



# Information Technology

## Technology

The courses in this section are offered by the Department of Information Technology. There is no tuition cost for these courses. Registration remains open throughout the semester.

For information regarding the technology courses listed on pages 4-9, go to [www.fcps.edu/plt/MyPLT/index.html](http://www.fcps.edu/plt/MyPLT/index.html)

### Questions?

Call 703-503-7710 or e-mail [TrainingDIT@fcps.edu](mailto:TrainingDIT@fcps.edu)

### To Register

Register online at My PLT: <http://fcps.edu/plt/MyPLT/index.html> An automatic confirmation e-mail is sent after you have successfully registered.

See page 23 for step-by-step directions.

Registration **cannot** be accepted by telephone.

Information Technology (IT) Training Services, located at the The Plum Center for Lifelong Learning (formerly Edsall Park), provides instructor-led, hands-on technology training for FCPS employees. All courses are for Windows computers and are held Monday-Friday during business hours (8:00 am-4:30 pm).

Database, Design/Media, Outlook, Web Site Design and Windows Server Administration are currently offered. Courses are available to any FCPS employee. Each participant receives a training manual with related data files. A certificate of completion is issued for successful completion of a course. Courses do not provide credit or points and may not be applied toward additional salary credit for teachers.

If a prerequisite indicates a course or its equivalent, then you must have either taken the course(s) listed or have learned elsewhere all the skills taught in that course. If you are unsure about whether you meet the prerequisite requirements, call 703-503-7710 for assistance.

For additional information and complete course outlines, visit the Department of Professional Learning and Accountability web site at <http://www.fcps.edu/plt/MyPLT/index.html>

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## Windows

### Windows Server Administration

#### IT-23210

2 days, 12 hours

This course is designed for school and office staff responsible for Windows server administration. Topics include an overview of Windows Active Directory, FCPS.edu, managing users and groups, sharing and securing system resources and data, managing active directory objects, active directory security, disk and file management, network printing, and disaster protection (backup) features.

**Prerequisite:** Participants must have a working knowledge of an operating system (Windows 98/NT/2000/XP) including proficiency using Windows Explorer to locate, create, and manipulate folders and files, create shortcuts and configure the desktop environment.

## Databases

### Access 2007: Level I

#### IT-20114

2 days, 6 hours

Explore the 2007 environment. Examine database design, normalization, primary and foreign keys, and table relationships. Build a simple database, modify table data, sort, and filter. Create basic queries and forms. Create and AutoFormat reports.

**Prerequisite:** Windows: Introduction or equivalent experience.

### Request a Course for the Spring Semester

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# Information Technology

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## Access 2007: Level 2

### IT-22316

2 days, 6 hours

Examine field properties, create and use input masks and the Lookup Wizard. Understand inner and outer joins for queries. Create flexible queries such as totals, parameters, update, and make table. Design and enhance forms and sub forms. Design and format reports. Create mailing labels with the Report Label Wizard.

**Prerequisite:** Access Level 1 and at least 6 months on-the-job application.

## Access 2003: Level 1

### IT-20112

2 days, 6 hours

Learn basic database concepts, terminology, and features of Microsoft Access 2003 to create and modify a table, manage records in a table, and design, select, and calculate queries. In addition, students create, modify, and enhance forms and reports using wizards and create a new database and copy objects.

**Prerequisite:** Windows: Introduction or equivalent experience.

## Access 2003: Level 2

### IT-20113

2 days, 6 hours

Learn intermediate Access 2003 skills, including how to enhance your database designs by using the principles of table relationships and referential integrity. Integrate data with other applications, modify a table design to control data entry, find data with filters and queries customize forms and reports, and create data access pages with other applications.

**Prerequisite:** Access 2003: Level 1 and a minimum of three months experience working with Access.

## Crystal Reports 10.0: Level 1

### IT-20211

2 days, 12 hours

This course is designed for personnel who need output from a database program such as SQL Server, Oracle, or Access. Learn to create a list report by using data from an existing database and to locate and present data in a specified order. In addition, learn to create groups to summarize report data, build formulas to add non-database data to a report and display data differently, format and enhance reports by adding and modifying elements in a report, create single data series charts, and distribute report data to other users.

**Prerequisite:** Windows: Introduction or equivalent experience and a basic understanding of database concepts.

## Design/Media

### Acrobat 8: Level 1

#### IT-21114

1.5 days, 9 hours

Learn to use Adobe Acrobat 8.0 to access information in PDF documents. You will then use various applications to create PDF documents and modify them based on your requirements. You will also add navigational aids to a PDF document; initiate a review process, and participate in PDF reviews. Finally, create interactive PDF forms and text fields with predefined options, buttons, tables, and calculations; and forms that include various types of fields, including text fields, drop-down lists, check boxes, radio buttons, rollovers and automatic calculations.

**Prerequisite:** An understanding of Windows. No previous knowledge of Acrobat is required.

### Adobe Illustrator CS3: Level 1

#### IT-21225

2 days, 12 hours

This course will teach students how to make illustrations and logos. Students will start by drawing and manipulating simple shapes to create logos. Then they will combine text and graphics to create advertisements. Illustrator is ideal for creating graphics that need to be reproduced in varying sizes and for doing text layout for pamphlets and certificates.

