

SDUHSD 2017-18AERIES TRAINING SCHEDULE

Space is limited, please RSVP to Maritza Santander X5573

Month	Workshop Title	Workshop Description	Date Time	Location
AUGUST	ATTENDANCE TRAINING – AERIES WEB	An overview of attendance procedures. Attendance codes, notes, off-campus passes, re-admit slips, bell and block schedule calendars. *This workshop is suitable for attendance clerks and attendance substitutes.	08/18/2017 8:00 PM	Computer Lab Suite 206 District Office
SEPTEMBER	INTRODUCTION TO AERIES WEB	A demonstration of the web-based Aeries application. *This workshop is suitable for all aeries users.	9/20/2017 2:00 PM	Computer Lab Suite 206 District Office
OCTOBER	QUERY BEGINNING – AERIES WEB	Procedures for the creations of your own reports using the basic structure of query statements; single table queries, selection of data fields, sorting data fields, and constructing simple conditions and multiple conditions. *This workshop is suitable for beginner query users.	10/26/2017 2:00 PM	Computer Lab Suite 206 District Office
NOVEMBER	QUERY INTERMEDIATE- AERIES WEB	Advanced applications of query using “TOTAL” “KEEP” and “SKIP” commands; printing labels, letters, saving and loading query statements, using “AND” or “OR”, and multiple table queries. *This workshop is suitable for advanced query users.	11/15/2017 2:00PM	Computer Lab Suite 206 District Office
JANUARY	QUERY ADVANCED- AERIES WEB	Multiple table queries, advanced applications of query. *This workshop is suitable for advanced query users.	1/24/2018 2:00 PM	Computer Lab Suite 206 District Office
FEBRUARY	MERGING DATA IN MICROSOFT ACCESS FROM TWO TABLES	Procedures for exporting/importing data between Aeries and Microsoft Access. Combining records from two OR more tables into a new table. *This workshop is suitable for advanced Aeries users.	2/21/2018 2:00 PM	Computer Lab Suite 206 District Office
MARCH	ADVANCED INTERFACING WITH DATA	For experienced users of Aeries Query, covers applying advanced filters, hiding columns, and applying other tricks to a query statement. Also will cover pivot tables in Excel and importing and exporting data using Excel with a focus on data evaluation. *This workshop is suitable for advanced Aeries users.	3/21/2018 2:00 PM	Computer Lab Suite 206 District Office
APRIL	QUERY ADVANCED- AERIES WEB	Multiple table queries, advanced applications of query. *This workshop is suitable for advanced query users.	4/25/2018 2:00 PM	Computer Lab Suite 206 District Office
MAY	DID YOU KNOW? AERIES WEB	A quick look at many of the Aeries screens, reports, and features . *This workshop is suitable for all aeries users.	5/16/2018 2:00 PM	Computer Lab Suite 206 District Office
JUNE	OPEN FORUM	Bring your questions, share information and ideas. *This workshop is suitable for all aeries users.	6/06/2018 2:00 PM	Computer Lab Suite 206 District Office