ALBUQUERQUE PUBLIC SCHOOLS

SiS STUDENT INFORMATION SYSTEMS

Synergy Course Catalog
Schedule of User Trainings
3/6/2014

__Welcome__ to Synergy – Albuquerque Public Schools New Student Information System.

The following pages include course descriptions and training groups for Synergy SIS Trainings. Groups are arranged by job responsibility. Users should pick the group that most closely relates to their job functions. Users must attend all training sessions within their group in order to acquire the proficiency needed to perform their tasks. Users should not register for classes in multiple groups.

__Register__ for classes in PD Planner. __Trainings will appear in PD Planner approximately 6 weeks before the training is held.__ Keyword is the Group designation. Times and locations are listed. Users will receive an email confirmation for all trainings. If users are unable to attend a training they have registered for, they must attend an open lab makeup session at a later date. Users should complete the remaining trainings they have registered for. Open lab dates are listed at the back of the catalog. Open labs are not formal trainings. Users will work through the training documentation individually. SIS staff will be on hand to answer questions and provide support. Sign up for open labs in PD Planner.

Summary Implementation Timeline

November 2013	Training for High School Schedulers, Summer School Office, Navigation, Enrollment, Student Scheduling
	Training for Middle School Schedulers-Basic Navigation, Enrollment, Student Scheduling
December 2013	Training for Elementary Office Staff-Basic Navigation, Enrollment, Student Scheduling, CMP, Student Services
January 2014	Training for Middle School Office Staff-Basic Navigation, Enrollment, Student Scheduling
	Training for Elementary, Middle and High School Counselors
Jan 15-Feb 4th, 2014	SchoolMAX Data Transfer to Synergy
	Schools Track SMAX transactions for Enrollments, Withdraw, Schedule and Census Changes, so users can enter in Synergy starting February 5th.
February 5, 2014	Synergy Live for Dual transaction entry for Enrollments, Withdraw, Schedule Changes, Census through May 30.
February 2014	Master Scheduling starts for High Schools and Middle Schools
April 2014	Counselors MS/HS Summer School Registration Synergy Scheduling Support
May 2014	Training for Elementary, Middle School, High School Office Staff-
	Training for High School Registrars
	Summer School Elementary, Middle, High Summer School Teachers
May 24-30, 2014	District Summer School Registration in Synergy
May 30, 2014	SchoolMAX goes down at 5pm
June 2014	Training for District Staff
May 30-June 10, 2014	Data transfer to Synergy
June & July, 2014	Summer Scheduling Lab, Summer Synergy Open Labs
June 10, 2014	Synergy Data Validation
June 11, 2014	Summer School Registration
June 12, 2014	HS Summer School Starts
June 16-19, 2014	Middle, High School Principals/Assistant Principals Navigation/Discipline
July 14-16, 2014	Alternative Elementary School Teacher Trainers train school staff
July 24-30, 2014	Elementary School Office Staff Refresher Course-Enroll, Attendance, Discipline, Schedule
July 31-Aug 1, 2014	Middle School, High School Office Staff Refresher Course-Enroll, Attendance, Discipline, TVue
Aug 4-5, 2014	Teacher Trainers trained in TeacherVue & Gradebook-trainers from ES,MS, HS
Aug 6, 2014	Teacher Trainers train school staff at school sites in TVue & Gradebook-ES,MS,HS
	School Tech Coordinators trained in Navigation and TeacherVue
	School Nurses and Health Assistants trained in HealthVue
Aug 7, 8, 11, 2014	Teacher Trainers train school staff at school sites TVue & Gradebook -ES,MS,HS School Nurses and Health Assistants trained in HealthVue
Aug 25, 2014	Alternative ES Grading/Report cards August 2014
	ParentVue/StudentVue live for High Schools & Middle Schools
Aug 2014-May 2015	Open labs for new users and user assistance
September 2014	ES, MS, HS office staff Grading/Report cards
January 2015	ParentVue/StudentVue live for Elementary Schools

In August 2014, the District will implement a new Student Information System. The following outlines the training necessary to ensure that all staff are ready to take attendance on the first day of school and are familiar with the new electronic grading system. To accomplish this task, the following is necessary to ensure that all staff have the opportunity to attend training and that trainings do not interfere with school registration. This allows two days for SIS to Train Teacher Trainers, who will then have four days to train their staff onsite.

