



**INFORMATION TECHNOLOGY**  
**SWEETWATER UNION HIGH SCHOOL DISTRICT**  
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**TO:** Dr. Janney, Superintendent  
**FROM:** David Damico / Doris Easterly  
**SUBJECT:** Infinite Campus Update  
**DATE:** 4/29/16  
**CC:** Cabinet Members & Principals

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**Currently launched...**

- We have completed the synchronization process for enrollments between infinite Campus (IC) and Power School SMS (PS). The scripts are run nightly to update enrollments in IC based on information in PS. This information is used to project the students into their next school in IC. This is not a real time process, **but rather an overnight update.**
- We are still working with schools to create their master schedules. The counselors are finishing up their course requests. The schools are working on completing their course and staff planners. Many sites are still working out how they are going to deal with the new guidelines for EL students.
- We rolled out Online Registration (OLR) – although there have been some bumps on this road. We have had parents start and complete more than 9,500 students in the OLR. We met with the Registrars and their union representative yesterday to discuss their current frustrations with this new process. Their issues are varied, such as needing assistance, from us, to support parents who are having difficulty completing the OLR to feeling inundated and overwhelmed. We are working on making some changes in the way we support the issues to alleviate some of the frustration they are feeling.
- We have been sending out letters to parents so they can create Parent Portal accounts. Although we have been focused on using this for OLR, this account will also allow parents to see attendance and grading information on their students via the Parent Portal. It is also the conduit we will use in the future to allow parents/student to submit course requests.
- We expect to have our custom solution to record work product attendance (for Independent Study Programs) in the manner that we need it delivered to us within a month. Their solution should actually make the attendance process easier.
- We successfully linked the IC users to our Active Directory so that users can log into IC the same way they do into their computers.
- We have started the process to get staff ready for summer school. We provided documentation for how students need to be enrolled for the summer session. We need still to work with the admin staff on how to build the summer schedule.

- End User Training

- Registrars: We are encouraging them to attend open lab sessions to discuss any and all problems they are encountering and/or discuss any area about which they are not satisfactorily clear.
- Counselors: We also did open lab time for counselors to assist with any of their issue, including the completion of their course requests.
- OLR: We did training for our Round 1 OLR and then did refresher after the spring break.
- Basics of IC: We scheduled sessions for IC Basics to introduce the rest of the district to IC, and due to the overwhelming demand for these sessions, we had to more than double the original number of session to cover everyone.
- Nurses: We did training specifically on Health and how OLR notifies nurses of changes in health or medications.
- Ad Hoc Reporting: We are doing multiple sessions of Ad Hoc Reporting. This is the tool that allows users to get on-demand data from IC.
- Behavior: We are doing multiple session to demonstrate how to document behavior incidents, including, but not limited to, suspensions and expulsions.
- Attendance: We are training attendance personnel on how to maintain attendance records.
- Librarian: We are having training sessions for librarians to find specific data that they need and to add and maintain fees for students.
- Teachers: Last week, we did training with the BLS to show them how to train teachers on how to use IC – this included the basic use for student information and attendance, as well as how to use the IC gradebook. Our intent is that the BLS will be able to provide in person assistance to the users at their site. We are, additionally, working on creating a Canvas course to provide online instruction for teachers. The course will also allow us to track who has completed the course and who we still need to pursue in order to ensure they get the proper training.

## Next Steps

- We are preparing a test environment for attendance to demonstrate to our auditing group next month.
- We are working on creating student accounts in IC for students to access the Student Portal.
- We are preparing a list of current Grading Comments to share with Student Services and school admins to see what we would like to adjust for entry in IC.
- We are preparing a list of current attendance codes to share with Student Services and school admins to see what we would like to adjust for entry in IC.
- We are working with Student Services to do some parent outreach workshops to help families with:
  - Setting up email accounts for parent/guardians who do not have one.

- Helping families with Online Registration.
- Showing families how to use the Parent Portal to see student grade and attendance information online.
- We will also be soliciting assistance from CIS and Georgina Meza to help us with the parent outreach.
- We will also work on setting up some videos and documentation for parents and students to understand how to use all the online tools.
- We will also be moving all of the Adult Schools into IC. We will be working with them over the next couple of months to work out the transfer of their data.
- We have modified our support structure to allow people to get to our support team directly, rather than having to go through a filtering process first. We are, for the duration, employing all of our staff to help support our users.