



Campus Workflow – Events & Actions

Audience: System Administrators

The purpose of this lesson is to: This course is designed to go through the setup and use of all scanner functionality as it relates to the Infinite Campus Workflow product, Events and Actions

In this lesson, you will learn to:

- Create an event that will trigger an action
- This tool requires knowledge of SQL, database structures, and the Campus database. If you or your district do not have this sort of knowledge, please contact CIC to inquire about training, stored procedure creation, or process consulting.
- This is a powerful tool requiring technical knowledge of the Infinite Campus database. Campus Administrators should assign tool rights to a very limited set of users, and only when completely necessary.

Preparation required:

1. Staff should have tool rights to [System Settings > Events & Actions and Events & Actions Configuration](#)
2. Knowledge of SQL, database structures, and the Campus database is helpful.
3. Stored Procedures will not be covered in this session. For those that require training in this area please contact your Account Specialist or Project Manager.

Time: 1 Hour

5 Min	Campus Community
	Campus Community <ul style="list-style-type: none">• News• Forums• Knowledge Base - General Information
10 Min	Introduction to Events & Actions
	<p>An Event is created, along with an associated action of the event. Tool rights will need to be assigned.</p> <p>Workflow:</p> <ul style="list-style-type: none">• When the Event is made active a trigger is applied to the database corresponding to the table and column specified in the Event.• A change occurs in Infinite Campus that is being monitored by an Event and its trigger is captured.• A Quartz job runs on the database every minute and processes the captured events.• The Quartz job processes all Actions for the captured Event in the order defined by the Action sequence.
30 Min	Events & Actions Editor

	<p>System Settings > Events & Actions > Events & Actions Configuration [Classic Navigation: System Administration > Events & Actions > Events & Actions Configuration] Events Detail Editor</p> <ul style="list-style-type: none"> • Create an Event • Debugging messages are ONLY visible with database access • Activate Event • Events and the associated actions may be copied <p>Event Actions Editor</p> <ul style="list-style-type: none"> • The sequence determines the order of the actions • Messages will be received based on the Messenger Preferences Contacts • Actions may be copied <p>Example Scenarios</p> <ul style="list-style-type: none"> • Enrollment Change – sends an email to a specific user group when a new enrollment has been added for a student in the current school year. • End Date a Locker – the Event notifies a specific user group when a student transfers out of the district/school. A stored procedure, not covered in this session, would need to be created by the district to auto-end a student’s locker when the enrollment ends. <p>Stored Procedures – not covered during this session</p> <ul style="list-style-type: none"> • Allows districts to perform custom tasks when specified changes have occurred in the Infinite Campus database. • Events & Actions does not require the use of stored procedures as different types of notifications can still be sent as an email. However, personalized details in that communication (staff name, student name, etc.) would not be included. Without a Stored Procedure, it would be a generic message.
10 Min	Messenger Logs
	<p>Communication > Messenger Administration > Sent Message Log Communication > Messenger Administration > Recipient Log [Classic Navigation: System Administration > Messages > Sent Message Log] [Classic Navigation: System Administration > Messages > Recipient Log]</p> <ul style="list-style-type: none"> • Sent Message Log • Recipient Log • Displays for all Messages sent in the System • Messages will have the Event and the Type in the Type column dropdown • The Recipient Log displays the messages for the Person selected in the Search
5 Min	Wrap up & Review
	<ul style="list-style-type: none"> • Q/A with the trainer • Complete the Training Evaluation Survey