

# Indiana STI User Seminar

February 18 - 19, 2010

Thursday, February 18, 2010				
	Suite 15	Suite 11/12	Suite 13/14	Conference Center
7:30 – 8:30	Registration/Continental Breakfast - Suite 16			
8:30 -9:30	Fees	Scheduling - Setting Up New Year and Valid Course File	Quick Entry/Edit and Simple Student QBE's (Student Filters)	Information NOW - Query
9:45 – 10:45	User Files and User Records	Scheduling – Entering Requests (Models, Request Maintenance, Individually) and Request Reports	Scheduling - Homeroom or Group Scheduling Using Models	Information NOW - Scheduling Preparation
11:00 – 12:00	Information NOW Self Hosted Tips and Tricks	Scheduling - Master Builder, Running the Automated Scheduler, Moving Schedules to New Year	Attendance	Information NOW - High School Scheduling Part A
12:00 – 1:30	Lunch/Greeting From STI - Suite 16			
1:45 -2:45	Information NOW Indiana State Reporting	Scheduling - Walk-In Scheduling and Other Scheduling Reports	Improving school/parent communication with letters and forms	Information NOW - High School Scheduling Part B
3:00 – 4:00	Information NOW Indiana State Reporting	End of Year	Creating Custom Merge Fields for Letters (Custom Reports) and Personalizing Reports	Information NOW - Tips and Hints
5:00 - 6:30	Social Hour - Suite 16			
Friday, February 19, 2010				
	Suite 15	Suite 11/12	Suite 13/14	Conference Center
7:30 – 8:00	Continental Breakfast - Suite 16			
8:00-9:00	District Net/Import Engine	Transcript Setup and Identifying GPA Calculation Problems	Information NOW - Discipline Setup and Entry	Information NOW - Attendance Setup
9:15-10:15	District Workstation	Grade Setup	Information NOW -Posting to Transcripts	Information NOW -Attendance Entry and Reporting
10:30-11:30	District Query	Grade Entry and Reports	Information NOW - Student (Student Maintenance, Reports, Filters)	Information NOW - What's New
11:30-1:00	Lunch - Suite 16			
1:00-2:00	District Enrollment	STIClassroom Win	Information NOW - Staff (Setup, Reporting, and Security)	Information NOW - Letters
2:15-3:15	IN Reporting	STIPrincipal's Module	Information NOW - Grading Setup, Entry and Management Console	Information NOW - Fee Entry, Payments and Reporting
Legend	STIOffice	STI Classroom	STIDistrict	Information NOW