

Teacher Training Agenda

Agenda Items	Document Page Reference(s)
Introduction	
1. Support: First- Manual , Second- Contact Training Staff	
2. Parent Portal available after 1 st marking period	
3. Open Teacher Functions Comprehensive Manual on iPad	
Access and Navigation	
1. Login, default password, changing passwords Default Passwords: jackets123	3
2. Train versus Live Instances – working in Train is the practice area; working in Live is the real thing	
3. Accessible from home: provide website information: https://sis-texas.tylertech.com/Mineola/TSI_Live	2,3
4. Inactivity timeout for teachers: 30 minutes	
5. Briefly explain the Top Row icons	3
6. School and Academic Year dropdowns and display	4
7. Home Page Setup Options (Adding, removing, minimizing, and moving Available Web Parts)	4
8. Using My Classes to access classes for attendance and grades	5
9. Left hand Menu Access to additional teacher options	7
10. Demonstrate the My Students option briefly	38
Student Attendance	
1. Accessing a class (They will need to change the date to the first day of school to see students in a section)	30
2. Different Class Views (Focus on the List View and Seating Chart View)	30,31
3. Students default to Present – just change the exceptions	32
4. **Submit attendance or it never happened	32
5. If your campus is utilizing the School Policies Lock Attendance option, let teachers know that 20 minutes will pass after the start of the class before it locks them out)	
6. Mention pre-marked attendance entries such as ISS or DAEP assignments, UIL trips, etc.	
7. Point out Search Attendance and Report options (nothing to see or report yet though)	33
Gradebook Categories	
1. Set at Campus Level	
2. Primary/Elementary: All grades equal- average to Marking Period	
3. Middle School: 60% Daily Work, 40% Test	
4. High School: 40% Daily Work, 60% Test	
Gradebook Assignments	
1. Add an assignment (Required fields with the red *: Long Name, Short Name (12 character maximum), Category, Date Assigned/Due, Possible Points and Assignment Weight	13-15

(defaults)	
2. Copy an assignment to other sections	13-15
3. Explain Submit versus the Save and Add More Actions item	15
4. Show and give an example of the Recurrence option	14
5. Explain use of Assignment Weight to change an assignment's relative value	13
6. **Possible Points should <i>never</i> include bonus points	13
7. Show how to edit an assignment to change any value	13
Grade Entry Options	
1. Demonstrate entry of grades	16
2. **Enter key moves down, tab key moves to the right	16
3. **Blank grades do <i>not</i> affect the average	16
4. Explain color changes to new and affected grades	16
5. Explain the use of Grade Override Codes set up for your campus including: INC, EXC	16
6. Demonstrate the Mass Grading of Assignment option	16
7. **Click Submit or it didn't happen	16
8. **The Final is the average for the marking period and is updated as a new or changed assignment grade is entered	
Gradebook Display Options	
1. Show these Actions menu items: Grading Period Comments, Add Student Nicknames, Add Student Numbers	18
2. Show the black arrow dropdown options: Inactive and Future Students, hiding various columns (explain the Alerts column), and locking the Gradebook at a defined column	19
3. Show the student sorting options (right click on Student column header)	20
4. Point out the ability to change classes and grading periods	21
5. **Explain the View option should be left at Detailed	21
6. **Click the Actions > Save Settings option to keep changes	21
7. Point out that when a new assignment is added, the grades screen displays only assignments from the category of the added assignment; use the Category dropdown to restore all assignments	21
Gradebook Preferences	
1. Demonstrate how to change Display Options	19
2. Display Active Students Only should be Yes (remind them that they can display inactives using the Grades dropdown menu)	19
3. Assignment Category Configuration defaults are alright but can be manipulated	19
4. Explain and encourage the use of the Warnings checkbox	23,24
5. Turn off Letter Grades is checked for all numerically graded courses but can be enabled for alpha graded classes	10
6. Both Auto-Save options should be enabled, 10 minutes is recommended	10
7. If District Comments are in place, show how they can add selected comments for use with their classes	10

Merging and Splitting Classes	
1. Explain that classes can be merged separately for grading and attendance purposes	5,6
2. This is accessible from the left-hand menu My Classes option	5,6
3. Use the Actions > Merge Section option to demonstrate this function	5,6
4. Show the corresponding attendance merge function from the Submit Student Attendance Actions menu	5,6
5. **Point out that some limitations exist with regard to terms	
Discipline Referrals	
1. Have participants go through a discipline referral entry as you guide them through the field options and purpose of the referral process	38
2. Show how to add students to the Event record	39
3. Show how to follow up on referrals using the Event Actions menu	40
4. Discuss using Discipline Referrals for Classroom Behavior Logs	
Health Referrals	
1. Have participants go through a health referral entry as you guide them through the field options and purpose of the referral process.	40
2. Show how to follow up on a referral	41
Reports Teacher Gradebook including Attendance	
1. Demonstrate how to access, choose settings for, and run a report (the Basic Class Roster report is a good one to use as long as you choose for the As Of Date an actual school day	37
2. Show the Run Report option	37
3. Show how and why exporting to PDF can be a useful option	37
Closing- Review	
1. Talk about Train vs Live- all changes made today are in Train	
2. Tyler SIS Personnel will be available Tuesday, August 27 th Primary/Middle School Morning Elementary/High School Afternoon Schedule visits with an email to Todd	

Follow up training topics:

Transferring Grades

Seating Charts

Progress Reports

Alerts

Teacher Comments Library

Class and Teacher Profiles, Class Announcements

Use of Default Grade, Number of Questions, and Retake Assignment Options

Grade Reporting Processing