

Authorized Chancery

Product Training

Workshop Times- 9:00am-4:00pm
First day set-up from 9:00 am - 9:15 am

Due to Chancery requirements, we will not be able to certify for reduced rate technical support, any participant who leaves early on any of our training days. Please plan your schedule accordingly.

How Are You Billed?

1 Computer, Per Building, and up to 4 people.

To Register: P.O. is required prior to Training.

A purchase order confirms your registration. We need to know the name and date of the workshop, and the names of people attending from each building.

What To Bring

Computer with all modules loaded - Software manuals - Power strip - Extension cord - Lunch

Should I bring my own data?

Since each school's data set is different, we supply the data for the curriculum to be presented. The Build Your Own Template and Master Schedule Builder Workshop are the exceptions. Bring your own data.

Cancellation Policy

Workshops may be cancelled or sites changed at any time by 8th Day.

100% refunds are made if we are notified 10 business days prior to the workshop date.

Workshops Available Upon Request:

Classroom Attendance

(1 day - \$300 per school building)

~ Lunch Software

(1 day - no charge)

~ ID Cards

(1 day - \$300 per school building)

~ Not a Chancery Workshop

Attendance, Demographics & ASCII

3 Day - \$800 Per School Building Mac School

TBA Tinley Park, IL
 TBA Fowler, IN

Win School

TBA Tinley Park, IL
 TBA Fowler, IN

SMS

TBA Tinley Park, IL
 TBA Fowler, IN

SMS Custom Data Management

2 Day - \$1000.00 Dist. Only

3rd training to take

TBA Tinley Park, IL

TBA Fowler, IN



Revised 2/27/07

(More detailed descriptions on the back of this page)

<p>Crystal Reports/DDI Setup 1 Day - \$300 Per School Building Mac School/Win School TBA Tinley Park, IL TBA Fowler, IN</p>	<p>K12 Planet 1 Day - \$300 Per School Building Mac School/Win School TBA Fowler, IN TBA Tinley Park, IL</p>	<p>Build Your Own Template 2 Day - \$550 Per School Building Mac School/Win School TBA Fowler, IN TBA Tinley Park, IL</p>
<p>SMS Intro to Crystal Reports For Dist. 1st training to take 3Days - \$1500.00 Per Dist. TBA Fowler, IN TBA Tinley Park, IL</p>	<p>Library Pro 2.2 3 Day Silver - \$800 Per School Bldg. 4 Day Gold - \$1050 Per SchoolBldg. Macintosh & Windows TBA Tinley Park, IL</p>	<p>**Prerequisite - Report Manager Workshop** Build Your Own/Crystal Reports 2 Day - \$750.00 Per School Building TBA Tinley Park, IL TBA Fowler, IN</p>
<p>SMS Inter. Crystal Reports For Dist. 2nd training to take 3 Days - \$1500.00 Per Dist. TBA Tinley Park, IL TBA Fowler, IN</p>	<p>New Library Pro Report Writer 2 Day - \$550 Per School Building <i>(includes report book)</i> Macintosh & Windows TBA Tinley Park, IL</p>	<p>ASCII Data Management 1 Day - \$300 Per School Building Mac School TBA Tinley Park, IL Win School TBA Fowler, IN</p>
<p>Mac School users MUST bring either <i>Virtual PC or a windows computer</i></p>	<p>Next Year Prep/Year End 1 Day - \$300 Per School Building Mac School TBA Tinley Park, IL TBA Tinley Park, IL</p>	<p>SMS ASCII Transfer & Test Score Management Dist. Only 4th training to take 1 Day - \$500.00 Per School Building TBA Tinley Park, IL TBA Fowler, IN</p>
<p>eClass Teacher Gradebook 1 Day - \$300 Per School Building Mac School TBA Tinley Park, IL TBA Fowler, IN</p>	<p>Win School TBA Fowler, IN TBA Fowler, IN</p>	<p>SMS Scheduling 3 Day - \$800 Per School Building Mac School TBA Tinley Park, IL TBA Fowler, IN</p>
<p>Win School TBA Fowler, IN TBA Tinley Park, IL</p>	<p>SMS Historical TBA Tinley Park, IL TBA Fowler, IN</p>	<p>Win School TBA Fowler, IN TBA Tinley Park, IL</p>
<p>SMS TBA Fowler, IN TBA Tinley Park, IL</p>	<p>SMS District 1 Day - \$500.00 Per School Building TBA Tinley Park, IL TBA Fowler, IN</p>	<p>SMS Elem. & Sec. Scheduling \$450.00 - Per School Building TBA Fowler, IN TBA Tinley Park, IL</p>
<p>Health 2 Day - \$550 Per School Building Mac School TBA Fowler, IN TBA Tinley Park, IL</p>	<p>Overview 1 Day - \$300 Per School Building Mac School TBA Tinley Park, IL Win School TBA Fowler, IN</p>	<p>Master Schedule Builder 5 Day - \$1400 Per School Building Mac School/Win School TBA Tinley Park, IL TBA Fowler, IN</p>
<p>Win School 1 Day - \$300 Per School Building TBA Tinley Park, IL TBA Fowler, IN</p>	<p>SMS TBA Tinley Park, IL TBA Fowler, IN</p>	<p>**Prerequisite - 3 day Scheduler Workshop.**</p>
<p>Health Master 3 Day - \$800 Per School Building TBA Fowler, IN TBA Tinley Park, IL</p>	<p>Report Cards 3 Day - \$800 Per School Building Mac School TBA Tinley Park, IL TBA Fowler, IN</p>	<p>Textbook Rental 1 Day - \$300 Per School Building Mac School TBA Fowler, IN</p>
<p>Conduct 1 Day - \$300 Per School Building Mac School TBA Fowler, IN TBA Tinley Park, IL</p>	<p>Win School TBA Tinley Park, IL TBA Fowler, IN</p>	<p>Win School TBA Fowler, IN</p>
<p>Mac School TBA Fowler, IN TBA Tinley Park, IL</p>	<p>SMS TBA Fowler, IN</p>	<p>Refresher Course Library Pro 1 Day - \$300 Per School Building TBA Fowler, IN TBA Tinley Park, IL</p>
<p>Win School TBA Fowler, IN TBA Tinley Park, IL</p>	<p>Report Manager 2 Day - \$550 Per School Building Mac School March 15-16 Tinley Park, IL TBA Fowler, IN</p>	<p>** Must have take the Library Pro 2.2**</p>

