

PCSchool Teams with Webex to Enhance User Training

Special points of interest:

- **Webex On-Line Training Sessions**
- **The SMS Engine Offer**
- **Finance Conference Date Claimer**
- **Teacher Supervisions Tech Tip**
- **eMail and eMerge Tech Tips**

In our quest to ensure that all schools make the most of their PCSchool software we have recently investigated an on line training solution "WebEx". During February we ran four on line training sessions and were very pleased with the attendance rate for these sessions. These sessions were from 30 mins – 1 hour duration and were used as a means of gauging the success of Webex as a training tool. The response from attendees was overwhelming in its praise of the software and the environment used. Each session was accompanied with a user poll and the results exceeded any expectations that I may have had. In the main users:

- Attended the sessions without difficulty
- Had high quality audio
- Had good quality video
- Found the sessions relevant
- Enjoyed the timeliness of the session
- Found the duration of the session suitable
- Fully supported the concept of training delivery via Webex

As a result of the success of these trials PCSchool has now purchased the rights to use WebEx for the next twelve months. It is our intention to offer training sessions across

the entire package on at least a weekly basis. These sessions will be diverse and encompass all aspects of the package from Financial to Curriculum. The aim will be to shift the focus from week to week so as to not be continually targeted at the same individuals. We are currently planning the agenda and this will be published on our Webex site. See <http://PCSchool.webex.com>

Published meetings will be advertised via our EMail stream and News letters.

For those that were unable to attend these sessions the software provided a training environment where users were able to share my desktop and applications. The audio was supplied via a toll free conference call in both Australia and New Zealand. This gave a very crisp clear audio. The sessions were taped throughout and the resulting videos were made available to attendees for review and future reference. They were also useful where staff were unable to attend the actual session. Should you wish to review any of these videos they are available from the links below.

See page two for the cost of Webex training sessions and downloading the videos.

Inside this issue:

Webex On-Line Training Sessions	1
Webex On-Line Training Session Costs	2
Finance Conference Date Claimer	3
The SMS Engine Special Officer	4
New Tech Tips	4
Position Vacant at East Preston Islamic College	4
Latest Links	5

On-Line Training Sessions to Date

Preparation of MoE Roll Return (NZ Schools)

Date Presented: Friday, 20th February 2009
Download Video (54Mb): www.pcschool.net/download/TrainingMOEReturn.zip

PCSchool Assessment Options

Date Presented: Thursday, 26th February 2009
Download Video (35Mb): www.pcschool.net/download/AssessmentOptions.zip

Setting up an Assessment Program / Plan

Date Presented: Friday, 27th February 2009
Download Video (19Mb): www.pcschool.net/download/AssessmentMarkbook.zip

Result Entry via Markbooks

Date Presented: Wednesday, 4th March 2009
Download Video (25Mb): www.pcschool.net/download/ResultEntryMarkbook.zip

SMS Text Messaging via PCSchool

Download Video (31Mb): www.pcschool.net/download/SMSMessaging.wmv

Costings for Webex On-Line Training Sessions & Videos

We would like to be able to provide Webex Training for free however this was not factored into our support or training costs at the start of the year. When setting our annual fees we endeavour to be as lean as possible and do not build in large profit margins. To this end we made no allowance for the on-going costs associated with WebEx.

We are charged a monthly fee for the use of the service, regardless of how many sessions we run. On top of this there is a charge for the teleconference facility. This latter fee is charged on a per session rate per minute, in the same way as normal telephone/teleconference usage is levied. These fees are directly related to the number of attendees at the meeting and also the duration of the meeting.

I have grappled with what to charge for the past month and on each of our evaluation sessions polled the users as to what they considered a "fair charge" might be for the sessions. I have come up with a solution that I will run with for the remainder of 2009 that I trust you will find excellent value for money.

We will endeavour to make the training sessions 30 minutes duration. We will levy a fee of \$15 per 30 minute session per school regardless of the number of attendees from that

school, providing they are using the one tele-conference facility. Schools could set up a data projector and phone system (either speakers or internal conference facility) so that they only access a single WebEx Teleconference call. Where a school accesses a session via a second Tele-conference call then this would result in a second fee being levied.

