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## Infinite Campus: SIS SUCCESS!



As members of an educational community, we should view change as an opportunity for learning. Six weeks after Go-Live, the district seems to be adjusting nicely to its new student information system. The transition from WISDIM to Infinite Campus provided learning opportunities for everyone from administrators to teachers, Information Services staff, counselors, nurses, attendance clerks and numerous other support staff.

During the last three weeks in September, Custom Computer trainers (the exclusive provider of Infinite Campus in New York) were

on-site to provide about 65 hours of training to over 200 administrators, counselors and support staff. More than 500 teachers learned to take attendance and enter quarter grades at faculty meeting demonstrations combined with illustrated help sheets and follow-up support from SIS Coaches and the Lead Teachers for Instructional Technology. Dozens of secondary teachers have already opted to use Campus' gradebook feature. In the November 2006 *Inside Shen* newsletter, Dr. Robinson assured teachers that using the electronic gradebook is not mandated. He stated, "My goal is 100% utilization, not because it is forced, but because people see the benefit and come to realize that it makes their jobs easier." One-hour after school gradebook workshops and "drop in" sessions during school hours have been offered at East, West, Acadia, Gowana and Koda. Additional gradebook instruction, including training catered to elementary teachers, will be offered in early 2007. Staff may contact a Lead Teacher at any time to request individualized assistance.



During this season of thanksgiving, remember to thank your SIS Coach for all the extra time he/she has spent supporting Infinite Campus users.



Although the initial SIS implementation has been successful, much more can be learned as the district aims to truly take advantage of Campus' full potential. A brief survey emailed to 200 administrators, counselors and support staff in late October helped identify training needs to be addressed in the coming months. Teachers can expect to receive a similar survey the last week in November. Depending on the need, future role-based training may be offered in a variety of formats including workshops led by Custom Computer trainers or the Lead Teachers, or "WebEx" instruction which involves a conference call with a Campus trainer combined with interactive online help.

## Two Options For SIS Assistance

Familiarize yourself with **Shen TRAC's SIS Frequently Asked Questions** web page which is updated regularly and contains self-help materials and answers to many SIS-related questions. See [www.shenet.org/district/shentrac/resources/faqSIS.htm](http://www.shenet.org/district/shentrac/resources/faqSIS.htm)

In addition, Campus has its own, built-in, feature-specific Help documents. While in a particular module, click the **Help** tab near the **Index**. Quick-Reference documents can be read online or printed.

Outlook Email	Microsoft Applications	Web Design & Internet Explorer	Network & Remote Access	Audio, Video & Imaging	Infinite Campus SIS	Peripherals & Equipment	Miscellaneous
Frequently Asked Questions About...							
<b>Infinite Campus - Shen's Student Information System (SIS)</b>							
This is a work-in-progress. Check back regularly for updates. Contact a Lead Teacher with your ideas for improving this FAQ page.							
<b>Common Questions</b>		<b>Teacher Documentation</b>		<b>Attendance Documentation</b>			
<ul style="list-style-type: none"> <li>▪ <a href="#">Who are the SIS Coaches and what do they do?</a></li> <li>▪ <a href="#">What if the network is down or a substitute is in...How will attendance be taken?</a></li> <li>▪ <a href="#">Can I change my Infinite Campus password?</a></li> <li>▪ <a href="#">What do I need to know if I'm printing labels from Infinite Campus?</a></li> <li>▪ <a href="#">Does Infinite Campus have built-in Help documentation?</a></li> <li>▪ <a href="#">How do I generate a birthday list?</a></li> </ul>		<ul style="list-style-type: none"> <li>▪ <a href="#">Log in and Take Attendance</a></li> <li>▪ <a href="#">Review Student Attendance (Daily Planner)</a></li> <li>▪ <a href="#">Enter Quarter Grades</a></li> <li>▪ <a href="#">Design and Implement a Gradebook</a></li> <li>▪ <a href="#">Make an Attendance Sheet for Substitutes</a></li> <li>▪ <a href="#">EL Teachers: Produce an end-of quarter attendance summary</a></li> <li>▪ <a href="#">Print a Gradebook summary by class section</a></li> </ul>		<ul style="list-style-type: none"> <li>▪ <a href="#">Attendance Manual.pdf</a> (8.4 MB)</li> </ul>			
		<b>Nurse Documentation</b>		<b>Administrator Documentation</b>			
		<ul style="list-style-type: none"> <li>▪ <a href="#">Health Manual Admin.pdf</a> (1.8 MB)</li> <li>▪ <a href="#">Health Office Quick Reference.pdf</a> (4.3 MB)</li> </ul>		<ul style="list-style-type: none"> <li>▪ <a href="#">Behavior Manual.pdf</a> (2.5 MB)</li> <li>▪ <a href="#">Report Cards &amp; Grading Manual.pdf</a> (3.1 MB)</li> <li>▪ <a href="#">Standards Report Cards Manual.pdf</a> (2.3 MB)</li> </ul>			
		<b>General Documentation</b>		<b>Guidance Documentation</b>			

