

## SDS Touch Base Tuesday Agenda

**August 21, 2018**

Presenter: Lorie

### 1. What are 'Touch Base Tuesdays Webinars?'

- Free Sessions – Live and Recorded for Sharing with Clients
- Review Trending Questions
- Share New Enhancements and Updates
- Discuss Online Courses coming soon

### 2. Trending Questions?

- Student Enrollment Records:  
<http://help.schooloffice.com/StudentHelp/#!/Documents/studentenrollmentprocessing.htm>
- Refresh Attendance Analysis:  
<http://help.schooloffice.com/StudentHelp/#!/Documents/refreshattendanceanalysis.htm>
- Schedule Changes – Date Box
- New Teachers – SPN
- Withdraw and Re-Enter Students
- Discipline Notification:  
<http://help.schooloffice.com/StudentHelp/#!/Documents/disciplinenotificationsetup.htm>

### 3. Student Enhancements and Updates

- Quick Videos in the Help Console under the Welcome tab
- Three new fields have been added to the IL Student Demographics File Layout
- Web Office Settings under attendance – disable the tardy option in Teacher Web

### 4. Q & A and Final Thoughts

- Next Touch Base Tuesday – September 18, 2018
- Register by going to: <http://schooloffice.com/sds-free-monthly-student-user-touch-base-tuesdays/>