

# *Institute Workshops*

August 11, 2010

## **iStaff Biographical/Attendance/Professional Development**

One day, hands-on workshop for Human Resources and Curriculum personnel responsible for staff records maintenance including biographical information, attendance and professional development courses.

Topics include: How to create and maintain accurate career records; Setting up contracts and bargaining units; Rolling over end of year accruals and award new school year compensations; Setting up attendance codes; Taking staff attendance and running staff attendance reports. All aspects of Professional Development will be covered including how to set up courses, manage registration and printing PDP Certificates.

## **Workshop Details**

- Registration is required for all courses; Courses are limited to the first 20 registrants; Online Registration will open on June 10, 2010 for all courses at <http://www.imgsoftware.com/>
- All courses will be held at the Oxford Middle School, Oxford, Massachusetts, 8:30AM to 3PM.
- All participants will have access to a computer with internet access.
- Continental Breakfast and Buffet Lunch is provided for all attendees.
- Purchase orders must be signed and completed and faxed to IMG one week prior to the course date. Cost is \$250pp per course.
- 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.

Information Marketing Group, Inc.

## **iPASS SUMMER INSTITUTE**



**A Series of  
Hands-On Workshops  
for iPass Users**



# Summer Institute Workshops

June 23, 2010

## End of Year Procedures/Massachusetts

### SIMS Reporting for 2009-2010

*This course is open to Database Administrators or similar personnel and is strictly limited to 2 people per district.*

One day, hands-on workshop for iPass Database Administrators responsible for coordinating school and district personnel for all End of Year Procedures. Instruction and check list will be provided for items to do prior to database rollover. Database Administrators will identify and differentiate school and district based functions with regard to ending one school year and beginning another. The session will include a review of exporting SIMS data from iPass, proper procedures, and tips for extracting good quality data files. The afternoon will also include a brief review of the SIMS Expansion fields and reporting requirements for October 1, 2010.

July 14, 2010

## Elementary School Scheduling & Standards/Competency Based Report Cards

One day, hands-on workshop for personnel responsible for scheduling Elementary and Pre-Schools. Scheduling is important at the elementary level for schools to report EPIMS, SIMS (including the SIMS Expansion fields) as well as providing the ability for teachers to score competencies or standards for elementary report cards.

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 will be provided in the configuration of competencies and tasks for Standards Based Report cards.

July 21, 2010

## Middle School Scheduling

One 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.

Best practices for maintaining data and grades integrity will also be discussed as it relates to the new state EPIMS and SIMS requirements for reporting in October 2010.

August 4, 2010

## Database Administrators Only!

*This course is open to iPass Database Administrators ONLY.*

One day, hands-on workshop for iPass Database Administrators who want to learn more in-depth management skills.

Topics covered will include: Creating PCL Documents; Building Queries; Report Processors – when to restart them and how to do it properly, reading the report processor log files; Menu System – how to move menu items to folders and create tabs; System Configuration – what is all that stuff in there anyway?; Loading Image files; Security System.

Learn more about the management of your district's database during this session.