August 4th & 5th, 2014   **District Teacher Trainers – TeacherVue Gradebook/Attendance ES/MS/HS**
- SIS will train Teacher Trainers who will return to their schools sites and train their staff there.

August 6, 2014   **District Professional Development Day-No Registration this day**
- Teacher trainers train staff at school sites in TeacherVue & Grade book
- SIS trains Tech Coordinators-half AM/half PM
- Nursing Services trains ES/MS/HS Nurses and Health Assistants

August 7, 2014   **Registration Day at school sites/School Site Staff Training Day**
- Teacher trainers train staff at school sites in TeacherVue & Grade book
- Nursing Services trains ES Nurses and Health Assistants

August 8, 2014   **Registration Day at school sites/School Site Staff Training Day**
- Teacher trainers train staff at school sites in TeacherVue & Grade book

August 11, 2014   **Registration Day at school Sites/School Site Staff Training Day**
- Teacher trainers train staff at school sites in TeacherVue & Grade book

August 12, 2014   **Teacher Prep Day – No teacher Training this day**

August 13, 2014   **First Day of School**

During the first three month of school there will be multiple Synergy Training for new staff and for staff who need a refresher. Please check PD Planner in mid July for August trainings.

General Survey

The purpose of this course is to develop competence in: Connecting, Logging in, Navigating, Focus, Menu Trees, Content Area with Student View, Find, Filter, Print, and Reports. The Content Areas that General Survey may be paired with are: Discipline, Enrollment or Course History. (1/2 Day for District Staff only)
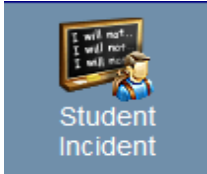
Discipline

The purpose of this course is to develop competence in: Conferences, Adding a Conference, Student Incidents, Adding/Edit/View, and Printing Disciplinary Action Form. (1 Day for School Staff only)
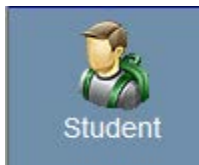
Enrollment

The purpose of this course is to develop competence in: Adding a new Student to Synergy, Transfer from Inactive to Active, Concurrent Enrollments, Inactivate a Student, No Shows, Manage Student Data, Manage Parent Data, Manage Emergency Data, Correct Enrollment History, Documents, and Reports. (1 Day)
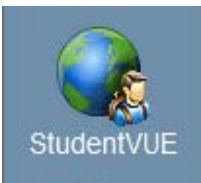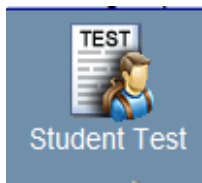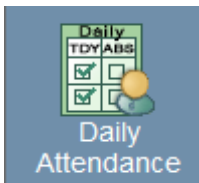
Attendance Daily and Period

The purpose of this course is to develop competence in: Viewing School Calendar, Attendance Codes, Attendance Options, Maintenance, Mass Change, Intro to Teacher Experience, Reports, and Letters. (1/3 day)

Test History/Student Programs

The purpose of this course is to develop competence in: Objective Setup, Score Type Setup, Test Definition, Procedures, Add/Edit/View Student Test and Reports, Entering/Editing Childhood Assessments, Program Participation, English Language Learners, Maintenance, Free/Reduced Meals, Special Ed Services, and Adding/Editing/Deleting Student Needs. (1/3 Day)

ParentVue/StudentVue

The purpose of this course is to develop competence in: Parent Experience Procedures, Configuration, Activation Key, Contact/Privacy, District Events, and School Events. (1/3 Day)
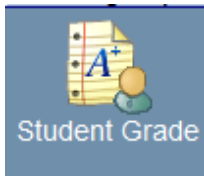
Course History (Transcripts) for Office Staff
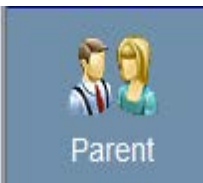
The purpose of this course is to develop competence in: Course History Setup/Review, Student Transcript Options, Course History Maintenance, Update Student Course History, Add/Edit/View Student Course History, and Reports. (1/2 Day)

Grading Middle and High School for Office Staff

The purpose of this course is to develop competence in: Update Grade View, Student Grades, Class Grades, Output Options, Reports, Report Cards, Grading Labels, List Reports, Summary Reports, and Maintenance. (1/2 Day)

