

Administrative Support Personnel Trainings

February / March 2010

CLASS REGISTRATION

Registration for all classes is available online using Avatar. Avatar is located at: <http://fortworth.avatarlms.com/login.html>

For independent training or if you need further assistance with Avatar go the <http://help.fwisd.org> and click on "Online Training", located under "Quick Links". You will find an Avatar Quick Reference Guide and video tutorials to assist with: logging in, searching for a course, registering for a course, and completing the evaluation form. For additional assistance, contact 817-922-4400.

February Training Classes

SASI OPEN LAB: ATTENDANCE (DAILY ATTENDANCE INPUT, PERIOD ATTENDANCE INPUT, AND ATTENDANCE, LETTERS, AND, FORMS)

Description: This open lab is a question and answer session for individuals responsible for inputting daily attendance and period attendance and for completing six weeks reports. This open lab will also include 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. Come and get hands-on assistance with your attendance duties.

Date: February 2, 2010

Time: 9:00 a.m. – 12:00 p.m.

Location: I.M. Terrell Technology Center – Lab 201

SASI: INTRODUCTION TO SASI

Description: 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: February 4, 2010

Time: 9:00 a.m. – 11:00 a.m.

Location: Professional Development Center (PDC) - Lab 015

SASI: REQUIRED UTILITIES

Description: 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 reorganization.

Date: February 4, 2010

Time: 1:00 p.m. – 3:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

SASI: INTEGRADE PRO FOR CLERKS

Description: Using Integrate Pro software in conjunction with SASI, the user learns how to build files of class rosters for each teacher. After the teacher inputs grades to the file, the user is instructed how to copy the information back into SASI.

Date: February 8, 2010

Time: 1:00 p.m. – 3:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

SASI OPEN LAB: DISCIPLINE ENTRY AND CENTRAL OFFICE CONFERENCE LETTERS (COC)

Description: This open lab is a question and answer session for individuals responsible for entering Discipline Incidents in SASI and for those individuals that are responsible for exporting data from SASI and producing files, letters, and forms for Fort Worth ISD Student Discipline hearings.

Date: February 9, 2010

Time: 1:00 p.m. – 4:00 p.m.

Location: I.M. Terrell Technology Center – Lab 205

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SASI OPEN LAB: SCHEDULING FOR THE CURRENT YEAR (ELEMENTARY AND SECONDARY)

Description: This open lab is a question and answer session for individuals responsible for scheduling at elementary and secondary campuses. Scheduling topics include: assigning students to teachers and dropping and adding classes.

Date: February 10, 2010

Time: 9:00 a.m. – 12:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

INTEGRADE PRO FOR TEACHERS

Description: 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: February 11, 2010

Time: 5:00 p.m. – 7:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

MICROSOFT WORD NOVICE 1

Description: Word Novice 1 will be the foundation of the intermediate and advanced skills to come. Participants will learn the basic terminology needed to fully understand Word and its functions, as well as daily commands used to create and modify documents.

Date: February 12, 2010

Time: 8:30 a.m. – 11:30 a.m.

Location: Professional Development Center (PDC) - Lab 015

MICROSOFT EXCEL NOVICE 1

Description: This class will introduce Microsoft Excel basics. How to begin, work with, and save a workbook will be practiced while learning the parts of a worksheet, changing the formatting of the worksheet, and inserting a chart into the worksheet.

Date: February 12, 2010

Time: 1:00 p.m. – 4:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

PARENTLINK FOR PRINCIPALS AND/OR THEIR DESIGNEE

Description: ParentLink is a web-based communication service for K-12 school districts. ParentLink is the District's initiative to keep parents informed of school events and ensure that they are included in communications regarding school operations and special events affecting the educational outcome of their children.

Date: February 17, 2010

Time: 10:00 a.m. – 12:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

MICROSOFT WORD NOVICE 2

Description: Word Novice 2 continues to give the participant a foundation skill set for more advanced Microsoft Word capabilities. Participants will learn more about formatting text, modifying styles, the use and managing of references, and much more.