**Prerequisite:** Students need experience with Windows operating systems. Good mouse control is needed for image work.



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## Adobe Illustrator CS3: Level 2

### IT-21226

2 days, 12 hours

Create your own “clip art” for print documents or websites. Prepare illustrations for the web. In this course, you will create complex, robust illustrations that go beyond those you could create using Illustrator’s basic tools. All materials needed for the class will be provided.

**Prerequisite:** Adobe Illustrator Level 1 or equivalent experience.

## InDesign CS3: Level 1

### IT-21227

2 days, 12 hours

This course is to familiarize you with print layout and design using InDesign. You will learn about the tools and features available to you in InDesign CS3. In this course, you will work with some of the tools and features to create eye-catching printed documents. You will learn how to place images and text into a multi-page document and use the features of InDesign to streamline your workflow by creating styles, master pages, and prepare documents for printing.

**Prerequisite:** Students should have attended either Adobe Photoshop Level 1 or Adobe Illustrator Level 1 or equivalent experience with related Adobe Software.

## InDesign CS3: Level 2

### IT-21228

2 days, 12 hours

Learn advanced techniques in InDesign. Dealing with longer documents, using InDesign to generate indexes and Tables of Content. You will also work more with advanced Styles and getting more out of your Master Pages.

## Photoshop Elements 5.0 Level 1

### IT-21220

2 days, 12 hours

This course has hands on exercises that will train students to create and edit images. Students will learn to import images, create images from scratch, edit photos, work with digital camera images, use layers, retouch photos, export for web, printing and more.

**Prerequisite:** Students need experience with Windows operating systems, including knowledge of opening and saving files. Good mouse control is needed for image work.

## Photoshop Elements 5.0 Level 2

### IT-21221

2 days, 12 hours

This course will build on the concepts covered in PhotoShop Elements Level 1. Students will learn advanced techniques for photo correction, photo collaging, and retouching.

**Prerequisite:** Photoshop Elements Level 1 or equivalent.

## Microsoft Office

### Microsoft Office 2007: New Features

### IT-26127

1 day, 4 hours

New Features is a combined class of 4 applications: Access, Excel, Word, and PowerPoint. This class will introduce you to some of the major changes in Office Suite 2007 from Office 2003 (or earlier). It is designed for experienced users who have worked with Office 2003 (or earlier) applications. The material will be covered quickly and time will be provided for Q&A.

**Prerequisite:** For Experienced Office Users Only

### Excel 2007: Level 1

### IT-22202

2 days, 6 hours

Explore the user interface, ribbon, and Quick Access toolbar. Create basic formulas and functions. Format a worksheet by inserting/deleting rows and columns, change fonts, add borders and shading. Format and organize worksheet tabs. Manipulate data with AutoFill, cut/copy/paste, select & replace.

**Prerequisite:** Windows Introduction or equivalent



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## Excel 2007: Level 2

### IT-22317

2 days, 6 hours

Name ranges and calculate across multiple worksheets. Date, text, logical, and Lookup functions. Worksheet tables and styles. Sort and filter columns. Chart data and use the chart contextual tools to modify. Introduction to Pivot Tables. Comments and worksheet themes. Inserting graphic elements as time permits.

**Prerequisite:** Excel Level 1 or equivalent working knowledge of basic functions.

## Excel 2003: Level 2

### IT-22201

2 days, 6 hours

Create and modify charts to display worksheet data. Embellish worksheets with graphic objects. Sort and filter data lists. Insert comments and hyperlinks into a worksheet. Name cell ranges for calculation. Introduction to financial and statistical functions such as 3-D reference for summing across worksheets, PMT, IF, and VLookup functions.

**Prerequisite:** Completion of Excel 2003: Level 1 and proficiency in use of Excel spreadsheets.

## Outlook 2003: Level 1

### IT-22112

1 day, 6 hours

This beginning Outlook course is designed for new and inexperienced Outlook users. Lessons include basic information for getting started with Outlook 2003, using mail, handling messages, scheduling meetings and appointments, using contacts, creating tasks and using notes. Also, an eLearnIT topic, "New Outlook 2003 Features," will be covered to enhance your understanding of the some of the basic Outlook features.

**Prerequisite:** Windows: Introduction or equivalent experience.

## Outlook 2003: Level 2

### IT-22113

1 day, 6 hours

In this course, participants will utilize the more advanced Outlook 2003 tools to make tasks easier. Learn to modify the Outlook environment to suit your preferences, and personalize your mail messages. Learn to assign tasks to others and track their progress. Learn ways to keep your messages and calendar organized. Learn to share Outlook information with others and access public folders. Also, various eLearnIT topics such as "Configuring Rules and Junk Mail Settings" and "Archiving Data" will be included.

**Prerequisite:** Outlook 2003: Level 1 or equivalent experience.

## Outlook 2007: Level 1

### IT-22114

1 day, 6 hours

Address, send, and reply to messages. Create folders for inbox. Send an attachment. Create, sort, and find contacts. Learn calendar features such as setting appointments, assigning categories, scheduling meetings, and creating tasks and notes.

**Prerequisite:** Windows: Introduction or equivalent experience

## Outlook 2007: Level 2

### IT-22318

1 day, 6 hours

Set calendar options such as work days and hours. Create a distribution list and format messages; set the out-of-office message. Track activity using the journal, manage and assign tasks. Share folders, assign permissions, and delegate access to folders. Sort, find, and organize messages using criteria. Introduction to public folders.

**Prerequisite:** Outlook Level 1 or equivalent experience



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## PowerPoint 2007: Level 1

### IT-22311

1 day, 6 hours

Explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them, add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation for delivery.

