
INSTRUCTOR NEWS & UPDATES

October 2008 Volume 1

FIRSTLY, a resounding ***THANK YOU***
to all of you who are managing your availability
and helping with the transition to "auto scheduling"

SECONDLY, it's never too late
to jump on the ATOMS Express!
Those of you who are still standing at the train station ...

GET ON BOARD! GET WITH IT! GET HELP!

FOR HELP WITH:

- ★ Lost passwords
- ★ Access to ATOMS issues
- ★ E-mail forwarding

Call the Helpdesk
503.378.2419

FOR HELP WITH:

- ★ Your calendar
- ★ Managing your availability
- ★ Scheduling / canceling a class

Call the Instructor Hotline
503.378.2905



WHAT'S HAPPENING NOW

- ★ We are 'auto scheduling' every morning for classes occurring in the next **TWO WEEKS**
- ★ We have started 'auto scheduling' for **SCENARIOS**, in addition to all the Skills disciplines
- ★ Every Friday we are 'auto scheduling' for the next **THREE MONTHS**
- ★ If you get picked up by 'auto scheduling' you will receive a confirmation that day with the **NEWLY** scheduled classes
- ★ If you do **NOT** get picked up by 'auto scheduling' and you feel that you should have been, please call Instructor Scheduling at **503.378.2386**

WE WILL START SCHEDULING THE 2009 CLASSES ON MONDAY 10/13

BY FRIDAY 10/10 THE SPREADSHEETS OF CLASS DATES FOR EVERY DISCIPLINE WILL BE SENT OUT, IN ORDER TO MOST ACCURATELY MANAGE YOUR AVAILABILITY.

IF YOU DO NOT RECEIVE THESE, OR YOU WOULD LIKE SPREADSHEETS FOR OTHER DISCIPLINES, PLEASE CALL THE INSTRUCTOR HOTLINE [SEE ABOVE], OR E-MAIL A REQUEST TO dpsst.instructorscheduling@state.or.us

QUESTIONS? COMMENTS? SUGGESTIONS? ACCOLADES?

WE WANT TO HEAR FROM YOU!