) • Review Grading Setup • Validate Grade Calc Options • Validate Course Category Setup • Audit Grading Window and Report Card Setup Standards: (1 hour) • Demonstrate Standards Alignment Wizard • Set up Grade Calc Options for Standards • Audit Grading Window and Report Card Setup	Traditional: • Adjust Grading Windows as needed • Complete Report Card Setup and print example Standards: • Run Standards Alignment Wizard • Complete Grade Calc Options Setup for each course, if needed • Adjust Grading Windows as needed • Complete Report Card Setup and print example

HEALTH SETUP & END USER

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Health Setup (43 min)	Course Link	• Review and edit Conditions • Review and edit Treatments, Medication Names, Medications Forms • Review and edit Complaint Types, Observation Types, Intervention • Types, and Discharge Types • Review and edit Vaccine Exemption Setup	
Health End User (1:08 hours)	Course Link	• Add new health condition for a student • Add medication for a student • Schedule appointments for a student based on the medication assigned • Within training site, create new Health Office Visit for a student • Within training site, create Health Office Contact Log	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 16, 2024 1:30-3:00pm	Zoom Link	Setup (Nurse Debbie & Kim Only) • Verify Health Setup • Review Complaints, Observations and	Setup (Nurse Debbie & Kim Only) • Continue to complete and

		Interventions • Review Health Conditions and Flags Health Administrators and Nurses • Review assigning Health Conditions • Review medication assignment and apply refill/reduce dose count • Review Health Office Visit Calendar • Complete a Health Office Visit • Discuss Vaccination updates • Discuss Screening updates	review Health Setup Health Administrators & Nurses • Input student health data • Schedule Office Visits

CAMPUS LEARNING SETUP (LMS) (Anita, Mike, & Cindy Berry)			
On Demand Course (length)	**Link to Course**	**Tasks to be Completed BEFORE the Workshop**	
Campus Learning Setup (39 min)	Course Link	• Review and update Digital Learning Application for OneRoster if using • external LMS • Review and edit Campus Learning Tool Rights	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 16, 2024 1:30-2:30pm	Zoom Link	• Review Discussions Administration tool • Review Engagement Check-In Administration tool • Discuss Campus Learning Usage tool • Verify OneRoster connection is complete	• If using external LMS, establish necessary connections

MESSENGER WITH VOICE END USER			
On Demand Course (length)	**Link to Course**	**Tasks to be Completed BEFORE the Workshop**	
Messenger with Voice End User (47 min)	Course Link	• Build a test message in Messenger 2.0 with a voice recording • Save a template for Messenger 2.0 • Filter Message Recipients	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 30, 2024 2:30pm-3:30pm	Zoom Link (with Damon)	• Review Messenger Contact Preferences and Messenger • Relationship types • Walk through Messenger 2.0 tool • Discuss Sent Message Log options	• Continue to update Messenger Contact Preferences • Build Messenger 2.0 Templates

CAMPUS LEARNING END USER (LMS) (Anita, Mike, Cindy B., TBA Teachers (20 or less))		
On Demand Course (length)	**Link to Course**	**Tasks to be Completed BEFORE the Workshop**
Campus Learning (Teacher) (1:17 hours)	Course Link	• If using external LMS, establish necessary connections • Review available tools and edit tool rights within Campus Learning

Workshop Date/Time	Zoom Link	Objectives	Tasks to be Completed AFTER the Workshop
October 14, 2024 9:30-10:30am	Zoom Link	• Review Enhanced Curriculum Options • Demonstrate Planner Options • Explore Score Analysis Tools • Review Progress Monitor, if needed • Discuss Uncategorized Assignments for pass-back, if needed	• If teachers are using Google Classroom, make connection in Google Classroom for Infinite Campus

Curriculum & Instruction Team

TEACHER TOOLS DISCOVERY (Anna & Jessica Only)

