

# AGENDA

## DAY 03

## Day Three Agenda:

After a busy two days of TASScon, join us for an exciting day jam-packed with TASS Masterclass sessions aimed at getting you up to speed on a range of areas of the system.

These half-day sessions will be led by our expert trainers where they will guide you through the latest features and best practices to help you become a TASS master. Whether you're a beginner or an experienced user, you'll have the opportunity to learn new skills, network with like-minded professionals, and gain valuable insights.

These are hands-on sessions with the TASS software, so attendees will be required to bring their devices to access a TASS training environment.

Limited spaces are available so don't miss out on this unique opportunity to take your skills to the next level!

*Note: All sessions will take place at Brisbane Convention and Exhibition Centre and room allocation is subject to change due to demand.*

## Masterclass Pricing

Early Bird Pricing: \$550 ex GST

Regular Pricing: \$650 ex GST

*\*Early Bird Pricing is available until March 31st or until the allocation is exhausted.*

## Sessions

9am - 12pm	<b>Navigating School Payroll: Key Concepts &amp; Practices</b> <i>BCEC - Arbour Room 1</i>
9am - 12pm	<b>School Debtor Management: From Billing to Collection</b> <i>BCEC - Arbour Room 2</i>
9am - 12pm	<b>Mastering Stylesheets for Effective Academic Reporting</b> <i>BCEC - Mezzanine M5&amp;M6</i>
9am - 12pm	<b>Smart School Management: Simplifying System Administration</b> <i>BCEC - Mezzanine M7&amp;M8</i>
12pm - 1pm	<i>Lunch</i>
1pm - 4pm	<b>Building Bridges: Strengthening Parent-School Communications</b> <i>BCEC - Arbour Room 1</i>
1pm - 4pm	<b>The Future of Finance &amp; Payroll: Digital &amp; Paperless Innovations</b> <i>BCEC - Arbour Room 2</i>
1pm - 4pm	<b>Pastoral Care, Configuration, and Communication Strategies</b> <i>BCEC - Mezzanine M5&amp;M6</i>
1pm - 4pm	<b>Ensuring Student Safety: Mastering Duty of Care &amp; Real-Time Tracking</b> <i>BCEC - Mezzanine M7&amp;M8</i>

## Morning Masterclasses

9am-12pm

### **Navigating School Payroll: Key Concepts and Practices**

#### ***Arbour Room 1***

This is your chance to work closely with our TASS Payroll experts in a workshop environment designed to enhance your skills and knowledge of the software.

Whether you're new to TASS Payroll, need a refresher or are looking to confirm your school's processes and practices.

Over the course of this workshop, you'll gain confidence and learn first-hand about the following:

- Best practices for setting up your school's Payroll parameters.
- Configure Pay Codes & Award entitlements.
- Managing Superannuation.
- Terminating an employee.
- Timesheet Preparation.
- Pay run processing.
- Payroll Reporting.

[Tickets](#)

9am-12pm

### **School Debtor Management: From Billing to Collection**

#### ***Arbour Room 2***

Join us for a comprehensive workshop designed to simplify parent billing and debtor management.

Key Topics Covered:

- Setting Up Billing Rules and Flags.
- Using Overdue Reminder Emails.
- Managing Parent Types.
- Generating Detailed Parent Account Reports.

By the end of this session, you'll have the tools and knowledge to streamline your billing processes and manage debtors more effectively, leading to a more efficient and transparent financial system.

[Tickets](#)

## Morning Masterclasses

9am-12pm

### **Mastering Stylesheets for Effective Academic Reporting**

#### ***Mezzanine M5&M6***

Take control of your school's academic reporting with this hands-on session, designed to help you create visually appealing and cohesive academic reports that reflect your school's communication standards.

In this interactive session, we'll start with a basic report format and collaboratively transform it into a polished masterpiece using stylesheet changes.

Throughout the workshop, you will learn:

- **Understanding Stylesheets:** What a stylesheet is, the elements you can adjust, and how to make those adjustments.
- **Design Consistency:** Ensure your academic reports align with the overall look and feel of all school communications.
- **Tips and Tricks:** Practical advice to simplify the process.
- **Bulk Changes:** How to efficiently make changes across multiple reports.
- **Alternative Solutions:** What to do if your desired layout isn't achievable through TASS customisable reports.

