



ISEE ROADSHOW

<div style="text-align: center;"> Registration/Check-in Welcome to the ISEE Roadshow </div>										
8:00 - 8:30										
	BEGINNING ISEE USERS	RETURNING ISEE USERS	RETURNING ISEE USERS	RETURNING ISEE USERS	DATA CAFÉ					
Workshop 1 8:35 - 9:20	Getting Started with ISEE Part 1: Introduction to ISEE Introduction to the purposes and functions of ISEE - why it's required for data submission and what your role as an ISEE submitter will entail. Also covered will be the importance of accurate data at all levels within a school district, building or classroom. Particular focus on data stewardship of all district/school employees.	Endorsement and Certification Overview Session to discuss certification changes, assignment credential manual, accurate reporting, generating and understanding the assignment credential report.	Data, Data Structures & Databases An overview of free and/or simple tools which may assist with the repetitive tasks of report manipulation. Introduction to tools to review and check your data before submitting, and gain a better understanding of how it all works together.	Salary Based Apportionment - Staffing Guidance An overview of staff funding reports, business rules, timelines, Career Ladder conversion, and other key data elements for accurate and timely reporting.	An opportunity for participants to meet one-on-one for help with specific errors or other issues.					
Workshop 2 9:25 - 10:10	Getting Started with ISEE Part 2: EDUID, Admin Tool and System Access This session will cover the fundamentals of EDUID's, the Admin Tool and System Access, including how to gain access, search, verify and create EDUID's and manage the demographics of an EDUID through SDE support. We will also offer troubleshooting tips for access issues.	What's New in ISEE Changes to the 2017-2018 ISEE Data Collection; Items and Option Sets. Changes to SRM Validations.	Wireless and Broadband Update A short update on changes, along with a question and answer session. This will allow school districts to ask specific questions.	Enrollment & Attendance Guidance Understanding the process and the necessity of a solid foundation to maximize your funding. We will discuss what reports to run and how to work with the data to find issues.	An opportunity for participants to meet one-on-one for help with specific errors or other issues.					
Workshop 3 10:15 - 11:00	Getting Started with ISEE Part 3: SRM An Orientation of the SRM, how to maximize the tools within the application to make reporting easier and less confusing and to help resolve warnings and errors. Basics of exporting data from different systems into a report ready to upload to the SRM, how to handle validation warnings and errors, best practices to get reports done on time.	ISEE Codes in CTE How to properly select ISEE codes for CTE programs to maximize funding and to provide correct course identification and teacher FTE.	Using Attendance / Enrollment Reports to Find & Fix Data Issues This session will review which parameters to use when running attendance/enrollment reports and how to use those reports to verify your data. Time will be allotted for Q & A	Salary Based Apportionment - Staffing Guidance An overview of staff funding reports, business rules, timelines, career ladder conversion, and other key data elements for accurate and timely reporting including placement on the multiplier table.	An opportunity for participants to meet one-on-one for help with specific errors or other issues.					
Workshop 4 11:05 - 11:50	Intro to Special Education in ISEE An overview of Special Education reporting. We will examine data entry for the Special Education ISEE report. We will go over the definition of each field in the Items and Option Sets and discuss any changes from last year.	Salary Based Apportionment - Staffing Guidance An overview of staff funding reports, business rules, timelines, career ladder conversion, and other key data elements for accurate and timely reporting including placement on the multiplier table.	Data Privacy and Security Overview of best practices designed to protect student privacy and safeguard against the release of student Personally Identifiable Information (PII).	Tips and Tricks with Excel Using Excel to check your ISEE data for accuracy using basic functions, pivot tables, and IF statements. For beginner and intermediate Excel users.	An opportunity for participants to meet one-on-one for help with specific errors or other issues.					
11:50 - 12:35	Working Lunch - Provided by SDE									
Workshop 5 12:40 - 1:25	Intro to Attendance & Enrollment in ISEE Basic guidelines in reporting Attendance and Enrollment to maximize funding.	Using Staffing Reports to Find & Fix Data Issues This session will review which parameters to use when running staffing reports and how to use those reports to verify your data. Time will be allotted for Q & A.	ISEE Codes in CTE How to properly select ISEE codes for CTE programs to ensure correct course identification and teacher FTE	Background Check Process Update & Certified New Hire Process This session will provide important information regarding changes to the process for background investigation check as a result of change to Idaho Statute §33-130.	An opportunity for participants to meet one-on-one for help with specific errors or other issues.					
Workshop 6 1:30 - 2:15	Introduction to Staffing in ISEE An overview of the Staff Demographic and Staff Assignment files and how they relate to funding. We will go over the items and option sets and touch on a few reports to verify your data.	Endorsement and Certification Overview Session to discuss certification changes, assignment credential manual, accurate reporting, generating and understanding the assignment credential report.	ISEE Data in Assessment and Accountability The importance of reporting accurate data for assessment administration and accountability reporting.	What's New in ISEE Changes to the 2017-2018 ISEE Data Collection; Items and Option Sets. Changes to SRM Validations.	An opportunity for participants to meet one-on-one for help with specific errors or other issues.					
Workshop 7 2:20-3:05	Intro to Teacher Certification in ISEE Session to discuss certification changes, assignment credential manual, accurate reporting, generating and understanding the assignment credential report.	Special Education Reporting in ISEE An Overview of Special Education Reporting. We will examine data entry for the Special Education ISEE report. We will go over the definition of each field in the Items and Options Sets and discuss any changes from last year.	Background Check Process Update & Certified New Hire Process This session will provide important information regarding changes to the process for background investigation check as a result of change to Idaho Statute §33-130.	Attendance & Enrollment Guidance Understanding the process and the necessity of a solid foundation to maximize your funding. We will discuss what reports to run and how to work with the data to find issues.	An opportunity for participants to meet one-on-one for help with specific errors or other issues.					
Color Key	<table border="1"> <tr><td>Attendance / Enrollment</td></tr> <tr><td>Staffing / Certification</td></tr> <tr><td>General ISEE</td></tr> <tr><td>Miscellaneous</td></tr> <tr><td>Beginning ISEE Users</td></tr> </table>					Attendance / Enrollment	Staffing / Certification	General ISEE	Miscellaneous	Beginning ISEE Users
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