# Parkrose School District #3

*Board Policy DLC-AR-Form*
*Travel Request Form DLC-ANNEX 2*
Adopted: 05-29-2001

## Request for Extended Travel

*(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)*

NAME: Christine Blouke

DATE: July 2, 2013 DEPT/BUILDING IT

PURPOSE: Extensive training for our new student information system, Synergy

DISTRICT BENEFIT: Holy cats, where to start. 1 day will be spent on Workflows and Queries, 2 huge issues in Syn that we are not currently taking advantage of. Any opportunity to build more district expertise in Synergy is hugely valuable.

2013 Edupoint National Users Conference

TRAVEL DETAILS: 1. DESTINATION: ~~AZ~~ Scottsdale, Arizona

2. TRAVEL DATES: Nov 13-15, 2013

| ESTIMATED EXPENSES: | DESCRIPTION | COST |
|---|---|---|
| • TRAVEL | 350 | 350 (airfare) |
| • MEALS (provided) | 0 | 0 |
| • LODGING | 140/night x 3 | 420 |
| • REGIS/FEES | 425 | 425 |
| • SUBSTITUTE | | |
| • OTHER | | |
| | TOTAL: | $ 1195.00 |

BUDGET SOURCE(S):

| Source | Budget Code | | Amount |
|---|---|---|---|
| • GENERAL FUND: | 100.2660.0342.180.000.000 | | 1195 |
| | | TOTAL: | $1195.00 |

SUPERVISORS RECOMMENDATION AND COMMENTS:

*(new supervisor is M. Lopes — not here right now — on non contract)*

SUPERVISOR SIGNATURE: *Karen Gray*

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

*OK K gray - must have this training. 7-2-13*

BOARD ACTION:

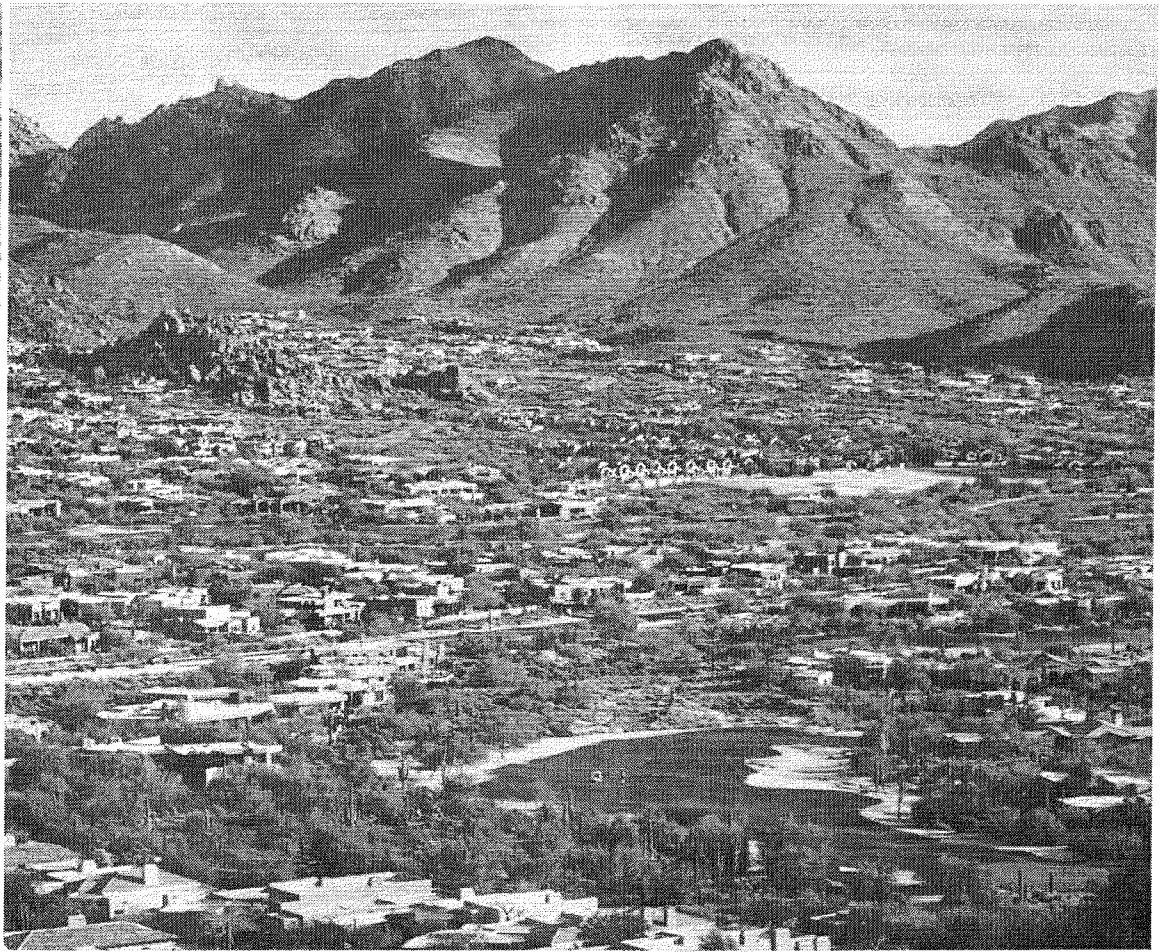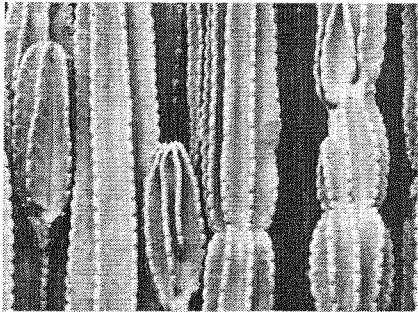NOT-REQUIRED____REQUIRED _____ APPROVED____DISAPPROVED_____DATE: _____

