



ASAP Web Classes 1 hour sessions

Class	Teacher	StartDate	EndDate	Days	StartTime	EndTime	Location	Cost
-------	---------	-----------	---------	------	-----------	---------	----------	------

Version 1

Scheduling & Rolling Sections (V1)

Will cover the different ways of scheduling sections and how to roll sections from one time period to a new time period.

V1SCH02	Karen	1/14/2009	1/14/2009	We	10:00AM	11:00AM	Web classes	25.00
---------	-------	-----------	-----------	----	---------	---------	-------------	-------

Fees & Receipts (V1)

Setting up fees at the course and sections levels. Creating receipts when the students pay for their enrollment. Issuing credits and refunds when needed.

V1FEE02	Karen	1/28/2009	1/28/2009	We	10:00AM	11:00AM	Web classes	25.00
---------	-------	-----------	-----------	----	---------	---------	-------------	-------

TOPSpro Export (V1)

Learn how to export instead of printing. Exporting eliminates the need to print, scan and file the TOPS forms.

V1TOP02	Karen	2/11/2009	2/11/2009	We	10:00AM	11:00AM	Web classes	25.00
---------	-------	-----------	-----------	----	---------	---------	-------------	-------

Attendance (V1)

This class will cover printing scan forms and using the input attendance screen. Also includes running favorite attendance reports.

V1ATT02	Karen	2/25/2009	2/25/2009	We	10:00AM	11:00AM	Web classes	25.00
---------	-------	-----------	-----------	----	---------	---------	-------------	-------

Version 2

Scheduling & Rolling Sections (V2)

Will cover the different ways of scheduling sections and how to roll sections from one time period to a new time period.

V2SCH02	Karen	1/13/2009	1/13/2009	Tu	10:00AM	11:00AM	Web classes	25.00
---------	-------	-----------	-----------	----	---------	---------	-------------	-------

Online Registration (V2)

Online registration reports, reconciling records, setting up a new time period, and Web management.

V2OLR02	Cindy	1/15/2009	1/15/2009	Th	10:00AM	11:00AM	Web classes	25.00
---------	-------	-----------	-----------	----	---------	---------	-------------	-------

Fees & Receipts (V2)

Setting up fees at the course and section levels. Creating receipts when the students pay for their enrollment. Issuing credits and refunds when needed.

V2FEE02	Karen	1/27/2009	1/27/2009	Tu	10:00AM	11:00AM	Web classes	25.00
---------	-------	-----------	-----------	----	---------	---------	-------------	-------

TOPSpro Export (V2)

Learn how to export instead of printing. Exporting eliminates the need to print, scan and file TOPSpro forms.

V2TOP02	Karen	2/10/2009	2/10/2009	Tu	10:00AM	11:00AM	Web classes	25.00
---------	-------	-----------	-----------	----	---------	---------	-------------	-------

Web Attendance (V2)

See the latest features of ASAP Web Attendance: Distance Learning, Independent Study and TOPS Entry, Update and Workforce.

V2ATT02	Karen	2/24/2009	2/24/2009	Tu	10:00AM	11:00AM	Web classes	25.00
---------	-------	-----------	-----------	----	---------	---------	-------------	-------

	Date	Subject
1.		
2.		
3.		
4.		
5.		

Total fee # of classes _____ X \$25.00 = _____

Name: _____

Email: (to receive ticket to Web session) _____

School Name: _____

Payment Methods

Purchase order: fax to 408 732-8206

Check: Mail to: ASA, 1310 Hollenbeck Avenue, Suite C, Sunnyvale, CA 94087

Credit Card: Register online at www.asaponlinereg.com/asap

You will receive an email notification one day before the scheduled class to securely log on to our training system from your own computer. Training sessions are interactive. Communication is done via a conference phone call. Long distance conference phone charge may apply on your local phone bill.