TBA Listed Workshops

If you are interested in a workshop that is listed as TBA, contact the Chicago office and let them know. They will notify you when the workshop is scheduled.

8th Day Consulting, Training & Software

**6110 Rob Roy Drive
 Oak Forest, IL 60452**

Internet: 8thdaytraining@comcast.net
<http://homepage.mac.com/eighthdayconsulting/Website/8thDay/8thday/home.html>

During business hours:
 Phone (708)535-1324 Fax (708)535-0543

SMS Optional Workshops

1 day \$300.00
Conduct
Mail Merge with Smart Tags
Academic Planner
Student Activity Tracking

Master Schedule Builder
5 day's - \$1100.00

8th Day Consulting, Training & Software

Workshop Descriptions

1 Day Workshops: \$300.00 per school building

Overview

This workshop is for staff who are new to Mac School or Win School

1. Intro to Operations
2. Where to go to do what
3. Basic Reports

eClass Teacher Gradebook

1. Setting up your classes
2. Entering grades
3. Seating charts

Student Pictures/ID Cards

1. Basic ID photographic skills
2. Equipment set up and maintenance

Classroom Attendance/Set-up/Use

1. Entering classroom attendance
2. Printing reports
3. Viewing student information

Conduct

1. Entering student conduct
2. Printing conduct reports
3. Creating a mail merge conduct letter

Billing/Textbook Rental

1. Setting up fee statement information
2. Printing fee statements/textbook rental forms

Year End/Next Year Prep

1. Creating historical information
2. Year end procedure

K12Planet

1. Basic Set-up
2. Overview of features

ASCII Data Management

****Prerequisite Report Manager & a minimum of 6 months using Report Mgr.****

1. Importing/Exporting & manipulating data
2. Using Report Manager to create ASCII files
3. Using 3rd party programs with the ASCII files.

DDI Setup/Crystal Reports

1. Setting up DDI for success
2. What to do once you have the data
3. Using Crystal Reports to evaluate your data

Advanced Scheduler

Prerequisite - 3 Day Scheduler*

(Elementary School Focus)

Elementary scheduling issues.

(Middle School Focus)

Middle school issues (Creating clusters and teams).

(High School Focus)

High school scheduling issues (Block 4, Block 8, etc.)

2 Day Workshops:

\$550.00 per school building*

Report Manager - Beginning

1. What reports already exist
2. How to use window templates
3. Creating my own reports
4. Mail merging letters
5. Creating address labels

Health

**** Mac School 2 day. Win School 1 Day.****

1. Entering student health information
2. Using hardwired reports
3. Using on-line emergency cards
4. Creating custom reports (Mac Only)

Build Your Own Template

****Prerequisite Report Manager.**

Schools need to bring their own data.**

1. We will help guide you along to create your own templates, personalized to fit your needs.
2. Have a template that won't cooperate? We can help you make it work.

Library Pro Report Writer

****Prerequisite- Library Pro 2.1****

***\$500.00 (Includes report book)**

1. Learning report writer commands
2. Modifying reports to fit your needs

3 Day Workshops: \$800.00 per school building

New Library Pro Silver

1. Library automation, what do I do?
2. Automated library daily operations.
3. Computer networks - set up and administration (time permitting)

Report Cards

1. I use scheduler and want to produce a report card.
2. Producing report cards without scheduler.
3. I need to produce honor roll(s) and/or class rank.

Scheduling

1. I know my master schedule and my student's schedules.
2. I know my master schedule. I want the computer to schedule students.
3. Computer build a master schedule and assign my students to classes.

Attendance

1. The first workshop to take
2. Enrolling/Withdrawing students
3. Daily and period attendance
4. Using hardwired reports
5. Import Data

4 Day Workshops: \$1050.00 per school building

New Library Pro Gold

1. Library automation, what do I do?
2. Automated library daily operations.
3. Computer networks - set up and administration (time permitting)
4. Setting up internet documents.

5 Day Workshops: \$1,400.00 per school building

Master Schedule Builder

****Prerequisite Scheduler Workshop****

Build your school's master schedule with assistance from our Trainers.

Recommended order in which to take Training, as schedule permits.

- | | | |
|---------------|-------------------|-----------------------------|
| 1. Attendance | 4. Report Manager | 7. Build Your Own Template |
| 2. Conduct | 5. Report Card | 8. Next Year / Year End |
| 3. Scheduling | 6. eClass | 9. Textbook Rental |
| | | 10. Master Schedule Builder |

For Library Training:

1. Library Pro 2.1
2. Library Pro Report Writer

Take these in any order:

Health
K12 Planet
Crystal Reports/UA/DDI Setup
Overview
ASCII Data Management

ID Card Workshop
Lunch Software