

# Administrative Support Training

October 2009

## Course Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
IMT Lab 201 and 205 are located at the IM Terrell Technology Center (Address: 1850 IM Terrell Way) PDC Lab 015 is located at the Professional Development Center (Address: 3150 McCart Avenue)			1	2
5	6	7	8	9
8:30-10:30 <b>MUNIS Requisitions</b> <u>(IMT Lab 201)</u> 10:30-12:30 <b>MUNIS Purchase Orders</b> <u>(IMT Lab 201)</u> 1:00-3:00 eSchoolMall <u>(IMT Lab 201)</u> 3:00-5:00 eSchoolMall <u>(IMT Lab 201)</u>				
12	13	14	15	16
8:30-10:30 <b>MUNIS Requisitions</b> <u>(IMT Lab 201)</u> 10:30-12:30 <b>MUNIS Purchase Orders</b> <u>(IMT Lab 201)</u> 1:00-3:00 eSchoolMall <u>(IMT Lab 201)</u> 3:00-5:00 eSchoolMall <u>(IMT Lab 201)</u>	5:00-7:00 Integrate Pro for Teachers using ClassXP <u>(PDC Lab 015)</u>	4:00-6:00 Integrate Pro for Teachers not using ClassXP <u>(PDC Lab 015)</u>	1:30-3:30 ParentLink Training for Principals or their Designee <u>(IMT Lab 205)</u>	9:00-11:00 COC-Central Office Conference Forms and Letters <u>(PDC Lab 015)</u> 12:30-3:30 Attendance Letters and Forms <u>(PDC Lab 015)</u>
19	20	21	22	23
8:30-10:30 <b>MUNIS Time and                      Attendance-Exception Pay</b> <u>(IMT Lab 201)</u> 10:30-12:30 <b>MUNIS Time and                      Attendance-Exception Pay</b> <u>(IMT Lab 201)</u> 1:00-3:00 eSchoolMall <u>(IMT Lab 201)</u> 3:00-5:00 eSchoolMall <u>(IMT Lab 201)</u>		1:30-3:30 ParentLink Training for Principals or their Designee <u>(IMT Lab 205)</u>  1:30-3:30 Query <u>(PDC Lab 015)</u>		1:30-3:30 Discipline Entry <u>(PDC Lab 015)</u>
26	27	28	29	30
1:30-3:30 ParentLink Training for Principals or their Designee <u>(IMT Lab 205)</u>		1:30-3:30 Required Utilities <u>(PDC Lab 015)</u>		1:30-3:30 Daily Attendance/Reports <u>(PDC Lab 015)</u>

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## Course Descriptions

**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 FWISD Attendance Control.

**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 FWISD Student Discipline hearings.

**Integrate Pro for Teachers using Class XP** - This hands-on course shows teachers how to create the Full Gradebook in InteGrade and includes weighting, creating tasks, and linking to the Progress

**Integrate Pro for Teachers not using Class XP** - This hands-on course shows teachers how to create the Full Gradebook in InteGrade and includes weighting, creating tasks, and linking to the

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

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

**Required Utilities** - All daily and weekly utilities are taught and practiced. Included are the daily backup and the weekly reorganization.

**Daily Attendance/Reports** - Daily attendance input and retrieval, the Teacher Verification Report, and the ADA Report are covered and practiced.

**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.

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

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

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

*Registration for all classes will close 5 working days before the class date. Complete the Registration Form and fax it to 817-922-6967. Or email the form to Rebecca Steinsiek. Classes with less than 5 participants enrolled will be cancelled.*