

NWRDC WESPac Student Workshops Schedule

Updated March 4, 2010

FUTURE SCHEDULING

Future Scheduling Process I - Middle School

This training will cover the functions necessary for collecting, recording, processing and managing the information needed to generate class and student schedules for your next academic year. Setup and configuration of the components necessary for request entry using Traditional and/or Online Request Processing methods of scheduling for Middle Schools and how to analyze and clean up Student Requests.

Target Audience: Middle School Administrator/Decision Maker responsible for building the Master Schedule; Registrar/Counseling Secretary responsible for data entry; School counselors responsible for the building of the Master Schedule; District contact responsible for providing WESPac support to secondary schools.

Monday	March 8, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC
Monday	March 22, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC
Friday	March 26, 2010	9:00 am to 3:00 pm	Renton SD, KEC Lab, 300 SW 7th Street

Future Scheduling Process II

The purpose of this class is to provide information on tools to aid in refining a master schedule, as well as, using tools to schedule students with the Auto Scheduler. Online Arena Scheduling setup/processing, reports and utilities for post-scheduling will be covered.

Target Audience: High School or Junior High Administrator/Decision Maker responsible for building the Master Schedule; Registrar/Counseling Secretary responsible for data entry; School counselors responsible for the building of the Master Schedule; District contact responsible for providing WESPac support to secondary schools.

Thursday	March 11, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC
Wednesday	March 24, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC
Monday	April 5, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC
Monday	April 12, 2010	9:00 am to 3:00 pm	Mini Lab, WSIPC
Tuesday	April 27, 2010	9:00 am to 3:00 pm	Main Lab, WSIPC

SECURITY AND ADMINISTRATION (STUDENT)

Security Clean Up

This workshop will give District Security Administrators the opportunity to refine and cleanup security structure and groups. Web Security will also be discussed. The afternoon working session will give District Security Administrators the opportunity to work in their own data performing the tasks they learned in the morning session.

Target Audience: District Student Records Coordinator, District Security Contact, Technology Coordinator.

Friday	May 7, 2010	9:00 am to 3:00 pm	Renton SD, KEC Lab, 300 SW 7th Street
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SPECIAL PROGRAMS

Special Programs Procedures and Reporting

This class will cover how to add and update information pertaining to students in Special Programs such as: 504, Bilingual, Title I, Gifted, Homeless, etc. Requirements for CEDARS reporting will be discussed. Reporting options for Special Programs participants will be addressed.

Target Audience: Special Programs staff responsible for entering and updating student information for special programs.

Friday	March 12, 2010	9:00 am to 12:00 pm	Sumner SD, Central Office Learning Center
Tuesday	April 13, 2010	9:00 am to 12:00 pm	Sedro-Woolley SD, Support Services Bldg Lab/Mtg

STATE REPORTING

P-223

This session will review the reports and supporting documents expected by the State Auditors for P-223 reporting. The session will explain the data elements and logic that is used by the system to calculate the P-223 numbers. Troubleshooting tips and reports will be presented to demonstrate how to reconcile both head counts and FTE values when the numbers don't match what is expected.

Target Audience: Secretaries and/or district Student Records contact responsible for submission of the both building and district P-223.

Friday	March 12, 2010	8:30 am to 12:30 pm	KEC Building (Renton SD), 300 SW 7th Street
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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	March 25, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC
Thursday	April 22, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC
Thursday	May 27, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC

Health User Forum

Target Audience: Nurses and Health Records module users

Tuesday	May 25, 2010	9:00 am to 3:00 pm	Constellation B, WSIPC
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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.

Monday	May 17, 2010	12:30 pm to 3:30 pm	Constellation B, WSIPC
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Secondary Registrars User Forum

A Users' Forum to share information regarding Secondary Registrars/Secretaries best practices in modules such as Student Demographics, Current Year Scheduling, Grading and reporting.

Target Audience: Secondary Registrars and Counseling Secretaries.

Tuesday	March 23, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC
Monday	May 10, 2010	9:00 am to 12:00 pm	Constellation B, WSIPC

Special Education User Forum

Thursday	June 3, 2010	9:00 am to 2:00 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	May 27, 2010	1:00 pm to 4:00 pm	Constellation A, WSIPC
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WEB GRADING (STUDENT)

Historical Grade Entry Practices

This workshop covers historical grade entry, grading reports and utilities, Washington State transcripts and Running Start procedures in Web Access.

Target Audience: Registrars, Counseling Secretaries; other personnel who enter Scheduling or Grading information on students.

Friday	April 16, 2010	9:00 am to 12:00 pm	Renton SD, KEC Lab, 300 SW 7th Street
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WEB HEALTH (STUDENT)

Health Basic Training

This workshop will cover the basics of the Health module in the web. Topics may include 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.

Thursday	March 25, 2010	9:00 am to 12:00 pm	NWESD Training Lab, Anacortes, 1601 R Avenue
Friday	April 9, 2010	1:00 pm to 4:00 pm	TBD - Marysville SD - TBD
Friday	April 30, 2010	9:00 am to 12:00 pm	Renton SD, KEC Lab, 300 SW 7th Street

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WEB INTRO (STUDENT)

Intro to Web Access

This three hour 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

Monday	April 12, 2010	8:30 am to 11:30 am	Sumner SD, Central Office Learning Center
Monday	April 12, 2010	12:30 pm to 3:30 pm	Sumner SD, Central Office Learning Center
Wednesday	April 21, 2010	9:00 am to 12:00 pm	Mount Vernon SD, District Office Tech Lab
Wednesday	April 21, 2010	12:30 pm to 3:30 pm	Mount Vernon SD, District Office Tech Lab
Tuesday	May 4, 2010	9:00 am to 12:00 pm	Sumner SD, Central Office Learning Center
Tuesday	May 4, 2010	12:30 pm to 3:30 pm	Sumner SD, Central Office Learning Center

YEAR END PROCESS (STUDENT)

Year End Process Working Session

This is a working session designed for WESPaC District Level Contacts to retain pertinent student and system information from the current school year. The Year End process is divided into three specific wizards: Next Year Table Creation, Student Year End Processes, and Year Start Utilities. Upon completion of this session, all student information will be processed and ready for the next school year.

Target Audience: WESPaC District Coordinators responsible for performing District Year End Processes.

Wednesday	June 30, 2010	9:00 am to 4:30 pm	Main Lab, WSIPC
Wednesday	July 7, 2010	9:00 am to 4:30 pm	Main Lab, WSIPC
Monday	July 12, 2010	9:00 am to 4:00 pm	KEC Building (Renton SD), 300 SW 7th Street

YEAR START (STUDENT)

Year Start Working Session

This hands-on working session will review the processes necessary for a successful beginning of the school year. Topics covered will include: Verifying System Dates, (bring a copy of your district calendar), Updating Advisors/Homerooms, Updating Survey Questions, Entry/Withdrawals practices, updating Special Programs, Attendance Truancy, and (time permitting) any recent software updates.

Target Audience: WESPaC District Coordinators, key district secretaries, building secretaries and registrars.

Thursday	August 19, 2010	8:30 am to 11:30 am	Sumner SD, Central Office Learning Center
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