MEMORANDUM

Date: November 13, 2015

To: Dr. Karen Janney, Superintendent

From: David Damico, Director of Information and Educational Technology

RE: Infinite Campus Student Information System Update

- We have finished our 2nd data conversion where the data health check showed 99.66% good data.

- We are working on setting up the Academic Plans in Infinite Campus (IC) so we can show everyone how they will be able to see the completion progress of students.

- Completed training evaluation with IC and we now have 6 certified trainers.

- Did introductory master schedule training with IC. We are working on mock schedules to mirror how we do master scheduling here. We are working on acquiring a more advanced master scheduling resource to help us to work out our specific scheduling needs.

- Started hands-on training with Registrars (and their backups). Have completed discussion on Households as defined by IC and Basics which includes navigation through the software, introduction to Campus Community (IC's online help resource) and using Google Drive.

- Training Registrars this week on Enrollment and Identity management.

- Start training Counselors and Counseling Secretaries next week on IC Basics.

- We have set up trainings requiring users to show up for specific sessions. This allows us to ensure that we are splitting up staff from the same site so we do not take everyone away at the same time.

- We notify both the users and the admins at their sites so that everyone knows the expectations.

For the future...

We are working, with cabinet, to establish the mechanisms by which we will train all teachers – establishing teacher trainers at each site, using staff development days, pulling staff from their regular assignments, etc.

We are also working, with cabinet, to create some parent outreach workshops so that we ensure that parents have email accounts set up and can use the IC parent features like Online Registration, Parent Portal, Online Lunch Application, etc.

We are also working on setting up some videos and documentation for parents and students to understand how to use all the online tools.