

## On-Site Training Overview

On-site training can be purchased by a district or a group of districts/campuses who want formal TIP for Windows or TIPWeb training at their location. On-site training is purchased by the day and guarantees a maximum of 15 attendees receive training in that day.

The training session offers technical instructions on how to use TIP for Windows software, AND directions on how to incorporate the software into your current system of tracking textbooks. We also present textbook management solutions and ideas that we have collected over the past sixteen years. We are ready to share the successes of all our district and campus users with you.

## SYLLABUS

The content of each training session deals with such topics as data entry, report production, and relating the software's features to specific management functions at the campus or district level.

### For example:

- a. The capability to import student and other data from another computer.
- b. Issuing books to students at the secondary school level requires considerable planning as well as a thorough understanding of how the software addresses this issue.
- c. Recording "returns", "payments", "transfers", etc. means different things to different users depending on campus level.
- d. Understanding how to produce certain reports that are used periodically.
- e. Using bar code readers to speed up distributions and collections.

## ON-SITE TRAINING PRICING

Call 1.800.749.5086 for current training prices.

### Things to keep in mind:

- 3 weeks advance notice\*
- Discounts for additional consecutive days
- Maximum of 15 attendees\*\*
- Have a couple dates in mind when calling
- Campus, District or Barcode course options

\* Less than 3 weeks notice will result in rate increase.

\*\* Additional charge of \$100.00 per person over 15 attendees.

## FACILITIES AND OTHER REQUIREMENTS

On-site training is dependent upon your site for certain elements of the training. Below is a check list of items to help ensure a successful training.

- **Computers provided by site**
  - [SYSTEM REQUIREMENTS for Lab Computers](#)
- **Lab Logistical Setup**
  - One computer for each participant  
If the Lab has enough spacing between computers the participants may share a computer. No more than 2 to a computer.
  - Computer arrangement:  
Please, **No Pods**. The best setup for large training classes is several rows facing one direction with an aisle down the middle and a projection screen at the front with the projector and Trainer's computer in the middle or back. A half circle or three quarter circle is also manageable if no projection device is used.
- **Class Size and Level**
  - District Version and Campus Version training are two separate classes
  - The class size **can not** exceed 15 participants. If class size does exceed 15 participants there will be a \$100.00 per head charge assessed unless other arrangements were agreed upon by Hayes Software Systems before the training. There are several reasons for this cap. It is there primarily because of the direct negative correlation between the quality of training and larger numbers of participants.
- **Miscellaneous recommendations for a productive training**
  - Refreshments provided prior to training (i.e., Coffee, Orange Juice, Water, Donuts and Fruit)
  - Schedule the participants to be at the training half an hour prior to the training start time and to leave half an hour after the training is scheduled to end. This creates a more relaxed sense of time with the participants and a nice feeling when the training ends slightly early. The later ending time also allows for any unforeseen delays in training.
  - If the training is broken into two sessions (separate days), keep like schools together. (i.e., Elementary schools together and upper level schools together)
  - If the district office is sponsoring a campus training the district coordinator should plan to attend the entire day.
  - A technician should be available for the initial setup in the morning (usually 8 - 8:30am).