**Prerequisite:** An understanding of Windows. No previous knowledge of PowerPoint is required.

## PowerPoint 2007: Level 2

### IT-22312

1 day, 6 hours

Learn how to enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

**Prerequisite:** Completion of PowerPoint 2007: Level 1 and proficiency in use of basic PowerPoint presentations.

## Word 2007: Level 1

### IT-22313

1 day, 6 hours

Explore the ribbon, Office button, and window frame. Navigate and select text. Search and replace. Organize text with tabs, tables, and lists. Format with highlighting, borders, shading, styles, watermarks, headers and footers. Insert illustrations and special characters. Proofread with AutoCorrect, Spell Check, and Thesaurus.

**Prerequisite:** Windows Introduction or equivalent; keyboarding proficiency.

## Word 2007: Level 2

### IT-22315

1 day, 6 hours

Sort lists and tables, building blocks, columns, section breaks. Document collaboration features including comments, track changes, and compare/combine changes. Long document formatting with index, cover page, table of contents, and summary. Mail Merge.

**Prerequisite:** Word 2007 Level 1 or Office 2007 New Features and on-the-job use of Office 2007.

## Word 2003: Level 2

### IT-22314

1 day, 6 hours

Organize text by sorting, outlining, inserting breaks and columns. Introduction to templates and a simple macro. Format with heading styles and graphic elements such as WordArt and other drawing objects. Table features including calculations in a table and creating a chart from a table. Mail Merge to a letter and mailing labels.

**Prerequisite:** Word Level 1 or equivalent experience and basic Windows expertise.



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## Web Site Design

### Dreamweaver Novice

#### IT-24214

1 day, 6 hours

This course is for FCPS first-time curators who have little or no experience in web development. It will concentrate on the very basics of web development using Dreamweaver as the HTML editor. The class will use either Dreamweaver 8 or CS 3 depending on the editing software owned by the registered students. This class or equivalent experience will be required for Dreamweaver Level I classes taught by IT Training Services.

**Prerequisite:** FCPS curator or preparing to become a curator.

### Dreamweaver 8/CS3: Level I

#### IT-24215

2 days, 12 hours

Macromedia Dreamweaver Level I is designed to teach new web developers how to create web sites using Macromedia Dreamweaver. The course is task-based, with students learning by doing. Along with covering the basics of Dreamweaver MX 2004 & 8, the course focuses on best practices and design, stressing the importance of usability. The book used for this course is *Macromedia Dreamweaver MX 2004 Hands On Training* by Lynda.com.

**Prerequisite:** It is recommended that all students complete the Dreamweaver Novice class or have at least 6 months of working experience in Webpage building before taking this course.

### Dreamweaver 8/CS3: Level 2

#### IT-24216

2 days, 12 hours

Dreamweaver Level 2: Web Publishing Level 2 is designed to build on the lessons of Level 1. This course uses the book *Macromedia Dreamweaver 8 Hands On Training* but is geared to work for students using MX 2004 as well. If you took Level 1 using the same book, please bring it to class for Level 2. The course is task-based with students learning by doing. The course focuses on best practices and design stressing the importance of usability. Lessons include cascading styles, topography, automation, layout tables, interactive page elements, and forms.

**Prerequisite:** Dreamweaver Level I or equivalent experience.

**Prerequisite:** Students enrolling in this class should understand how to use Windows applications and have experience with Netscape or Microsoft browsers or equivalent knowledge.

### HTML: Fundamentals

#### IT-24110

2 days, 12 hours

Students will learn how to create a small town web site using HTML code. You will create new and different kinds of hypertext links, expanding on your existing understanding of links between Web pages. You will create forms and add dynamic and multimedia content to your pages in order to increase the interactivity and appeal of your Web pages.

### Request a Course for the Spring Semester

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# Information Technology

## Document Management

Document Management, located at the Wilton Woods Center, provides instructor-led document management training for FCPS personnel. Training in forms management, the transfer of student records, and the uniform file system are available. All classes are held at Wilton Woods, except for the Uniform File System, Level II course which is held at the employee's work site.

### Questions?

IT Service Desk: 703-503-1600 or  
[ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu)

### To Register

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<http://fcps.edu/plt/MyPLT/index.html> An automatic e-mail confirmation will be sent after you have successfully registered.

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### Transfer of Student Cumulative Records for Scanning

#### IT-30004

1.5 hours

This course instructs school personnel how to prepare inactive student cumulative records to be sent to the records center for microfilming. Participants also learn to pack records for transfer and prepare transmittal documentation. Detailed information is shared on how active records can be maintained to eliminate problems when they become inactive. A tour of the records center is included in this course. Participants see records being processed for microfilming as well as how information is retrieved from microfilm.

**Course Location:** Wilton Woods Center  
Wed, Oct 14..... 1-2:30 pm

**Course Location:** Wilton Woods Center  
Wed, Jan 13..... 1-2:30 pm

### Using the Records Management Manual

#### IT-30001

1.5 hours

This course introduces employees to the records management program. Participants learn how to interpret information contained in the manual, including retention schedules that identify records, the office responsible for retaining records, and the disposition of records.

**Course Location:** Wilton Woods Center  
Thur, Oct 8..... 1-2:30 pm

**Course Location:** Wilton Woods Center  
Thur, Jan 14..... 1-2:30 pm

### Uniform File System: Level I

#### IT-30002

1.5 hours

This course is designed to help employees establish and use the uniform file system and provide guidance to individuals new to a location where the system has already been implemented. Participants are given information needed to manage their filing within the file classification system.

