



**STATE OF HAWAII**  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF INFORMATION TECHNOLOGY SERVICES

April 12, 2021

TO: Deputy Superintendent  
Complex Area Superintendents  
All Principals  
Registrars  
Registration Clerks  
School Administrative Services Assistants

FROM: Brook Conner  
Assistant Superintendent and Chief Information Officer

SUBJECT: **2021 Summer Programs in Infinite Campus Training (2 Courses)**

Summer Learning Programs planning has been a collaboration with all the state offices. Because of the variety of Summer Learning Programs being offered and the different types of data needing to be collected, it was determined that schools will be responsible to set up their summer offerings and enter data into Infinite Campus for any summer program.

In order to train users on Infinite Campus procedures specifically for the summer, the Office of Information Technology Services (OITS) - School Process and Analysis Branch (SPAB) is providing two (2) Infinite Campus Trainings via Webex for all schools offering any type of summer program (e.g., Official/Unofficial Summer School, ESY, Learning Hubs, 21st CC, Uplink, etc.).

It is **highly recommended** that the Summer Programs Director(s) and/or DOE user(s) designated by the Principal already have access to and be experienced in using Infinite Campus from the regular school year. These designated users should also have enrollment and scheduling experience. Summer Programs Director(s) and/or Principal Designee(s) should attend **BOTH** training sessions.

Registration for the Summer Programs in Infinite Campus Training will be done through the DOE, OTM, PDE3 system (<https://pde3.k12.hi.us>). The registration window will open as follows:

- **4/12/21 to 4/26/21: 2021 Summer Programs in Infinite Campus Training #1 - Set Up (Full Day)**
- **4/12/21 to 5/10/21: 2021 Summer Programs in Infinite Campus Training #2 - Data Entry (Half Day)**

You will need to use your DOE Internet Password to sign up for courses.

| <b>Webex Trainings</b>   | <b>Training topics will include:</b>   |
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| <p><b>Summer Programs in Infinite Campus Training #1 - Set Up</b></p> <p><b>Course #186523</b></p> <p><b>April 27, 2021, 9:00AM - 3:00PM</b><br/> <i>Section #305219</i></p> <p><b>April 28, 2021 9:00AM - 3:00PM</b><br/> <i>Section #305220</i></p> <p><b>April 29, 2021 9:00AM - 3:00PM</b><br/> <i>Section #305221</i></p>   | <p>How to:</p> <ul style="list-style-type: none"> <li>● input/understand calendar attributes for the summer school including: period structure and school days</li> <li>● pull down courses from Course Master</li> <li>● create the necessary amount of sections for each course</li> <li>● add/create teachers/staff to the summer program (as appropriate) through District Assignments</li> <li>● enroll HIDOE students to the summer program (search using Student Locator and SSES)</li> <li>● enroll non-DOE students to the summer program, using a 2020-21 SIS number</li> <li>● create Households for students in Census</li> <li>● schedule students with their summer courses via the Walk-in Scheduler</li> <li>● end date students' schedules when course/program is done</li> <li>● end date student enrollments</li> </ul> |
| <p><b>Summer Programs in Infinite Campus Training #2 – Data Entry</b></p> <p><b>Course #186524</b></p> <p><b>May 11, 2021, 8:30 - 11:30AM</b><br/> <i>Section #305223</i></p> <p><b>May 12, 2021, 12:30 - 3:30PM</b><br/> <i>Section #305224</i></p> <p><b>May 13, 2021, 12:30 - 3:30PM</b><br/> <i>Section #305225</i></p> <p><b>May 14, 2021, 8:30 - 11:30AM</b><br/> <i>Section #305226</i></p> | <p>How to:</p> <ul style="list-style-type: none"> <li>● enter attendance for the summer program courses</li> <li>● enter final grades/marks for the summer program courses</li> <li>● For secondary schools with transcript data: work with the secondary school registrar to post grades to transcript after final marks/grades are entered</li> </ul>  |

For questions regarding Summer Programs and the requirement for schools to enter Summer Programs data into Infinite Campus, please contact Raymond Fujino, Interim Executive Assistant for the Office of Curriculum and Instructional Design (OCID), at [raymond.fujino@k12.hi.us](mailto:raymond.fujino@k12.hi.us).

For questions regarding training topics and dates, please contact Darlene Muraoka, Interim Director for SPAB, at [darlene.muraoka@k12.hi.us](mailto:darlene.muraoka@k12.hi.us).

Deputy Superintendent, et al.  
April 12, 2021  
Page 3

For assistance with accessing PDE3 to register for training or access to Webex, please submit an incident at [help.hidoe.org](http://help.hidoe.org) or call the IT Help Desk at 564-6000 on Oahu. Neighbor islands may call 1-808-692-7250 (Hawaii Advanced Telephone System (HATS)), Monday through Friday from 7:45 a.m. to 4:30 p.m., excluding holidays.

BC:dm

c: Assistant Superintendents  
Hawaii State Public Charter School Commission  
Office of Curriculum and Instructional Design  
Office of Information Technology Services