Grading Elementary Coordinators (Usually the IC and IT coordinators)

The purpose of this course is to develop competence in: Update Grade View, Student Grades, Class Grades, Output Options, Reports, Standard Based Progress Reports, Midterm Progress Reports, Grading Labels, List Reports, Summary Reports, and Maintenance. (1/2 Day)
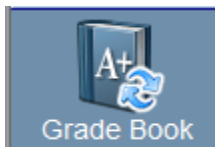
TVue Gradeworks Elementary Standards Based Gradebook for Teacher Trainers (Usually the IC and IT coordinators)

The purpose of this course is to develop competence in: Logging In, Home Page, GB Maintenance, Entering Classroom Assessments and Assignments, Setup, Standards Based Progress Report Card Preview, Communication, and Assessment. These folks will train the teacher staff at their school sites on Aug 6, 7, 8, 11.

Gradebook MS/HS Gradebook for Teachers Trainers

The purpose of this course is to develop competence in: Getting Started, Security, Help, Home Page, Logging In, Page Design, Setup Preferences, Password, Class Setup, Class Groups, Students, Grade Periods, Scales, Categories, Grading Overview, Homework Checklists, Student Info., Seating Charts, and Contact Information. These folks will train the teacher staff at their school sites on Aug 6, 7, 8, 11.

School Tech Coordinator Training

The purpose of this course is to provide this group the ability to be the first level of support at each school site. Training includes overview of: Dealing with Toolbars and Popups, Logging in, General Navigation, TVue, and Gradebook for Middle and High Schools. (1 Day)

Mass Scheduling

The purpose of this course is to develop competence in: Mass Scheduling Setup/Review, Focus Year, Opt In to Courses, School Scheduling Options, Rooms, Mass Assign Course Requests, Schedule Control, Create an Option Set (aka Scheduling Version), Add/Edit/View Requests, Reports, Sections, Schedule Students, Edit Scheduling Rejects, and Update Schedule.

(Initial Training 1 ½ Days in the fall and Phase 1, 2, 3 in the Spring.

Individual WalkIn Scheduling

The purpose of this course is to develop competence in: Setup Schedule Review, School Scheduling Options, Bell Schedule Definition, Period Rotation Definition, Wheel Definition, Mass Assign House/Team, District Course, School Course, Sections, Assign to Sections, Add/Delete Classes, End Term, and Reports. (1/2 Day)

Health for Nurses and Health Assistants

The purpose of this course is to develop competence in: Health Log, Conditions, Immunization Records, Medication Log, History, Screening, TB, Vision, Hearing, Scoliosis, Service Monitor, and Reports. (1 Day)

Master Schedulers-High School
 CA's, Data Pros, Head Sped, Summer School District Staff, (HS Principals may attend if they wish.)

Register in PD Planner for either Group A, B or C
Register in PD Planner for as many Scheduling Support Sessions as you wish.
Register in PD Planner for one Flex Tvue/Gradebook

Group A	General Survey/Enrollment	11/04/2013	1 day
	Course History/Student Sched	11/05/2013	1 day
	Mass Scheduling Pt 1	2/11/2014	1 day
	Mass Scheduling Pt 3	4/22/2014	1 day
Group B	General Survey/Enrollment	11/07/2013	1 day
	Course History/Student Sched	11/08/2013	1 day
	Mass Scheduling Pt 1	2/12/2014	1 day
	Mass Scheduling Pt 3	4/23/2014	1 day
Group C	General Survey/Enrollment	11/06/2013	1 day
	Course History/Student Sched	11/07/2013	1 day
	Mass Scheduling Pt 1	2/14/2014	1 day
	Mass Scheduling Pt 3	4/24/2014	1 day

Mass Scheduling Part 2 has multiple dates to choose from: March 12th, 13th, 14th, 18th, 19th, 21st , 26th.

 Scheduling Support Sessions below are optional.

