



RMS Student Web 4-Day Training Schedule

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Description: Designed for end users, attendees are given a thorough grounding in what is involved in setting up, configuring, and maintaining the student web. As with the end user introductory training, conversations regarding integrating RMS with current office business practices are encouraged.

Recommended Participants: It is recommended that all staff whose responsibilities involve student web functionality attend this training. Knowledge of RMS functionality is needed.

Day 1

8:30 - 10:00	Student Web Overview	Overview of Login page, Accounting folder, and Application folder
10:00 - 10:15	<i>Break</i>	
10:15 - 12:00	Student Web Overview (cont.)	Overview of Bookings folder, Profile folder, Tools folder
12:00 - 1:30	<i>Lunch</i>	
1:30 - 3:00	Student Web Admin Configuration Overview	Overview of Databases, Defaults, Online/Offline, Student User Password, and Configure Web and Message Boards
3:00 - 3:15	<i>Break</i>	
3:15 - 5:00	Student Web Admin Configuration Overview (cont.)	Overview of Student Web Folder

Day 2

8:30 - 10:00	Category Overview	How Categories Function with Self Assignment
10:00 - 10:15	<i>Break</i>	
10:15 - 12:00	Category Configuration	Configure Categories Settings Based Client Business Practices
12:00 - 1:30	<i>Lunch</i>	
1:30 - 3:00	Category Configuration (cont.)	Configure Categories Settings Based Client Business Practices
3:00 - 3:15	<i>Break</i>	
3:15 - 5:00	Global Configuration	Configure Global Settings Based Client Business Practices

RMS Student Web Training Schedule (cont.)

Day 3

8:30 - 10:00	Student Web Tools	Room Lock Monitor, Log History, Configure Screen names, SWSA and System Messages
10:00 - 10:15	<i>Break</i>	
10:15 - 12:00	Student Web Workflow	Explanation of Workflow and Configure Site Workflow
12:00 - 1:30	<i>Lunch</i>	
1:30 - 3:00	Student Web Set-Up	CUI Color and CUI Style Sheet Set-Up Functions
3:00 - 3:15	<i>Break</i>	
3:15 - 5:00	Student Web Page Set-Up	Site Specific Page Set-Ups

Day 4

8:30 - 10:00	Student Web Process Testing	Test Site Specific Student Web Processes
10:00 - 10:15	<i>Break</i>	
10:15 - 12:00	Student Web Process Testing (cont.)	Test Site Specific Student Web Processes
12:00 - 1:30	<i>Lunch</i>	
1:30 - 3:00	Student Web Process Testing (cont.)	Test Site Specific Student Web Processes
3:00 - 3:15	<i>Break</i>	
3:15 - 5:00	Closing and Questions	