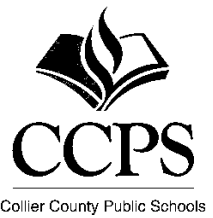


Charter School Training Program

Non-Instructional Staff



CCPS Technology

Training Contact: *Sheryl Priester*

1hr

- Overview – Network Account Information, Password Management, Outlook Webmail/Regular Outlook Access, 2FA DUO Setup, iLearnU, CCPS Portal, Remote Access

FOCUS

Submit Access Request Form to charterschools@collierschools.com

Training Contact: *Sheryl Priester*

1.5hrs

- FOCUS – Introduction to Navigation, Data, and Reports
- Portal Create a Student Application
- FOCUS Fundamentals (attendance, enrollment, addresses & contacts, online emergency forms, immunizations, grade reporting, basic scheduling, medical/health, etc.)
- Duplicate Students
- Reports (Weekly Reports)
- Homeless (*Hemi Kafle*)

Reporting Services

Notify Help Desk to be added to Reporting Services

Training Contact: *Sheryl Priester*

.5hr

- Reporting Services Overview (report cards/interims, transcripts, report catalog, reports)

PhotoRIP (Student)

Submit Access Request Form electronically

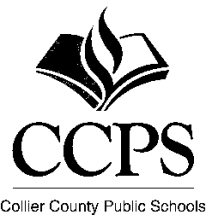
Training Contact: *Sheryl Priester*

1hr

- Overview, Setup and Uploading

Charter School Training Program

Non-Instructional Staff



Records (Student Cumulative Records)

Processes and Procedures of handling/maintaining student cumulative records

Training Contact: Sheryl Priester

1hr

- Overview – Records Collection, Loose Paperwork, Record Requests, Dead Cumes
- Records (loose paperwork, dead cumes, record requests, ect.)
- Inactive Records (*withdrawn students*)

DocVault

Permissions assigned based on Director of Charter Schools and School Administrator request/approval

Training Contact: Sheryl Priester

1hr

- Overview – DocVault Basics
- Records (loose paperwork, dead cumes, record requests, ect.)
- Inactive Records (*withdrawn students*)

CCPS Portal

Permissions assigned based on Director of Charter Schools and School Administrator request/approval

Training Contact: Sheryl Priester

1hr

- Overview – CCPS Portal Basics
- Create a Student Application
- Emergency Information Forms
- Portal Account Links Request Report

Miscellaneous

Data Survey & Compliance Items (i.e. FTE, Balancing, Survey, etc.)

Contact: FTE Department

ESE (Danielle Gilman, gilmanda@collierschools.com)

ELL (Francesca Boot, bootf@collierschools.com)

FTE/Survey (Valerie Lytle, lytlelev@collierschools.com)

O365 Teams

Access is granted by the Team Owner

Training Contact: Sheryl Priester