

Workshop Details

Registration is required for all courses; Courses are limited to the first 20 registrants; Online Registration will open on January 14, 2014, for all courses at <http://www.imgsoftware.com/company/events.html>

All Scheduling Workshops will be held at the Whittier Vocational Technical High School, Haverhill, Massachusetts, 9AM to 3PM.

All participants will have access to a computer with internet access.

Breakfast and Lunch will be provided for all attendees.

Purchase orders must be signed and completed and faxed to IMG one week prior to the course date. Cost is \$500pp for the 2-day workshop session, either High School or Middle School. Participants cannot attend 1 day of the 2-day workshop at a reduced rate.

Registrants will be provided with a list of materials to bring to the course to enrich the practical workshop experience. IMG Course Materials will be provided for attendees.

Cancellation Policy requires 48 hour notice for refunds.



Information Marketing Group, Inc.



iPASS WINTER INSTITUTE



A Series of
Hands-On
Scheduling Workshops



February 25 High School Scheduling Part I

Day one of a two day, hands-on workshop for High School Administrators responsible for scheduling a high school for 2012-2013 academic year.

Topics covered include: Creating and maintaining a school calendar; Configuring the days, terms, periods for your school; Scheduling teachers and students manually; In-depth instruction for using the Master Schedule Builder; Entering student requests; Online teacher course recommendations; iStudent entry for electives; Teaming; Linking.

Participants should bring the following materials to the workshop: Start and end dates for terms; number of days; number of periods; times for period rotation; teacher course assignments; teacher room assignments; excluded periods for teachers; new courses to be added. Participants will expect to leave this workshop with the necessary configurations in place to initiate the scheduling process.

March 27 High School Scheduling Part II

Day Two of the hands-on workshop for High School Administrators responsible for scheduling a high school for 2012-2013 academic year.

Participants in session two should have the majority of their student course requests in iPass prior to attending this session to get the most benefit out of the workshop. Verifying student requests; Modifying courses and sections; Running Master Schedule Builder; Running Student Scheduler; Unscheduled Requests; Study Hall Scheduler.

Best practices for maintaining data and grades integrity will also be discussed as it relates to the new state EPIMS, SIMS and SCS requirements.

March 25 Middle School Scheduling Part 1

Day one of a two day, hands-on workshop for personnel responsible for scheduling Middle Schools.

Topics covered include: Creating and maintaining a school calendar; Configuring the days, terms, periods for your school; Scheduling teachers and students; Reporting capabilities and output. Instruction on the best use of iPass's cycle/cluster functionality and how it relates to Middle School Teaming.

Participants should bring the following materials to the workshop: Start and end dates for terms; number of days; number of periods; times for period rotation; teacher course assignments; teacher room assignments; excluded periods for teachers; new courses to be added. Participants will expect to leave this workshop with the necessary configurations in place to initiate the scheduling process.

April 29 Middle School Scheduling Part II

Day two of the hands-on workshop for personnel responsible for scheduling Middle Schools.

Participants in session two should have the majority of their student course requests in iPass prior to attending this session to get the most benefit out of the workshop. Verifying student requests; Modifying courses and sections; Running Master Schedule Builder; Running Student Scheduler; Unscheduled Requests; Study Hall Scheduler.

Best practices for maintaining data and grades integrity will also be discussed as it relates to the MA EPIMS, SIMS and SCS requirements.