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Campus Instruction (1:34 hours)	Course Link	• Review what tool rights teachers should have • Review how you are using LMS tools	
Campus Learning (Teacher) (1:17 hours)	Course Link		
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
May 24, 2024 12:00-12:45pm	Zoom Link	• Confirm which tools/tool rights teachers will have access to within Infinite Campus • Confirm teacher Gradebook Setup and Categories options • Build teacher training plan	• Distribute Teacher Training Plan • Enroll teaching staff in appropriate Campus Passport training courses

HEALTH SETUP & END USER (KIM ONLY)

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Health Setup (Nurse Debbie & Kim ONLY) (43 min)	Course Link	• Review and edit Conditions • Review and edit Treatments, Medication Names, Medications Forms • Review and edit Complaint Types, Observation Types, Intervention • Types, and Discharge Types • Review and edit Vaccine Exemption Setup	
Health End User (All nurses) (1:08 hours)	Course Link	• Add new health condition for a student • Add medication for a student • Schedule appointments for a student based on the medication assigned • Within training site, create new Health Office Visit for a student • Within training site, create Health Office Contact Log	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 16, 2024 1:30-3:00pm	Zoom Link	Setup (Nurse Debbie & Kim Only) • Verify Health Setup • Review Complaints, Observations and Interventions • Review Health Conditions and Flags Health Administrators and Nurses • Review assigning Health Conditions • Review medication assignment and apply refill/reduce dose count • Review Health Office Visit Calendar • Complete a Health Office Visit • Discuss Vaccination updates • Discuss Screening updates	Setup (Nurse Debbie & Kim Only) • Continue to complete and review Health Setup Health Administrators & Nurses • Input student health data • Schedule Office Visits

BASIC NAVIGATION		
On Demand Course (length)	**Link to Course**	**Tasks to be Completed (No Workshop for these videos)**
Basic Navigation (20 min)	Course Link	•
Student Information (48 min)	Course Link	•

Data Managers

ATTENDANCE SETUP & BEHAVIOR SETUP *(Lora & Cindy ONLY)*

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Attendance Setup (33 min)	Course Link	• Determine if Attendance Letters and/or Messenger will be used by the customer	
Behavior Setup (43 min)	Course Link	• Edit Behavior Preferences in each calendar • Determine if Behavior Letters and/or Messenger will be used by the customer	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 9, 2024 3:00-4:00pm	Zoom Link	• Confirm Attendance codes for each • Demonstrate the Day Setup tool and Multi Day Event tool • Confirm Behavior Event and Resolution codes • Confirm Behavior Preferences • Review Attendance and Behavior letters • Discuss Custom Contact Logs • Chronic Absenteeism Calculations	• Enter in School Calendar Events using the Day Setup tool for the year • Continue to create and manage communication preferences and templates • Create Custom Contact Logs as needed and update tool rights

PORTAL ACCOUNT CREATION

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Portal Display Options and Account Creation (29 min)	Course Link	• Create individual and/or batch student accounts, if needed • Edit/update User Account Messenger Templates • Set up Portal Display Options	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 8, 2024 3:00-4:00pm	Zoom Link	• Review creation of individual portal accounts • Review batch creation of student accounts • Review guardian account communication • Generate User Security communication • Review Portal Display Options	• Assign Portal Display Template(s) to Calendars • Send/Schedule User Account Message

COURSE SETUP

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop
Course Setup (58 min)	Course Link	• Review Course and Section Setup in Production Site • Review state-specific reporting documentation for course and section setup

Workshop Date/Time	Zoom Link	Objectives	Tasks to be Completed AFTER the Workshop
July 17, 2024 3:00-3:30pm	Zoom Link	• Review creation and management of courses, sections, and section rosters	• Update Section Staff History as needed • Update Section Rosters as needed

CENSUS END USER

On-Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop
Census End User (29 min)	Course Link	• Add a new student in the Sandbox Site • Add a new person in the Sandbox Site • Add a new address in the Sandbox Site • Create a new household using Census Wizard in Sandbox • Add an emergency contact in Census Relationship tool
Records Transfer	TBA	• TBA

