

2018-19
Information Systems Support
Workshop Training Schedule

Workshop and Training Space is Limited. Register Early.
Registrations may be made via email to: aeries.support@sduhsd.net
Please include your name, school site, job title, workshop title and date.

<u>MONTH</u>	<u>TITLE</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>DATE TIME</u>
AUGUST	PROCEDURAL TRAINING Attendance Secretary	An overview of attendance procedures. Attendance codes, notes, off-campus passes, re-admit slips, bell and block schedule calendars. <i>*This training is mandatory for school attendance secretaries.</i>	District Office, Tech Training Room, Suite 206	Friday, AUGUST 17 th 8am-3:30pm
	AERIES WORKSHOP Attendance and Health Office Sub Training	An overview of attendance procedures, codes, notes, off-campus passes, re-admit slips. <i>*This workshop is suitable for attendance or health office substitutes.</i>	District Office, Tech Training Room, Suite 206	Friday, AUGUST 24 th 2pm-3:30pm -OR- Thursday, AUGUST 30 th 2pm-3:30pm
SEPTEMBER	PROCEDURAL TRAINING AP Secretary	An overview of assertive discipline and SARB procedures. <i>*This training is mandatory for assistant principal secretaries.</i>	District Office, Tech Training Room, Suite 206	Wednesday, SEPTEMBER 26 th 1:00pm-3:00pm
	AERIES/CALPADS WORKSHOP Grade Reporting/Gradebook CALPADS Introduction	This is a 2-Part Workshop. Part 1 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. Part 2 is a basic introduction and overview of CALPADS. If you do not have a CALPADS account or need to have your login and password reset, please let your Aeries Support Person know prior to the workshop. <i>*This workshop is suitable for registrars and counseling secretaries.</i>	District Office, Tech Training Room, Suite 206	Thursday, SEPTEMBER 27 th 1:30pm-3:15pm
OCTOBER	AERIES WORKSHOP Introduction to Aeries Beginner Query	An overview of Aeries applications and procedures for creating reports using basic structure of query statements; single table queries, selection of data fields, sorting data fields, constructing simple conditions and multiple conditions. <i>*This workshop is suitable for beginner users.</i>	District Office, Tech Training Room, Suite 206	Wednesday, OCTOBER 17 TH 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	Thursday, NOVEMBER 15 TH 1:30pm-3:15pm
DECEMBER	AERIES WORKSHOP Advanced Query	Multiple table queries, advanced applications of query. <i>*This workshop is suitable for advanced users.</i>	District Office, Tech Training Room, Suite 206	Thursday, DECEMBER 13 TH 1:30pm-3:15pm
JANUARY	AERIES WORKSHOP Advanced Query Interfacing With Data Merging Data In Microsoft Access	Applying advanced filters, hiding columns, and applying other tricks to a query statement. Exporting/importing data between Aeries and Microsoft Access. Combining records from two OR more tables into a new table. Also will cover pivot tables in Excel and importing and exporting data using Excel with a focus on data evaluation. <i>*This workshop is suitable for advanced users and staff who will be designated as CAASPP Site Test Coordinators.</i>	District Office, Tech Training Room, Suite 206	Tuesday, January 15 TH 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	Wednesday, FEBRUARY 20 TH 1:30pm-3:15pm
MARCH	GOOGLE WORKSHOP Introduction Organizational Tools	Basic introduction and tips on how to use and organize Google folders, files, docs, sheets, forms, etc. Procedures for exporting/importing data between Google and Microsoft. <i>*This workshop is suitable for all Aeries and Microsoft users.</i>	District Office, Tech Training Room, Suite 206	Tuesday, MARCH 19 TH 1:30pm-3:15pm
APRIL	AERIES WORKSHOP Intermediate to Advanced Query	Intermediate to advanced applications of query including interfacing and merging data. <i>*This workshop is suitable for intermediate to advanced users.</i>	District Office, Tech Training Room, Suite 206	Wednesday, APRIL 17 TH 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	Tuesday, MAY 21 st 1:30pm-3:15pm
JUNE	No Workshops or Trainings			