

Edtech MUSAC Seminars – Term 1, 2012

Seminars start 16 February across the North Island.

We're kicking off 2012 with a comprehensive range of 34 MUSAC seminars scheduled in 7 North Island locations throughout Term 1. Our courses cover a large range of the functionality offered within the MUSAC software suite. In brief, highlights this term include our popular Student Manager March Returns course, while we've got some new Classroom Manager seminars -

*Introduction to Graphing * Cohort Graphing * MUSAC Activities for Sports Co-ordinators

As authorised MUSAC Agents since 1992, Edtech's MUSAC seminars provide a quality of training that is second to none. And at just \$140 + GST per person, our 2 hour seminars offer great value for money.

Seminar bookings

As places in these courses are limited please book early to avoid disappointment. Confirmation of all seminar bookings will be emailed. Please note that **bookings are required 10 days prior** to a seminar.

Email	Phone	Fax
seminars@edtech.co.nz	0508 EDTECH (338 324)	09-913 9394

Seminar costs

All seminars are \$140 + GST per person, unless stated otherwise.

Seminar venues

Auckland:	Edtech Office - 570 Mt Wellington Highway, Mt Wellington, Auckland
Hamilton:	Edtech Office - 401 Angelsea Street, Hamilton
Rotorua:	Venue to be advised
New Plymouth:	Venue to be advised
Palmerston North:	Edtech Office - 9 Edgeware Road, Palmerston North
Wanganui:	Venue to be advised
Wellington:	Venue to be advised

If you see a seminar of interest that isn't offered in your area, contact us at musac@edtech.co.nz as the content of all of our seminars can be delivered as training sessions either on-site or possibly via the internet!

Student Manager course outlines & dates

Student Manager March Returns

Course outline:	How to prepare your March returns for MOE. Features covered include: <ul style="list-style-type: none">▪ Step by step instructions▪ Preparation and printing documents▪ How to send returns electronically
Suitable for:	Primary and Intermediate schools only.
Auckland:	Thursday, 23 February; 10am – 12noon Thursday, 23 February; 1pm – 3pm
Hamilton:	Thursday, 16 February; 10am – 12noon
Rotorua:	Friday, 17 February; 10am – 12noon
New Plymouth:	Monday, 20 February; 10am - 12noon
Palmerston North:	Thursday, 16 February; 1pm - 3pm
Wellington:	Wednesday, 22 February; 10am – 12noon

Student Manager Essential Features

Course outline:	An introduction to the essential features of Student Manager that you will use on a daily basis. Ideal for users who have already had an on-site introductory training session and would like these skills refreshed. Features covered include: <ul style="list-style-type: none">▪ Configuration - setting up new users▪ Setting filters, including advanced filtering, tag lists and fast text searches▪ Edit / Add – shortcut keys and default data▪ Printing – including all aspects of User Defined Lists and creating labels▪ Backing up
Suitable for:	Primary and Intermediate schools only.
Auckland:	Thursday, 15 March; 10am - 12noon

Student Manager Advanced features

Course outline:	For confident Student Manager users, this course will show you how to progress into more advanced features. Features covered include: <ul style="list-style-type: none">▪ Grid editing – learn how to quickly and easily identify students who fit certain criteria, check for missing data and globally enter new data. Includes how to create your own grid only documents and how to export data▪ Word processing – creating individual and group letters▪ Creating popup files and linking to re-nameable category▪ Utilities – including family utilities, managing photos, exporting student data and backing up
Suitable for:	Primary and Intermediate schools only.
Auckland:	Thursday, 15 March; 1pm - 3pm

Student Manager Financial Features

Course outline:	For users of Student Manager who are ready to move into using the financial features of the programme. This course covers all aspects of managing student finances, including: <ul style="list-style-type: none">▪ Setting up billable items▪ Receipting▪ Using reports to your best advantage▪ Creating reminder letters (statements)
Suitable for:	Primary and Intermediate schools only.
Auckland:	Thursday, 22 March; 10am – 12noon
Hamilton:	Thursday, 16 February; 1pm – 3pm
Rotorua:	Friday, 17 February; 1pm - 3pm
New Plymouth:	Tuesday, 21 February; 1pm - 3pm
Palmerston North:	Thursday, 16 February; 10am - 12noon
Wellington:	Thursday, 23 February; 1pm - 3pm

