



ArcGIS™ and SchoolSite™ SOFTWARE TRAINING



Davis Demographics & Planning, Inc. looks forward to our upcoming GIS training at your District offices. Based upon our years of experience using GIS and providing this type of software training, we have guidelines that we ask our clients to follow in order to provide the best learning environment and maximize our training time together.

TYPICAL TRAINING SCHEDULE

Depending upon the software obtained by the District, DDP suggests the following training schedule:

- Day One:* Overview of GIS Concepts
Using ArcGIS (ArcMap & ArcCatalog)
- Day Two:* Review of Day One
Map Layouts
Editing Data
- Day Three:* Review of Day Two
Geocoding
SchoolSite Redistricting
- Day Four:* Review of Day Three
SchoolSite Forecasting
- Day Five:* SchoolSite Forecasting
Data Organization
Overall Review

Training will be from 8:00am to 4:30pm each day with approximately one hour for lunch.

TRAINING ROOM

A suitable conference room or training lab should be made available that will be large enough to accommodate the class and provide room for an LCD projector and screen (projecting onto a wall will be acceptable). It is preferable to have access to a white board in the training room. The District should provide computers for each student which meet the minimum hardware requirements as outlined below. The trainer will bring a laptop computer and LCD projector.

TRAINING COMPUTER REQUIREMENTS

Each computer should meet the following minimum specifications:

- PC with a fast CPU (dual-core) processor (3+ GHz)
- 4 GB RAM
- 200 GB hard drive
- Dedicated graphics card with 1.5GB RAM minimum
- Windows XP or Windows 7 (32 or 64 bit)
- DVD drive
- Available USB port
- An Internet connection



ArcGIS™ and SchoolSite™ SOFTWARE TRAINING



District staff should pre-install and register ESRI's ArcGIS software over the Internet. DDP's SchoolSite software should also be installed. The trainer will register the SchoolSite software on-site. If the District needs assistance with installation prior to the training dates, please contact our office. If the training computers do not have software pre-installed, the trainer will provide that service on the first morning, however, doing so may take from one to two hours away from valuable training time. If GIS map data is available for your District, we will attempt to train with your data. If, at the discretion of the trainer, it would be better to train with other District sample data, that data will be provided.

MINIMUM COMPUTER SKILLS FOR STUDENTS

One trainer can train up to **three** students. Students should plan to attend during all hours of training. DDP discourages students stepping in and out of training to attend to other daily tasks. If this is a likely situation, we strongly recommend that training take place at DDP's offices rather than at the District site.

Also, while it is certainly permissible to have others "sit in" during training, attention will primarily be paid to those who are designated to be trained. Please think seriously about who should be included in training. It is suggested that a representative of the District's technology department be included as one of the three possible students. DDP has also found that staff members who would be over-burdened by adding GIS to their existing workload should not be candidates for training. Successful Districts using GIS have individuals who will have the time to continue working with the software after training and who have enthusiasm for learning new technologies.

At a minimum, students should be comfortable with computer hardware, know how to work with CD-ROM drives, USB key drives, etc. They should be familiar with Microsoft Windows™ including navigating file directory structures in Windows Explorer, creating and deleting folders, minimizing and maximizing windows, etc. Although not required, it is also beneficial to have experience working with computer databases such as Microsoft Access™ and performing database queries, or have a strong background in Excel™. If students do not have these basic skills, GIS software training time will be sacrificed and additional training time may be required— at the District's expense.

TRAINING EXPECTATIONS

The District should understand that several days of training will not make one an expert in GIS software. Answers to problems using GIS software are, in many cases, derived through a series of steps unique to each problem. GIS software is also powerful and flexible, such that the steps required may be performed in more than one way. Students will need to continue working on their own to explore the software. We suggest, at a minimum, that students dedicate at least a few hours a week after training to get more comfortable with the power and uses of the software. We do not train each individual step, menu choice, or button to be pushed (although we do cover a lot of that), rather we encourage students to understand the concepts and terminology of the software so they can understand the "big picture" and know how to find help with the information they've learned.

ADDITIONAL QUESTIONS?

If you have any questions about training or need assistance prior to our arrival, please do not hesitate to contact our office at (951)270-5211. We look forward to seeing you.