

Extending the Power of Infinite Campus

2010 GSIS Users Group Conference

Noralee Deason, Effingham County

General Information

Effingham County is a school district of approximately 11,500 students in Grades PK-12. The system houses 8 elementary schools, 3 middle schools, 2 high schools, 2 Pre-K centers, an Ombudsman alternative program, and a small charter high school for drop-out recovery. The system implemented a Central Registration Center in October, 2008 and replaced SASI with Infinite Campus in January, 2009.

Infinite Campus Portal

- Piloted with staff-parents last 12 weeks of school in Spring, 2009.
- Mass created accounts for 5th – 12th grade students at the end of the school year. Did not mail home final report cards for current 6th – 12th students or schedules for rising 6th – 12th graders. They were accessed via student accounts through Portal.
- Began issuing parent accounts Fall, 2009.
- Account pre-registration process using our district website survey tool. (Communicated late summer to parents via automated ConnectEd message)
- Pre-registered parents had guardianship status pre-verified and login credentials pre-printed. At open house, ID was checked and credentials given.
- Accounts for newly registered students are now handled at Central Registration.

E-Mail Messenger

- All e-mail messages come from a generic e-mail account you setup on your mail server.
- Instruct all users to always include a notice on the messages that states that the recipient should not reply, as it is generated from an unmonitored account. Then, set that account up to have an Auto Reply for those that don't read the message.
- Teachers using the Teacher Messenger should also be sure to include their name and the class name within the body of the e-mail. It is not automatically inserted!
- We already had mass parent e-mail capability through ConnectEd, but the power of Campus E-Mail messenger is that you can use Ad Hoc to specify who should receive the message, you can include student e-mail addresses, and certain fields can be merged into the message.
- Missing and Failed Assignments messenger setup for all middle and high schools.
- Missing Assignments Messenger set to send once a week and include repeat messages... This means that a parent will continue to receive notice of a Missing assignment each week until the Missing tag is removed.
- Failing Assignments Messenger set to send every day and does not include repeat messages.

Documents Tab / FDFs (Fillable PDFs)

- Scanning of registration documents.
- TAADRA Certificate of Attendance, TAADRA Non-Compliance Report, and Official Letter of Withdrawal.

Surveys

- Have sent a couple of surveys to staff.
- Surveys can be deployed to staff, students, or student contacts with one or more filters attached using UNION and INTERSECTION.
- Teachers can also deploy surveys from Section rosters, but we have not given access yet.
- Results can be downloaded in Excel format.

User Notices

- Can be set from the district or school level.
- Can copy & paste from Word to increase formatting options.
- We have included hyperlinks to forms and such within the notice... For example, when we deployed schedules last summer on Campus, we included a User Notice that had the link to the Schedule Change Request form for the high schools.

Importing Assessments

- After multiple starts and mass deletes, we figured out that it works best to setup a test for each subject of the CRCT and GHSGT and not to make it year-specific. So we have a CRCT English, CRCT Reading, CRCT Math, etc...
- Test the imports first and use the error report to correct any GTID or SSN issues in the file you are importing.

Setting Up 'Fake' People

- Setup people called **Substitute, Nurse** and **Substitute, Office**. Setup an account for each school under each of these people. These accounts are disabled by default and enabled by the school information specialists as needed with an account expiration date entered each time they are enabled.
- Setup people for each of the post-secondary institutions you have students attending and enter the 77700* SSN required by the DOE. Tag as a teacher with an assignment for each school applicable so they are in the drop-down list for the school to assign to sections.
- Do the same as above for a GAVS teacher.
- Also do the same for Out-of-State Xfer and In-State Xfer 'People' so they can be selected from the Teacher drop-down on transcript.

New Year Rollover

- Create a tab with fields for Next School / Next Grade. (Create drop-downs for the applicable schools and grades in your system).
- Use SQL scripts to mass change the Next School for each site for the highest grade level in each building. When sites split, mass set to wherever most of them go.
- Have your information specialists manually make adjustments to the Next School field for any students who will not be going to that school next year.
- If known, have your information specialists mark the Next Grade as the current grade for retainees. (i.e., high school students that cannot get enough credits to promote at year-end).
- When you roll, you can automatically roll each school where the whole highest grade moves up to a specified school. For the others, create and attach ad hocs for each possible movement. (i.e., Effingham Elementary to ABC Middle, Effingham Elementary to XYZ Middle).

Programs

- Used for just about everything.
- In process of removing a lot of custom fields and replacing with use of the programs tab.

Customized Fields & Screens

- Emergency Contacts
- Calculated Student Info (Credits Earned, Credits Received)
- Modifications
- Ombudsman / Coastal tab (locally created extract for SR program file)
- K12 Solutions provided fields for TAADRA & FTE Values for Ad Hoc
- Many others, but trying to get rid of some and replace with Programs.....

Data Exchange / Mass Update Processes

- Nightly to ConnectEd, WinSNAP, and Encore (SpecEd). (VersaTrans and Destiny handled through SIF)
- Importing F/R Lunch Status from WinSNAP.
- Importing Lunchroom Acct Balance from WinSNAP.
- You can display custom tabs on Portal, and we tried to display lunch acct balance during Portal trial, but had problems with only having it update nightly.
- SRS process to mass set Percent to equal Score column at the end of each grading period.

SQL Reporting Services (SRS) Customized Reports

- Information Systems coordinator & assistant coordinator already knew application development in MS Access. Did not know SQL at the time of implementation.
- Attended training on SQL & SRS at K-12 Solutions; Took about 3-4 months of use to become proficient.
- Examples of Reports Created
 - Report Cards
 - Test results reports, including a CRCT report that can be run by teachers and displays the FAY status and subgroup membership of each student in a section.
 - Assignments with 'missing' tag attached that have a score other than zero entered. (Can be run by teachers or office)
 - Reports that display lesson plan groups & weights.
 - Student verification reports
 - Report that prints the students and comments for one or more selected program flags.
 - Local eligibility report
 - Many FTE reports including a one page per special education student report that shows actual funding based on current FTE weights.
 - Reports to check for data entry errors on transcripts and behavior events.
 - Reports to look for missing data (GTID, SSN, Ethnic Code, etc.)
 - Reports to verify all areas of FTE & Student Record reporting.
 - Report that displays students suspended more than a specified # of days, either for spec ed, general ed, or both.
 - Report of students behind grade level based on age
 - Many, many more.....