

All Courses will be held at the Groton-Dunstable Regional Middle School, 346 Main Street, Groton, MA 01450.

Registration is required for all courses. Purchase order required at time of registration. 72 hour written notice of cancellation required to void invoice.

Purchase order must be signed, completed and faxed to IMG one week prior to the course date: 508-626-1951.

Courses are limited to the first 25 registrants. Online Registration will open May 27, 2014 for all courses at <http://www.imgsoftware.com>.

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

When appropriate, registrants will be provided with a list of materials to bring to the course to enrich the practical workshop experience.

iPass course materials will be provided for all attendees.

Breakfast and Lunch will be provided for all attendees.

All workshops will begin at 9am and end at 3pm.

Breakfast will be available beginning at 8:30am.

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



# Summer Institute Workshops

June 25 & July 16, 2014

## **Two Day Workshop: 2014 End of Year Procedures Massachusetts SIMS, EPIMS & SCS Reporting**

Two day, hands-on workshop for iPass users 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. Day 1 will include a review of exporting SIMS data from iPass and correcting errors either via file or SIF. Day 1 will also include preparations for End of Year reporting for MA EPIMS and SCS reports, file exports. Day 2 will consist of exporting EPIMS and SCS data, uploading to the state and error corrections in preparation for certification.

*Cost for this 2 day workshop is \$500 per person and registration is for both days only*

July 23, 2014

## **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 and SCS 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.

*Cost for this workshop is \$250 per person*

August 13, 2014

## **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.

*Cost for this workshop is \$250 per person*

July 9, 2014

## **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.

iStaff Professional Development will be covered including how to set up courses, manage registration and printing PDP Certificates.

*Cost for this workshop is \$250 per person*