Student Manager Pastoral with Graphs

Course outline:	For teaching staff responsible for the pastoral care of students. Features covered include: <ul style="list-style-type: none">▪ Configuration of the pastoral area – how to set up▪ Recording of offences, merits and support transactions▪ Printing of pastoral lists▪ Pre-designing of documents to automatically generate as a transaction is recorded (e.g. letters to parents, certificates of merit).▪ Using Pastoral with PB4L (Positive Behaviour for Learning)▪ Creating Graphs in Excel from Pastoral data
Suitable for:	Primary, Intermediate and Secondary schools
Auckland:	Thursday, 22 March; 1pm – 3pm

ClassRoom Manager course outlines & dates

ClassRoom Manager Administration & Data Analysis Functions (2.5 hours)

Course outline:	This course is a refresher for existing ClassRoom Manager users. Suitable for senior teachers or teachers with ClassRoom Manager responsibility. Features covered include: CM Admin <ul style="list-style-type: none">▪ Maintaining teachers dossiers▪ Group rights▪ Backing up▪ Using comment banks CM Teacher <ul style="list-style-type: none">▪ Using the GO documents▪ Using the formulae and conversions▪ Using the column functions▪ Printing And a brief look at the types of graphs and tables available
Suitable for:	Primary and Intermediate schools only.
Cost:	\$180 per person (2.5 hour seminar)
Auckland:	Wednesday, 21 March; 10am – 12.30pm Wednesday, 28 March; 10am – 12.30pm
Palmerston North:	Friday, 17 February; 1.30pm - 4pm

ClassRoom Manager Introduction to Graphing (3 hours)

Course outline:	For confident ClassRoom Manager users with an interest in learning how to create the graphs and tables that aggregate school-wide data. Covers current year analysis only.
Features:	<ul style="list-style-type: none">▪ Bar graphs▪ Named graphs▪ Basic tables▪ Gender / Ethnic comparisons
Suitable for:	Primary and Intermediate schools only.
Costs:	\$200 per person (3 hour seminar)
Auckland:	Tuesday, 27 March; 9.30am – 12.30pm Thursday, 29 March; 9.30am – 12.30pm
Hamilton:	Monday, 12 March; 9.30am – 12.30pm
Rotorua:	Tuesday, 13 March; 10am - 1pm
Wanganui:	Friday, 24 February; 9am - 12noon
New Plymouth:	Monday, 20 February; 1pm - 4pm
Palmerston North:	Friday, 17 February; 9.30am - 12.30pm
Wellington:	Wednesday, 22 February; 1pm - 4pm

ClassRoom Manager Cohort Graphing (3 hours)

Prerequisite:	Participants must have first attended the ClassRoom Manager Introduction to Graphing seminar.
Course outline:	For confident ClassRoom Manager users with an interest in learning how to create graphs and tables that aggregate school-wide data. Covers progress tracking.
Features:	<ul style="list-style-type: none">▪ Tables▪ Bar graphs▪ Progress within a Year (e.g. Feb - Nov)▪ Progress across Years (e.g. Year 5 - Year 6)
Suitable for:	Primary and Intermediate schools only.
Costs:	\$200 per person (3-hour seminar)
Auckland:	Thursday, 5 April; 9.30am - 12.30pm
Hamilton:	Monday, 19 March; 9.30am - 12.30pm
Wanganui:	Friday 24 February; 1pm - 4pm
New Plymouth:	Tuesday, 21 February; 9am - 12noon
Wellington:	Thursday, 23 February; 9am - 12noon

ClassRoom Manager MUSAC Activities for Sports Co-ordinators (3 hours)

Course outline:	This seminar is suitable for sports coordinators who wish to use MUSAC to record details relating to sport teams. Features covered include: <ul style="list-style-type: none">▪ Configuration of the activities including adding officials, sports teams, extra details and activity schedules▪ Recording of student awards - e.g. Captain, MVP etc▪ Printing of various activities lists▪ Creating annual NZSSC report▪ Student Manager printing - Tournament list including medical conditions and team list with caregiver contact details
Suitable for:	Secondary schools.
Costs:	\$200 per person (3 hour seminar)
Auckland	Tuesday, 27 March; 10am - 1pm

Library Manager course outlines & dates

Library Manager Essential Features

Course outline:	This seminar is for <u>new users</u> to MUSAC Library Manager. Features covered include: <ul style="list-style-type: none">▪ Adding books to your catalogue using manual entry or from Web supplier e.g. SCIS, National Library▪ Adding / updating borrowers▪ Creating basic filters▪ Circulation and returns▪ Basic cleanup facility - removing deleted borrowers, bulk status change, quick search and replace▪ Printing basic lists for borrower barcodes, overdue notices etc▪ OPAC (Online public Access) searches
Suitable for:	Primary and Intermediate Schools
Auckland:	Monday, 19 March; 10am - 12noon