SCHEDULE OF CLASSES
August-December 2017

Technology
Services

"Connecting
Educators
Through
Training"
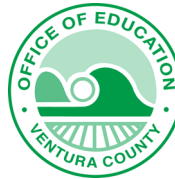
Presented By

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

"Commitment to Quality Education for All"

Ventura County **OFFICE OF EDUCATION · VENTURA COUNTY** *Office of Education*

Please share this with all personnel at your site!

PC Training Class Schedule
August-December 2017

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

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: Attendance
3.5 hours

VC SIS Attendance for the office staff will include the following topics: Entering attendance through the Q attendance application; Resolving attendance after the student returns to school, and Student History Reports.

VC SIS: Q Academic History
3.5 hours

Q now has Academic History, Transcripts, and other enhancements in the new 3.2 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 Set-up, and other enhancements in the new 3.2 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. 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: English Language Learner
3.5 hours

The English Learner application is a comprehensive tool for tracking the status, placement, history, reclassification, and test results of students in an English Language Learner Development program. Participants will be introduced to the features of the English Learner application and will gain an understanding of how this application relates to other VC SIS applications in regards to: student demographics, English Learner Proficiency Status, Program History, Communication tracking and test history.

VC SIS: Enrollment
3.5 hours

This class will go over various areas of Enrollment utilizing the Student Editor in Front Office and some areas of 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. This course is recommended for staff responsible for enrolling and maintaining student data.

VC SIS: Health Professions & Q
3.5 hours

The Health module is an integral part of the Q student information system. Learn how to properly track events, maintain records, run reports, and document health information for students. State mandated items such as immunizations and screenings are part of Q Health. Improve communication with staff by the use of Nurses Notes and Document uploads and much more. This session is designed for school health professionals (district and school nurses, health techs, and SIS support staff).

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 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: Secondary Scheduling
Four half day sessions

This class consists of 4 half day sessions and is recommended for anyone who builds the master schedule or supports those who build it in Q. This session covers the skills required to successfully implement the secondary scheduling process. Students will learn how to evaluate school course directories and other documentation for correctness prior to scheduling; generate and evaluate course requests; determine how many sections of a given course are required based on course requests; build a master schedule and check for accuracy; load students into schedules and adjust schedules; and print post loader reports and schedules.

VC SIS Users Group
3.5 hours

Located in the CESC Board Room

Group Discussion of the VC SIS Application. This group is meant for all school district VC SIS users.

October 10, 2017, 8:30AM
December 13, 2017, 8:30AM

Register: https://vcoe.k12oms.org/

VC SIS CLASSES	DATES	TIME
VC SIS: Intro to Q http://vcoe.k12oms.org/1613-134275	Wednesday, August 16, 2017	8:30am to 12pm
VC SIS: Enrollment http://vcoe.k12oms.org/1613-134288 http://vcoe.k12oms.org/1613-134293	Wednesday, August 23, 2017 Wednesday, November 1, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Attendance http://vcoe.k12oms.org/1613-134280	Wednesday, August 30, 2017	8:30am to 12pm
VC SIS: Q Academic History http://vcoe.k12oms.org/1613-134283 http://vcoe.k12oms.org/1613-134298	Thursday, August 24, 2017 Thursday, November 9, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Q Mark Reporting http://vcoe.k12oms.org/1613-134284 http://vcoe.k12oms.org/1613-134296	Thursday, August 31, 2017 Wednesday, October 25, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: English Language Learner http://vcoe.k12oms.org/1613-134286	Thursday, September 7, 2017	8:30am to 12pm
VC SIS: Q Behavior http://vcoe.k12oms.org/1613-134287	Thursday, September 14, 2017	8:30am to 12pm
VC SIS: Health Professions & Q http://vcoe.k12oms.org/1613-134289 http://vcoe.k12oms.org/1613-134337	Tuesday, September 12, 2017 Tuesday, October 24, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Intro to Q Reports http://vcoe.k12oms.org/1613-134291 http://vcoe.k12oms.org/1613-134336	Wednesday, September 20, 2017 Wednesday, November 8, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Q Report Writer http://vcoe.k12oms.org/1613-134335 http://vcoe.k12oms.org/1613-134622	Tuesday-Wednesday, October 17-18, 2017 Wednesday-Thursday, December 6-7, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Secondary Scheduling—(4 half days) http://vcoe.k12oms.org/1613-134460	December 5, 7, 12, and 14, 2017	8:30am to 12:30pm

**The VCOE Computer Training Center Labs are located at
5189 Verdugo Way & 5100 Adolfo Rd. in Camarillo, CA.**