Scheduling Support	2/26/2014
Scheduling Support	3/4/2014 , 3/5/2014, 3/17/2014, 3/25/2014
Scheduling Support	4/09/2014
Scheduling Support	5/02/2014, 05/06/2014-05/08/2014
Summer Scheduling Lab	6/10 -7/25/2014

Flex Tvue/Gradebook

Flex1 A-F	TVue/Gradebook /Discp/Gr	5/28/2014	1 day
Flex2 A-F	TVue/Gradebook /Discp/Gr	5/29/2014	1 day
Flex3 A-F	TVue/Gradebook /Discp/Gr	5/30/2014	1 day
Flex3 A-F	TVue/Gradebook /Discp/Gr	6/09/2014	1 day

Groups A, B, C   HS DATA PROCESSORS-
Register in PD Planner for these courses in addition to the above courses

Course

Grade/Reportcards	9/03 or 9/04/2014	½ day

Master Schedulers-Middle School
                    Principals/Assistant Principals/Data Processors/Summer School District Staff

Register in PD Planner for either Group D, E or F
Register in PD Planner for as many Scheduling Support Sessions as you wish.
Register in PD Planner for one Flex Tvue/Gradebook

Group D	General Survey/Enrollment		
	Course History/Student Sched	11/22/2013	1 day
	Mass Scheduling Pt 1	2/19/2014	1 day
	Mass Scheduling Pt 3	4/28/2014	1 day
Group E	General Survey/Enrollment		
	Course History/Student Sched	11/252013	1 day
	Mass Scheduling Pt 1	2/20/2014	1 day
	Mass Scheduling Pt 3	4/29/2014	1 day
Group F	General Survey/Enrollment		
	Course History/Student Sched	12/03/2013	1 day
	Mass Scheduling Pt 1	2/21/2014	1 day
	Mass Scheduling Pt 3	4/30/2014	1 day

Mass Scheduling Part 2 has multiple dates to choose from: March 12th, 13th, 14th, 18th, 19th, 21st, 26th.

The Scheduling Support Sessions below are optional.

Scheduling Support	2/26/2014
Scheduling Support	3/4/2014 , 3/5/2014, 3/17/2014, 3/25/2014
Scheduling Support	4/09/2014
Scheduling Support	5/02/2014, 05/06/2014-05/08/2014
Summer Scheduling Lab	6/10 -7/25/2014

Flex Tvue/Gradebook

Flex1 A-F	TVue/Gradebook/Discp/Gr	5/28/2014	1 day
Flex2 A-F	TVue/Gradebook / Discp/Gr	5/29/2014	1 day
Flex3 A-F	TVue/Gradebook Discp/Gr	5/30/2014	1 day
Flex4 A-F	TVue/Gradebook / Discp/Gr	6/09/2014	1 day

Groups D, E, F MS DATA PROCESSORS-
Register in PD Planner for these courses in addition to the above courses

Course			
	Grade/Reportcards	9/03 or 9/04/2014	½ day

Registrars Group   High School Registrars

Course	Closing School Smax Prep for Synergy Conversion		
		4/8/2014	1 day
Courses	Gen Ser/Course History/Grades	5/21/2014	1 day
	Test Hist/Student Programs	5/22/2014	½ day
	WalkIn Scheduling	5/22/2014	½ day

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Elementary School Office Staff will begin their training in December 2013 by attending General Survey Navigation and Enrollment training. Choose one of the December dates to attend. Then then pick one group G, H, I, J or J-1 to attend all other trainings. The Follow Up Refersher classes occur just before school starts and are a quick review of Enroll/Attendance/Discipline/Scheduling.

Groups G,H,I,J   **ES Office Staff**

Course	General Survey Navigation/Enroll	12/09/2013	
	Student Sched Class List	12/10/2013	
		12/11/2013	
		12/12/2013	
		12/13/2013	

Group G   **ES Office Staff**

Courses	Mass Sched/SS Sched	3/24/2014	1 day
	Attendance/Test Hist/Student Prog	4/01/2014	1 day
	Follow Up Refresher Svue/Tvue	7/29 & 30/2014	2 days

Group H   **ES Office Staff**

Courses	Mass Sched/SS Sched	3/24/2014	1 day
	Attendance/Test Hist/Student Prog	4/01/2014	1 day
	Follow Up Refresher Svue/Tvue	7/24 & 25/2014	2 days

Group I   **ES Office Staff**

Courses			
	Master Sched/SS Sched	3/24/2014	1 day
	Attendance/Test Hist/Student Prog	4/01/2014	1 day
	Follow Up Refresher Svue/Tvue	7/24 & 25/2014	2 days