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE:_____

DATE:____7-2-13_____

# Edupoint
# National Users Conference

November 14-15, 2013
Scottsdale Resort & Conference Center
Scottsdale, AZ

**Synergy**®
Education Platform

**Edupoint**®

# SCHEDULE AT A GLANCE

## WEDNESDAY, NOVEMBER 13 | OPTIONAL HANDS-ON SESSIONS

| Time | Session |
|------|---------|
| 7:30am - 8:00am | Continental Breakfast |
| 8:00am - 11:30am | Hands-on Training Session (Morning Session) |
| 11:30am - 12:30pm | Lunch |
| 12:30pm - 4:00pm | Hands-on Training Session (Afternoon Session) |

## THURSDAY, NOVEMBER 14 | GENERAL CONFERENCE - DAY 1

| Time | Session |
|------|---------|
| 8:00am - 10:00am | Conference Registration & Continental Breakfast |
| 10:00am - 11:30am | Opening General Session |
| 11:30am - 1:00pm | Lunch & Vendor Exhibits |
| 11:30am - 5:00pm | Customer Support Open Forum |
| 1:00pm - 2:10pm | Breakout Session 1 |
| 2:20pm - 3:30pm | Breakout Session 2 |
| 3:30pm - 3:45pm | Refreshment Break |
| 3:45pm - 4:55pm | Breakout Session 3 |
| 5:00pm - 6:30pm | Networking Reception |

## FRIDAY, NOVEMBER 15 | GENERAL CONFERENCE - DAY 2

| Time | Session |
|------|---------|
| 8:00am - 9:00am | Continental Breakfast & Vendor Exhibits |
| 9:00am - 3:20pm | Customer Support Open Forum |
| 9:00am - 10:10am | Breakout Session 4 |
| 10:20am - 11:30am | Breakout Session 5 |
| 11:30am - 1:00pm | Lunch & Vendor Exhibits |
| 1:00pm - 2:10pm | Breakout Session 6 |
| 2:20pm - 3:30pm | Breakout Session 7 |
| 3:30pm - 4:00pm | Closing General Session |

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Education Platform

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# WHO SHOULD ATTEND?

If you play a role in the management, administration, or support of the Synergy Education Platform, you will find exceptional value in the National Users Conference.

- Executive Management: Superintendents, Assistant Superintendents, IT Directors, Directors of Special Education
- Technical Staff: Developers, IT Staff, Synergy Support Staff, Help Desk
- End-Users: Synergy Education Platform users - including teachers and school administrative staff
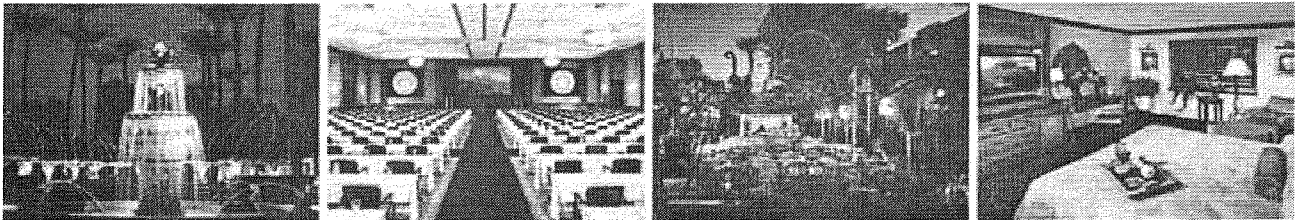
Conference sessions have been developed so that users of all levels - from those who recently implemented Synergy to those who are experienced users - will receive valuable information relevant to their school district role and experience level.

