

## 2010 NC WISE Symposium Session Sign-up / Proposal

February 22-24, 2010

*Sheraton / Koury Convention Center, Greensboro, NC*

Show your stuff and be a shining star at the NC WISE Symposium! Your NC WISE experience and expertise is needed and this is an opportunity to share with your peers across the state.

We are seeking experienced NC WISE users as volunteers for the 2010 NC WISE Symposium training sessions. Don't worry about the training materials. We will provide the presentations. All we need is your expertise.

If this sounds like you, please use this form to volunteer for a pre-defined offering or to propose a session of your own creation. All session requests must be related to business processes affecting NC WISE. All proposals must be reviewed and approved due to schedule time and space.

One presenter for each session will have their conference registration fee waived. Please list all presenters who will host the session.

**Presenter's Name:** \_\_\_\_\_

**Presenter Title:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Title of Session:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Length:** \_\_\_\_\_

**Target Audience:** (Audience information will allow the committee to group courses and assist attendees with schedule planning. If this information should be presented during the Coordinator session, please specify.) \_\_\_\_\_

**Please indicate any schedule restrictions:** (Restrictions will be accommodated to the best of our ability.) \_\_\_\_\_

Rooms are equipped with a computer, Internet connection, a podium with microphone, a projector and a screen. If additional equipment is required, please specify and it will be reviewed.

**Handouts:** Presentation materials for symposium may be available upon request from NC WISE if the course is in the attached list. All materials will be posted to [www.ncwise.org](http://www.ncwise.org) prior to the conference. All handouts are due *January 8th, 2010*.

**Return to** [symposium2010@dpi.state.nc.us](mailto:symposium2010@dpi.state.nc.us) **by November 06, 2009.**

## Pre-Defined Session Offerings

**NOTE:** The subsequent sessions are draft proposals and may be adjusted based on the number of volunteer presenters.

| Topic                                      | Description  |
|--|--|
| <b>Security</b>                            | Join us for an informational session that explores all aspects of security in NC WISE (eSIS, NDS and Webapps). This session will contain demonstrations on how to add users from beginning to end, how schools should handle name changes of staff members, and how to use the TA Class Transfer functionality.  |
| <b>Staff</b>                               | This session will provide an overview of adding and deleting staff members. Included will be a review of Staff Duties and Staff Roles.   |
| <b>Homerooms</b>                           | This session will provide an overview of adding and deleting homerooms. The different methods of assigning students to homerooms will also be covered.   |
| <b>Incidents</b>                           | This session will cover entering incidents in eSIS, attaching students, and printing suspension letters. There will also be a discussion of which fields import into USSDC.  |
| <b>Student Transfer Package</b>            | This session will explain the correlation between the data centers and the repository in order to provide a better understanding of transferred student data. There will be a discussion regarding what student data remains in the previous data center and what data transfers outside the data center.  |
| <b>UERS Overview</b>                       | This session will examine the activation, workflow and approval process of each UERS report. The tools that are available to successfully submit school data will also be examined.  |
| <b>PMR</b>                                 | This session will examine, discuss, and analyze the PMR exception reports. The impact of student admission/registration and withdrawal data on UERS reporting will be reviewed. The proper procedures for reporting accurate data will be covered, including the steps for admitting, registering, reverse registering, withdrawing, and no-showing students in eSIS. The accuracy of the admission/withdrawal data will result in an easier PMR reconciliation process. |
| <b>Pre-scheduling</b>                      | This session will review pre-scheduling activities. Topics will include timelines (pre-scheduling checklist), school details, school schedule, and the instructional calendar, reporting periods, course setup, and entering student course selections.  |
| <b>Copy to next year</b>                   | In this session we will discuss what information is constant from year to year and what information can be copied over to Next Year. Topics will include Staff, Teams/Groups, Homerooms, Grades/Catchments, and Courses.   |
| <b>Master Timetable Builder</b>            | This session will look at the functionality of the Master Timetable Builder, an eSIS tool used for creating the master schedule. A demonstration on how to use the MTB will be provided.   |
| <b>High School Scheduling</b>              | The session will review Course Maintenance, Course Section Maintenance, Option Sheet entry and Scheduling Utilities. MTB will be briefly discussed as well as the Course Utility Database.   |
| <b>Middle School Scheduling in NC WISE</b> | The session will review Course Maintenance, Course Section Maintenance, Option Sheet entry and Scheduling Utilities. The use of Teaching Teams will be discussed as well as the Course Utility Database.   |

| Topic                                   | Description  |
|---|--|
| <b>Elementary Scheduling in NC WISE</b> | The session will review Course Maintenance, Course Section Maintenance, Option Sheet entry and Scheduling Utilities. The use of Exploding Courses will be discussed as well as the Course Utility Database.  |
| <b>Pre-Transition</b>                   | This session will offer detailed information on the procedures of the Do Pre-Transition screen. The process for updating the Pre-Transition List will also be covered.   |
| <b>Athletic Eligibility</b>             | This session is applicable to high schools only and is for users who are interested in the use of the Athletic Eligibility (AE) module. The functionality and purpose of the module will be discussed followed by a brief demonstration.   |
| <b>Diploma Types / Career Planning</b>  | In this session, users will be taken through the Diploma screen and the diploma analysis process for students. The new Future Ready Core diploma type will be discussed.   |
| <b>Post Year End Transition</b>         | This session will review verification and finalization of data processed during the Year End Transition (YET).   |
| <b>Nurse Module</b>                     | This session will focus on the Nursing module and will review the Accident and Injury module, Immunization Entry, Reporting and how the school data manager, nurse and other designated persons can use the information.   |
| <b>Attendance Intervention</b>          | This session is an introduction to the Attendance Intervention module. A review of letter setup and implementation will be included.   |
| <b>Teacher Assistant Module</b>         | This session will be taught from the teacher's perspective to give Data Managers and Coordinators more information when troubleshooting for teachers. Functionalities to be discussed will include the TAM Start screen, student information, reports, User Preferences, creating Preps, creating assignments, entering assignment grades, posting report period marks, using Mark Entry and attendance. |
| <b>TA Gradebook for K-2 Assessments</b> | This session will demonstrate how K-2 teachers can utilize TAM to generate student report cards (progress reports).  |
| <b>Track Schools</b>                    | This session is an overview of Track school setup. Topics will include Admin School vs. Track School, school setup, staff, student admissions/withdrawals, student registrations, student schedules, attendance, and cross enrollments.  |
| <b>Individualized Course Plan</b>       | This session will provide an overview of the Individualized Course Plan on the Student Diploma screen and the 4 Year Student Course Plan option.   |
| <b>GPA Module</b>                       | This session is applicable to high schools only and offers information concerning the use of the GPA Module. Information will be provided on the setup required to create successful GPAs, how to run GPA/Rank reports, and stored vs. non-stored GPAs.  |
| <b>Other functionality in eSIS</b>      | This session will offer new ways to manage and access data using available tools and resources. The class will explore functionality that may not be well-known to users such as letters, catchments, transcript labels, etc.  |
| <b>Charter Forum</b>                    | This session will be used as a forum for discussion and networking among charter schools as well as ideas on how to best utilize the system.   |