JCampus Training Schedule
Fall 2025
(Grouped by Class)

Registration is required for all class sessions.

- 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 class is scheduled.
- If no request has 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 **do not come to a class expecting us to be here** unless you email us **by noon the day before the class**.

Title: *Student Master Inquiry and Reports (JCampus Overview)*
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.

Student Master Overview Student Master Inquiry and Reports			
Session	Location	Date	Time
1975	MIS Lab	8/12/2025	8:00 to 10:00
1976	MIS Lab	8/19/2025	8:00 to 10:00
1977	MIS Lab	9/2/2025	8:00 to 10:00
1978	MIS Lab	9/9/2025	8:00 to 10:00
1979	MIS Lab	10/7/2025	8:00 to 10:00
1980	MIS Lab	10/21/2025	8:00 to 10:00
1981	MIS Lab	11/18/2025	8:00 to 10:00
1982	MIS Lab	12/2/2025	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

Student Master, Attendance Posting & Reports			
Session	**Location**	**Date**	**Time**
1983	MIS Lab	8/12/2025	10:00 to 12:00
1984	MIS Lab	8/19/2025	10:00 to 12:00
1985	MIS Lab	9/2/2025	10:00 to 12:00
1986	MIS Lab	9/9/2025	10:00 to 12:00
1987	MIS Lab	10/7/2025	10:00 to 12:00
1988	MIS Lab	10/21/2025	10:00 to 12:00
1989	MIS Lab	11/4/2025	10:00 to 12:00
1990	MIS Lab	11/18/2025	10:00 to 12:00
1991	MIS Lab	12/2/2025	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.

Registration-Enrolling & Exiting Students and Student Online Registration System (ORS)			
Session	**Location**	**Date**	**Time**
1992	MIS Lab	8/12/2025	1:00 to 3:00
1993	MIS Lab	8/19/2025	1:00 to 3:00
1994	MIS Lab	9/2/2025	1:00 to 3:00
1995	MIS Lab	9/9/2025	1:00 to 3:00
1996	MIS Lab	10/7/2025	1:00 to 3:00
1997	MIS Lab	11/4/2025	1:00 to 3:00
1998	MIS Lab	11/18/2025	1:00 to 3:00

Title: *School Administrator Training*

Audience: Principals, Assistant Principals

Topics: Introduction to JCampus, learning how to do Discipline Referral Entry and View Reports, including Discipline Reports and Letters (Basic Forms), Posting ISS, Posting OSS, Bus Referrals.

School Administrator			
Session	**Location**	**Date**	**Time**
1999	MIS Lab	8/13/2025	8:00 to 10:00
2000	MIS Lab	8/20/2025	8:00 to 10:00
2001	MIS Lab	9/3/2025	8:00 to 10:00
2002	MIS Lab	9/10/2025	8:00 to 10:00
2003	MIS Lab	10/8/2025	8:00 to 10:00
2004	MIS Lab	10/22/2025	8:00 to 10:00
2005	MIS Lab	11/5/2025	8:00 to 10:00

Title: *Fees Management*

Audience: School staff that will be entering student fees into JCampus for Registration, Class fees, Damaged Devices, ID's, Library fees, etc.

Topics: Entering a new fee, paying fees, editing fees, Fee List, Fee Loaders, and Payment Loaders. Adding Fees to a single student or a group of students, entering payment on a single student or a group of students.
==***NOT TO BE USED AS A BOOKKEEPING SYSTEM**. Only for documentation and informational purposes.==

Fees Management			
Session	**Location**	**Date**	**Time**
2006	MIS Lab	8/13/2025	10:00 to 12:00
2007	MIS Lab	8/21/2025	10:00 to 12:00
2008	MIS Lab	9/3/2025	10:00 to 12:00
2009	MIS Lab	9/4/2025	10:00 to 12:00
2010	MIS Lab	10/8/2025	10:00 to 12:00
2011	MIS Lab	10/22/2025	10:00 to 12:00
2012	MIS Lab	11/5/2025	10:00 to 12:00

Title: *Gradebook*

Audience: Teachers

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

Gradebook Updates			
Session	**Location**	**Date**	**Time**
2013	MIS Lab	8/13/2025	3:45-5:00
2014	MIS Lab	8/20/2025	3:45-5:00
2015	MIS Lab	9/3/2025	3:45-5:00
2016	MIS Lab	9/24/2025	3:45-5:00
2017	MIS Lab	10/8/2025	3:45-5:00
2018	MIS Lab	10/22/2025	3:45-5:00
2019	MIS Lab	11/5/2025	3:45-5:00
2020	MIS Lab	11/19/2025	3:45-5:00

Title: RTI

Audience: Staff who enter and track RTI referrals and intervention

Topics: Create new referrals, Enter Interventions for RTI Referrals, Print RTI Letters, Edit Referrals, Print Lists,
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RTI			
Session	**Location**	**Date**	**Time**
2021	MIS Lab	9/10/2025	8:00-10:00
2022	MIS Lab	10/8/2025	8:00-10:00
2023	MIS Lab	10/22/2025	8:00-10:00
2024	MIS Lab	11/5/2025	8:00-10:00
2025	MIS Lab	11/19/2025	8:00-10:00