# WHAT TO EXPECT

Edupoint's Users Conference is designed with the customer in mind, with nine different tracks including:

- Over 60 breakout sessions covering the Synergy Education Platform topics you are most interested in, such as Synergy SIS, Synergy SE, Grade Book, Instructional Applications, and Synergy Technology
- Informative keynotes and general sessions delivered by Edupoint's Management Team, featuring product direction updates
- Previews of new products and services from Edupoint, including Synergy 9.0
- Partner Expo - live demonstrations of integrated solutions and opportunities to talk one-on-one with technology industry leaders
- Customer Support Open Forum - walk-in and scheduled hands-on instruction and Q&A with Edupoint experts focused on your specific needs
- Networking events - plenty of time to share experiences and insights with others in the Edupoint community

# HOTEL ACCOMMODATIONS



The 2013 Edupoint National Users Conference returns to the Scottsdale Resort & Conference Center - a AAA Four Diamond Resort located in the heart of Scottsdale, Arizona.

Hotel room accommodations are available at the Scottsdale Resort & Conference Center at a dramatically discounted rate of $140/night (plus taxes and fees), which includes complimentary internet access, valet parking, and an airport shuttle on Friday evening at the conclusion of the conference. For room reservations, please visit the Edupoint Users Conference website for a link to make reservations online, or contact the in-house reservations at the resort at 800.540.0727 and indicate that you are with the Edupoint Users Conference.

# OPTIONAL HANDS-ON TRAINING SESSIONS

Edupoint is pleased to offer optional half-day training sessions for Synergy users who wish to receive in-depth, hands-on instruction on Wednesday, November 13th – a day prior to the beginning of the general conference. These sessions will be held at Edupoint's Training Lab in Mesa, Arizona, where attendees will use Edupoint's local demonstration test environment for all Hands-on Sessions.

Participants have the option to attend one or both of these half-day sessions. Each class is offered in the morning and afternoon to accommodate individuals that would like to attend both sessions. The cost is $99 / session.

<div align="center">

## Optional Hands-on Training Sessions
### Wednesday, November 13, 2013

Morning Sessions: 8:00am - 11:30am  |  Afternoon Sessions: 12:30pm - 4:00pm

</div>

Transportation will be provided to and from the Scottsdale Resort & Conference Center. A continental breakfast and lunch will also be provided.

### Session 1: Hands-on Mail Merge
The new Mail Merge 2.0 feature in Synergy 8.0 provides a new way to override existing reports with user-defined Mail Merge 2.0 template documents. This session will show users how to create a Mail Merge 2.0 template document. This session requires an understanding of XML and XPath. Participants will be able to follow along with the instructor on computers in a lab setting with Synergy test environments provided by Edupoint.

### Session 2: Hands-on Workflow
This half day session will instruct participants on how to use the new Workflow feature in a "Hands-On" environment. The session will detail the steps for creating student related workflows, as well as school process workflows. Participants are encouraged to bring sample workflow processes to be used as practice scenarios in this session. Participants will be able to follow along with the instructor on computers in a lab setting with Synergy test environments provided by Edupoint.

# OPEN SUPPORT FORUM

Maximize your time with Edupoint experts by scheduling one-on-one time with Edupoint's Customer Resource Center or Development team members in the Open Forum. The forum is open throughout the conference, and experts will be available for walk-in Q&A as well as scheduled, 20 minute "one-on-one" support sessions.

Again this year, Edupoint will have topic specialists available in Open Forum sessions, in addition to trained staff that can answer general questions. A list of topic specialties is shown below:

- Session 1 - Student Scheduling
- Session 2 - Workflows, and Test History
- Session 3 - Health
- Session 4 - Grading & Course History, and Mobile Applications
- Session 5 - Synergy Special Education, and Fees
- Session 6 - Attendance, and Discipline
- Session 7 - Grade Book

Registration for scheduled one-on-one support sessions will be available on-site during registration and throughout the conference.