**Course Location:** Wilton Woods Center  
Thur, Oct 15 ..... 1-2:30 pm

**Course Location:** Wilton Woods Center  
Thur, Jan 21 ..... 1-2:30 pm

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# Information Technology

## It FASTeam Training

The Information Technology Functional Application Support Team (IT FASTeam) facilitates learning for a variety of applications. The classes are taught by IT FASTeam members who are responsible for daily support of the applications. All classes provide individual workstations and feature a success-oriented, hands-on approach to instruction. FCPS policies, procedures and best practices are emphasized in training. Classes are held at Wilton Woods Center and The Plum Center for Lifelong Learning (formerly Edsall Park).

**Please visit My PLT for course availability. Be sure to note the time, date, and location of each class because courses are offered in multiple locations.**

### SASI

#### Schools Administrative Student Information

SASI is the software used by FCPS to enter and maintain student information. All SASI users are required to attend the *Basic Applications and Security* class. After completion of this class, SASI users are encouraged to choose from additional courses which are aligned with specific school-based job functions.

Most classes meet from 8:00-11:30 am or from 12:00-3:30 pm. Classes begin on time. Allow sufficient travel time to arrive before the beginning of the class. Instructors reserve the right to refuse entry into the class if attendees arrive late. In such cases, attendees will need to sign up for another available class at a later date.

#### Questions?

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### Basic Applications and Security

#### IT-16100

1.5 hours

Welcome to SASI. This required class provides the foundation for all other SASI training.

This class introduces and reviews the regulations and practices affecting passwords, logons, and confidentiality of student information for paper and electronic records. It provides an introduction to the basic concepts and operation of SASI. Learn how to access student information quickly and efficiently. FCPS business rules are highlighted throughout the course.

### Jump Start for SIAs and Office Personnel

#### IT-16102

3.5 hours

This course will provide an overview of the SIA position and general school office procedures for new SIAs and office staff. Participants will be introduced to typical duties of SIAs and office personnel and be given quick reference materials and contact lists. By the end of the course, the SIA will have a working knowledge of essential tasks related to the position and an understanding of the resources available to gain proficiency in the job. This introductory course will serve as a foundation to build SIA skills and is not meant to replace any other courses. Basic Applications and Security, IT-16100, must be completed before access to SASI can be given. This course must be taken before Basic Applications.

### HS & MS School Opening

#### IT-16801

3.5 hours

This class is designed for the high and middle school SIAs and GAs, and covers the process required to open the school year. This class will cover the Beginning-of-the-Year Conference materials.

### Elementary School Opening

#### IT-16802

3.5 hours

This class is designed for the elementary school SIAs, and covers the processes required to open the school year. This class will cover the Beginning-of-the-Year Conference materials.

### Elementary Mid-Year Review

#### IT-16804

3.5 hours

This class is designed for the elementary school SIAs and covers the processes required for the January New Year Rollover. This class will cover the SASI Conference material.



# Information Technology

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## HS & MS School Closing

### IT-16805

3.5 hours

This class is designed for the high school SIAs and middle school GAs, and covers the processes required to close the school year. This class will cover the End-of-the-Year Conference material.

## ES School Closing

### IT-16806

3.5 hours

This class is designed for the elementary school SIAs, and covers the processes required to close the school year. This class will cover the End-of-the-Year Conference material.

## Enrollment

### IT-16200

3.5 hours

This class is designed for users responsible for enrolling students in SASI, and covers the processes and related business rules. Users will become familiar with how the Monthly Membership numbers are generated and with maintaining and reporting accurate enrollment counts. SIAs and backups must be listed in the contacts data base and have an active EDSL account prior to attending class to receive access to Monthly Membership reports during class.

## Health for SIAs

### IT-16817

3.5 hours

This class is designed for SIAs and GAs, and will cover process and procedures for proper data maintenance in the Health and Emergency atoms. SIAs and GAs will learn to export data from SASI for various purposes such as immunization mail-merge letters and electronic distribution of the Medical Flag list. Best practices and data accuracy are emphasized.

## Scheduling for Counselors (HS/MS)

### IT-16410

3.5 hours

This class is designed for counselors and other guidance personnel and reviews the business rules and processes used to change student schedules. Instruction is provided in both the classes and walk-in atoms, in basic scheduling (current year) and in mass scheduling (next year).

## Master Schedule Building Theory

### IT-16340

14 hours

Participants agree to attend both days of the workshop, which is non-software specific and guides secondary-school participants through all the steps necessary in building a successful master schedule. Directors of student services, DSS cohort participants, lead counselors, counselors aspiring to become directors, as well as principals and assistant principals, are welcome to register. Student information assistants/guidance assistants are welcome to attend when accompanied by their directors.

**Day 1, Session 1** opens with an overview of master schedule construction basics, including planning, course selection and decision making. Also emphasized are the use of the tally and conflict matrix, construction logic and section placement order; and the schedule board organization and course tiles.

**Day 1, Session 2** leads participants through the process of constructing an actual master schedule, which includes discussion on variations such as interdisciplinary teaming, block scheduling, and middle school teaming.

**Day 2, Session 3** teaches participants how to manipulate the placement of sections to reduce student conflicts, to improve class-section balance, and to analyze scheduling runs.

