



Lamar CISD SKYWARD Training

Training	Date	Audience	Notes:
Security Setup	2/21/2013	Core Team	
Security Setup	2/22/2013	Core Team	
Security Setup	2/25/2013	Core Team	
Data Verification & Testing	2/26/2013	Core Team	
Future Scheduling – HS (Part 1)	2/27/2013	Counselors + Secretary Associate Principal or Scheduling Principal + Secretary	Learn how to input student course request and make first run @ master schedule
Future Scheduling – MS/JH (Part 1) group 1	3/5/2013	Counselors + Secretary Scheduling Principal + Secretary	Learn how to input student course request and make first run @ master schedule
Future Scheduling – MS/JH (Part 1) group 2	3/6/2013	Counselors + Secretary Scheduling Principal + Secretary	Learn how to input student course request and make first run @ master schedule
Future Scheduling – ES (Part 1)	3/7/2013	Counselors + Secretary Scheduling Principal + Secretary	Learn how to input student course request and make first run @ master schedule
Future Scheduling – OPEN LAB (Part 1)	4/9/2013	Any participant that attended Future Scheduling part 1	In house support available
Future Scheduling – OPEN LAB (Part 1)	4/10/2013	Any participant that attended Future Scheduling part 1	In house support available
Future Scheduling – HS/JH/MS (Part 2)	4/30/2013	Counselors + Secretary Scheduling Principal + Secretary	Balance classes, edit master schedule, finalize scheduling
Future Scheduling – HS/JH/MS (Part 2)	5/1/2013	Counselors + Secretary Scheduling Principal + Secretary	Balance classes, edit master schedule, finalize scheduling
Future Scheduling – OPEN LAB (Part 2)	5/2/2013	Any participant that attended Future Scheduling part 2	In house support available
Future Scheduling – OPEN LAB (Part 2)	5/7/2013	Any participant that attended Future Scheduling part 2	In house support available
Future Scheduling – OPEN LAB (Part 2)	5/8/2013	Any participant that attended Future Scheduling part 2	In house support available
Prep for Child Care Setup	6/3/2013	LEAP + Michele Reynolds	
Demographics Training – ES (Part 1)	6/18/2013	Secretaries Registrars	This training is for anyone who may add a new student to Skyward
Demographics Training – ES (Part 2)	6/19/2013	Secretaries Registrars	This training is for anyone who may add a new student to Skyward
Current Year Scheduling - ES	6/20/2013	Secretaries Registrars	This training is for anyone who may need to make schedule changes, create schedules, etc.
Child Care Setup	6/24/2013	LEAP + Michele Reynolds	



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Demographics Training – MS/JH/HS (Part 1)	6/25/2013	Secretaries Registrars	This training is for anyone who may add a new student to Skyward
Demographics Training – MS/JH/HS (Part 2)	6/26/2013	Secretaries Registrars	This training is for anyone who may add a new student to Skyward
Current Year Scheduling – MS/JH/HS	6/27/2013	Counselors Secretaries Registrars	This training is for anyone who may need to make schedule changes, create schedules, etc.
Child Care Training	7/8/2013	LEAP + Michele Reynolds	
Family Access Training/Setup	7/15/2013	Core Team	
Standards Gradebook Setup - ES	7/16/2013	Core Team + Elementary Representative	
Standards Custom Report Card Setup - ES	7/17/2013	Core Team + Elementary Representative	
Secondary Gradebook Setup – ES/MS/JH/HS	7/18/2013	Core Team + Elementary & Secondary Representative	
Secondary Custom Report Card Setup – ES/MS/JH/HS	7/19/2013	Core Team + Elementary & Secondary Representative	
Health Records Setup	7/22/2013	Head Nurse	
Discipline Training – ES/MS/JH/HS	7/29/2013	Principal Associate Principal Assistant Principal Secretaries	Anyone that will enter discipline into the system
Attendance Training – MS/JH/HS	7/31/2013	Attendance Clerk Secretary Administrator over attendance Registrar	
Attendance Training – ES	8/1/2013	Attendance Clerk Secretary Administrator over attendance Registrar	
Discipline Training – ES/MS/JH/HS	8/2/2013	Principal Associate Principal Assistant Principal Secretaries	Anyone that will enter discipline into the system
Athletic Eligibility – MS/JH/HS	8/12/2013	Coaches Appropriate Principal Secretary Counselors	
TRex/PET/Special Pop – ES/MS/JH/HS	8/13/2013	TBD	
TRex/PET/Special Pop – ES/MS/JH/HS	8/14/2013	TBD	



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Training	Date	Audience	Notes:
Trex/PET/Special Pop – ES/MS/JH/HS	8/15/2013	TBD	
Health Records – ES/MS/JH/HS	8/19/2013	Nurses	
Data Mining	9/4/2013	Registrars – Group 1 Counselors – Group 1 Secretaries – Group 1 Principals – Group 2 Assistant Principals – Group 2	
Data Mining	9/5/2013	Registrars – Group 1 Counselors – Group 1 Secretaries – Group 1 Principals – Group 2 Assistant Principals – Group 2	
Grading Day Training – HS	9/10/2013	Counselor Assistant Principals Associate Principals Principals Counselors Secretaries	Anyone that might need to run report cards, transcripts, etc.
Grading Day Training – JH/MS	9/11/2013	Counselor Assistant Principals Associate Principals Principals Counselors Secretaries	Anyone that might need to run report cards, transcripts, etc.
Grading Day Training – ES	9/12/2013	Counselor Assistant Principals Associate Principals Principals Counselors Secretaries	Anyone that might need to run report cards, transcripts, etc.
Test Score Import Training	9/20/2013	Core Team Research & Accountability	
PEIMS Training	9/26/2013	PEIMS Coordinator Campus Clerks related to PEIMS	
Graduation Requirements	11/8/2013	Counselors Assistant Principals Associate Principals Appropriate Secretaries	