# SESSION SCHEDULE

| TRACK | DEVELOPERS | IT | SIS 1 | SIS 2 | INSTRUCTION | SPECIAL ED | ELECTIVES 1 | ELECTIVES 2 | ELECTIVES 3 |
|---|---|---|---|---|---|---|---|---|---|
| **DAY 1 | THURSDAY, NOVEMBER 14** | | | | | | | | |
| SESSION 1 | Using Existing Web Services | Database Architecture & SQL Query: An IT Perspective | Health: Working with Immunization Definitions | Fees | Grade Book & Instructional Data on ParentVUE, StudentVUE, & Mobile Apps | Synergy Special Education (SE) New Features | Using Tasks | Mail Merge | Synergy Customization Overview |
| SESSION 2 | SIREN Using ST Query | VMware Setup | Supporting Synergy | Grade Reporting | LessonVUE, Curriculum, & Instruction | Synergy SE Setup and Configuration | Custom Rules Setup | Query: Beginner | HealthVUE & Health Functionality |
| SESSION 3 | Database Architecture & SQL Query | SQL Server Database Optimization | Discipline & Teacher Referral | Student Course History & Graduation Requirements | New Implementing Districts: Grade Book Implementation & Configuration | | Security Tips & Techniques | Grade Book Forum | Synergy Workflow Overview |
| **DAY 2 | FRIDAY, NOVEMBER 15** | | | | | | | | |
| SESSION 4 | SQL Widgets: Focus on the Student Report Card & Testing Data | Security Tips & Techniques | Scheduling Maintenance & Walk-in Scheduling | Test History: Test Import | Grade Book 9.0 and Future Features | Synergy SE Roundtable: Currently Implementing Districts | HANDS-ON: User-defined Data - Customizing Existing Screens | Query: Intermediate | Virginia State Reporting |
| SESSION 5 | SIREN Using SQL | Synergy Infrastructure and How it All Works | Mass Scheduling & ClassBoard | Attendance Letters | Introduction to TeacherVUE Grade Book | Synergy SE Roundtable: Newly Implemented Districts | HANDS-ON: User-defined Data - Creating New Screens | Query: Advanced | Arizona State Reporting: SAIS & AZ SAFE |
| SESSION 6 | Report Writing with the Synergy Technology Tool Kit (Hands-on Coding) | Applying Releases, Updates, & Enhancements | Master Schedule Builder | Synergy Mobile Applications | Standards for Elementary Grade Book | User-defined Tabs, Fields, & Reports within Synergy SE | HANDS-ON: Customizing ParentVUE & StudentVUE | Query: Intermediate | California State Reporting: CALPADS & Pre-ID |
| SESSION 7 | | Third Party Interfaces | Course Requests | New Year Rollover | Standards for Secondary Grade Book | HANDS-ON: Synergy SE Query | New Synergy Features: 9.0 Highlights | Query: Advanced | Oregon State Reporting |

✦ = New Session / Content for 2013

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# DEVELOPERS TRACK

**1 Using Existing Web Services**
Synergy has web services that can be used to extract data, execute reports, and do much, much more. This session will focus on how to engage these web services and provide best practices on how to use them. Attendees should have some basic knowledge of web services. *Level: Advanced*

**2 SIREN Using ST Query**
This session will discuss advanced Synergy Query / Reporting techniques and theories. These will include type in query, Query Joins and Syntax, saving as a report, modifying report layouts in SIREN, and aggregation of data – both in Synergy Query and SIREN. *Level: Intermediate / Advanced*

**3 Database Architecture & SQL Query**
This course will demonstrate how to use SQL scripts to extract a Synergy data dictionary, and walk through Entity Relationship Diagrams (ERDs) of core Synergy database tables. It will also discuss the relationship between database tables and Synergy Business Objects. *Level: Advanced*

**4 SQL Widgets: Focus on the Student Report Card and Testing Data**
This session will demonstrate how to create and refresh dashboard widgets using either native SQL (with the Synergy database or external data sources) or the Ad-Hoc Query Tool. We will focus on creating graphs of student report card scores and student test results. *Level: Intermediate*

**5 SIREN Using SQL**
Using the SIREN report writer, this course will demonstrate how to use native SQL to create and format reports that can be executed in Synergy. Security and best practices will also be discussed. *Level: Intermediate / Advanced*

**6 & 7 Report Writing with the Synergy Technology Tool Kit (Hands-on Coding)**
The ST Tool Kit gives users the ability to create custom reports with the same tools Edupoint Educational Systems developers use. This session will begin with an introduction of the ST tools used to create reports, and will show how to create a nested databound report. Continuing on, this session will briefly cover ActiveReports layout, ActiveReports code, and developer-driven data loading, and review report implementation strategies. This session is intended for software developers. *Downloadable material provided prior to the UC. *Level: Advanced*

# IT TRACK

**1 Database Architecture & SQL Query: An IT Perspective**
This course will focus on Synergy database architecture as it pertains to district IT personnel, such as tips for shrinking large data tables and best practices for database setup, as well as how to use SQL query for data extraction. *Level: Intermediate / Advanced.*

**2 VMware Setup**
In this session, attendees will learn how to leverage VMWare Cloning to create new or additional Synergy Web or Process Servers. This technique can be used when updating major versions of Synergy to save time and increase the consistency of the Synergy Server configuration. *Level: Intermediate / Advanced*

**3 SQL Server Database Optimization**
This session will review best practices for SQL server installation and configuration, and discuss options for high availability. We will cover backup as well as server configuration to prevent server performance issues. Session topics include SQL Server backup for database backup, restore and moving data to other SQL servers for disaster recovery, offline data query / extractions, and test / training databases. We will review database table size growth and options to reduce the growth and/or shrink tables. *Level: Intermediate / Advanced*

**4 Security Tips & Techniques**
This session will discuss the logic Synergy uses to apply security to users. We will also discuss security management, adding users, and security best practices. *Level: Intermediate / Advanced*

