

ASPEN

Health - Learn how to record, track and access reports for student accidents and sports related injuries for two groups Athletic (HS) and Non-Athletic

Scheduling - This component enables the learner to acquire and apply information to build a school master schedule using the student scheduling microcomputer system applications software. Participants will learn the importance of a scheduling philosophy and data accuracy in the master schedule-building process. The component underscores the relationship between school budget and master schedules and emphasizes the need for good communication between school administration and staff.

Hearing and Vision- This new module will eliminate paperwork, make for easier recording of follow-ups, and allow you to monitor your school's follow-up progress. This ultimately serves students for whom poor vision and/or hearing could be affecting their learning and performance.

GRADEBOOK

This component is designed to enable the participant to understand, implement, and utilize the concepts of computer operating systems and applications which include the following:

Gradebook Manager - This course teaches new and existing Gradebook Managers (GBM) responsibilities, policies, and procedures of the District's Electronic Gradebook. In-class activities include the new attendance procedures (Daily Reason), understanding Gradebook class configuration, grade template changes, merging and unmerging classes, and troubleshooting techniques.

Attendance Manager -This workshop teaches Attendance Managers to use the District's Electronic Gradebook and the step-by-step procedures that they should follow on a daily basis such as attendance taking, attendance tracking, running reports, exporting and creating groups.

INTERNAL FUNDS

eSAS- Learn how to access the new Internal Funds Accounting System, and understand the types of accounting structures used for Internal Funds. Perform the step-by-step online processes on how to record receipts, deposits, check vouchers, void and modify existing checks, JV/transfers, run various reports, and finally learn the district policy and procedures.

OSP- This course allows you to learn the new Online School Payments system that allows parents to pay online for school fieldtrips, yearbooks, class fees and more. The money collected online through the new OSP system funnels to the correct accounts in eSAS.

MAINFRAME

DSIS - (Integrated Student Information System) Access the Student Data Base System in DSIS and learn how to enter, withdraw, maintain, and update student records. Learn the student daily attendance process and how to view and/or maintain school information, course information, master schedule, student testing, DECO, Special Programs, SCM/SPAR, Online Reports, help menus and more. Understand how ISIS interacts with other ancillary programs and the importance of accurate ISIS information. Finally, learn how to access resources to keep you updated and current.

Purchasing Credit Card - Enables the authorized Purchasing Credit Card holder and non-card holders to logon, create a password and view the new JP Morgan Chase PaymentNet System. Participants will also become familiar with the changes to the District Purchasing Credit Card policies and learn how to reconcile the schools/departments credit card monthly statement.

STAIRS/Textbook Inventory - In this course you will learn the procedures for displaying textbook information for your school location in various sequences. Additionally, you will learn how to adjust, and finalize inventory counts. Administrators will learn how to approve the yearend inventory.

MICROSOFT

ACCESS - In this class participants will learn what ACCESS is. This class will cover the essential access building blocks which are tables. When working with tables the participant will learn to type data in the tables, find records, sort records, preform queries, design forms, and generate reports.

Excel I - This course covers the essential concepts of Excel and spreadsheets, including using the Excel interface, and creating a spreadsheet from scratch. Major topics include using and customizing the interface, worksheets, basic workbook skills, ranges, simple formulas, copying and moving data, and printing. This course also covers page layout, formatting, working with columns and rows, automatic formatting and styles, and getting help.

Excel II - This course considers large or multiple worksheets and how to manage them. We will cover using range names as well as more advanced functions such as financial and date functions, data management, auto filtering, and file management. The course also covers working with charts, objects, shapes, SmartArt, HTML files, and comments.

Outlook - This class demonstrates the main features of Microsoft Outlook: e-mail, calendaring and contact management including the automation of common email requirements. Common tasks consist of organizing e-mail, assigning appointments to a calendar (recurring and multiple person scheduling), and organizing contacts into distribution lists.

PowerPoint I - This course provides an introduction to PowerPoint and the techniques for enhancing a presentation. It includes exercises on exploring PowerPoint, using basic presentation skills, and formatting presentation text, bullets, and numbers. Students will learn how to use the outline tab, edit and proof text, use graphic images and drawing objects, and use Slide Sorter and Slide Show views.

PowerPoint II - This course builds on the skills developed in PowerPoint I to create effective presentations using charts, tables, graphics, and photos. Students will learn to work with SmartArt as well as to apply special effects. They will learn how to share work with others, and they'll discover advanced chart techniques and how to customize slideshows and handouts.

SharePoint/Microsoft Portal Collaboration Web Site Development - This course teaches participants how to enhance and develop their school or department collaboration pages. They will develop an understanding of using customizable templates and content authoring tools. In class activities will include delegating permissions, creating and editing web parts, creating announcements, creating school event calendars, uploading documents and images and setting up school or team discussion forums.

Word I - In the beginners course of Word participants will learn about the basic Word elements such as; the ribbon, new backstage, opening an existing document, creating a document, closing a document, scrolling with and without scroll bars, the different views, using format painter, sorting text, editing text, preparing to print, formatting text, formatting paragraphs, and formatting pages in a Word document.

Word II - In the intermediate Word course participants will learn how of insert tables into their document, use quick parts, customize elements, manage lists, tables, and paragraphs, work with formatting features, graphics, and use mail merge.

SAP/ERP

E-recruiting - The participants will learn how to advertise for a position that is funded and vacant at their location and then learn how to look for a candidate and hire.

Procurement (SRM) - The participant will learn the shopping cart process using shop wizard and shop one. Participants will learn how to check status of a shopping cart and make changes to it, view approvals, monitor procurement transactions, change universal work list assignments, maintain vendor list and more.

Finance - The participant will learn how to create and display funds reservations, budget transfers, JV transactions and more.

Human Resources - In the HR training, participants will learn how to access and view Employee Information, Inquire on Certifications, Education Absences and Assignment data. Also, learn how to maintain employee data and expand knowledge on position changes, transfers and additional assignments. Participants will view and print position control reports and much more.

Payroll - Participants will learn how to enter payroll times for Instructional, Non-Instructional, Part-Time, Overtime, Substitutes, and other personnel. The printing of reports such as the Display Working Times, Absence Quota, and others will be covered. The Payroll Approval process will also be covered in this class.