This workshop is best suited for participants who have:

- Some experience with academic reporting setups, including result periods, objectives, objective groups, assessment methods, result formats, and result-based comment translations.
- Basic knowledge of academic result entry.
- Experience with saved configurations and academic report generation.

**Prerequisite:** Participants must come prepared with a laptop with Notepad++ installed.

Join us to gain the skills and confidence needed to create academic reports that are not only functional but also an extension of your school's professional communication!

[Tickets](#)

## Morning Masterclasses

9am-12pm

### **Smart School Management: Simplifying System Administration** *Mezzanine M7&8*

Are you looking to enhance the efficiency of your TASS Software and streamline your school's systems? As a systems administrator, managing numerous moving parts can feel like a constant balancing act. But don't worry, we're here to help.

Join our comprehensive workshop designed to equip you with the skills and knowledge to master day-to-day tasks, maintain product connections, and oversee various TASS System Admin utilities. This session will provide valuable insights into the software, build your skills, optimise your existing processes, and offer networking opportunities with other System Administrators.

Key features covered include:

- Setting up SMTP emailing.
- Tracking edits and auditing user movements.
- Working with Identity Management Providers.
- Controlling access and permissions effectively.
- Customising your portal products to reflect school branding.
- Bulk data management, including adding, updating, and deleting records.

[Tickets](#)

## Afternoon Masterclasses

1pm-4pm

### **Building Bridges: Strengthening Parent-School Communications** *Arbour Room 1*

In this Masterclass, we will explore effective strategies and tools to enhance communication and engagement with parents using TASS. Maintaining strong, positive relationships with parents is crucial for student success from the moment a student enrolls, to their graduation.

Throughout this workshop, you will learn how to:

- Utilise TASS to streamline parent communications.
- Engage parents effectively at every stage of their child's education.
- Submit absences through Parent Lounge.
- Utilise UD areas.

Join us as we delve into the essentials of parent engagement and discover how to create a supportive and collaborative school community.

[Tickets](#)

## Afternoon Masterclasses

1pm-4pm

### **The Future of Finance/Payroll: Digital & Paperless Innovations** *Arbour Room 2*

In this workshop, we will explore how moving to a paperless system can significantly enhance your efficiency and sustainability. By leveraging modern technology, you can streamline financial and payroll processes, reduce environmental impact, and improve overall productivity.

Key Topics:

- Parent Payments: Simplifying and automating payment processes for parents.
- Bank Feeds: Integrating bank feeds streamlining Bank Reconciliations.
- Online Leave: Managing employee leave requests and approvals online.
- Online Timesheets: Implementing digital timesheets for accurate and efficient time tracking.
- Accounts Payable: Connections to Fixed Assets and API Integrations.

Join us as we navigate the transition to a paperless system and discover the benefits of modernising your finance and payroll management.

[Tickets](#)

1pm-4pm

### **Pastoral Care, Configuration, and Communication Strategies** *Mezzanine M5&M6*

Join us for an engaging and informative Masterclass designed specifically for educators.

This session will provide a comprehensive guide on:

- Setting up an effective student pastoral care system aimed at managing and encouraging positive student behaviour.
- Learn how to establish behaviour categories, conduct types, and outcomes that foster a supportive and structured environment.
- Discover strategies for effective communication between students, parents, and teachers to ensure a cohesive approach to pastoral care.

By the end of this session, you'll be equipped with the tools and knowledge to create a positive school culture that promotes student well-being and success.

[Tickets](#)

## Afternoon Masterclasses

1pm-4pm

### **Ensuring Student Safety: Mastering Duty of Care & Real-Time Tracking**

***Mezzanine M7&M8***

Join us for an in-depth workshop designed to enhance your skills in managing student information and ensuring their safety throughout the school day.

This session will cover essential tools and practices for streamlining daily operations and maintaining a secure environment for all students.

Workshop Highlights:

- Appointment Logs: Learn how to efficiently track and manage student appointments.
- Check-In/Check-Out: Master the process of student check-ins and check-outs to ensure accurate records.
- Duty of Care: Understand best practices for knowing where students are at any given time.
- Timetable Overrides: Discover how to handle timetable changes and overrides seamlessly.
- Custom Rolls: Create and manage Custom Rolls to fit your specific needs.
- Extracurricular on Rolls: Learn how to display Extracurricular Activities on student rolls.
- After-School Check-Out: Ensure students are safely checked out after school hours.

By the end of this session, your school can effectively meet its legal obligations and create a safe, supportive environment for all students.

[Tickets](#)