**5 Synergy Infrastructure & How it All Works**
Synergy has many parts in addition to the mandatory web server and database. How do all of these various parts interact with each other? We will discuss the interaction of the database and web server with each other, as well as with process servers, load balancers, LDAP stores, and Generic Conversion. *Level: All*

**6 Applying Releases, Updates, & Enhancements**
What is the difference between a versioned release (9.0), a continuous enhancement (CE), and a targeted update (TU)? And how should they be applied to your systems? Learn the intricacies of updating the system and how to ensure your success during the process. *Level: Beginner*

**7 Third Party Interfaces**
This session will provide an overview of Synergy third-party interfaces, including an understanding of the requirements for integration and data transfer, along with a review how common applications – such as Blackboard, AutoDialer, and more – view and use data within Synergy. Data import/export and tasks using Generic Conversion will also be covered. *Level: Intermediate / Advanced*

# SIS 1 TRACK

**1 Health: Working with Immunization Definitions**
This session will cover the essentials of entering student health information, creating immunization definitions within Synergy, and executing health reports. Health screen entry, medication and service monitoring setup, and the student health log will also be covered. *Level: Beginner / Intermediate*

**2 Supporting Synergy**
Synergy's feature set is vast. How do you support Synergy without being an expert in every area? Learn the philosophy and practice of supporting software, as well as features and tools that make the task easier. *Level: All*

**3 Discipline & Teacher Referral**
This session will review the creation of an incident, adding violations, weapons, students and non-students, and creating dispositions for both students and non-students. We will also cover the teacher referral process and how it relates to discipline incidents. *Level: Beginner / Intermediate*

**4 Scheduling Maintenance & Walk-in Scheduling**
A scheduler's work is never done. Scheduling during the school year ranges from scheduling a new student using Walk-in Schedule to making individual student changes. This session will review the features of Walk-in Schedule and cover the processes to add, change, and mass assign sections within section maintenance. *Level: Beginner*

**5 Mass Scheduling & ClassBoard**
This session will review the setup and process for using Mass Scheduling and ClassBoard. Session topics include School Scheduling Options, creating option sets, running reports, troubleshooting rejected schedules, and finalizing schedules. This session will also review using ClassBoard with Mass Scheduling. *Level: Intermediate / Advanced*

**6 Master Schedule Builder**
Thinking of using the Master Schedule Builder this year? Master Schedule Builder is a scheduling tool in Synergy that builds the sections in the master schedule. Join this session for an overview of the Master Schedule Builder process, including setup, scheduling and reporting capability. This session is for those that have just started using MSB or are considering using it in the future. *Level: All*

**7 Course Requests**
Course Request entry can be a time consuming and tedious task if you don't have the right tools. Join this session to learn how to quickly and efficiently enter course requests using the various options in Synergy. Mass Assign Course Requests and Online Course Requests will be demonstrated. We will also explain the reports and screens available that will enable your scheduling staff to analyze the student requests and transition to the next phase of scheduling with ease. Attendees will leave this session with a better understanding of course request entry and a game plan for the upcoming scheduling season. *Level: Beginner / Intermediate*

# SIS 2 TRACK

**1 Fees**
This session will contain a high-level overview of fee setup and how to use the functionality contained in the fees module. Topics to cover will include: Overview and Setup, Assigning Fees, Synchronizing Fees, Entering Fee Payments, Entering Fee Waivers and Refunds, and Viewing Fee and Payment History. *Level: All*

**2 Grade Reporting**
This session will review Grading setup, including Mark Definition, the Update Grade process, and Report Card setup and printing. In addition, we will cover GPA Setup, Honor Roll and Eligibility Definition and the Update GPA process and how these definitions reflect on the Student Grade Grid and other reports. *Level: Beginner*

**3 Student Course History & Graduation Requirements**
This session will review Course History setup, specifically dealing with Student Transcripts, and the Graduation Requirements. We will also cover basic reports related to Course History. *Level: Beginner*

**4 Test History: Test Import**
Getting standardized test results into Synergy is critical for tracking student progress. Learn how to use the Test Import functionality to bring results into Student Test for usage throughout the system. *Level: Intermediate*

**5 Attendance Letters**
This session will present the basic principles for the creation of Attendance Letters. Step-by-step illustrations will be provided for attendance letters, as well as examples of attendance letters. *Level: Beginner / Intermediate*

**6 Synergy Mobile Applications**
This course covers an overview of the different mobile applications for Synergy. Topics of how to setup a mobile application to communicate with servers and basic functionality of the applications will be covered. *Level: Beginner*

**7 New Year Rollover**
Designed for both Synergy SIS and Synergy SE users, this session will cover processing configuration files for the District and each School, creating attendance calendars, and assigning students to the next grade level and school. This session will also review processing student records from one school year to the next from within the same school, to another school, or multiple schools; assigning year end status; and viewing New Year Rollover process results. *Level: All*

