



SISweb Elementary Report Module
User Group Meeting Minutes
April 28, 2011, 9am to 11am

Presenters: Pam Dearstine, Tammy Reilley, & Eric Hovater

Attendees:

Sandy Creek - Sue Ann Archibee

Sandy Creek – Shelley Blodgett

Skaneateles – Steve Widrick

West Genesee – Jennie Rybak

Solvay – Barb McCarthy

Solvay – Theresa Arcaro

Central Square – Sue Raymond

Groton – Renee Brehm

Groton – Julie Scaglione

CNYRIC – Judy Corigliano

CNYRIC – Mary Brady

Hot Topics:

Changing grade level for a teacher

Adding multiple teachers to a particular grade subject

Co-teaching – districts would like to put both teachers on the report card

Yes, it can be done. Can't give them same access to the subject area

Teacher Of record – move by NYS to identify a teacher for each subject area. Defining the % of instruction. Currently waiting for SED rules – Attendance, tracking students

Teach of record – Must assign teacher to 1 subject area, example; ELA as subject area, building in Reading, Writing, Spelling – Teacher of record will be the teacher assigned to ELA subject not Reading, Writing or Spelling areas.

NYS sent out a notification report to District Supt. regarding teach ids. This report was generated from the Teach System.

Question from district: What is the # for the teach id? When a teacher is certified they are issued a number (this is different than certification # and staff id #). Districts need to make sure they have entered the teacher id number in SIS Classic.

Admin. Access:

Making changes from previous marking period.

District need to let us know if they currently don't have admin access. There should be 1 person at each district. We will be contacting those districts, it does not have to be an admin person.

Solvay – Asked for instructions on the Admin Access section. Pam will be sending out documentation to the group.

Skaneateles – Steve would like to make sure that he and Dr. Paul Blair both have admin access.

Skaneateles – Science Teacher & Science Lab Teacher – currently the lab teacher does not have access to input any grades. The Science teacher does it now.

Update Date Range: Admin access folks can update and change the “Date Range” for teachers.

Teacher Changes: Initial setup, teacher assigned changes done by district staff, every year need to update this section, Edit the information can change the Subject, Grade, Title etc.

Removing Staff – Make you changes, click on update and then you can delete. Changes will not back fill into Classic side. District staff will need to inactive on classic side if a teacher leaves or retires.

Printing Corrections:

Change time to Marking Period, Dates corrections need to close time to be 2:00pm. We need time to print corrections. The time was 3:00pm, we have moved it up by 1 hour.

Attendance:

No date on report card for attendance dates. If we have close date June 5th and we print the report cards June 12th, but the official last day was June 24th, no attendance for that lapse in date will reflect on the report card.

Daily attendance – won't see any changes please use the form provided and get back to us for the attendance.

Printing PDF:

You can print corrected copy of report card. Click on the PDF icon, view pdf document. If we print corrections for you, we will send them to you. You will receive an automated email, you have 5 days to go out and get the PDF documents and print them.

Summer Changes: Due April 29, 2011. Schools should look over and send corrections back to us. This would be structural changes, Design & content changes. We have developed a sign off form.

SISWeb Download Menu:

Use the Staff download to get a list of staff . This will be a way districts can check to see if the Teach Ids have been entered into SIS. After downloading the file, please scroll all the way to the last column to see if the teach id # has been entered.

Questions:

Can't see student to assign marks? Need to make sure that the student is assigned to the teacher. Only the teacher can assign the student.

Grade Retainment: Retaining a student – edit enrollment grade before the end of the current marking period.

Enhancements: From Comment Screen now see Marks

March Release, teachers have free form for comments. Teachers could not see the marks while entered their comments. This has now been added.

Questions:

Can teachers print a list of their comments

No, teachers can't print out – only the Admin Access folks have the ability.

Enhancements: Application – Marks -

Don't have to drill down for 3rd MP from previous screen,

Member Interests:

Ordering Envelopes

New Fee next year for printing report cards. This is based on enrollment counts.

Homeroom teachers perspective – HR assigned PE teacher to students, currently don't see entire report card

Future – Allow teacher to review the entire report card not just a section.

Skaneateles and Sandy Creek commented – No one has asked for this enhancement, did not seem important to the districts in attendance at this meeting. This feature would assist AIS teachers that want to view student marks for ELA or Math because they are working with that child on specific interventions to make progress.

Registration Module – will be moving to Web 11-12 school year

Elementary Module Download ability – How important is this to districts? What are you looking at?