

# JCampus Training Schedule

## Spring 2026

(Grouped by Class)

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

- Please email Bridget Craft, [bridget.craft@cpsb.org](mailto: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**.

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**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
2029	MIS Lab	1/13/2026	8:00 to 10:00
2030	MIS Lab	1/27/2026	8:00 to 10:00
2031	MIS Lab	2/10/2026	8:00 to 10:00
2032	MIS Lab	2/24/2026	8:00 to 10:00
2033	MIS Lab	3/10/2026	8:00 to 10:00

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**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
2034	MIS Lab	1/13/2026	10:00 to 12:00
2035	MIS Lab	1/27/2026	10:00 to 12:00
2036	MIS Lab	2/10/2026	10:00 to 12:00
2037	MIS Lab	2/24/2026	10:00 to 12:00
2038	MIS Lab	3/10/2026	10:00 to 12:00

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**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
2039	MIS Lab	1/13/2026	1:00 to 3:00
2040	MIS Lab	1/27/2026	1:00 to 3:00
2041	MIS Lab	2/10/2026	1:00 to 3:00
2042	MIS Lab	2/24/2026	1:00 to 3:00
2043	MIS Lab	3/10/2026	1:00 to 3:00

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**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
2044	MIS Lab	1/15/2026	8:00 to 11:00
2045	MIS Lab	2/12/2026	8:00 to 11:00
2046	MIS Lab	3/19/2026	8:00 to 11:00
2047	MIS Lab	4/16/2026	8:00 to 11:00

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**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
2048	MIS Lab	1/29/2026	1:00 to 3:00
2049	MIS Lab	2/26/2026	8:00 to 10:00
2050	MIS Lab	4/23/2026	8:00 to 10:00

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**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
2051	MIS Lab	1/7/2026	3:45 to 5:45
2052	MIS Lab	1/14/2026	3:45 to 5:45
2053	MIS Lab	1/28/2026	3:45 to 5:45
2054	MIS Lab	2/11/2026	3:45 to 5:45
2055	MIS Lab	2/25/2026	3:45 to 5:45