

SCHEDULE OF CLASSES

January–June 2018

Technology
Services



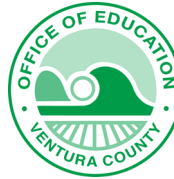
Presented By

Stanley C. Mantooth., County Superintendent • 5189 Verdugo Way, Camarillo, CA 93012

"Commitment to Quality Education for All"

"Connecting
Educators
Through
Training"

Ventura
County



Office of
Education

Please share this with all personnel at your site!

VC SIS Training Class Schedule

January-June 2018

The following classes are now available at the Ventura County Office of Education (VCOE) Computer Training Center Labs:

(Located at 5189 Verdugo Way and 5100 Adolfo Road in Camarillo, CA)

VCOE-Technology Services (805)383-1978

VC SIS: Intro to Q **3.5 hours**

This session will provide a general overview of the Q Software. It will touch on terminology, business practices, navigation, and reports. Areas covered will be Student Profile, User Preferences, Banners, Qwiki Help and other areas.

VC SIS: Elementary Scheduling **3.5 hours**

This session is training for the Scheduling Module of the VC SIS. Intended audience is elementary schools. Topics covered are assigning courses to teachers, understanding the alignment of courses and standards sets for Standards Based Report Cards, assigning students to teachers, maintaining and changing schedules, and reports. This course is recommended for any site personnel responsible for scheduling elementary grade level students in VC SIS.

VC SIS: Academic History **3.5 hours**

Q now has Academic History, Transcripts, and other enhancements in the new version of the web-based software. This session will cover the Academic History applications, and an overview of how credits and GPAs can affect transcript data. This class is generally recommended for counselors and office staff.

VC SIS: Q Mark Reporting **3.5 hours**

Q now has Mark Processing, Marks Setup, and other enhancements in the new version of the web-based software. This session is an introduction to Mark Reporting and will include a review of what needs to be set up before marks can be entered by a teacher, what a teacher will see in Gradebook, the various methods of inputting marks, and the reports available. This session will review timelines for teachers and reporting including report cards and report card setup. This class is generally recommended for office staff and some counseling staff.

VC SIS: Q Behavior **3.5 hours**

Q Behavior has now migrated from Front Office to the new Q Web software. We will show you how to enter incidents, policies and penalties in order to properly report them to CALPADS as well as covering all of the basics of the Behavior application and related reports.

VC SIS: Enrollment **3.5 hours**

This class will go over various areas of Enrollment utilizing the Student Editor in the new Q Software. Training will cover: enrollment of students; households; contacts; state tab information; online pre-enrollment; alerts, reports, activities, student visits and student documents.

VC SIS: Q Report Writer **Two 3.5 hour sessions**

The Q Report Writer application allows staff to design custom SIS reports and exports. Session participants will learn how to: access the report writer application; create a data source; design report; format report layouts; filter, order, copy and delete reports; export data to Excel; extend Q Report Writer reports using Excel analysis tools; create and implement Word mail merge reports through Q Report Writer.

VC SIS: English Language Learner **3.5 hours**

The new English Language Proficiency Assessments for California (ELPAC) will be offered this year for the first time. This session will provide a good refresher or introduction to the Q SIS English Language Learner module to prepare staff to successfully record and track ELPAC and other English Language Learner data in Q. English Learner data must be entered in the SIS to ensure these students receive the appropriate services and support. In addition, correctly entering English Learner data eliminates CALPADS errors related to English Learner errors.

VC SIS: Health Professions & Q **3.5 hours**

Explore the new features of the Q SIS Student Health module. This session is specifically designed for school health professionals (nurses, health techs, district health staff, SIS support staff). Exploration will include the new Profile-like application that incorporates all student-related health modules into a single application. Areas for Health Notes and the ability to upload Health related documents is now available. Additional topics will include Mass Consents, Mass Immunizations, Mass Medications and Mass Screenings.

VC SIS: Intro to Q Reports **3.5 hours**

This session focuses on the most commonly used reports in the Q student information system: where to find them, how to make the appropriate report filter selections to get the most meaningful data, how to save custom settings in a report and how to publish your report results to a pdf file or export to Excel. In addition this session will provide an introduction to Q Report Writer and the effective use of Excel pivot tables to analyze report results.

VC SIS: Q Student Communications & Q Inventory—3.5 hours

The Q Student Communications is an application that allows districts to track communications to students and parents in Q. There are a variety of ways districts can utilize this tool to track attendance letters, behavior letters, and mass emails. **NOTE:** This training is for Q Student Communications not to be confused with Q Communications, which is an automated messaging system.

The Q Inventory application allows districts to catalog textbooks and check them in and out by student or by class. This tool can utilize ISBN numbers and bar codes to track textbooks checked out to students in classes as well as monitoring textbooks for damage.

VC SIS: Working Lab-Building Reports in Q Report Writer—3.5 hours

Hands on assistance with report specialists to assist with reports/report conversions. Learn features of Q ReportWriter as you develop your reports.