If schools wish to avail themselves of the videos produced from these training sessions then they will be supplied on the following basis (unlimited use once down loaded):

Platinum support schools	No charge
All users where the school attended the original training session.	No charge
Non-Platinum support schools that did not attend the original session	\$10.00

We look forward to being able to use this very cost effective tool through 2009 to ensure that our users maximise the potential of PCSchool within their schools. If you have suggestions for training sessions then please let us know. By regular access to on-going training your staff will be able to receive on-going professional development and the gains through improved efficiency will become obvious.

PCSchool Finance Conference 2009: Date Claimer and Fee Schedule

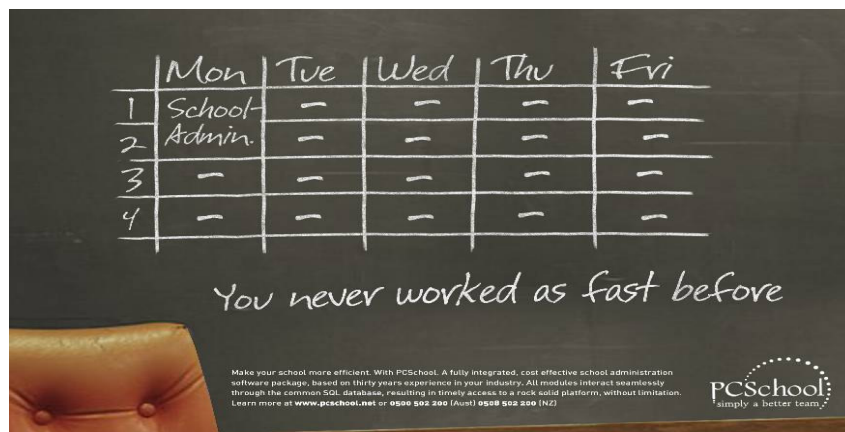
A reminder to schools to mark your calendar with the 2009 Finance Conference dates.

Conference: Wednesday, 30th September & Thursday, 1st October
Training Day: Friday, 2nd October
Location: Mantra Legends Hotel
 Gold Coast , Australia

You can download the current conference fee schedule from the following link:

www.pcschool.net/download/Conference2009.pdf

* The Conference and Training Day Program will be available and conference costs confirmed closer to the date.



Absence Notification and General Messaging

Automated notification products are one of the fastest growing safety and communication applications for schools.


The PCSchool Student Management Software Suite now incorporates an early notification and general messaging system that uses innovative technology to communicate with parents and staff.

The Early Notification System's integration of a messaging service through texting and /or email via PCSchool drastically reduces the time it takes for schools to successfully contact parents. It makes it possible for schools with large numbers of unexplained absences to consistently notify all parents immediately and receive responses that same day.


PCSchool has worked with The SMS Engine to enable schools to send parents, students or staff text or email messages.

For a demonstration on how PCSchool and The SMS Engine work download the 30 minute tutorial video:

www.pcschool.net/download/SMSMessaging.wmv



The SMS Engine
Text messaging solutions



1 2 3 4 5 6 7 8 9 0 #

The SMS Engine working with PC School

The SMS Engine offers an integrated SMS Solution for those schools running PC-School software.

For those schools wishing to use SMS in 2009 as a convenient and low-cost means of mass communication we have established an introductory offer.

Our ongoing pricing schedule is listed in the table below, however, for those schools that seek to utilise the PC-School SMS Solution before April 2009, we are happy to provide discounted credit bundles.

- Start up Package A – 5000 credits = \$450.00 plus gst
- Start up Package B – 10,000 credits = \$800.00 plus gst
- Start up Package C – 15,000 credits = \$1100.00 plus gst

Once off fee \$450
inc. 30 minutes on
line training

To redeem this offer, once you have purchased the SMS module from PC School visit www.thesmsengine.com/pcschool

Complete the form and we will create your account, allocate the credits and invoice appropriately by email.

All invoices should be paid within 14-days.

Bundle Quantity	Cost per credit	Cost per Bundle
100	14 cents	\$14.00
300	13 cents	\$39.00
600	12 cents	\$72.00
1,500	11 cents	\$165.00
3,000	10 cents	\$300.00
10,000	9.5 cents	\$950.00

Page 3

Teacher Supervisions & Covers Tech Tip

When teachers are absent due to illness, annual leave or school related activities it is necessary to assign a teacher to supervise those lessons the teacher is absent for. The Supervisions/Covers feature of PCSchool allows you to allocate supervisions if you use PCSchool for your student / teacher timetable.