Workshop Date/Time	Zoom Link	Objectives	Tasks to be Completed AFTER the Workshop
July 18, 2024 9:30-10:30am	Zoom Link (with Damon)	• Create new student and enrollment • Build new household and discuss workflow • Review Relationships and associated fields • Discuss Household Membership vs. Relationships • Modify existing household(s) • Modify identities and demographic data • Review Census Reports	• Continue to add and enroll new students • Continue to add and modify households • Continue to add and modify relationships and permission checkboxes

STUDENT SCHEDULING/TRANSCRIPTS (aka Historical Grades)

On-Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop
Student Scheduling (38 min)	Course Link	• Run the Student Gap Scheduler tool • Schedule a student via the Walk-In Scheduler in the Sandbox Site • Audit section rosters
Transcripts (aka Historical Grades) (31 min)	Course Link	• View and edit a student's transcript • In Report Setup, Review Transcript Template and Schedule Template in one calendar

Workshop Date/Time	Zoom Link	Objectives	Tasks to be Completed AFTER the Workshop
July 25, 2024 10:00-11:30am	Zoom Link (with Martha)	• Review Scheduling Reports • Edit a student schedule via the Walk-In Scheduler • Review Student Transcript records and how to add new fields • Review Scheduling and Transcript	• Edit student schedules as needed • Run Scheduling Reports and Student Gap Scheduler • Update transcript records as

		Templates to print • Discuss Transcript Post Tool	needed

ATTENDANCE END USER (invite ISS person if they manage attendance notes)			
On Demand Course (length)	**Link to Course**	**Tasks to be Completed BEFORE the Workshop**	
Attendance (End User) (23 min)	Course Link	• Mark students absent using the Attendance Management Tools in the Sandbox Site • Mark an individual student using Student Attendance	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 31, 2024 10:00-11:00am	Zoom Link	• Review Individual Student Attendance • Use the Classroom Monitor • Work in the Attendance Batch Wizard and check a student in/out • Review the Daily Attendance Processing tool • Explore Attendance Reports	• Continue to practice attendance tools

BEHAVIOR END USER			
On Demand Course (length)	**Link to Course**	**Tasks to be Completed BEFORE the Workshop**	
Behavior (End User) (23 min)	Course Link	• Create a "test" behavior incident in the Training or Sandbox Site using the • Behavior Management Tool • Assign a Behavior Resolution in the Training or Sandbox Site using the • Behavior Management Tool	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 31, 2024 11:30am-12:00pm	Zoom Link	• Create Behavior Incident/Resolution in Behavior • Management Tool and review workflow • View Behavior and Behavior Records for individual students • Use the Detention Tracker and assign detention to students • Review Behavior Reports	• Continue to practice Behavior Management tools • Discuss practices for use and tracking

AD HOC REPORTING END USER			
On Demand Course (length)	**Link to Course**	**Tasks to be Completed BEFORE the Workshop**	
Ad Hoc Reporting Basics (31 min)	Course Link	• Build a Query Wizard for at least one grade level • Build a Selection Editor for a club/team/activity/group of students • Export an Ad Hoc • Bring examples of other Ad Hoc filters you will need	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**

July 29, 2024 2:30-3:30pm	Zoom Link (with Damon)	• Review an Ad Hoc built by staff • Create new Ad Hoc from an example provided by the customer & export • Create new Ad Hoc with sample provided by the trainer & export • Review Campus Community Resources • Demonstrate Ad Hocs with Data Viewer	• Continue to build Ad Hocs • Share Ad Hocs with other User Groups if needed

MESSENGER WITH VOICE END USER

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Messenger with Voice End User (47 min)	Course Link	• Build a test message in Messenger 2.0 with a voice recording • Save a template for Messenger 2.0 • Filter Message Recipients	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 30, 2024 2:30pm-3:30pm	Zoom Link (with Damon)	• Review Messenger Contact Preferences and Messenger • Relationship types • Walk through Messenger 2.0 tool • Discuss Sent Message Log options	• Continue to update Messenger Contact Preferences • Build Messenger 2.0 Templates