**Day 2, Session 4** groups participants into teams for a hands-on practicum using data from an actual school. Each team will receive scheduling materials, including a master schedule board, plus course offerings, a course request tally, conflict matrix, school parameters, a teacher list, and teacher assignments. There will be a high- and middle-school practicum for each school level.



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## Mass Scheduling (MS & HS)

### IT-16300

3.5 hours

This class is divided into three sessions and introduces the processes used to create the most effective master schedule for the upcoming school year. Learn how student course requests and scheduling options interact and understand the use of the course, teacher, and scheduling sections atoms. Attention is given to the unique requirements of individual school sites and needs. Each session is scheduled before the next required step of the schools' mass scheduling process. All three sessions must be attended to complete the process.

#### Session 1 (3.5 hours)

Introduction to mass scheduling, teacher and course list, scheduling options, course request scanning, and scheduling atom, pre-scheduling, and reports

#### Session 2 (3.5 hours)

Scheduling sections atom, school atom schedule tab, scheduler logic, reports, and scheduling control definition atom

#### Session 3 (3.5 hours)

Scheduling cycles and rotations, teams houses, balance codes, and run update classes atom.

## Mass Scheduling (Workshop)

### IT-16302

8 hours

This half-day workshop is offered multiple times during the MASS scheduling season. It is designed to be a work session for master schedule builders with an IT FASTeam specialist in attendance to provide assistance when needed. Master schedule builders are welcome to register for one or more workshops.

Participants may come and go from the workshop during the day at any time and have the opportunity to work on their live-school data. The lab will be open from 8:00 am to 4:30 pm

## Optimizer for Mass Scheduling

### IT-16338

8 hours

The Scheduling Optimizer improves the percentage of conflict-free students following a scheduling run through an improved scheduling process. The Optimizer may be used with the *Schedule All Students* function in Mass Scheduling and usually results in an additional 5-13% increase in the number of conflict-free students.

The morning class will teach participants to use the Scheduling Optimizer and how to read the reports it generates. Mass Scheduling schools will be required to set up a very minimal Schedule Pro environment to take advantage of the Optimizer.

The same-day afternoon workshop provides assistance to schools to set up the Optimizer required data. Schools learn and set up Optimizer usually in one day.

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## Schedule Pro (HS/MS)

### IT-16330

5 days/20 hours

**Note:** This course is the prerequisite for all additional Schedule Pro classes (IT-16332, IT-16333, and IT-16334).

This class welcomes those with prior mass scheduling experience and introduces the most powerful of the scheduling tools available in SASI. Schedule Pro builds a master schedule and assigns student requests to sections in the master schedule in one seamless process. Learn the sequence of scheduling tasks and understand teacher availability and restrictions, room capacities and restrictions, course linking, student teaming, class loader and class builder rules. There is an emphasis on the use of the program atoms and on the analysis of reports (generated by the scheduling run) to determine validity of the data in SASI. The class includes instruction on using the Optimizer with Schedule Pro.

*Recertification points are available for class registrants who complete this course.*

This course is mandatory for anyone using Schedule Pro for the first time. Attendance is required at all five sessions for completion and recertification points. Students learn the Schedule Pro concepts in the morning and apply them to their school database during the afternoon workshops.

Previous Schedule Pro users are welcome to register for a refresher. The topics covered in each session are:

**Day 1:** Overview; Schedule Pro setup; global atom; rooms; teachers; room and teacher groups

**Day 2:** Course atom; No. of sections offered; SPT grid; course PARs; course section load restrictions, course-teacher and classroom allocations

**Day 3:** Course links

## Schedule Pro, continued ...

**Day 4:** Report set definitions; scheduling simulations atom; run simulations; view Schedule Pro reports; student course request atom; interactive scheduling; results update

**Day 5:** Scheduling sections atom; manual appendices; Optimizer for Schedule Pro

## Schedule Pro Update and Review

### IT-16332

8 hours

**Note:** IT-16330 or IT-16331 is the prerequisite for this course.

This two-day refresher class will be offered yearly for experienced Schedule Pro users. The class will include new features or procedures and a fast-paced review of the software program. Instruction will be given in the mornings on both days; participants may stay for an optional afternoon work session with the IT FASTeam specialist in attendance to provide assistance when needed.

*Recertification points are available for class registrants.*

## Schedule Pro & Optimizer Workshop

### IT-16333

Hours Recorded Individually

**Note:** IT-16330 or IT-16331 is the prerequisite for this course.

This one-day workshop is offered multiple times during the scheduling season. It is designed to be a work session for Schedule Pro and Optimizer master schedule builders with an IT FASTeam specialist in attendance to provide assistance when needed. Master schedule builders are welcome to register for multiple workshops.

*Recertification points are available for class registrants.*

Participants have the opportunity to work on their live-school data and may come and go from the workshop during the day at any time. The lab will be open from 8:00 am to 4:30 pm.

## Attendance

### IT-16500

3.5 hours

This class is designed for the person or backup responsible for attendance data entry and reporting, and covers the business rules for updating both daily and period attendance. Users will understand class attendance, mass changes, update attendance features and attendance scanning. Instruction is also given in scanner operation.



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## Attendance Letters

### IT-16530

3.5 hours

This class is designed for the person or backup responsible for attendance data entry and reporting. It covers creating an export file to use with mail-merge generated letters to parents; printing student lists for those students whose absences exceed each of three preset limits; and tracking letters already sent. Business rules are discussed as they apply to attendance procedures.

