

NWRDC WESPaC Student Workshops Schedule

Updated September 1, 2010

FOOD SERVICE

Food Service Verification & Lunch Code Change Utilities

This hands-on workshop is designed for districts currently using the Food Service module. Topics include Verification processes and using utilities to change students from Free or Reduced status when there are no current applications.

Target Audience: Food Service administrative personnel.

Friday	October 1, 2010	9:00 am to 12:00 pm	Main Lab, WSIPC
Friday	October 1, 2010	1:00 pm to 4:00 pm	Main Lab, WSIPC

USER FORUMS (STUDENT)

District Level Contacts

The User Forum is from 9:00 a.m. to noon with an Open Lab from 1:00 to 3:00 p.m. Note: Please e-mail Katy McCoard (kmccoard@nwrdc.net) to schedule one-on-one consultations.

Thursday	September 23, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC
Thursday	October 28, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC
Thursday	November 18, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC
Thursday	January 27, 2011	9:00 am to 12:00 pm	Constellation B, WSIPC

Health User Forum

Target Audience: Nurses and Health Records module users

Tuesday	November 2, 2010	9:00 am to 3:00 pm	Constellation B, WSIPC
Tuesday	February 22, 2011	9:00 am to 3:00 pm	Constellation B, WSIPC
Tuesday	May 24, 2011	9:00 am to 3:00 pm	Constellation B, WSIPC

Secondary GradeBook User Forum

Join our Users' Forum where we will share newly released features, tips and tricks for using the program more effectively, and an opportunity to share with others how Secondary GradeBook is working for you.

Target Audience: Teachers who use Secondary GradeBook and district/building support staff.

Thursday	October 21, 2010	12:30 pm to 3:30 pm	Constellation B, WSIPC
Thursday	February 17, 2011	12:30 pm to 3:30 pm	Constellation B, WSIPC
Thursday	May 19, 2011	12:30 pm to 3:30 pm	Constellation B, WSIPC

Special Education User Forum

Monday	November 15, 2010	9:00 am to 2:00 pm	Constellation B, WSIPC
Friday	February 11, 2011	9:00 am to 2:00 pm	Constellation B, WSIPC
Friday	June 3, 2011	9:00 am to 2:00 pm	Constellation B, WSIPC

Special Programs User Forum

Thursday	September 30, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC
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Standards Based GradeBook User Forum

This is a user's forum to share ideas based around teachers usage of Standards Based GradeBook.

Target Audience: Teachers and those in the district/school that support teachers in their use of the Standards Based Gradebook.

Thursday	October 21, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC
Thursday	February 17, 2011	9:00 am to 12:00 pm	Constellation B, WSIPC
Thursday	May 19, 2011	9:00 am to 12:00 pm	Constellation B, WSIPC

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WEB ATTENDANCE (STUDENT)

Basic Attendance

This workshop focuses on attendance routines, attendance utilities and reporting options of the Attendance Module via Web Access.

Target Audience: Attendance secretaries; BECCA/Discipline personnel

Recommended: Intro to Web

Friday	September 24, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC	FULL
Monday	September 27, 2010	9:00 am to 3:00 pm	North Whidbey MS (Oak Harbor SD)	

WEB CY SCHEDULING (STUDENT)

CY Scheduling in the WEB

This workshop is designed specifically for registrars and counselors to learn the current year scheduling processes in Web Access. This includes updating schedules (deleting/dropping and/or adding) for students, reporting capabilities, updating/creating courses and sections as well as using the Walk In Scheduler.

Target Audience: Registrars, Counselors and Administrators responsible for scheduling students

Prerequisites: Intro to Web Access

Friday	September 17, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC
Monday	September 27, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC

WEB HEALTH (STUDENT)

Health Basic Training

This workshop will cover the basics of the Health module in the web. Topics may include one or more of the following: Nurses' Log, Office Visits, Health Conditions, Vaccinations, Health Care Plans, Immunization reports, and mass add screening information.

Target Audience: School Nurse, Health Room Assistant and personnel who use the Health Module.

Prerequisite: Clients must attend an Intro to Web session prior to attending this workshop.

Wednesday	September 1, 2010	9:00 am to 12:00 pm	Mount Vernon HS, Old Main Bldg, Rm 104, (Mount	FULL
Thursday	September 2, 2010	8:30 am to 11:30 am	Arlington SD, Dist Office Brd Rm	

WEB INTRO (STUDENT)

Intro to Web Access

This class will introduce the features and functionality of Web Access. Hands-on activities will assist users in exploring both the Profile and Browse views, managing Filters, using the Print Queue, and exporting data to Excel. Users will leave this session with a broad understanding of navigation and common functions throughout the web-based interface.

Target Audience: WESPaC Student users

Wednesday	October 13, 2010	12:00 pm to 3:00 pm	Nooksack Valley HS Lab, (Nooksack Valley SD)	FULL
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WEB SPECIAL EDUCATION (STUDENT)

Special Education New User - 2 days

This 2-day workshop covers how to add, withdraw and update information pertaining to Special Education. Ordering reports, custom screens, and the opportunity to review any portion of Special Education is covered.

Target Audience: Special Education staff responsible for entering and updating special education student information.

Mon & Tue, September 13, 2010	9:00 am to 3:00 pm (09-13)	Enumclaw District Office, 2929 McDougall Avenue
Mon & Tue, September 13, 2010	9:00 am to 3:00 pm (09-14)	Enumclaw District Office, 2929 McDougall Avenue

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WEB STUDENT DEMOGRAPHICS

Student Demographics New Registrar

This workshop reviews system navigation, functionality, and basic demographic data entry in the WEB. Areas addressed may include: Adding students, changing families and emergency information, withdrawing and re-entering students, producing basic demographic reports (student lists, labels, entry/withdrawal reports), and maintaining state-required fields.

Target Audience: Any user who will be updating student demographic information (secretaries, registrars, Special Ed secretaries, office assistants).

Friday	September 3, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC
Friday	September 10, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC