



SISWeb Elementary Report Module  
User Group Meeting Minutes  
May 8, 2012, 1pm to 3pm

**Presenters:**

Pam Dearstine, Tammy Reilley, & Judy Corigliano

**Attendees:**

Cato-Meridian – Jan Chase

Fayetteville-Manlius – Michele Kendrick, Lori Woodard

Jamesville-DeWitt – Mary Sylvester & Linda Schellinger

Jordan-Elbridge – Annette Borelli

LaFayette – Karen Flint

OCM Boces – Matt Tarolli

Pulaski – Barb Pulvermiller

Sandy Creek - Sue Ann Archibee & Shelley Blodgett

South Seneca – Barb Smith

Southern Cayuga – Bernie DeGraw, Mark Johnson, Pat Reilley, & Karen Smith

Weedsport – Tim Cowin

**Hot Topics:**

Course and Teacher Linkage

Long Term Subs

Entering Annual Instructional Minutes into SISweb

**Member Interests:**

A few schools are consolidating buildings; APW, Jordan-Elbridge and Southern Cayuga. All 3 Districts will have staff and grade changes. They will contact CNYRIC staff for some additional training in the next year.

Cato-Meridian: Jan Chase asked about enrollment.

LaFayette: Noted that it is difficult when you have an Elementary building that is K-6 and there are 2 ways in SISweb to enter the “Instructional Minutes”

Jamesville-DeWitt: Would like assistance with the Long-term subs that need to be entered into SIS.

Southern Cayuga: Bernie DeGraw noted that in the NYSED Teacher Id System there is no button for teachers to select. Teacher need to certify that they have verified their data and it is correct. Bernie has created a “District Form” that his Teachers must sign off on by June 1, 2012.

### **GROUP DISCUSSIONS & DEMONSTRATION:**

- Reviewed marks download on SISWeb
- Discussed the PDF's on SISWeb
- Reviewed End of Year procedures
- Talked about Marking Periods Dates and Processes.
- Retaining Students
- Course Linkage –when logging into the Teach Id system; Teachers will see 2 of the same student; Full year 9/2011 to 6/2012 and 9/2011 through end of the Assessment Date.
- NYS Course Codes – CNYRIC will roll over codes. Districts will not have to map NYS 3 – 8 exams codes. Course codes are mapped to the certified teacher.
- Next Year requirement, all grades and all courses must be mapped.
- Long term Subs – Must go into the Staff Class Assignment, Next year there will be a different procedure. For this year only – districts will work backwards. Get the information; date in and out and teacher names; Give Us a Call!!!!
- What is considered a Long Term Sub?? Most districts follow the District Policy; if this goes in front of the Board for approval, then this sub is considered Long Term. To add this Long Term sub into SIS, First go into SIS Classic, go into AD.CLASS to create staff id.
- Co-Teaching will be Next year!!!

### **NEW DEVELOPMENT:**

- New Button for Application Menu, when in SISWeb you can toggle between screens and stay on the same student. This is great! Saves Time!
- New Marks Download