BASIC NAVIGATION

On Demand Course (length)	Link to Course	Tasks to be Completed (No Workshop for these videos)
Basic Navigation (20 min)	Course Link	•
Student Information (48 min)	Course Link	•

Chief Communications Officer

MESSENGER WITH VOICE SETUP

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Messenger with Voice Setup (49 min)	Course Link	• Verify census data • Update contact preferences • Setup Messenger preferences	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 8, 2024 11:00am-12:00pm	Zoom Link	• Confirm census data verification • Confirm Contact Preferences • Confirm Messenger Preferences • Send a test message • Review sent messages • Set up RDI PIN Users	• Communicate with RDI PIN Users • Edit/update prompt preferences and Messenger settings

MESSENGER WITH VOICE END USER

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Messenger with Voice End User (47 min)	Course Link	• Build a test message in Messenger 2.0 with a voice recording • Save a template for Messenger 2.0 • Filter Message Recipients	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 30, 2024 2:30pm-3:30pm	Zoom Link (with Damon)	• Review Messenger Contact Preferences and Messenger • Relationship types • Walk through Messenger 2.0 tool • Discuss Sent Message Log options	• Continue to update Messenger Contact Preferences • Build Messenger 2.0 Templates

Nurses			
HEALTH SETUP & END USER			
On Demand Course (length)	**Link to Course**	**Tasks to be Completed BEFORE the Workshop**	
Health Setup (Nurse Debbie & Naomi Miller ONLY) (43 min)	Course Link	• Review and edit Conditions • Review and edit Treatments, Medication Names, Medications Forms • Review and edit Complaint Types, Observation Types, Intervention • Types, and Discharge Types • Review and edit Vaccine Exemption Setup	
Health End User (All Nurses) (1:08 hours)	Course Link	• Add new health condition for a student • Add medication for a student • Schedule appointments for a student based on the medication assigned • Within training site, create new Health Office Visit for a student • Within training site, create Health Office Contact Log	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 16, 2024 1:30-3:00pm (Nurse Debbie, Nurse Naomi & Kim ONLY join for the first 45 min.) (All other nurses join at 2:15pm for the last 45 min.)	Zoom Link	Setup (Nurse Debbie & Kim Only) • Verify Health Setup • Review Complaints, Observations and Interventions • Review Health Conditions and Flags Health Administrators and Nurses • Review assigning Health Conditions • Review medication assignment and apply refill/reduce dose count • Review Health Office Visit Calendar • Complete a Health Office Visit • Discuss Vaccination updates • Discuss Screening updates	Setup (Nurse Debbie, Nurse Naomi & Kim Only) • Continue to complete and review Health Setup Health Administrators & Nurses • Input student health data • Schedule Office Visits

School Counselors

STUDENT SCHEDULING/TRANSCRIPTS (aka Historical Grades) (Middle & High School Counselors ONLY)

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Student Scheduling (38 min)	Course Link	• Run the Student Gap Scheduler tool • Schedule a student via the Walk-In Scheduler in the Sandbox Site • Audit section rosters	
Transcripts (aka Historical Grades) (31 min)	Course Link	• View and edit a student's transcript • In Report Setup, Review Transcript Template and Schedule Template in one calendar	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 25, 2024 10:00-11:30am	Zoom Link (with Martha)	• Review Scheduling Reports • Edit a student schedule via the Walk-In Scheduler • Review Student Transcript records and how to add new fields • Review Scheduling and Transcript Templates to print • Discuss Transcript Post Tool	• Edit student schedules as needed • Run Scheduling Reports and Student Gap Scheduler • Update transcript records as needed

BASIC NAVIGATION (Elementary School Counselors)

On Demand Course (length)	Link to Course	Tasks to be Completed (No Workshop for these videos)
Basic Navigation (20 min)	Course Link	•
Student Information (48 min)	Course Link	•

