

General Sessions

Day 1

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.

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.

Data for School Improvement

Participants will gain an understanding of BIE's school improvement framework and how leveraging interconnected data systems can drive strategic, sustainable improvement efforts that lead to measurable, positive student outcomes.

Day 2

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 the New Look. Users will be able to identify where to find items that were previously listed under System Administration. Users will be able to complete calendar setup, and generate reports.

System Admin Part Two

Users will be able to identify categories in System Settings and roll reports forward. User will review and update School & District Settings with current information. User will know how to create new users, new user group and assign tool rights. Users will learn how to approve, disable and or end user accounts.

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. Users will learn how the 45-Day Login Update affects user accounts. Users will receive an overview on signing into NASIS using different methods such as PIV or two-factor authentication.

Census

Users will create households of students, parents, school staff and emergency contacts within Census. Users will link together newly created households using the Census Wizard.

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 and update school staff, district assignments and add credentials to school staff. User will be able to generate staff data clean-up data validation report.

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.

Course Set Up

Users will learn how to create instructional courses and sections. Users will receive an overview of assigning teachers to the sections as well as adding grading tasks and grading calculations. Users will configure the course sections for attendance and assign staff for the 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. 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. Users will learn how the 45-Day Login Update affects user accounts. Users will receive an overview of signing into NASIS using the different methods such as PIV or two-factor authentication.

System Admin Part One

Users will learn how to access the Core Attribute/Dictionary for calendar and staff setup within the System Settings module, learn how to review and update calendar, staff, and user data.

System Admin Part Two

Users will learn how to use the Census Wizard, Combine Person, and Resync Data to the State Edition

Attendance

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

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.

Course Set Up and Grading and Standards

Users will create a course with a section. Learn how to set up score groups and grading tasks and/or standards. How to align score groups/grading tasks to courses. Set up grading calc options to a course. How to post grades. How to create report cards and transcripts.

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.

Data Validation Report

Aka: Data Health Check. Users will be able to generate, define symptoms and rules on the Data Health Check.

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 and student portal. User will gain an overall understanding of the components of parent portal.

Open Technical Assistance

Open technical assistance opportunity to work with individuals on specific modules that they may need assistance with.