**1 Grade Book & Instructional Data on ParentVUE, StudentVUE, and Mobile Applications**
This session will review how parents and students use the ParentVUE and StudentVUE applications, and how teachers use Grade Book on mobile applications such as iPad, iPhone, and Android devices. *Level: Beginner*

**2 LessonVUE, Curriculum, and Instruction**
This session will review the latest features and functionality of Edupoint's Curriculum/Learning Management System, LessonVUE. Topics will include lesson authoring, videos tied to lessons and standards, LessonVUE and the parent portal (ParentVUE), mapping, pacing, and the Common Core standards. *Level: All*

**3 New Implementing Districts: Grade Book Implementation & Configuration**
This session will review implementation, training, and configuration options for newly implementing school districts. Session topics will include grading and scheduling considerations, standards-based grading configuration, report card setup, security considerations, district grade book options, and strategies for successful implementations. *Level: Beginner / Intermediate*

**4 Grade Book 9.0 and Future Features**
This session will introduce the new Grade Book features included in the 9.0 release. We will review functionality of new features, the integration of new features with existing functionality, and discuss potential implementation considerations. *Level: All*

**5 Introduction to TeacherVUE Grade Book**
This session will provide an overview of the functionality included in TeacherVUE Grade Book. Session topics will include district and teacher configuration options, assignment data collection, grading preferences and options, managing multiple classes, elementary report card processes, secondary report card processes, and standards. *Level: Beginner*

**6 Standards for Elementary Grade Book**
This session will review the latest functionality supporting standards-based grading in Elementary Grade Book. Session topics will include district standards, configuring 'Standards' mode and class standards, methods for determining proficiency, report card correlations vs. standards, correlating report card correlations/standards to assignments, capturing standards data, analyzing standards results/creating breakouts based on standards proficiency, and standards-based report cards options, including the new dynamic standards-based report cards. *Level: All*

**7 Standards for Secondary Grade Book**
This session will review the latest functionality supporting standards-based grading in Secondary Grade Book. Session topics will include district standards, configuring 'Standards' mode and class standards, methods for determining proficiency, correlating standards to assignments, capturing standards data, analyzing standards results, determining overall grades from standards, and dynamic secondary standards-based progress reports and report cards. *Level: All*

**1 Synergy SE New Features**
This session will present new features for Synergy SE targeted for version 9.0, as well as a review of major features that have been included in Continuous Updates (CUs) for 8.0, as time allows. Districts that currently use, are in the process of implementing, or may be considering the addition of Synergy SE are invited to attend. *Level: All*

**2 & 3 Synergy SE Set-up and Configuration**
This session will review the setup options available in National Synergy SE. Topics include modifying the Portfolio and utilizing district defined set-up options. Also, learn how to customize many of your Synergy SE documents using Document Definition and Auto Populate. Document security, such as who can delete, print and update Synergy documents, will also be covered. *Level: Beginner / Intermediate*

**4 Roundtable: From Contract to Go-Live, Synergy SE Implementation Considerations**
This session will engage participants from currently implementing and recently implemented districts in discussions of successful implementation strategies based on recent experience. General best practices and detailed logistical considerations will be highlighted with the goal of enhancing implementation effectiveness. *Level: All*

**5 Roundtable: We're Live, Now What? First Year(s) Synergy SE Support Considerations**
This session will engage participants from recently implemented districts in discussions of successful post-adoption strategies based on recent experience. General best practices and detailed logistical considerations will be highlighted with the goal of maximizing end user product competence and product acceptance. *Level: All*

**6 User-defined Tabs, Fields, and Reports within Synergy SE**
This session will present the basic principles for creation of user-defined data within Synergy SE. Step-by-step illustrations will be provided for the addition of a tab to the Synergy SE student view, with examples of custom data reporting capabilities. *Level: All*

**7 HANDS-ON: Synergy SE Query**
This course will actively involve the participants in expanding the capabilities of the basic Synergy Special Education query. This includes adding additional data, changing titles, changing column size, ordering, sorting, and grouping data in order to create a professional looking report. Participants will learn how to specify conditions in order to filter out unwanted data and how to allow others to easily take advantage of queries by creating reports and scheduling report distribution. Participants will be able to follow along with the instructor on computers in a lab setting with Synergy test environments provided by Edupoint. *Level: Intermediate*

**1 Using Tasks**

The tasks engine within Synergy can create task lists inside Synergy as well as send notifications via e-mail. Learn how to configure and use the tasks for Health, Discipline, and more. *Level: Beginner*

**2 Custom Rules Setup**

The rules engine in Synergy allows a district to implement custom validation for data entry such as enrolling students, changing student data, and creating health alerts. This session will focus on how to configure these rules, and will also go over best practices. *Level: Intermediate / Advanced*

