

# Division of Technology

## Educational Technology Training for Non-Instructional Employees

### August 2008

#### I. M. Terrell Technology Center

Participants **MUST** register in advance by using the **DISTRICT TRAINING FORM** found elsewhere in the **District News Folder**. **PLEASE** use the driving directions also found elsewhere in the **District News Folder** entitled 'How to Get to IM Terrell'.

<b>MONDAY</b> <b>August 04</b>	***	<b>1:00 –4:00</b> New Counselors Rm 201 <b>FOR New Counselors ONLY</b>
<b>TUESDAY</b> <b>August 05</b>	<b>8:30 – 11:30</b> Excel Novice 1 Rm 201	<b>1:00 –3:00</b> Introduction to SASI Rm 201
<b>WEDNESDAY</b> <b>August 06</b>	<b>8:30 – 11:30</b> Word Novice 1 Rm 201	<b>1:00 –3:00</b> Required Utilities Rm 201
<b>THURSDAY</b> <b>August 07</b>	<b>9:00 – 11:00</b> Enrolling/Withdrawing Rm 201 Daily Attendance Rm 205	<b>1:00 –3:00</b> Integrate for Secondary Rm 201
<b>MONDAY</b> <b>August 11</b>	<b>9:00 – 11:00</b> CICMAS Rm 201	<b>1:00 – 3:00</b> CICMAS Rm 201
<b>TUESDAY</b> <b>August 12</b>	<b>9:00 – 11:00</b> Introduction to SASI Rm 201 Daily Attendance Rm 205	<b>1:00 – 3:00</b> Enrolling/Withdrawing Rm 201
<b>WEDNESDAY</b> <b>August 13</b>	<b>9:00 – 11:00</b> New Nurses Rm 201 <b>FOR New Nurses ONLY</b>	***
<b>FRIDAY</b> <b>August 15</b>	<b>9:00 – 11:00</b> Introduction to SASI Rm 201	<b>1:00 – 3:00</b> Enrolling/Withdrawing Rm 201
<b>MONDAY</b> <b>August 18</b>	<b>9:00 – 11:00</b> Integrate for Secondary Rm 201	<b>1:00 – 3:00</b> Required Utilities Rm 201
<b>WEDNESDAY</b> <b>August 20</b>	<b>8:30 – 11:30</b> Word Novice 2 Rm 201	<b>1:30 – 4:30</b> Excel Novice 2 Rm 201
<b>THURSDAY</b> <b>August 21</b>	<b>9:00 – 11:00</b> Introduction to SASI Rm 201	<b>1:00 – 3:00</b> Daily Attendance Rm 201
<b>FRIDAY</b> <b>August 22</b>	<b>9:00 – 11:00</b> Enrolling/Withdrawing Rm 201	<b>1:00 – 3:00</b> Daily Attendance Rm 201
<b>TUESDAY</b> <b>August 26</b>	<b>9:00 – 11:00</b> Introduction to SASI Rm 201	<b>1:00 – 3:00</b> Enrolling/Withdrawing Rm 201
<b>WEDNESDAY</b> <b>August 27</b>	<b>9:00 – 11:00</b> Daily Attendance Rm 201	<b>1:00 – 3:00</b> Required Utilities Rm 201
<b>THURSDAY</b> <b>August 28</b>	***	<b>1:00 – 3:00</b> Period Attendance Rm 201
<b>FRIDAY</b> <b>August 29</b>	<b>9:00 – 11:00</b> Introduction to SASI Rm 201	<b>1:00 – 3:00</b> Enrolling/Withdrawing Rm 201

# **Division of Technology**

## **Educational Technology Training for Non-Instructional Employees**

### **August 2008**

#### **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.

#### **Enrolling and Withdrawing Students**

**Prerequisite:** Introduction to SASI

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.

#### **Required Utilities**

**Prerequisite:** Introduction to SASI

All of the daily and weekly maintenance of the SASI system is explained and practiced. The maintenance includes daily back-ups and weekly file reorganization.

#### **Daily Attendance and Reporting – All Elementary and Middle Schools not using CLASSxp**

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

#### **Period Attendance and Reporting – 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.

#### **Integrate Pro for Secondary**

**Prerequisite:** Introduction to SASI

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

#### **CICMAS Schedule Matrix**

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

**Word Novice 1 – *Building and Modifying a Word Document.*** Basic formatting techniques, checking for errors, inserting a photo and printing. This class will teach basic skills which will be used through the other Word Novices classes as we build on each skill.

**Word Novice 2 – *Creating a Memo with Sources.*** Modify a memo with formatting and new styles, as well as learn how to add citations and bibliographies to a document.

**Excel Novice 1 – *Building and Editing a Workbook.*** This class covers the essential skills needed to create and update a worksheet.

**Excel Novice 2 – *Working with Formulas, Functions and Formatting.*** Learn to effectively use Excel formulas, functions and formatting techniques.