



## SISWeb Gradebook User Group April 10, 2013 Meeting Minutes

---

Attendees: **CNYRIC:** Steve Andrews, Marcia Fenocchi, Eric Hovater  
**APW:** Nancy Kather, George Parker  
**Cato Meridian:** Kevin McGowan, Terri Mitchell, Jeff Ostroski  
Dennis St Amour, Jen Taylor  
**Fabius Pompey:** Betsy Pierce  
**Groton:** Stephanie Hume  
**Jamesville DeWitt:** Jay Lang, Kerri McKee, Connie Myers Kelly  
**Jordan Elbridge:** Drew Deapo, Karen Hourigan, Katie Regan,  
Mary Thomas-Madonna  
**Moravia:** Karen Camp  
**North Syracuse:** Joanna Bruckner, Diane Skapura, Charles Yonko  
**Pulaski:** Bonnie Morris  
**Southern Cayuga:** Chris Clapper  
**Union Springs:** Nina Darnell, Wrenaye Matzen

---

### CNYRIC Items:

- Frequency and Purpose of User Group
  - Frequency: Twice annual meetings, occurring in the fall and spring of the school year.
  - Intended audience: Faculty and administrators in schools that are using the SIS Gradebook.
  - Purpose: A forum to discuss best practices, training and support issues and future enhancement items.
- Training and Support Items:
  - SIS Gradebook training model is to provide initial training at the start of the school year, followed by a support day at the conclusion of the marking cycles.
  - Schools are encouraged to use turnkey trainers to facilitate support issues that arise, particularly at year-end.
  - Final Average grade submission process is slightly different than the marking period grade submission. The process was discussed and handouts were distributed. An identified issue with the submission of non-numeric grades as part of the Final Average will be addressed by CNYRIC.

- ❑ Portal Items:
  - The SIS Student ID can now be used as a Student Access Point to the portal.
  - Students can log-in with either their Student ID or e-mail address.
  - The password is valid for both the Student ID and e-mail address.
  - Authorized teachers and administrators can reset a single student with a temporary password, good for seven days.
  - Authorized administrators can mass assign a group of students with temporary passwords, good for seven days.
  - As in the past, the student can send themselves a temporary password via e-mail, good for one hour.
  - Temporary passwords must be changed to a user-assigned password upon initial use, which is encrypted when stored in SIS.
  - Two reports available to teachers display the temporary passwords, thus allowing teachers to assist students in accessing the portal.

### Gradebook Enhancement Discussion

- ❑ The enhancement suggestion list, initially derived from the Fall User Group meeting was reviewed. Items completed from that list include:
  - The Student Portal access point/Administrative password re-set.
  - Missing Scores Report no longer includes students who have left the class.
  - An Official Comments List Report.
- ❑ Other items soon to be available were demonstrated and discussed. They include:
  - Differentiation of assignment due dates between linked gradebooks.
    - Still requested by the group: Allow teachers to exclude an assignment in a linked gradebook.
  - Collapse assignments on the score update/entry screen so that the teacher can still view the students whose assignments are being scored.
    - Still requested by the group: The student names should remain in view when the Official Comments are expanded for entry.
  - A teacher's view of the Student Portal View of the gradebook.
- ❑ New items for the enhancement list include:
  - Assignment Due Dates on the Student Grading Summary report.
  - An Extra Credit checkbox for simple identification of Extra Credit.
  - Improvements to the Student Grading Summary report.

**The next SISWeb Gradebook User Group Meeting is scheduled for  
Wednesday, October 16, 2013 8:30 to 11:00 am  
Conference Rooms 1 & 2, Rodax Building 2**