**3 Security Tips & Techniques**

This session will discuss the logic Synergy uses to apply security to users. We will also discuss security management, adding users, and security best practices. *Level: Intermediate / Advanced*

**4 HANDS-ON: User-defined Data - Customizing Existing Screens**

This session will instruct participants on how to customize existing Synergy screens in a "Hands-On" environment. Participants will create user defined data elements, then add those elements to a new tab they create on an existing Synergy screen. Participants will be able to follow along with the instructor on computers in a lab setting with Synergy test environments provided by Edupoint. *Level: Intermediate / Advanced*

**5 HANDS-ON: User-defined Data - Creating New Screens**

This session will instruct participants on how to create new Synergy screens in a "Hands-On" environment. Participants will create user defined data elements, then add those elements to a new screen they create in Synergy. Participants will be able to follow along with the instructor on computers in a lab setting with Synergy test environments provided by Edupoint. *Level: Intermediate / Advanced*

**6 HANDS-ON: Customizing ParentVUE and StudentVUE**

This session will instruct participants on how to customize ParentVUE and StudentVUE in a "Hands-On" environment. Participants will create user defined data elements, then add those elements to both the Student Information screen and the Student Information Update screen. Participants will be able to follow along with the instructor on computers in a lab setting with Synergy test environments provided by Edupoint. *Level: Intermediate / Advanced*

**7 New Synergy Features: 9.0 Highlights**

In this session, we will discuss and demonstrate some of the SIS highlights of the upcoming release, Synergy 9.0. We will review functionality of new features, the integration of new features with existing functionality, and discuss potential implementation considerations. *Level: All*

**1 Mail Merge**

This session will cover the basics of creating a mail merge document in Microsoft Word, a corresponding definition within Synergy, and executing a report that automatically outputs documents in single or multiple languages using version 1.0 and 2.0 mail merge. Discipline letters, attendance letters, and health incident letters will all be covered. *Level: Beginner / Intermediate*

**2 Query: Beginner**

This session will cover the basics of creating queries using the native Synergy Query tool, explain the options in the output type drop down menu, and use of Conditions and Sort to help limit data output. Creation of simple Filters using Query will also be discussed. *Level: Beginner*

**3 Grade Book Forum**

Join districts from all over the country in a discussion about grading challenges affecting districts and teachers now and in the future. The forum will be a guided discussion of topics and allow attendees to participate in directing and prioritizing future grade book functionality. *Level: All*

**4 Query: Intermediate**

This session will review intermediate functions within Synergy query. Curriculum will include instruction on creating conditions in a query and using aggregate functions. Additionally, topics such as creating labels from a query and saving a query as a report will be covered. Opening a previously saved query and deleting a saved query will also be discussed. *Level: Intermediate*

**5 Query: Advanced**

This course assumes you have a solid knowledge of the Synergy Query functionality. It will cover how the business objects are related, joined as they pertain to Synergy query, and using Type In Query to manipulate how a query may return data. *Level: Advanced.*

**6 Query: Intermediate**

This session will review intermediate functions within Synergy query. Curriculum will include instruction on creating conditions in a query and using aggregate functions. Additionally, topics such as creating labels from a query and saving a query as a report will be covered. Opening a previously saved query and deleting a saved query will also be discussed. *Level: Intermediate*

**7 Query: Advanced**

This course assumes you have a solid knowledge of the Synergy Query functionality. It will cover how the business objects are related, joined as they pertain to Synergy query, and using Type In Query to manipulate how a query may return data. *Level: Advanced.*

**1** **Synergy Customization Overview**
This session will demonstrate the process of customizing Synergy SIS to fit your district's routines. Synergy v8.0 introduced Workflows, a powerful way to both streamline data entry and to align Synergy with your policies and procedures. Learn how to create user-defined fields, to modify and create new screens, to change field labels and more. Follow as we demonstrate how to put your modifications to use in exports, reports, queries, and security. We will cover filters, queries, menus, shortcuts, and many other tips and tricks to make the Synergy SIS experience quick, easy, and useful for each individual user. *Level: Intermediate*

**2** **HealthVUE and Health Functionality**
This session will cover the essentials of entering student health information within Synergy – including health screening information, accidents/injuries, and emergency information – and also discuss the HealthVUE mobile application. *Level: Beginner / Intermediate*

**3** **Synergy Workflow Overview**
Synergy has the ability to follow custom defined processes for school administration (i.e. preparing for scheduling) as well as for student interactions (i.e. suspension process). Learn how to define and use Workflows to ensure steps are not missed in critical processes. *Level: Advanced*
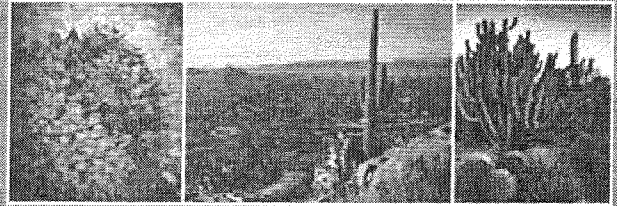
**4** **Virginia State Reporting**
This session will review Virginia State Reporting within Synergy, including new fields, running extracts, and troubleshooting errors. *Level: Beginner*