Prerequisite: Prior to attending the session, you will select 3 reports to work on, print the reports, and bring these along to the session. Following registration for the session, you will receive a survey asking you to identify the reports you will be working on during the session. Your response to this survey will allow VCOE staff to prepare content tailored to your session needs.

VC SIS: Master Schedule Roadmap **2 half-day sessions**

This hands-on training prepares participants to successfully construct a school master schedule. Participants will have the opportunity to construct a master schedule using a physical scheduling board. This training is not intended as specific instruction in how to use a specific student information system to generate student schedules. This training stresses universal master schedule construction concepts that apply regardless of the SIS used by the school. These concepts include: planning, curriculum, course selection and decision making. Strategies to ensure student need is met. Construction of a practical time line for master schedule construction and student schedule generation. Strategies to resolve potential conflict between single section course offerings. Strategies to ensure section size is balanced for multiple section courses. Strategies to meet special scheduling situations such as academies, block scheduling, cycle day scheduling, teaming and more.

VC SIS: New to Secondary Scheduling—2 full day sessions

Prerequisite: VC SIS: Master Schedule Roadmap

If you're being tasked to build your Middle School or High School's master schedule for the first time this year or if you have been part of a scheduling team previously but would like a comprehensive refresher, this class will take you through the entire process using the Q SIS software. Using a 3-phase approach (course collection phase, master schedule construction phase and master schedule adjustment phase) that takes you through the processes as well as the software, this course is designed to give those new to secondary scheduling an intensive study of secondary scheduling from start to finish. Secondary Scheduling is a group project so don't be afraid to bring your entire scheduling team!

VC SIS: Secondary Scheduling (Experienced Users) 2 full days

Prerequisite: VC SIS: Master Schedule Roadmap and previous experience in building the master schedule

- Do you build the master schedule for your Middle School or High School?
- Do you have experience with master scheduling, but need more training in the new software for the Q SIS?
- Do you have experience collecting course requests, adding sections to the master schedule, and hand scheduling students?
- If you said yes to all of those questions, you may be a good candidate for this training! This training is shortened by one full day to accommodate staff who have experience, but may need to brush up on using the latest version of Q SIS to get the job done.

VC SIS CLASSES	DATES	TIME
VC SIS: Secondary Scheduling (Experienced Users) http://vcoe.k12oms.org/1613-144042 http://vcoe.k12oms.org/1613-144059	January 31 and February 1, 2018 April 10 and April 11, 2018	8:30am to 4:30pm 8:30am to 4:30pm
VC SIS: Q Behavior http://vcoe.k12oms.org/1613-143811 http://vcoe.k12oms.org/1613-144100	Wednesday, February 7, 2018 Wednesday, April 25, 2018	8:30am to 12pm 8:30am to 12pm
VC SIS: Master Schedule Roadmap http://vcoe.k12oms.org/1613-143817	Tuesday-Wednesday, February 13-14, 2018	8:30am to 12pm
VC SIS: Q Academic History http://vcoe.k12oms.org/1613-143809 http://vcoe.k12oms.org/1613-144063	Thursday, February 15, 2018 Thursday, May 10, 2018	1:00pm to 4:30pm 8:30am to 12pm
VC SIS: Intro to Q http://vcoe.k12oms.org/1613-143821	Tuesday, February 20, 2018	8:30am to 12pm
VC SIS: Intro to Q Reports http://vcoe.k12oms.org/1613-144056 http://vcoe.k12oms.org/1613-144101	Thursday, February 22, 2018 Thursday, April 26, 2018	8:30am to 12pm 8:30am to 12pm
VC SIS: Q Report Writer http://vcoe.k12oms.org/1613-144057 http://vcoe.k12oms.org/1613-144103	Tuesday-Wednesday, February 27-28, 2018 Tuesday-Wednesday, May 15-16, 2018	8:30am to 12pm 8:30am to 12pm
VC SIS: Health Professions & Q http://vcoe.k12oms.org/1613-143841	Thursday, March 1, 2018	8:30am to 12pm
VC SIS: New to Secondary Scheduling (3 full days of training) http://vcoe.k12oms.org/1613-143834	March 5, March 12 and March 19, 2018	8:30am to 4:30pm
VC SIS: Enrollment Module http://vcoe.k12oms.org/1613-143840	Wednesday, March 7, 2018	8:30am to 12pm
VC SIS: Q Mark Reporting http://vcoe.k12oms.org/1613-144058	Wednesday, March 14, 2018	8:30am to 12pm
VC SIS: Q Report Writer Lab http://vcoe.k12oms.org/1613-144083	Wednesday, March 28, 2018	8:30am to 12pm
VC SIS: Q Student Communications & Q Inventory http://vcoe.k12oms.org/1613-144096	Wednesday, April 18, 2018	8:30am to 12pm
VC SIS: English Language Learner http://vcoe.k12oms.org/1613-144061	Tuesday, April 24, 2018	8:30am to 12pm
VC SIS: Elementary Scheduling http://vcoe.k12oms.org/1613-144064	Tuesday, May 22, 2018	8:30am to 12pm