Training Tips For

Feel like a fish out of water???
Learning a new computer program can be frustrating.
Hang in there!

If you have completed the previous tips, you should have all your catechists and their families in PDS. Just a little addition to the last tip - if you are working with multiple parishes make sure the Church field, which is on the Family Detail Screen in the middle of the form after the address, is filled in with the proper parish for each family.

Next you will set up your Class Schedules.

Take time to think about how you would like to name the Class Sessions (Suggestions):
1. To achieve grade order, name them 000Preschool, 00Kindergarten, 01st Grade, 02nd Grade etc. or 10th Grade will be at the top of the list.
2. To distinguish between multiple classes per grade, name them 01st Grade A, 01st Grade B etc.
3. To separate catholic school classes, name the session 03rd Grade School for First Eucharist or name the session 11th Grade School for Confirmation.
      You can name the Class Session anything you want. Use whatever works best for you.

* click **CLASS SCHEDULES** (top ribbon).
* click **SESSION NAME** (000Pre-School, 00Kindergarten etc.)
* click **YEAR/PERIOD** —type in year as beginning of year thru end. Ex: "2011-2012" It will then be added to the list of years.
* click **GRADE LEVEL** and follow the same sequence of events to update the field.
* click **CATECHIST NAME** a down arrow will appear on the left side.
* click the appropriate catechist's name. If a class has more than one catechist click on the **INSERT** button underneath the **CATECHIST NAME** field and a second line will appear. Once you click in this box you can choose the appropriate name from the list. Fill in class times and room number.
* click the little calendar for **CLASS STARTING AND ENDING DATES**. A 2010 calendar will pop up. If a different year is needed, use the front and back arrow keys at the top of the screen to get the year needed.
* click month and day your classes will begin - **CLOSE**. Use the same procedure for the ending date.
* click **SET FREQUENCY**. Check the appropriate boxes, then click **ADD TO CLASS DATES**.
* click **ADD CLASS** (top right corner). Blank screen for a new schedule or **SAVE** before moving to another screen.
* click **LISTING SCREEN** to the left - Verify all the sessions and their specific details are correct.

How can I print a class list?
On the main menu—
      click **STUDENTS**
      Using arrow select class
      click **EASY LISTS**
      click **APPLY/OK**
      click **CLASS LIST**

How do I change a student from one class to another?
      click **STUDENTS**
      Change info in **STUDENT DETAIL** on screen

How do I move all students up a grade?
      click **STUDENTS**
      click **PROCESSES**
      click **GRADE PROMOTION** (complete info)
      Add each **GRADE**
      Verify complete list
      PROMOTE STUDENTS
      PRINT LIST

PDS Formation