## Progress & Grade Reporting (HS/MS)

### IT-16600

3.5 hours

This class is designed for high and middle school SIAs, GAs, or backup person, and covers the interim mark reporting and grade reporting processes. Topics include moving students' schedules to the progress and grading atoms, updating attendance options, local and remote printing, mark verification reports, and printing progress and grade reports. Instruction is also provided in creating honor roll reports.

## Elementary BOY Grading Setup

### IT-16641

3.5 hours

Offered during the first few months of the school year only.

This class covers the initial steps in the elementary grading process (set up of the master template, teacher template and student subject assignments) which must be done at the beginning of each school year. Attendance is recommended for all elementary SIAs to give them support and the stress free environment necessary to set up elementary grading files.

## Elementary Grade Reporting

### IT-16642

3.5 hours

This class covers the steps required to create/print scan sheets and produce grade reports each quarter once a school's initial set up is complete. (See course IT-16641). It is recommended for new elementary SIAs and back-up personnel

## Course History & Transcripts (High/Middle Schools)

### IT-16650

3.5 hours

This class covers the business rules affecting transcripts and teaches the process by which course history data is entered in SASI. Topics include repeat tags, graduation requirements, diploma types, schools attended, and course history records.

## Extended Test History

### IT-16700

1.5 hours

This class, designed for administrators, covers how to view and print test score reports for all school levels. The process of understanding test records is covered along with a basic explanation of test scores, types, and business rules.

## Discipline for Administrators

### IT-16820

3.5 hours

This class is designed primarily for administrators at school sites and those who are responsible for entering discipline incidents into the SASI system. Administrators learn what data items are required for state and local reporting and how to enter the data into SASI. Administrators are shown how to identify an incident code by referencing the Student Responsibilities and Rights manual. Administrative assistants, administrative aides, SIAs, and GAs can attend this training along with their discipline administrator, if desired.

## Discipline for Positive Behavior Support (PBS)

### IT-16822

3.5 hours

This class is designed for PBS (Positive Behavior Support) school personnel using PAR (Prevent, Act, and Resolve) and PBIS (Positive Behavior Intervention and Supports), who are responsible for gathering, entering, summarizing, and reporting discipline referral information.



# Information Technology

***Please visit My PLT for course availability. Be sure to note the time, date, and location of each class because courses are offered in multiple locations.***

## Service Programs & Activities

### IT-16840

3.5 hours

This class is designed for the person or back-up person responsible for maintaining service program and activities records. Learn to enter, change, close and delete students' service programs records; use information and instructions included in the service program master table; and print service program current, cumulative, and student profile reports. Learn how the activities atom can help counselors and administrators track student athletics, and extracurricular activities.

## Query Basic

### IT-16900

3.5 hours

This is a non-technical class open to users who wish to ask informal questions and get information from the SASI system presented in an easy to learn format. This class shows how to view and print information; create reports and labels, and save query atoms for future use.

## Query Intermediate

### IT-16910

3.5 hours

This class is designed for users who have completed the Basic Query class, or who have a basic working knowledge of Query. This class builds on current query knowledge and helps one to learn more about the real power of the query atom. This class provides a brief review of query commands and conditions, filters, data export, student groups, and other features.

## Query Advanced

### IT-16920

3.5 hours

This class is open to all users who have completed the Basic and Intermediate Query classes, and provides a brief review of query commands and conditions, filters, data export to a text file for import to third party software, and student groups. New instruction includes drag-and-dropping student list atoms on modified query report atoms, count, totals, and expressions.

## SASI Mail Merge

### IT-16940

3.5 hours

This class teaches participants how to design their own mail-merge letters, labels, or forms. Once those outlines have been created, the required data fields are identified and queries are built to include these fields. Then the SASI data is exported and converted into an Excel file to serve as the source file for the mail merge.

## SASI Maximizing Query Exports

### IT-16931

3.5 hours

This class is designed for persons wishing to learn how exporting SASI data to Microsoft Excel can help harness the power of a PivotTable to help summarize data (demographic, grading, attendance, etc.). Pivot Tables provide totals and grand totals. The class also covers using an exported SASI data Excel source file with Microsoft Word's mail merge.

## Request a Course for the Spring Semester

All support employees may request a course be offered. If there is a specific job-related course that would be helpful to a group of support employees, contact the Department of Professional Learning and Accountability at 703-204-4002. Requests are due by November 26, 2009.



# Information Technology

**Please visit My PLT for course availability. Be sure to note the time, date, and location of each class because courses are offered in multiple locations.**

## ACIS

### Automated Computer Inventory System

The Automated Computer Inventory System (ACIS) software is used by schools and administrative offices to maintain an inventory of all computer equipment, software, textbooks, and audiovisual equipment. ACIS classes are held for school-based technology specialists (SBTS) and other persons responsible for locally defined computer inventory maintenance.

Classes meet from 8:30-11:30 am or from 12:30-3:30 pm. Allow sufficient travel time to arrive before the beginning of the class.

The Information Technology website <http://fcpsnet.fcps.edu/it/index.shtml> contains support documentation for ACIS, ECOLE, EDSL, FCPS 24-7, My PLT, SASI and weCare@ school and information regarding acquiring accounts and passwords.

