

General Sessions

Day 1

Introduction to New Look Navigation

Users will receive an overview of the New Look, learn how to navigate, and how to search for modules using Tool Search.

PIV/2FA

Users will learn the importance of data security, how two-factor authentication helps protect student PII within the student information system, and how to approve and review 2FA/PIV requests.

NASIS Security Logistics

Users will learn how the 45-Day Login Update affects user accounts and how to utilize the NASIS Designation Form to ensure continued access for their school.

Sign In Logistics

Users will receive an overview on signing into NASIS using the different methods such as PIV or two-factor authentication.

Campus Community

Users will learn how to create a campus community account, find supporting documents and resources, submit support cases, utilize NASIS forums for continued learning, and understand how to navigate campus community.

Day 2

NASIS Designation Form

Users will learn what the NASIS Designation Form is, how it is used by the school, and where to submit the form to update contact information.

Sandbox Demonstration

Users will receive an overview of the sandbox site and how they can utilize their schools' sandbox before changing their live site.

NASIS Enterprise Edition Demonstration

Users will see and learn about the capabilities of premium products.

Breakout Sessions

New User Sessions

System Admin Part One

Users will be able to navigate items which were previously found in the system administration module such as generating reports, creating calendars, and updating district information.

System Admin Part Two

Continuation of Part One - Users will be able to navigate items which were previously found in the system administration module such as establishing tool rights and creating user accounts.

Census

Users will be able to add instructional and residential students and staff along with creating households.

Student Information

Users will be shown an overview of the student information module, student specific demographics, and using the student locator to enroll new students.

Attendance

Users will learn how to take attendance, monitor attendance, and run attendance reports.

Special Education

Users will learn how to assign team members, create documents, and log services for students receiving services as well as identify subcategory in System Administration for Special Education preferences and set up notifications for the Case Manager.

District Employment

Users will be able to add credentials to teachers, update staff FTE, and district assignments.

English Language Learners

Users will receive an overview of the EL module, location of data entry and how to place EL student status in NASIS.

Section 504

Users will receive an overview of the 504 module, location of data entry, how to access Section 504 Program fillable documents and how to place 504 student status in NASIS.

Course Set Up

Users will learn how to create courses and sections and will provide an overview of assigning teachers to the sections as well as adding grading tasks, grading calculations, and residential bed checks.

Scheduling

Users will gain an understanding of the different methods to schedule students, how to use the walk-in scheduler, add courses to a schedule, and applicable scheduling reports.

Grade Book

Users will be able to set up a gradebook, update grade calc options, and gain an understanding of the variety of tools within the gradebook to help teachers create and score assignments.

Ad Hoc Reporting

Users will be able to create customized reports using the Ad Hoc Reporting module by selecting commonly used data elements and how to apply an Ad Hoc to predefined canned reports.

BIE Reports

Users will learn how to navigate BIE Reports and how to utilize the different reports for school improvement as well as ensuring data accuracy for federal reporting.

Intermediate User Sessions

User Security

Users will learn why user groups are useful, when to create various user groups, and how to assign those groups as opposed to individual tool rights.

System Admin Part One

Users will receive an overview of the different subcategories previously found in the System Administration module and learn how to add information such as: Census, Relationships and utilize the Custom Attribute/Dictionary.

System Admin Part Two

Continuation of Part One – With the addition of learning how to use the Combine Person tool, Resync State Data, Create reports for grading and Review Preferences.

Attendance

Users will learn how to create attendance codes and how to use the new attendance codes, access classroom monitor, create letters, set up messenger, and how to generate and export attendance reports.

Grading and Standards

Users will create scoring groups and rubrics. Learn how to set up groups and grading tasks and/or standards. Create section groups. Filtering and sorting in the gradebook. How to post grades. How to Create report cards and transcripts and how to access guest gradebook.

Scheduling

Users will gain an understanding of the different methods to schedule students, how to use the walk-in scheduler, add courses to a schedule, and applicable scheduling reports.

Data Integrity

Users will review reports created for BIE, learn how to generate the data validation reports defined in the data validation groups, and how those reports can be useful for maintaining accurate data.

BIE Reports

Users will receive a deeper dive into the various BIE Reports created specifically for the BIE, how the BIE uses these reports for reporting, and how schools can utilize the data for continuous school improvement.

Ad Hoc Reports I and II

Users will create reports with more detail of different fields. Learn how to create student lists and letters. Learn how Ad Hoc can be used in canned reports.

Parent Portal

Users will set up parent portal/student portal and gain an overall understanding of the components of parent portal.

Work Session

Work with individuals on specific modules that they may need assistance with.