All Teachers		
BASIC NAVIGATION		
On Demand Course (length)	**Link to Course**	**Tasks to be Completed (No Workshop for these videos)**
Basic Navigation (20 min)	Course Link	• Turn on the New Look
Student Information (48 min)	Course Link	•
Campus Instruction **(Traditional Grading)** (1:34 hours)	Course Link	• Turn on the New Look • Update Instruction Settings Campus Homepage • Customize Teaching Center • Create a Seating Chart, if applicable • Behvior–We will still be using EducatorsHandbook (this will just provide information about a student) • Fees–We will likely still be using OnlineCampus Payments

Teacher Leaders by Invitation from C&I Team (received recommendation from Principals)			
TEACHER LEADER TRAINING			
On Demand Course (length)	**Link to Course**	**Tasks to be Completed BEFORE the Workshop**	
Campus Instruction **(Traditional Grading)** (1:34 hours)	Course Link	• Turn on the New Look • Update Instruction Settings Campus Homepage • Customize Teaching Center • Create a Seating Chart, if applicable • Review available tools and edit tool rights within Campus Instruction	
Campus Learning **(Standards-Based Grading)** (1:34 hours)	Course Link	• Turn on the New Look • Update Instruction Settings Campus Homepage • Customize Teaching Center • Create a Seating Chart, if applicable • Review available tools and edit tool rights within Campus Instruction	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
Elementary Leads July 30, 2024 9:30-10:30am @ Central Services	Zoom Link	• Take attendance in the Sandbox Site • View Student Information • View Rosters and Roster Report • Add and score an assignment • Review process for posting grades • Compose a class message • Review behavior referral process, if applicable • Review Report Options	• Determine grading, behavior and attendance practices • Communicate training resources to teaching staff
Middle & High Leads July 30, 2024 1:00-2:00pm @ Central Services	Zoom Link	• Take attendance in the Sandbox Site • View Student Information • View Rosters and Roster Report • Add and score an assignment • Review process for posting grades • Compose a class message • Review behavior referral process, if applicable • Review Report Options	• Determine grading, behavior and attendance practices • Communicate training resources to teaching staff

Office Staff		
BASIC NAVIGATION		
On Demand Course (length)	**Link to Course**	**Tasks to be Completed (No Workshop for these videos)**
Basic Navigation (20 min)	Course Link	•
Student Information (48 min)	Course Link	•

School Administrators (Principals, Asst. Principals, & Dean of Students)

BEHAVIOR END USER

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Behavior (End User) (23 min)	Course Link	• Create a "test" behavior incident in the Training or Sandbox Site using the • Behavior Management Tool • Assign a Behavior Resolution in the Training or Sandbox Site using the • Behavior Management Tool	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 31, 2024 11:30am-12:00pm	Zoom Link	• Create Behavior Incident/Resolution in Behavior • Management Tool and review workflow • View Behavior and Behavior Records for individual students • Use the Detention Tracker and assign detention to students • Review Behavior Reports	• Continue to practice Behavior Management tools • Discuss practices for use and tracking

MESSENGER WITH VOICE END USER

On Demand Course (length)	Link to Course	Tasks to be Completed BEFORE the Workshop	
Messenger with Voice End User (47 min)	Course Link	• Build a test message in Messenger 2.0 with a voice recording • Save a template for Messenger 2.0 • Filter Message Recipients	
Workshop Date/Time	**Zoom Link**	**Objectives**	**Tasks to be Completed AFTER the Workshop**
July 30, 2024 2:30pm-3:30pm	Zoom Link (with Damon)	• Review Messenger Contact Preferences and Messenger • Relationship types • Walk through Messenger 2.0 tool • Discuss Sent Message Log options	• Continue to update Messenger Contact Preferences • Build Messenger 2.0 Templates

BASIC NAVIGATION

On Demand Course (length)	Link to Course	Tasks to be Completed (No Workshop for these videos)
Basic Navigation (20 min)	Course Link	•
Student Information (48 min)	Course Link	•