

Campus Process Consulting

What are you doing now? Where do you want to go? Process Consulting helps you identify answers to these questions and will assist you in implementing new or revised processes. From pre-sales to implementation to go live and beyond, our Process Consultants work to give you the confidence you need to meet your goals.



Benefits:

- > Adapt or adjust existing workflow processes for more efficiency.
- > Facilitate best practice discussions based on needs and desired outcomes.
- > Fully use the advanced features of the system.
- > Tailor database setup to meet specific needs.
- > Understand relationships within the system that impact functionality.
- > Use Infinite Campus data to facilitate sound educational decisions.

What We Do

Process Consultants work with internal staff to ensure customer needs are being addressed with new functionality. Summary of available services include:

Sales Process

- Demonstrations of product
- Database prep

User Group Meetings and Conferences

- Present at state user groups
- Demonstrate new product features
- Provide advanced functionality

Pre-implementation Planning Meetings

- Identify district process consulting needs

Implementation Services

Process Consulting services mandatory for all new customers

- Report gap analysis
- Product gap analysis
- Process and procedures meetings and documentation
- Scheduling consultations and setup
- Grading consultations and setup
- Assessment creation, mappings and imports
- Scripting work
- Data conversion mappings

Post-implementation Services

- Scheduling consultations and setup
- Grading consultations and setup
- Custom tabs
- Scripting work
- Data imports and exports

Custom Development Consultation

Before customers decide custom development is needed, Process Consultants ensure all possible options are exhausted within the core product.

Summary of Services

Assessments

The ability to gauge student achievement and teacher effectiveness based on assessment data can be easily managed through assessments. Process Consultants work with districts to set up assessments and import mappings. Once result data is entered, longitudinal reporting on assessments is possible.

Custom Tabs

While Infinite Campus is a comprehensive student information system (SIS), data collection tools often exist outside it. Infinite Campus provides districts with tools that allow for data tracking of information that is not a part of the core system through custom tabs. Process Consultants work with districts to understand what these data collections are and how best to manage them.

We're There For You
Every Step of the Way

Grading Consultation

With a large push towards personalized learning, the necessity to implement standards-based grading and reporting is critical. Process Consultants work with districts to understand what the current grading practices are and what changes need to be made to move toward standards-based grading and reporting.

This service begins with a discussion on how student level performance in the classroom is communicated to home and how teachers interact with standards in their instructional tools. Through this discovery process, the Process Consultant will build out the data structures within Infinite Campus to support district goals.



Product and Process Gap Analysis

Infinite Campus has a robust set of tools with the flexibility to meet the needs of over 2,000 districts across the country. As a result of this robust and flexible system, districts are faced with a new set of questions:

- › What can Infinite Campus allow us to do that we have never been able to do?
- › How do our processes fit into the new system?
- › How can Infinite Campus manage the needs unique to our district?

During a product and process gap analysis, a Process Consultant will work with the district to review the possibilities of Infinite Campus and prioritize both areas of the product and internal processes related to core tools within Infinite Campus. Examples of common tools and processes that we often work on include:

Surveys

Create and send surveys to students, parents and staff. Analyze the results through reports.

Messenger

Communicate via email messenger about grades, assignments, attendance, behavior issues, general messages and staff-related messages.

Health Office Calendar

Schedule health-related office visits.

Self Service

Give parents the ability to update phone numbers, email addresses, household addresses and relationships. Provide district staff with the ability to update demographic data, district employment and assignment records.

Attendance

Configure your calendar and schedule students so attendance is taken correctly. School and district level attendance reports/letters can be generated based on user-defined criteria.

Registration

Understand the different options for registering new students (centralized or decentralized process) and the benefits to each.

Report Gap Analysis

Over the course of time, districts become familiar and comfortable with the data reporting capabilities of their current SIS and it can be overwhelming to think about how that information is going to be retrieved with a new system.

During a report gap analysis, a Process Consultant will go through school and district level reports that various stakeholders (registrars, attendance clerks, teachers, principals, etc.) have grown accustomed to using. For each report that is identified, the Process Consultant will match a built-in report, create an ad hoc report for immediate use or identify the need as a custom report that can be built by the district or with the help of Infinite Campus Custom Development.

The suite of tools in Campus Ad Hoc Reporting support the customized creation of reports with the ability to select user-defined fields, create custom logic and functions and format the output. Built-in reports exist for each Campus module.

Grading

Ensure Infinite Campus is set up to support teachers in recording assignments and scores for both traditional and standards-based grading.

Fees and Delivery

Services are billed at \$150/hour or \$1,200/day for customers. Modes of delivery include, but are not limited to onsite visits, webinars and conference calls.

Personalized to Your Needs



Scheduling Consultation

With more than 7 million students using Infinite Campus, the types of student schedules that can be created is extensive. The scheduling consultation will go through each school's specific needs and work through the entire process from start to finish. Some of the specific tasks and processes reviewed during the consultation include:

Calendar roll forward

Creating the next year's calendar.

Enrollment roll forward

Moving students from one grade level to the next.

Course cleanup

Ensuring courses are set up to support course requests and section creation.

Course requests

Aligning students with courses into which they should be scheduled.

Course and staff planning

Setting up staff FTE, staff/course licensure, prep times and room restrictions.

Schedule Wizard

Building and loading all student schedules.

Reports analysis

Using the built-in reports to ensure the Schedule Wizard will build and load the student schedules at the highest possible success rate.

Filling in the gaps

Identifying students that have gaps in their schedules and resolving those issues.

“ Campus Process Consulting was invaluable during our implementation. The experienced staff offered great insight into product functionality and guided us through our district policies. Without the knowledge and expertise brought to our district by these consultants, the implementation process would not have gone nearly as smooth. I can't imagine attempting the startup of a new student information system without the Campus Process Consulting.”

Ben Markley, Director of Learning and Information Services
Valley Center-Pauma Unified School District
Valley Center, Calif.

For More Information

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One system. Infinite possibilities.

Our Process Consultants work with your district to accommodate your personalized needs. Infinite Campus facilitates best practice discussions based on desired outcomes.