cnyric
Connecting Education

SISWeb Gradebook User Group
October 15, 2015 Meeting Minutes

Attendees: **CNYRIC**: Steve Andrews, Eric Hovater
Chittenango: Sharrol Thurston
Lafayette: Freida Jacques, Elizabeth Murray
North Syracuse: Diane Skapura
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 and 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.
  - CNYRIC support is available in the form of a half day on-site at the schools. Schools are encouraged to make arrangements for support dates if needed.
    - If any school would like in-house support at mark reporting times, please contact Student Services.
  - Administrative access via the Gradebook Admin page and the page's features were reviewed, including in particular, the Portal Usage Login report.

Gradebook Enhancement Discussion

❑ The enhancement suggestion list from the Fall User Group meeting was reviewed. No new enhancements suggestions were submitted.

Other Discussion Items

○ Email communication to adults and students was discussed.
  ▪ Students who may not have an e-mail address in SIS can still view communication from teachers on the Gradebook Portal. When a student views such communication, it displays a "read in portal" indicator.
  ▪ All SIS Gradebook e-mail recipients are included on the BCC line so as to protect privacy when mass communication is used. The e-mail recipient receives e-mail from the teacher's address and any replies are sent back to the teacher's e-mail account.
  ▪ All SIS Gradebook e-mail communication is archived in the teacher's gradebook for reference.
  ▪ If a teacher encounters issues with sending e-mail from the SIS Gradebook, please contact Steve Andrews in Student Services.

○ Portal User Passwords were discussed.
  ▪ All "permanent" Portal passwords are valid for 13 months plus one day. A message is displayed when passwords are within 14 days of expiration, and the user is forced to change their password if within 24 hours.
  ▪ The same password may not be used consecutively. However, a user may change to a different password and then back to their preferred password.
  ▪ Temporary Student passwords reset administratively within SIS are valid for 7 days. Temporary adult or student passwords which are reset via e-mail are valid for 1 hour.
  ▪ Adults may only reset their passwords via e-mail. This is to allow the Adult Portal User to be completely self-maintaining. The process by which adults reset their passwords was demonstrated.
  ▪ In order for Adults to access the Portal a unique e-mail address as well as a GB1 or GB2 code must be present. The types of possible messages Portal Users may encounter was discussed.

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 6, 2016 8:30 to 11:00 am Conference Rooms 1 & 2, Rodax Building 2