Date: February 19, 2010

Time: 8:30 a.m. – 11:30 a.m.

Location: Professional Development Center (PDC) - Lab 015

MICROSOFT EXCEL NOVICE 2

Description: Various methods of entering formulas are covered in this chapter. The functions AVERAGE, MIN, and MAX are explained and illustrated. Formatting of the worksheet includes applying a theme, setting margins, and using Headers and Footers.

Date: February 19, 2010

Time: 1:00 p.m. – 4:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

MUNIS REQUISITIONS

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

Date: February 22, 2010

Time: 8:30 a.m. – 10:30 a.m.

Location: Professional Development Center (PDC) - Lab 015

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MUNIS RECEIVING

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

Date: February 22, 2010

Time: 10:45 a.m. – 12:45 p.m.

Location: Professional Development Center (PDC) - Lab 015

ESCHOOLMALL

Description: Financial Secretaries and Administrative Associates will learn how to create requisitions in eSchoolMall, approve for movement to MUNIS, and release for approval.

Date: February 22, 2010

Time: 2:00 p.m. – 4:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

SASI: ENROLLING AND WITHDRAWING

Description: The Enrollment course 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: February 23, 2010

Time: 8:30 a.m. – 10:30 a.m.

Location: I.M. Terrell Technology Center – Lab 205

TIME AND ATTENDANCE OPEN LAB

Description: 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 a time to focus on completing the MUNIS batch payroll.

Date: February 23, 2010

Time: 1:00 p.m. – 4:00 p.m.

Location: I.M. Terrell Technology Center – Lab 205

March Trainings

SASI REQUIRED UTILITIES

Description: 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 reorganization.

Date: March 2, 2010

Time: 1:00 p.m. – 3:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

SASI OPEN LAB: ATTENDANCE (DAILY ATTENDANCE, PERIOD ATTENDANCE, AND ATTENDANCE, LETTERS, AND, FORMS)

Description: This open lab is a question and answer session for individuals responsible for completing daily attendance and period attendance reports. Six weeks attendance state reporting is emphasized. This open lab will also include 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: March 4, 2010

Time: 9:00 a.m. – 12:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

MUNIS REQUISITIONS

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

Date: March 8, 2010

Time: 8:30 a.m. – 10:30 a.m.

Location: Professional Development Center (PDC) - Lab 015

MUNIS RECEIVING

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Date: March 8, 2010

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ESCHOOL MALL

Description: Financial Secretaries and Administrative Associates will learn how to create requisitions in eSchoolMall, approve for movement to MUNIS, and release for approval.

Date: March 8, 2010

Time: 2:00 p.m. – 4:00 p.m.

Location: Professional Development Center (PDC) - Lab 015

PARENTLINK FOR PRINCIPALS AND/OR THEIR DESIGNEE

Description: ParentLink is a web-based communication service for K-12 school districts. ParentLink is the District's initiative to keep parents informed of school events and ensure that they are included in communications regarding school operations and special events affecting the educational outcome of their children.

Date: March 9, 2010

Time: 10:00 a.m. – 12:00 p.m.

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MICROSOFT WORD NOVICE 2

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Time: 8:30 a.m. – 11:30 a.m.

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MICROSOFT EXCEL NOVICE 2

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Location: Professional Development Center (PDC) - Lab 015

SASI: ENROLLING AND WITHDRAWING

Description: The Enrollment course 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: March 25, 2010

Time: 8:30 a.m. – 10:30 a.m.

Location: Professional Development Center (PDC) - Lab 015

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TIME AND ATTENDANCE OPEN LAB

Description: 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 a time to focus on completing the MUNIS batch payroll.

Date: March 29, 2010

Time: 1:00 p.m. – 4:00 p.m.

Location: Professional Development Center (PDC) - Lab 015