**5** **Arizona State Reporting: SAIS & AZ SAFE**
This course will outline the process of reporting from Synergy to ADE for SAIS, Student Teacher Course Connection, and AZ SAFE. We will cover the processes themselves as well as troubleshooting techniques. *Level: All*

**6** **California State Reporting: CALPADS & Pre-ID**
This session will review California State Reporting setup, specifically dealing with CALPADS, Pre-ID, and how the setup definitions are used in state reporting. This session will also cover best practices for state reporting. *Level: All*

**7** **Oregon State Reporting**
This session will review Oregon State Reporting within Synergy, including new fields, running extracts, and troubleshooting errors. *Level: Beginner*

# ABOUT SCOTTSDALE

In the heart of the Sonoran Desert, Scottsdale welcomes you with the energy of a sophisticated city on the move, and the charm and hospitality of days gone by.

By day, our sunny skies and lush desert setting create an ideal backdrop for outdoor adventures, championship golf, relaxing spa treatments and upscale shopping. By night, acclaimed chefs, Art Walks and dozens of wine bars, lounges and performing arts venues await. And, throughout your stay, the Scottsdale Resort & Conference Center will pamper you with plush accommodations and the exceptional customer service for which they are so well known.

With time-honored traditions of hospitality unmatched among Scottsdale resorts, our classic setting and gracious décor offer modern accommodations and amenities wrapped in the elegance of historic haciendas of the past. The central location of the Scottsdale Resort & Conference Center puts you minutes from just about everything.

*Old Town Scottsdale*
Discover the heart and soul of Old Town Scottsdale, a compact swath of real estate home to nine walkable neighborhoods filled with boutiques, art galleries, restaurants, nightclubs and attractions. There's even a free downtown trolley, so you can park once and explore all day long. (10 minutes south of the hotel)

*Kierland Commons*
Urban and urbane, Kierland Commons draws people to a wealth of fabulous restaurants for every mood, sidewalk shops that are edgy and inspiring, and a big city flavor that delivers high energy to desert days and nights (15 minutes north of the hotel)

*Desert Botanical Gardens*
Home to the finest collection of more than 50,000 plants located throughout five thematic trails, which illustrate topics such as conservation, desert living, plants and people of the Sonoran Desert and desert wildflowers. (20 minutes southwest of the hotel)

*McDowell Sonoran Preserve*
Set across 17,000 scenic acres, this preserve is home to stunning geography, lush cacti forests, diverse wildlife, and miles of hiking trails suitable for all levels. (20 minutes northwest of the hotel)

# 2013 EDUPOINT NATIONAL USERS CONFERENCE REGISTRATION

Edupoint National Users Conference
November 14-15, 2013
Scottsdale Resort & Conference Center
Scottsdale, AZ

COMPLETE FORM & FAX TO: 480.633.7502

**- OR -**
**REGISTER ONLINE**
www.edupoint.com/aboutus/UCRegistration.aspx

Name: _____

Full School District Name: _____

Title: _____     Email: _____

Address: _____

City/State/Zip: _____

Phone: _____     Fax: _____

## REGULAR CONFERENCE REGISTRATION

| Please Select Your Registration Choice | Early Bird Registration (Before 8.31.13) | ☐ $325 |
|---|---|---|
| | Regular Registration (After 8.31.13) | ☐ $399 |

## HANDS-ON TRAINING REGISTRATION FOR WEDNESDAY, NOVEMBER 13 (OPTIONAL)

These optional, half-day Hands-on Training Sessions will take place at Edupoint's offices in Mesa, AZ on Wednesday, November 13. Transportation will be provided to and from the Scottsdale Resort and Edupoint's offices for these sessions.

| Hands-on Workflow (Morning Session) | ☐ $99 | Hands-on Mail Merge (Morning Session) | ☐ $99 |
|---|---|---|---|
| Hands-on Workflow (Afternoon Session) | ☐ $99 | Hands-on Mail Merge (Afternoon Session) | ☐ $99 |

## REGISTRATION OPTIONS - CHOOSE ONE

| **Option 1:** Select Your Track (Attend all sessions within a given track) | Developers | IT | SIS 1 | SIS 2 | Instructional | Synergy SE |
|---|---|---|---|---|---|---|
| | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**Option 2:** Register online to customize your conference schedule by selecting your own sessions across all tracks.

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Edupoint will confirm your registration via email and provide instruction on payment methods. Accepted forms of payment include Purchase Order, Check, PayPal, or Credit Card

Questions? Contact Josh White at 480.633.7552 or email Edupoint_UserConference@edupoint.com