### Questions?

IT Service Desk: 703-503-1600 or [ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu)

### To Register

Register online at My PLT: <http://fcps.edu/plt/MyPLT/index.html>  
An automatic e-mail confirmation will be sent after you have successfully registered.

See page 23 for step-by-step directions.

Registration **cannot** be accepted by telephone.

## ACIS Mandatory

### IT-11003

3 hours

This class is required for School-based Technology Specialists (SBTS) and central office TSSpecs and covers the use of the Automated Computer Inventory System (ACIS). SBTSs and central office TSSpecs learn to maintain the mandatory technology equipment as identified in Regulation and Notice 6250 using a web-based program.

## ACIS User-Defined

### IT-11004

3 hours

This class is designed for the person responsible for locally defined inventory maintenance using Automated Computer Inventory System (ACIS). ACIS allows schools and administrative offices to maintain their locally defined inventory, which may include textbooks, software, equipment (i.e., TVs, VCRs) using a web-based program.

## ACIS Barcode Scan System

### IT-11005

3 hours

This class is required for TSSpecs responsible for the inventory in schools and central offices and covers the use of the ACIS Barcode Inventory System. TSSpecs learn to inventory the mandatory technology equipment as identified in Regulation and Notice 6250 using a PC-based program.

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# Information Technology

**Please visit My PLT for course availability. Be sure to note the time, date, and location of each class because courses are offered in multiple locations.**

## EDSL

### Education Decision Support Library

EDSL (Education Decision Support Library) is a decision support system/data warehouse available via an intranet web site that provides school administrators and staff with reports on school and student performance to assist in decision making. Data includes, but is not limited to: AP/IB, DRA, Discipline, ESOL, Enrollment & Marks, Membership, NCLB, Special Services, and SOL reports.

New EDSL users are required to attend the Basic EDSL training given by IT to obtain access to EDSL (with the exception of teachers who are trained by the SBTS).

Existing users have the option of learning new features on their own using an EDSL Orientation CD (multi-media tutorial). To obtain the CD, contact the IT Service Desk at 703-503-1600 or [ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu).

Training is held at Wilton Woods Center and Plum Center for Lifelong Learning (formerly Edsall Park Center). Morning and afternoon sessions are available. Classes begin on time. Please allow sufficient time to find parking and to arrive before class starts.

### Questions?

IT Service Desk: 703-503-1600 or [ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu)

### To Register

Register online at My PLT: <http://fcps.edu/plt/MyPLT/index.html> An automatic e-mail confirmation will be sent after you have successfully registered.

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## Basic EDSL 2.1

### IT-14010

3 hours

New users need to complete this class to obtain an EDSL account (teachers can receive training via their SBTS in lieu of this course). Users may also schedule a class to refresh current EDSL knowledge and learn more about new features and functions.

This course provides hands-on experience in:

1. identifying and understanding reports,
2. finding, exporting, navigating, and printing reports,
3. filtering reports by a specific school, pyramid, or cluster,
4. using On-Demand reports to slice and dice SOL results by NCLB and other categories, and
5. creating basic analytical reports (worksheets).

## Advanced EDSL Reports

### IT-14014

3 hours

**Prerequisite:** Prior EDSL training (by IT or SBTS), Level 1 or higher EDSL account

This class provides hands-on practice in using EDSL reports to find the latest information about your school and students. Gain experience in using regular and On-Demand reports, looking at SOL trends and scores for school and NCLB subgroups, comparing data between the division, cluster, pyramid, and your school, and navigate within reports to find specific data. MS/HS only: Look at student data in your feeder schools for long-term instructional planning.

## Advanced EDSL Worksheets

### IT-14015

3 hours

**Prerequisites:** Prior EDSL training (by IT or SBTS), Level 1 or above EDSL account

This class provides hands-on experience in creating analytical reports (worksheets) to capture summary results from different EDSL reports, and using charts and graphs to visually display data.



# Information Technology

**Please visit My PLT for course availability. Be sure to note the time, date, and location of each class because courses are offered in multiple locations.**

## Library Media Ecole

Ecole is the library automation system used by FCPS media center staff to circulate books. Classes provide hands-on training for library staff members with the opportunity for group and individual practice. Each participant should bring his or her Ecole training manual to class. If you have not received a training manual, e-mail the [ITFASTeam@fcps.edu](mailto:ITFASTeam@fcps.edu) before the class.

Classes meet from 8:30-11:30 am or from 12:30-3:30 pm. Classes begin on time. Allow sufficient travel time to arrive before the beginning of the class.

The Information Technology website, <http://fcpsnet.fcps.edu/it/index.shtml>, contains support documentation for ACIS, ECOLE, EDSL, FCPS 24-7, My PLT, SASI, weCare@school, and information regarding acquiring accounts and passwords.

### Questions?

IT Service Desk: 703-503-1600 or [ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu)

### To Register

Register online at My PLT: <http://fcps.edu/plt/MyPLT/index.html> An automatic e-mail confirmation will be sent after you have successfully registered.

See page 23 for step-by-step directions.

Registration **cannot** be accepted by telephone.

## Ecole Basics

### IT-13100

3 hours

This class welcomes library staff members who are beginning users of the Ecole product. Users learn to log on to the system, circulate books, maintain user records, pay fines, and other basic functions of the library system.

## Ecole Reports

### IT-13102

3 hours

Ecole Reports provides hands-on training for library staff members with the opportunity for group and individual practice. Each participant receives Ecole reports training materials that may be added to the Ecole Procedures Manual.