A new Tech Tip has been created with instructions on how to use the PCSchool Supervisions & Covers feature and can be downloaded from the PCSchool website or by using the following link:

www.pcschool.net/download/TeacherSupervisionsTechTip.pdf

Email using Tag Sets Tech Tip

When sending Emails via Utilities → Email you can select your recipients using Student, Family or Staff Tag Sets.

A Tech Tip on sending emails using this method is available for download from the following link:

www.pcschool.net/download/EmailHelpTechTip.pdf

Tech Tips on creating, using and saving Tag Sets is also available for download from the following links:

Student Tag Sets: www.pcschool.net/download/StudentTagSetsTechTip.pdf

Family Tag Sets: www.pcschool.net/download/FamilyTagSetsTechTip.pdf

Staff Tag Sets: www.pcschool.net/download/StaffTagSetsTechTip.pdf

eMerge Tech Tip

eMerge is a Rich Text File Editor (RTF) integrated with the PCSchool Database.

The eMerge feature can be used to create letters, documents and tables using the PCSchool database that can either be printed or emailed to parents, students or staff. For example you may wish to email a letter home to all year 11 parents regarding vaccinations with a vaccination permission form as an attachment, this can be done through eMerge. To find out more about eMerge download the eMerge Tech Tip from the following link:

www.pcschool.net/download/eMergeUserManual.pdf

Position Vacant—Accounts Person

East Preston Islamic College

Tyler Street, East Preston Victoria 3072 | Ph: (03) 9471 9163 | Fax: (03) 9471 9169

East Preston Islamic College is seeking applicants from a suitably qualified background to fill the position of Finance Officer for a fixed term maternity leave contract of nine months. The successful candidate will need to provide quality financial and administrative support to the Finance Manager.

Applicants can obtain a position description from the finance office and must address the selection criteria.

Any enquiries can be directed to Amela Asceric by phone on (03) 9471 9163, by mobile phone on 0404 031 634 or by email at amelaa@epic.vic.edu.au

Applications close 31 March 2009.

Visit the PCSchool Web Page for the latest updates and information

www.pcschool.net

Latest Links

The following Manuals, Tech Tips and Updates have been added to the PCSchool Website:

Update from Version 2004 to Version 2005

Version 2005 Update: www.pcschool.net/download/2005Update.zip

Version 2005 Follow-up Programs: www.pcschool.net/download/Update2005_94.zip

Update from Version 2005 or 2007.1 to Version 2007.3

Version 2007 Update: www.pcschool.net/download/2007Update.zip

Version 2007 Additions Document: www.pcschool.net/download/V2007Additions.pdf

Version 2007 Follow-up Programs: www.pcschool.net/download/Followup2007-3.zip

Tech Tips / Manuals

Teacher Supervisions Tech Tip: www.pcschool.net/download/TeacherSupervisionsTechTip.pdf

Email Help Tech Tip: www.pcschool.net/download/EmailHelpTechTip.pdf

Tag Set Tech Tips - Student: www.pcschool.net/download/StudentTagSetsTechTip.pdf

Family: www.pcschool.net/download/FamilyTagSetsTechTip.pdf

Staff: www.pcschool.net/download/StaffTagSetsTechtip.pdf

eMerge Tech Tip: www.pcschool.net/download/eMergeUserManual.pdf

Markbook Version 2007.3: www.pcschool.net/download/MarkbookTechTipV2007.pdf

Team Viewer Version 3: www.pcschool.net/download/SupportV3.zip

Work Experience Tech Tip: www.pcschool.net/download/WorkExperienceTechTip.pdf

Workspace File Tech Tip: www.pcschool.net/download/WorkSpaceFileTechTip.pdf

NSN Import (New Zealand): www.pcschool.net/download/NSNImportTechTip.pdf

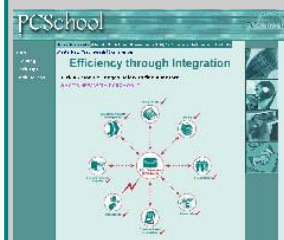
NSN Get-Check Manual (New Zealand): www.pcschool.net/download/NSNGetCheckManual.pdf

PCSchool New Zealand

PO Box 8463
Allenstown Qld Australia 4703

Phone: 09 913 0083
Fax: 0011 61 4939 3315
Email: help@pcschool.net

PCSchool Web Site



<http://www.pcschool.net>

PCSchool Australia

PO Box 8463
Allenstown Qld 4703

Phone: 07 4939 5995
Fax: 07 4939 3315
E-mail:
help@pcschool.net