



SISWeb Gradebook User Group
October 15, 2014 Meeting Minutes

Attendees: **CNYRIC:** Steve Andrews, Marcia Fenocchi, Eric Hovater
APW: George Parker
Cato Meridian: Terri Mitchell, Jeff Ostroski, Lindsay Pilipczak, Jen Taylor
Chittenango: Melissa Scheidelman, Sharrol Thurston
Fabius Pompey: Marc Lauzon
Jordan Elbridge: Drew Deapo, Karen Hourigan
Lafayette: Sandra Burt, Amy Flemming, Freida Jacques
Moravia: Michelle VanEtten
North Syracuse: Joanne Mroczek, Nikki Slater,
Pulaski: Bonnie Morris
Southern Cayuga: Peter Bakija

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 as well as future enhancement items.
- ❑ Training and Support Items:
 - Start of School went very well. Minimal issues were encountered.
 - Training model is to provide initial training at the start of the school year, followed by support days during the school year, as requested by schools.
 - Half-day support sessions in school are considered best use of resources.
 - Schools are encouraged to use turnkey trainers to facilitate support issues.
- ❑ Review & Discussion Items:
 - REGENTS.YN flag and the presence of a regent's exam in the gradebook.
 - Unlinking of gradebooks, both by marking period and by final average.
 - Hiding classes on the Portal, by use of the STUDYHALL.LUNCH flag, and by use of the 'eye-cons'.
 - If anyone wants further information about any of these topics, please contact Student Services.

Gradebook Enhancement Discussion

- The enhancement suggestion list from the Spring User Group meeting was reviewed.
 - Many attendees referenced their priority items in the User Group evaluation forms. These items will be reviewed as group priorities.
- Existing enhancement items discussed include:
 - Teacher ability to mass communicate from the Gradebook to adults and students in the class. This item is in testing, and will be available as soon as technology hurdles in some districts can be sorted out.
 - For communication to the majority of students who do not have e-mail in SIS, the “teacher e-mail” will be posted on the Portal so that they can be read there.
 - As students open this “portal e-mail” the status is changed from ‘unread’ to ‘read’.
 - The ‘read/unread’ status of the student “portal e-mail” queue is visible by the teacher. Teachers see the student portal e-mail queue and not the parent portal e-mail queue.
- New items for the enhancement list include:
 - Portal Login page is not clear that new and verify password are optional, and is causing problems for some students. Suggested that a New Password option presentation be made clearer, such as that of the SIS Admin Login screen.

Other Discussion Items

- Hide student names icon for anonymous display of the gradebook to the class.
- Grade Level Matrix display icon for valid non-numeric grades.

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 15, 2015 8:30 to 11:00 am
Conference Rooms 1 & 2, Rodax Building 2**