# TECHNOLOGY INTEGRATION SPOTLIGHT: ITTER RANDAZZO, HS ART



High School West art teacher Itter Randazzo has a warm and energetic personality that would welcome even the most timid observer to explore his artistic-self. She brings to Shenedehowa's art students the practical knowledge of a professional graphic designer. In October, her Electronic Media students hosted an Op-Art gallery opening (Op-Art incorporates perceptual abstraction or optical illusions). The gallery, which was created in an astonishing 2½ weeks, was the culmination of several smaller projects.



Students began this process by creating a unique logo for their gallery using *Adobe Illustrator*. The artists-in-training then searched the internet for a suitable building to house their Op-Art exhibition and, using either *Photoshop* or *Illustrator*, embellished this building with flags, banners and other accent points to personalize the building. Once the gallery had a home, it was time for the students to fill the space with an Op-Art collection which included works by various artists they had researched, as well as three original pieces created in *Illustrator*. A virtual gallery was created by looping a *PowerPoint* slideshow presentation which included properly formatted credits. Finally, using *Publisher* the students created a tri-fold pamphlet with biographical information for their three featured artists (one of which was their own bio), and an image of the venue. Mrs. Randazzo enjoys blurring the line between professional artists and art students; a large portion of her course is dedicated to self-appreciation. Her project is an inspirational use of technology in the classroom.

## Upcoming Educational Technology Training

Workshop	Date	Time
Video Production	Dec 5	9am-3pm
Integrating Technology in 1st Grade	Dec 6	9am-3pm
FrontPage: Website Design for Teachers	Dec 7	9am-3pm
Curriculum Development with Technology	Dec 8	9am-3pm
BoardMaker: Communication Tool for SpEd	Dec 12	12:30-3pm
FrontPage: Website Design for Teachers	Jan 4	9am-3pm
Curriculum Development with Technology	Jan 5	9am-3pm
PowerPoint A to Z	Jan 11	9am-3pm
Building a WebQuest (prerequisite: Website design)	Jan 31	9am-3pm

To register for workshop, obtain prior approval from your school, fill out the registration form at [www.shenet.org/district/staffdevelopment/SDRegForm.mht](http://www.shenet.org/district/staffdevelopment/SDRegForm.mht) or call Toni Palko, Staff Dev secretary, at x68410.

## Integrate Technology... Win a Flash Drive!



Please consider sharing successful technology integration projects with other Shen teachers. Submissions will be added to the archive of projects on the [ShenTRAC Curriculum Development web site](http://www.shenet.org/district/staffdevelopment/SDRegForm.mht). To submit a lesson or project, email [Gail Pietrafesa](mailto:Gail.Pietrafesa@shenet.org) a brief description of the project and how it relates to your curriculum. Attach a project sample. Submissions must be received by **Dec 20<sup>th</sup>**. One winner will be selected at random and awarded a 256 MB Flash Drive.

## WORTHY WEBSITE



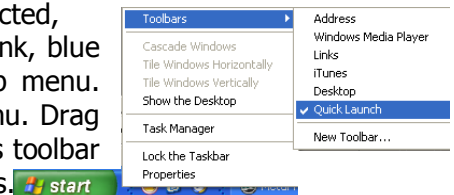
<http://www.t-source.org>

The American Federation of Teachers (AFT) recently introduced a new teacher web site called **T-Source**. It is designed to provide professional tools, resources, and opportunities for collaboration on issues facing teachers in the classroom. T-source also includes sections such as "Ask-a-Veteran," weekly chats on classroom topics, and other specialized forums.

## Tips & Tricks: Quick Launch Toolbar

(This tip does not work well for Citrix users.)

Customizing the toolbar that runs along the bottom of your screen increases productivity by providing quick access to programs and information you use most frequently. **Right-click** on a blank, blue spot on the toolbar. If **Lock the taskbar** is selected, **uncheck** it. Again, **right-click** on a blank, blue spot. Select **Toolbars** from the popup menu. Select **Quick Launch** from the submenu. Drag program icons from your desktop to this toolbar to create quick access to those programs.



## Reason #468 Why We Must Teach (and Model) Information Literacy...

A joint study by the University of Connecticut and Clemson University found...

**"Fewer than 10 percent of the study's participants always check the accuracy of the information they read online..."** Source: [www.newliteracies.uconn.edu](http://www.newliteracies.uconn.edu)