

Administrative Support Personnel Course Descriptions – November 2009 Training

SASI: Introduction to SASI

Introduction to SASI assumes no or limited knowledge of the School Administrative Student Information system. This class covers logging into SASI and changing passwords, the location and use of all components of the SASI desktop, and the significance of other items in the workspace. Practice includes building toolbars and using the **Find** function to locate student and class information.

Date:	11-3-2009
Time:	9:00-11:00
Location:	I.M. Terrell, Lab 205

SASI: Attendance Letters and Forms

This class includes instruction in exporting data from SASI, modifying and merging documents in Microsoft Word and Excel, and producing files, letters, and forms for Fort Worth ISD Attendance Control.

Date:	11-13-2009
Time:	8:30-11:30
Location:	PDC, Lab 015

SASI: Daily Attendance/Reports

This course uses the legacy application SASI for daily attendance input and retrieval. The Teacher Verification Report and the ADA Report are covered and practiced.

Date:	11-11-2009
Time:	10:00-12:00
Location:	PDC, Lab 015

SASI: Period Attendance/Reports – Middle Schools and High Schools Using ClassXP

Period Attendance and Reporting covers entering absences, changing absences, and attendance reports available to schools set up as a 'Period' school. Six weeks attendance state reporting is emphasized.

Date:	11-11-2009
Time:	1:30-3:30
Location:	PDC, Lab 015

SASI: COC - Central Office Conference Forms and Letters

This class includes instruction in exporting data from SASI, modifying and merging documents in Microsoft Word and Excel, and producing files, letters, and forms for Fort Worth ISD Student Discipline hearings.

Date:	11-4-2009
Time:	10:45-12:45
Location:	PDC, Lab 015

SASI: CICMAS

This class uses CICMAS software to create a report of all sections at a school.

Date:	11-12-2009
Time:	1:30-3:30
Location:	PDC, Lab 015

SASI: Elementary Scheduling

The participant is shown the drag-and-drop method of scheduling a student. The participant then learns to build the atom of classes used in that method. Other important points are covered such as dropping classes and making sure all dates are correct in the scheduling process.

Date:	11-18-2009
Time:	8:30-10:30
Location:	PDC, Lab 015

SASI: Enrolling and Withdrawing

The Enrollment class explains the concept of District Integration (DI) as it relates to enrolling and withdrawing students. Entry of all student information is discussed, demonstrated, and practiced. The SASI Texas SRC program is covered for printing the withdrawal form.

Date:	11-3-2009
Time:	1:00-3:00
Location:	I.M. Terrell, Lab 205

SASI: Secondary Schedule Changes

Dropping and adding classes using multiple methods will be covered in this class. Important rules and restrictions are explained.

Date:	11-18-2009
Time:	11:00-1:00
Location:	PDC, Lab 015

SASI: Discipline Entry

Details of entering Discipline Incidents to comply with PEIMS regulations are explained and practiced.

Date:	11-13-2009
Time:	3:45-4:45
Location:	PDC, Lab 015

SASI: Query

The basics of using Query in SASI are taught and learned using hands-on practice.

Date:	11-13-2009
Time:	1:30-3:30
Location:	PDC, Lab 015

SASI: Required Utilities

This course uses the legacy application SASI and covers all daily and weekly utilities. These utilities are taught and practiced. Included are the daily backup and the weekly re-organization.

Date:	11-12-2009
Time:	8:30-11:30
Location:	PDC, Lab 015

InteGrade Pro for Clerks

Using InteGrade Pro software in conjunction with SASI, the user learns how to build disks of class rosters for each teacher. After the teacher inputs grades to the disk, the user is instructed how to copy the information back into SASI.

Date:	11-4-2009
Time:	8:30-10:30
Location:	PDC, Lab 015

InteGrade Pro for Teachers

This hands-on course shows teachers how to create the Full Gradebook in InteGrade and includes weighting, creating tasks, and linking to the Progress and End Term Spreadsheets.

Date:	11-17-2009	Date:	11-19-2009
Time:	5:00-7:00	Time:	4:00-6:00
Location:	PDC, Lab 015	Location:	PDC, Lab 015

ParentLink

Please note that the NEORIS Message Broadcast system, the automatic call-out system for communication between FWISD campuses and parents, has been replaced with ParentLink. ParentLink is a web-based communication service for K-12 school districts. This class is for Principals and/or their designee.

Date:	11-4-2009	Date:	11-18-2009
Time:	2:00-4:00	Time:	2:30-4:30
Location:	PDC, Lab 015	Location:	PDC, Lab 015

eSchool Mall

Financial Secretaries and Administrative Associates will learn how to create requisitions in eSchool Mall, approve for movement to MUNIS, and release for approval. This course is for Financial Secretaries and Administrative Associates.

Date:	11-9-2009	Date:	11-16-2009
Time:	2:00-4:00	Time:	2:00-4:00
Location:	I.M. Terrell, Lab 201	Location:	I.M. Terrell, Lab 201

MUNIS Requisitions

Financial Secretaries and Administrative Associates may attend this class for a Review of Requisitions and the inputting of Warehouse Requisitions.

Date:	11-9-2009	Date:	11-16-2009
Time:	8:30-10:30	Time:	8:30-10:30
Location:	I.M. Terrell, Lab 201	Location:	I.M. Terrell, Lab 201

MUNIS Receiving

Financial Secretaries and Administrative Associates may attend this class for a Review of Purchase Order Lookup and Receiving.

Date:	11-9-2009	Date:	11-16-2009
Time:	10:45-12:45	Time:	10:45-12:45
Location:	I.M. Terrell, Lab 201	Location:	I.M. Terrell, Lab 201

MUNIS Time and Attendance

This course is for Individuals responsible for entering school or department payroll for pay outside of normal duty pay (Moonlight Pay). Learn how to start a batch, input individual's and time information, print reports, and submit for approval.

Date:	11-10-2009	Date:	11-10-2009
Time:	8:30-11:30	Time:	1:00-4:00
Location:	I.M. Terrell, Lab 200	Location:	I.M. Terrell, Lab 200

MUNIS Time and Attendance Open Lab

This course is for Individuals responsible for entering school or department payroll for pay outside of normal duty pay (Moonlight Pay). This open lab is offered as time to focus on completing the MUNIS batch payroll.

Date:	11-02-2009	Date:	11-2-2009
Time:	8:30-11:30	Time:	1:00-4:00
Location:	I.M. Terrell, Lab 201	Location:	I.M. Terrell, Lab 201

Date:	11-30-2009	Date:	11-30-2009
Time:	8:30-11:30	Time:	1:00-4:00
Location:	I.M. Terrell, Lab 201	Location:	I.M. Terrell, Lab 201