



SCHEDULE OF CLASSES

January–June 2017

Technology
Services



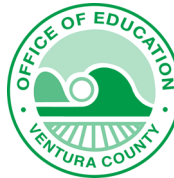
Presented By

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!

PC Training Class Schedule

January-June 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: 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: 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 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: 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 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: 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 timeline 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: Secondary Scheduling **3 full day sessions**

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

Recommended: Master Schedule Roadmap

Google Drawing **3 hours**

In this session, participants will learn how to leverage the tools in Google Drawing to create posters, infographics and how to add creative design elements to Docs and Slides. A basic working knowledge of Google tools or Google 101 is important to get the most out of this class.

Registration Fee: \$40

Google Sheets Part 1 **3 hours**

In this session, participants will learn how Google Sheets can be used as a powerful spreadsheet tool. Spreadsheet basics and Google Sheets specifics will be addressed as well as Add-On's that help you leverage some advanced features. A basic working knowledge of Google tools or Google 101 is important to get the most out of this class. Note: Sheets and Forms work well together!

Registration Fee: \$40

Google Sheets Part 2 **3 hours**

This intermediate/advanced class continues where Google Sheets Part 1 basics left off. We will explore more advanced features and functions as well as look at Add-ons that will help take your Google Sheets to the next level.

Prerequisite: Working knowledge of Google Sheets/Excel spreadsheets and familiarity with Google Drive

Registration Fee: \$40

Web Content Management **3.5 hours**

This will be a working session in which an instructor will be present to support attendees in all areas of the Content Management System Application. This training is intended for new and existing users and will allow users to learn at their own pace or enhance the knowledge they already have in the CMS application.

Registration Fee: \$40

*****VC SIS Users Group*****

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

Register: <https://vcoe.k12oms.org/>
February 7, 2017
April 4, 2017
June 6, 2017

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Google Sheets Part 2 3 hour session

This intermediate/advanced class continues where Google Sheets Part 1 basics left off. We will explore more advanced features and functions as well as look at Add-ons that will help take your Google Sheets to the next level.

Prerequisite: Working knowledge of Google Sheets/Excel spreadsheets and familiarity with Google Drive

Registration Fee: \$40

Web Content Management System Lab 3.5 hours

This will be a working session in which an instructor will be present to support attendees in all areas of the Content Management System Application. This training is intended for new and existing users and will allow users to learn at their own pace or enhance the knowledge they already have in the CMS application.

Registration Fee: \$40

Google Sheets Part 1 3 hour session

In this session, participants will learn how Google Sheets can be used as a powerful spreadsheet tool. Spreadsheet basics and Google Sheets specifics will be addressed as well as Add-On's that help you leverage some advanced features. A basic working knowledge of Google tools or Google 101 is important to get the most out of this class. Note: Sheets and Forms work well together!

Registration Fee: \$40

Technology Services
Ventura County Office of Education
5189 Verdugo Way
Camarillo, CA 93012
(805)383-1978

VC SIS CLASSES	DATES	TIME
VC SIS: English Language Learner http://vcoe.k12oms.org/1613-125125 http://vcoe.k12oms.org/1613-125229	Thursday, January 26, 2017 Tuesday, April 25, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Q Mark Reporting http://vcoe.k12oms.org/1613-125148 http://vcoe.k12oms.org/1613-125165	Thursday, January 26, 2017 Thursday, March 30, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Q Academic History http://vcoe.k12oms.org/1613-125149 http://vcoe.k12oms.org/1613-125233	Wednesday, February 1, 2017 Tuesday, May 2, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Q Behavior http://vcoe.k12oms.org/1613-125126 http://vcoe.k12oms.org/1613-125144	Wednesday, February 8, 2017 Tuesday, April 25, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Master Schedule Roadmap http://vcoe.k12oms.org/1613-125150 http://vcoe.k12oms.org/1613-125164	Tuesday-Wednesday, February 14-15, 2017 Tuesday-Wednesday, March 28-29, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Intro to Q http://vcoe.k12oms.org/1613-125128	Wednesday, February 22, 2017	8:30am to 12pm
VC SIS: Secondary Scheduling (3 full days of training) http://vcoe.k12oms.org/1613-125154 http://vcoe.k12oms.org/1613-125228 http://vcoe.k12oms.org/1613-125244	February 22, March 1 and March 8, 2017 April 5, April 12 and April 19, 2017 May 25, June 1 and June 8, 2017	8:30am to 4:30pm 8:30am to 4:30pm 8:30am to 4:30pm
VC SIS: Intro to Q Reports http://vcoe.k12oms.org/1613-125155 http://vcoe.k12oms.org/1613-125230	Wednesday, February 23, 2017 Thursday, April 27, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Enrollment Module http://vcoe.k12oms.org/1613-125142	Wednesday, March 1, 2017	8:30am to 12pm
VC SIS: Health Professions & Q http://vcoe.k12oms.org/1613-125159	Thursday, March 2, 2017	8:30am to 12pm
VC SIS: Q Report Writer http://vcoe.k12oms.org/1613-125163 http://vcoe.k12oms.org/1613-125237	Tuesday-Wednesday, March 21-22, 2017 Tuesday-Wednesday, May 9-10, 2017	8:30am to 12pm 8:30am to 12pm
VC SIS: Elementary Scheduling http://vcoe.k12oms.org/1613-125242	Tuesday, May 16, 2017	8:30am to 12pm

CLASS NAME	DATES	TIME
Google Drawing http://vcoe.k12oms.org/1613-117686	Thursday, January 5, 2017	9am to 12pm
Google Sheets Part 1 http://vcoe.k12oms.org/1613-117698	Tuesday, February 7, 2017	9am to 12pm
Google Sheets Part 2 http://vcoe.k12oms.org/1613-117701	Tuesday, March 7, 2017	9am to 12pm
Web Content Management System Lab http://vcoe.k12oms.org/1613-125143	Wednesday, March 8, 2017	1pm to 4:30pm

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