

JCampus Training Schedule

Spring 2025

(Grouped by Class)

****Registration is required for all of the following classes****

- Please email Bridget Craft, bridget.craft@cpsb.org to register for classes and **include the session #** in your email.
- All registration requests must be received **no later than noon the day before** the classes are scheduled.
- If no requests have been received by that time, **we will cancel that class.**
- Space is limited to the first 10 people that register.
- Most classes are held in the **Data Processing lab** at 3310 Broad Street, 2nd floor, Room 2503.
- An email will be sent the day before the class to remind you of the training.
- Please **don't come to a class expecting us to be here** unless you email us **by noon the day before the class.**

Title: *Student Master Overview and Reports*
Covers Student Master (Lists and Counts)

Audience: Staff who needs Information and reports on Student Demographics, including School Level Master Teachers, Librarians, Computer Lab Teachers, Federal Coordinators, Special Education Facilitators, Test Coordinators.

Topics: Student Lookup, Demographic Lookup, Student Counts, Student Lists.

Session	Location	Date	Time
1920	MIS Lab	1/15/2025	8:00 to 10:00
1921	MIS Lab	1/29/2025	8:00 to 10:00
1922	MIS Lab	2/12/2025	8:00 to 10:00
1923	MIS Lab	2/19/2025	8:00 to 10:00
1924	MIS Lab	3/12/2025	8:00 to 10:00

Title: *Student Master, Attendance Posting and Reports*
Covers Attendance entry/reports

Audience: Staff who enter and maintain Student Demographics, Student Attendance Posting

Topics: Student Lookup, Student Alarms, Attendance Posting, Daily Attendance Report, Attendance Reports, Student List and Reports

Session	Location	Date	Time
1925	MIS Lab	1/15/2025	10:00 to 12:00
1926	MIS Lab	1/29/2025	10:00 to 12:00
1927	MIS Lab	2/12/2025	10:00 to 12:00
1928	MIS Lab	2/19/2025	10:00 to 12:00
1929	MIS Lab	3/12/2025	10:00 to 12:00

Title: *Registration and ORS*
Covers Enrolling and Exiting students and the Online Registration System

Audience: Staff who enter and maintain Student Demographics, Student Entry & Exit, and Student Attendance Posting, School Registrar

Topics: Student Lookup, Demographic Maintenance, Student Entry / Exit, Student Code Maintenance, Student Alarms, Reviewing and approving new student registration applications online. Reviewing and approving current student registration applications. Assisting parents with the registration application process.

Session	Location	Date	Time
1930	MIS Lab	1/15/2025	1:00 to 3:00
1931	MIS Lab	1/29/2025	1:00 to 3:00
1932	MIS Lab	2/12/2025	1:00 to 3:00
1933	MIS Lab	2/19/2025	1:00 to 3:00
1934	MIS Lab	3/12/2025	1:00 to 3:00

Title: *Schedule Maintenance – Request Based*

Audience: School staff at the High School or any level that maintain student schedules using student Request Scheduling.

Topics: Master schedule access and editing, Entering and Verifying Request, Loading student schedules using the Automatic Scheduler, and Pattern Board. Single Course Loading, Maintaining Individual Student Schedules, Assigning Homeroom Teacher, Schedule Reports/Rosters.

Session	Location	Date	Time
1935	MIS Lab	1/23/2025	8:00 to 11:00
1936	MIS Lab	2/13/2025	8:00 to 11:00
1937	MIS Lab	3/13/2025	8:00 to 11:00
1938	MIS Lab	4/3/2025	8:00 to 11:00

Title: *Schedule Maintenance – Homeroom Based*

Audience: School staff at the Elementary level or any level that maintain student schedules using Homeroom Block Scheduling.

Topics: Master schedule access and editing, Block (homeroom) Schedule Creation and Editing, Single Course Loading, Maintaining Individual Student Schedules, Assigning Homeroom Teacher, Schedule Reports/Rosters.

Session	Location	Date	Time
1939	MIS Lab	2/13/2025	1:00 to 3:00
1940	MIS Lab	3/6/2025	8:00 to 10:00
1941	MIS Lab	4/10/2025	8:00 to 10:00

Title: *Gradebook Updates*

Audience: Teachers

Topics: WebGradebook has many new enhancements we will explore.
Instruction on how to print various reports, setup assignments and categories, transfer grades from other schools, find student demographic information and print lists of student permissions.

Session	Location	Date	Time
1942	MIS Lab	1/8/2025	3:45 to 5:45
1943	MIS Lab	1/22/2025	3:45 to 5:45
1944	MIS Lab	2/12/2025	3:45 to 5:45
1945	MIS Lab	2/26/2025	3:45 to 5:45
1946	MIS Lab	3/19/2025	3:45 to 5:45