

JCampus Training Schedule

Fall 2026

(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
2070	MIS Lab	8/6/2026	8:00 to 10:00
2071	MIS Lab	8/11/2026	8:00 to 10:00
2072	MIS Lab	8/18/2026	8:00 to 10:00
2073	MIS Lab	9/1/2026	8:00 to 10:00
2074	MIS Lab	9/29/2026	8:00 to 10:00
2075	MIS Lab	10/27/2026	8:00 to 10:00
2076	MIS Lab	11/17/2026	8:00 to 10:00
2077	MIS Lab	12/15/2026	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
2078	MIS Lab	8/4/2026	10:00 to 12:00
2079	MIS Lab	8/11/2026	10:00 to 12:00
2080	MIS Lab	8/18/2026	10:00 to 12:00
2081	MIS Lab	9/1/2026	10:00 to 12:00
2082	MIS Lab	9/29/2026	10:00 to 12:00
2083	MIS Lab	10/27/2026	10:00 to 12:00
2084	MIS Lab	11/17/2026	10:00 to 12:00
2085	MIS Lab	12/15/2026	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
2086	MIS Lab	8/4/2026	1:00 to 3:00
2087	MIS Lab	8/11/2026	1:00 to 3:00
2088	MIS Lab	8/18/2026	1:00 to 3:00
2089	MIS Lab	9/1/2026	1:00 to 3:00
2090	MIS Lab	9/29/2026	1:00 to 3:00
2091	MIS Lab	10/27/2026	1:00 to 3:00
2092	MIS Lab	11/17/2026	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
2093	MIS Lab	8/5/2026	8:00 to 10:00
2094	MIS Lab	8/12/2026	8:00 to 10:00
2095	MIS Lab	8/19/2026	8:00 to 10:00
2096	MIS Lab	9/2/2026	8:00 to 10:00
2097	MIS Lab	9/30/2026	8:00 to 10:00
2098	MIS Lab	10/28/2026	8:00 to 10:00
2099	MIS Lab	11/18/2026	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
3000	MIS Lab	8/5/2026	10:00 to 12:00
3001	MIS Lab	8/12/2026	10:00 to 12:00
3002	MIS Lab	8/19/2026	10:00 to 12:00
3003	MIS Lab	9/2/2026	10:00 to 12:00
3004	MIS Lab	9/30/2026	10:00 to 12:00
3005	MIS Lab	10/28/2026	10:00 to 12:00
3006	MIS Lab	11/18/2026	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
3007	MIS Lab	8/4/2026	3:45-5:00
3008	MIS Lab	8/11/2026	3:45-5:00
3009	MIS Lab	8/18/2026	3:45-5:00
3010	MIS Lab	9/1/2026	3:45-5:00
3011	MIS Lab	9/29/2026	3:45-5:00
3012	MIS Lab	10/27/2026	3:45-5:00
3013	MIS Lab	11/17/2026	3:45-5:00

Title: RTI

Audience: Staff who enter and track RTI referrals, intervention and High Dose Tutoring Logs

Topics: Create new referrals, Enter Interventions for RTI Referrals, Print RTI Letters, Edit
Referrals, Print Lists, Enter Tutoring Sessions

RTI			
Session	Location	Date	Time
3014	MIS Lab	8/20/2026	8:00-10:00
3015	MIS Lab	9/17/2026	8:00-10:00
3016	MIS Lab	10/15/2026	8:00-10:00
3017	MIS Lab	11/19/2026	8:00-10:00
3018	MIS Lab	12/17/2026	8:00-10:00