

DRAFT Schedule for Administrative Assistants' Conference 2026

Oct 22	DAY 1							
9:00 am - 10:00 am	Welcome and Keynote							
10:15 am - 11:30 am Session 1	PASI Session	Course/Section and Enrollments - High School	Getting Comfortable with the Uncomfortable	How do all these systems work together?	Dossier/School Engage?	Course/Section and Enrollments - K-9	Getting Started with PS/PowerSchool Basics	Google Sheets // Microsoft Excel
11:30 - 12:30	LUNCH							
12:30 pm - 1:45 pm Session 2	PASI Session	Understanding Report Card Data and Best Practices for Report Card Season	Getting Comfortable with the Uncomfortable	Group Functions	Rally - Website training	Digital Student Record Management	Getting Started with PS/PowerSchool Basics	
1:45 pm - 2:00 pm	Coffee Break							
2:00 pm - 3:15 pm Session 3	PS Searching/Student Lists	Tour through PowerTeacher and PowerTeacher Pro - Basics	Google Sheets // Microsoft Excel	Canva for Newsletters, etc	Round Table - School Engage	Digital Student Record Management	Round table discussion - Sr. High	Rally - Website training
	MINI SESSIONS							
3:15 - 4:00 Mini Sessions		Round Table - Transportation	A Walk Through Google Basics	Roundtable - Communicating with Parents	Roundtable - Atrieve	I am very new to the AA role. What do I need to know?		Being Active with Reconciliation from the Office Perspective
Oct 23	DAY 2							
8:45 am - 10:00 am Session 4	High School Sections and Marks	Attendance and Attendance Reports + Round Table for best practices	Work smarter not harder by integrating AI into your toolkit!	Round table discussion - Sr. High	Round table discussion - Elementary	Round table - Finance Fee Collection	Round table discussion - Jr. High	Round table - SchoolMessenger
10:00 am - 10:15 am	Coffee Break							
10:15 am - 11:30 am Session 5	PS Searching/Student Lists	Attendance and Attendance Reports + Round Table for best practices	A Day in the Life of a School Admin Assistant - Let's Chat Discussion	Round Table - Are You a Single District/School Using PowerSchool By Yourself?	Round Table - Scheduler	Canva for Newsletters, etc	Accounting Best Practices	Round table discussion - Indigenous Divisions
11:30 am - 12:30 pm	LUNCH and PRIZES							
12:30 pm - 1:45 pm Session 6	ABED - Documents for Registration	Group Functions	DDE and Data Export Manager	Tour through PowerTeacher and PowerTeacher Pro - Basics	Roundtable - Parent Portal and the PS Mobile App	Privacy and Data Security in the School Office	Rycor Basics	Time Management
1:45 pm - 2:00 pm	Coffee Break							
2:00 pm - 3:15 pm Session 7	ABED - Documents for Registration	Work smarter not harder by integrating AI into your toolkit!		Round table discussion - Elementary	Course/Section and Enrollments - K-9	ABReports Package	Roundtable - Rycor Best Practices	SchoolCash

Note: Information, sessions, and times are subject to change