



## Central New York Regional Information Center

### MyGradebook User Group October 29, 2009 Meeting Minutes

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#### Attendees:

**CNYRIC:** Steve Andrews, Marcia Fenocchi, Eric Hovater, Joe Gracz,  
Brian Hidy, Brenda Wiseth  
**F E N:** Jack McLoughlin  
**APW:** George Parker  
**Cato Meridian:** Kevin McGowan, Dennis St Amour, Sue Scharoun, Jen Taylor  
**Cayuga BOCES CTE:** Cathy Barlow  
**Central Square:** Chris Tynan  
**Chittenango:** Beth Bennett, Jason Clark  
**Cortland:** Paulette Young  
**FM:** RJ Hartwell, Jeanne Klein  
**Fulton:** Sandi Squires  
**Groton:** Stephanie Hume  
**JD:** Jay Lang, Connie Myers-Kelly  
**JE:** Drew Deapo, Diane Gleason  
**Liverpool:** Lind Tillotson  
**Marcellus:** Hannah Naczi  
**Mexico:** Nancy Kather  
**Moravia:** Peg Dienhoffer  
**North Syracuse:** Tim Bednarski, Liz Carnes, Dave Cordone, Joanne Mroczek,  
Nikki Slater, Cindy VanGiesen, Steve Wolf, Charles Yonko  
**Onondaga Central:** Nancy Schmidt  
**Phoenix:** Deborah Dufour, Raina Hinman  
**Solvay:** Barb McCarthy, Sandy Sutherland  
**Southern Cayuga:** Chris Clapper  
**Weedsport:** Bill Clark  
**West Genesee:** Mike Burns, Dan Howard, Theresa Murray, Sandy Whatman

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#### CNYRIC Support:

- New schools using MyGradebook:
  - **North Syracuse: CNS High School, NS Jr. High School, Roxboro Rd Middle School, Gillette Rd Middle School**
  - **Onondaga Central Jr Sr High School**
  - **Cayuga BOCES CTE Program**
  - **OCM BOCES Career Academy**
  - **OCM BOCES Cortland Alternative School**

The total number of CNYRIC schools presently using MGB is 61

- ❑ Start of School Year issues:
  - Instructions to access online training materials (Doc Spot) and User Group items were distributed.
  - Beginning of school year integration issue relating to schedule deletes not updating on MyGradebook was discussed. An explainer document was distributed.
  - MyGradebook database problem on the weekend of October 17-18 was discussed, including the cause and steps taken to prevent a reoccurrence.
  - Recurring support issue: A student schedule is changed in SIS. As part of the nightly download, the student is made inactive in MGB. If student was issued a password while Active, they retain that password and retain access to the former class. (Enhancement Item below)
  - Based on the length of the discussion, it seems that additional documentation regarding Student/Parent portal is needed.

### Enhancement Items

- ❑ A revised set of Enhancement Request Lists will be distributed separately. These will be posted on the Student Services website. (Committees Button)
-  Automatically remove passwords (and therefore access) when a student is made Inactive in MyGradebook.
-  Do not create a “Finalize” button for user-defined grading periods, as the information is never sent to SIS and this creates confusion for teachers.
-  Create pre-defined assignments for the specific exam assignments. Create options on these assignments to export to SIS.
-  **Item GG:** “Freeze” Student Names and Assignment Titles on the Scores Spreadsheet screen was bumped from Low to Moderate priority.
-  **Item R-1:** Ability to size the Report printed output to fit on one page was repeated as a very important item for everyone.
- ❑ A review with MyGradebook of some of the older list items was requested. A phone conference will be scheduled between Student Services and MGB.
- ❑ The size of the User Group has grown significantly. It was suggested on some of the evaluations that items be submitted to Student Services prior to the meeting so that more schools can be heard from.
- ❑ So that adequate conference room preparation can be made, please inform Student Services of your intention to attend or not when the next Invitations are sent.

**Next MyGradebook User Group Meeting: Thursday April 29, 2010.**