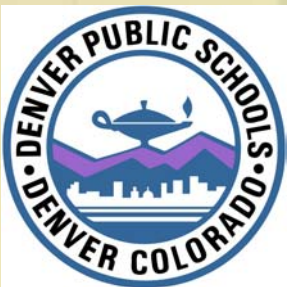


CSUG Conference 2004

Exports/Mail Merge #6243



Kaye Taullie
Application Specialist
Denver Public Schools

Objectives

- Provide an example of a successful process when training users using Curriculum Based Training, CBT.
- Provide a background for troubleshooting user problems with exporting from SASIxp and mail merge.

Determine the Need for Training

- Departments need to meet District requirements.
- Schools need to meet District requirements.
- The training department helps coordinate the need of the District and give staff tools to help meet the requirements.

Coordination of Efforts

Who does the training impact?

Departments

Schools

Administration

School Support

Coordination of Efforts (cont.)

- Departments standardize forms, school procedures, and obtain District approval.
- Schools need support from the departments and school support to accomplish tasks required to meet District requirements.

Coordination of Efforts (cont.)

- All school support staff need one voice. Anyone involved in supporting staff in the schools or departments.

- School Support Staff

- Training Department

- Hot line

Coordination of Efforts (cont.)

- Standardize and get District Approval
 - Procedures and timelines approved by District
 - Letters approved by legal department
 - Export – provide a standard query for all to use, certified for accuracy
 - Mail Merge – provide a simplistic standard method for users to accomplish task successfully, CBT.

Obtain CBT Training Approval

- Administration
 - District
 - Department
- Schools
 - Staff – Beginner to Advance
- School Support
 - School Support Staff
 - Hotline Staff
 - Training Staff

Results of the CBT Training

- Approved standard forms, letters, timelines, to meet District requirements.
- Approved tested method to support school staff trying to accomplish the tasks required to meet the District requirements.
- Approved CBT Training
 - Approved tested method for users to setup and use SASIxp and Mail Merge for beginners and advanced.

Future Plans.....

- **Training any where any time**
- **Computer Based Training**
 - **Video to CD**