## Ecole Inventory

### IT-13103

3 hours

The library collection inventory process involves a combination of scanning and reports. Included in the training is hands-on practice with a computer and a portable scanner to scan materials. Inventory reports include lists of items that are not accounted for to be marked missing from the collection.

## Ecole Item Maintenance and iBistro

### IT-13104

3 hours

This class is designed to teach librarians and library staff members item building and FCPS online catalog search strategies. Item building is the process of adding library data to the catalog, including barcode, cost, library location and other copy information. Search strategies include access by title, author, Library of Congress subject headings, and for approved video recordings, specific grade level and curriculum. Through practice searches done by word and phrase, participants gain a better understanding of the FCPS online catalog.

### Request a Course for the Spring Semester

All support employees may request a course be offered. If there is a specific job-related course that would be helpful to a group of support employees, contact the Department of Professional Learning and Accountability at 703-204-4002. Requests are due by November 26, 2009.



# Information Technology

Please visit My PLT for course availability. Be sure to note the time, date, and location of each class because courses are offered in multiple locations.

## Counselor's Office Naviance

Counselor's Office is a secure, web-based system for career and college counselors allowing collection and organization of detailed information about their students' post-secondary plans. Other features include the ability to advertise college visits and conduct student post-secondary plan surveys over the Internet through an application called Family Connection. Family Connection is accessed through FCPS 24-7 Learning and provides a method to store student e-mails in Counselor's Office while allowing students to save and share documents with school staff.

Please note the starting time of each class and allow sufficient travel time to arrive before the beginning of the class.

The Information Technology website, <http://fcpsnet.fcps.edu/it/index.shtml>, contains support documentation for ACIS, ECOLE, EDSL, FCPS 24-7, My PLT, SASI and weCare@school and information regarding acquiring accounts and passwords.

### Questions?

IT Service Desk: 703-503-1600 or [ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu)

### To Register

Register online at My PLT: <http://fcps.edu/plt/MyPLT/index.html> An automatic e-mail confirmation will be sent after you have successfully registered.

See page 23 for step-by-step directions.

Registration **cannot** be accepted by telephone.

Following is a list of Counselor's Office courses. Please visit My PLT for available classes or contact Liz Glowicz with the IT FASTeam to arrange Counselor's Office training sessions.

### Counselor's Office—New Counselors

#### IT-12103

Counselor, optional for Dir Student Services  
3 hours

### Counselor's Office—Refresher for Counselors

#### IT-12104

Counselor, optional for Dir Student Services  
1 hour

### Counselor's Office—Open Lab

#### IT-12105

Counselor, optional for Dir Student Services  
2 hours

### Counselor's Office—New Career Ctr Specialists

#### IT-12106

Career Center Specialist  
2 hours

### Counselor's Office—Refresher for Career Ctr Specialist

#### IT-12107

Career Center Specialist  
1 hour

### Counselor's Office—New Transcript Secretaries

#### IT-12108

Transcript Sec, Guidance AA  
2 hours

### Counselor's Office—Refresher for Transcript Secretaries

#### IT-12109

Transcript Sec, Guidance AA  
1 hour

### Counselor's Office—Administrators

#### IT-12110

Principals, APs, Dir of Stu Serv, Cen Admin  
1.5 hours

### Counselor's Office

#### IT-12111

Transcript Sec Middle-of-Year Meeting  
2.5 hrs

### Counselor's Office—Updates

#### IT-12113

1.5 hrs



# Information Technology

**Please visit My PLT for course availability. Be sure to note the time, date, and location of each class because courses are offered in multiple locations.**

## FCPS 24/7

### FCPS 24-7 Learning Parent View

#### IT-12004

2 hours

Please join us to find out how to make registering for FCPS 24-7 Learning Parent View a positive experience for parents at your school. See how accurate SASI Parent/Guardian Atom data will help ensure a smooth process. Learn how to quickly validate a ParentView account without guessing the letters and numbers of the unique key. View a demonstration of what a parent can see and how it helps your school's community become more involved and see resources that your school can implement.

### FCPS 24-7 Learning for Administrative Staff

#### IT-12005

1.5 hours

This class provides an introduction to Blackboard for new administrative personnel. Prior to class please try logging into Blackboard using your Outlook username. You can access Blackboard either through [www.fcps.blackboard.com](http://www.fcps.blackboard.com) or [www.fcps.edu](http://www.fcps.edu), and select FCPS 24-7 Learning. If you have forgotten your password, you can use the *Forgot Password* link below the login or call the ITService Desk at 703-503-1600. Hands-on experience is provided in: navigating in courses or organizations with an overview on tools and features that will help foster collaboration in your site; uploading, modifying, removing, and printing documents; managing users in your course or organization; and practice in designing and updating site content.

*Please come with an existing course or organization that you can work on in class.*

## My PLT

### My PLT for Course Administrators

#### IT-15100

3 hours

Participants designated as course administrators by their department, office, cluster or school, will learn how to create and manage courses for their respective entities. This hands-on course is taught in a non-technical, welcoming manner and focuses on an overview of the FCPS Learning Management System. Participants will receive a system overview, understand the different user roles and focus on best practices. In addition, learners will be able to practice entering data and benefit from class discussion.

### Request a Course for the Spring Semester

All support employees may request a course be offered. If there is a specific job-related course that would be helpful to a group of support employees, contact the Department of Professional Learning and Accountability at 703-204-4002. Requests are due by November 26, 2009.