

Understanding Your Data for Curriculum Ongoing Training

Date:	March 15 – March 16, 2012
Time:	9:00 AM – 4:00 PM
Location:	via Webinar
Instructor:	Ashley Davis – SME/West – Curriculum Education Daniel Boyette – SME - Technical
Target Audience:	This session is intended for college staff who generate informer reports and need an understanding of student data files and locations.
Prerequisites:	Submit one or two questions to Ashley Davis (davisa@nccommunitycolleges.edu) at least one week prior to class.

Course Description:

This class is designed to teach the Colleague file structure and the most commonly used student files that are utilized within Query Builder and Informer. Knowing the file structure of Colleague will assist users who create reports.

Course Objectives: At the end of this session, students will be able to

- Discuss the Colleague application structure
- Discuss Colleague file structure
- Identify how data is stored in Colleague
- Use research methods to find data
- Determine the right reports for the right audience
- Discuss the most commonly used student files.

Advanced Preparation:

Each participant should download the materials for the class from the On-Going Class Materials web page and bring them to the class. The materials will be posted one week prior to class. This site is password protected. If you do not have the Username and Password, contact your local project manager, or a member of the College User Support Team at 919-807-7178.

http://www.nccommunitycolleges.edu/CIS_Docs/Training/New%20Hire%20Training/Class_Material_New_Hire.htm

This session requires access to your local test account. Therefore the following MUST occur:

1. Since this class will be taught as an Elluminate class you should use a room that has two computers minimum, one for the Elluminate session and the other at your work station to follow along and do queries. It is not practical to use the same computer for both since you need to see what is being done while you are following along.
2. You MUST let your system administrator know a few days prior to attending the class so that they can ensure proper setup and remote access from the location where the class is being held.
3. Provide the SA the list of mnemonics which is posted with the class materials so they can give you access to all the needed mnemonics.
4. Each participant should bring their login and password to the local test account to class with them.
5. Verify that your login and password to the account work prior to attending the session.
6. Attendees should bring the name, email and phone number of their local IT representative who can assist if there are any problems logging into the system remotely from the class.

Joining Webinar Session:

Join the Webinar session by using the meeting link and phone bridge provided in the CIS Training email.

This Webinar session can be joined 30 minutes prior to the actual start time of the session

If more than one person from your college is participating, please have everyone in one location, with one computer with LCD projector for all to see the screen. Contact your system administrator if you need help with this.