



SISWeb Gradebook User Group October 16, 2013 Meeting Minutes

Attendees: **CNYRIC:** Steve Andrews, Marcia Fenocchi, Eric Hovater
APW: George Parker
Cato Meridian: Kevin McGowan, Terri Mitchell, Jeff Ostroski
Dennis St Amour, Jen Taylor
Chittenango: Beth Bennett
Fabius Pompey: Betsy Pierce
Jamesville DeWitt: Connie Myers Kelly
Jordan Elbridge: Drew Deapo, Karen Hourigan, Mary Thomas-Madonna
Serina Simmons
Lafayette: Sandra Burt, Kelly Chambala, Amy Flemming, Freida Jacques,
Amy Kimm
Moravia: Michelle VanEtten
North Syracuse: Joan Kesselring, Tim Krueger, Joanne Mroczek,
Donna Marie Norton, Shannon Reeves, Diane Skapura, Nikki Slater,
Amy Stephenson, Vikki Weir, Charles Yonko
OCM BOCES: Don Martel, Rebecca Robertson
Port Byron: Kevin Barber
Pulaski: Bonnie Morris
Southern Cayuga: Peter Bakija
Union Springs: Nina Darnell, Wrenaye Matzen, Joe Palmiotto

CNYRIC Items:

- ❑ Frequency and Purpose of User Group
 - 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:
 - Several new districts were welcomed as Gradebook Users in 2014.
 - Training model is to provide initial training at the start of the school year, followed by support days during the school year.
 - CNYRIC to provide in-school support as requested by schools.
 - Schools are encouraged to use turnkey trainers to facilitate support issues.
 - CNYRIC to distribute updated Training Materials to all Schools as well as posting them to Doc Spot on the CNYRIC.org website.

Gradebook Enhancement Discussion

- ❑ The enhancement suggestion list from the Spring User Group meeting was reviewed. Items completed and being removed from that list include:
 - Differentiation of assignments between linked gradebooks by date or by exclusion.
 - Lock student names to more easily view the students whose assignments are being scored.
 - Teacher and Administrator view of student gradebooks in other classes.
- ❑ Existing enhancement items discussed include:
 - Display quarterly grades at the course list level on the Student Portal.
 - Teacher ability to mass communicate from the Gradebook to adults and students in the class. Tools to include selection criteria such as for missing assignments.
- ❑ New items for the enhancement list include:
 - District/School level Parent and Student Portal Access reports.
 - If assignment is excluded or hidden then identifiers should be removed from Portal.

Other Discussion Items

- CNYRIC to post training materials on the CNYRIC.org website.
- Other districts offered to share some of their training resources. Those are being collected and will be shared with everyone.
- The use of the Gradebook Announcements was discussed. Detailed documentation to follow.
- Two training items prepared for the group as **Frequently Encountered Issues** were not covered. Documentation on gradebooks with no “outer” categories and how to remove categories/assignments will be prepared and distributed.

Teachers are encouraged to forward suggestions to CNYRIC via their school's Turnkey Trainers and Administrators.

**The next SISWeb Gradebook User Group Meeting is scheduled for
Wednesday, April 9, 2014 8:30 to 11:00 am
Conference Rooms 1 & 2, Rodax Building 2**