

2019-2020
Information Systems Support
Workshop and Training Schedule

Register Early. Space Is Limited.
[Registration Link](#)

For questions or assistance, please email aeriesupport@sduhsd.net

MONTH	TITLE	DESCRIPTION	LOCATION	DATE TIME
AUGUST	AERIES WORKSHOP Professional Development (Tips, Tricks and Queries)	A quick look at many of the Aeries screens, reports, and features to assist with job specific duties. This workshop will allow for an open forum for you to bring forward job related projects to ask questions, seek support and share advice with others. <i>*This workshop is suitable for all users.</i>	Pacific Trails Middle School Room B127	Thursday, August 22 10am-11:30am
SEPTEMBER	AERIES WORKSHOP Grade Reporting and Gradebook	This is an overview of Aeries grade reporting and Gradebook that will include procedures, timelines, reports, initializing grading windows, grade reporting history and grade report cards. <i>*This workshop is suitable for registrars and counseling secretaries.</i>	District Office, Tech Training Room, Suite 206	Thursday, September 26 1:30pm-3:15pm
OCTOBER	GOOGLE WORKSHOP Introduction to Google Suite "NEW" Workshop	<i>*This workshop is suitable for all users. Due to the popularity of this workshop, (2) sessions are offered.</i> Instructor: Amy Springstead	District Office, Tech Training Room, Suite 206	Thursday, October 10 -OR- Thursday, October 17 1:00pm-2:30pm
	AERIES WORKSHOP Communications Signal Kit "NEW" Workshop	Overview of Aeries COMMUNICATIONS SIGNAL KIT applications and procedures for creating notification emails, phone and text messages, groups reports, etc. <i>*This workshop is suitable for all SIGNAL KIT users.</i>	District Office, Small Board Room	Thursday, October 24 1:30pm-3:15pm
NOVEMBER	AERIES WORKSHOP Intermediate Query	Intermediate 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. <i>*This workshop is suitable for intermediate users.</i>	District Office, Tech Training Room, Suite 206	Wednesday, November 20 1:30pm-3:15pm
DECEMBER	AERIES WORKSHOP Advanced Query	Multiple table query and advanced applications. <i>*This workshop is suitable for advanced users.</i>	District Office, Tech Training Room, Suite 206	Thursday, December 12 1:30pm-3:15pm
JANUARY	AERIES WORKSHOP Advanced Query Interfacing & Merging Data In Microsoft Access	Applying advanced filters, hiding columns, and applying other tricks to query statements. Exporting and importing data. Combining records from two OR more tables into a new table. <i>*This workshop is suitable for advanced users and CAASPP Test Coordinator support staff.</i>	District Office, Tech Training Room, Suite 206	Thursday, January 16 1:30pm-3:15pm
FEBRUARY	AERIES WORKSHOP Did You Know? Open Forum	A quick look at many of the Aeries screens, reports, and features to assist with job specific duties. This workshop will allow for an open forum for you to bring forward job related projects to ask questions, seek support and share advice with others. <i>*This workshop is suitable for all users.</i>	District Office, Tech Training Room, Suite 206	Thursday, February 20 1:30pm-3:15pm
MARCH	GOOGLE WORKSHOP Intermediate Google Suite	<i>*This workshop is suitable for all users.</i> Instructor: Amy Springstead	District Office, Tech Training Room, Suite 206	Thursday, March 19 1:00pm-2:30pm
APRIL	AERIES WORKSHOP Intermediate/Advanced Query	Intermediate to advanced query with interfacing and merging data. <i>*This workshop is suitable for intermediate to advanced users.</i>	District Office, Tech Training Room, Suite 206	Thursday, April 23 1:30pm-3:15pm
MAY	AERIES WORKSHOP You Name It, We Will Create It	We will create a workshop based on your feedback to an Aeries user survey. Survey and more details will be released at a later date. <i>*This workshop is suitable for all users.</i>	District Office, Tech Training Room, Suite 206	Thursday May 21 1:30pm-3:15pm
JUNE	No Workshops or Trainings You may schedule an individual or group session with us at the District Office or at the school site.			