Group J   **ES Office Staff**

Courses			
	Master Sched/SS Sched	3/27/2014	1 day
	Attendance/Test Hist/Student Prog	4/04/2014	1 day
	Follow Up Refresher Svue/Tvue	7/29 & 30/2014	2 days

Group J-1   **ES Office Staff**

Courses			
	Master Sched/SS Sched	3/28/2014	1 day
	Attendance/Test Hist/Student Prog	4/04/2014	1 day
	Follow Up Refresher Svue/Tvue	7/24 & 25/2014	2 days

Alt ES Refresher   **Alternative ES Office Staff**   7/07 & 7/08/2014   2 days

Data Integrity for Dual Entry   2/18/2014   1 Hr

ES Gradebook Pilot – November 18th & 19th, 2014 – Pilot schools TBD at a later date. 3 staff from Pilot ES to be chosen by the Principal. These staff members will learn about the electronic gradebook and submitting SBPR electronically and train other staff at their site.

ES School Grading Functions – November 21st, 22nd, or 23rd, 2014- 3 staff from each ES to be chosen by the Principal. These staff members will learn about submitting SBPR electronically and train other staff at their site.

HS/MS Office Staff   (**Do not choose these groups if you are a HS Registrar or Data Processor**)

Group K   General Survey/Enrollment   1/13/2014   1 day
                  Course Hist/ Gr/Discip   5/06/2014   1 day
                  Attend/Test/Prog/SS Sched   5/07/2014   1 day
                  Follow Up Refresher SvueTvue 7/31 & 8/1/2014   2 days

Group L
                  General Survey/Erollment   1/14/2014   1 day
                  Course Hist/Gr/Discip   5/06/2014   1 day
                  Attend/Test/Prog/SS Sched   5/07/2014   1 day
                  Follow Up Refresher SvueTvue 7/31 & 8/1/2014   2 days

Group M
                  General Survey/Enrollment   1/15/2014   1 day
                  Attend/Test/Prog/SS Sched   5/05/2014   1 day
                  Course Hist/Gr/Discip   5/19/2014   1 day
                  Follow Up Refresher SvueTvue 7/31 & 8/1/2014   2 days

Group N
                  General Survey/Enrollment   1/16/2014   1 day
                  Attend/Test/Prog/SS Sched   4/29/2014   1 day
                  Course Hist/Gr/Discip   5/19/2014   1 day
                  Follow Up Refresher SvueTvue 7/31 & 8/1/2014   2 days

Group O
                  General Survey/Enrollment   1/17/2014   1 day
                  Attend/Test/Prog/SS Sched   5/01/2014   1 day
                  Course Hist/Gr/ Discip   5/19/2014   1 day
                  Follow Up Refresher SvueTvue 7/31 & 8/1/2014   2 days

Overflow Group KLMNO - for users moving from the 31st/1st to July 29th/30th.
              If you are currently registered for the July 31st and Aug 1st and would like to move to
              July 29th and 30th, please email sis@aps.edu and we will enter the registration for you. Space is
              limited to 25 people.

Group NSS   (**New APS Hires Summer School**) **ES/MS/HS Principal/Counselor/Office Staff**
                 This training is for New APS employees who were hired for Summer School in May of
                 2014 and have not attended any Synergy trainings.
Courses   General Survey/Enrollment   6/02/2014   1 day
                 Discip/Sched/DailyAttend   6/03/2014   1 day
                 Course Hist/Gr/Pd Attend   6/05/2014   1 day
                 TVue/Gradebook/SS Sched   6/06/2014   1 day

Summer School Teachers

Group P1   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/27/2014   8 am - 9:30 am

Group P2   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/27/2014   9:45 am - 11:15am

Group P3   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/27/2014   12 pm – 1:30 pm

Group P4   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/27/2014   1:45 pm – 3:15 pm

Group P5   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/28/2014   8 am - 9:30 am

Group P6   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/28/2014   9:45 am - 11:15am

Group P7   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/28/2014   12 pm – 1:30 pm

Group P8   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/28/2014   1:45 pm – 3:15 pm

Group P9   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/29/2014   8 am - 9:30 am

Group P10   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/29/2014   9:45 am - 11:15am

Group P11   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/29/2014   12 pm – 1:30 pm

Group P12   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   5/29/2014   1:45 pm – 3:15 pm

Group P13   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   6/2/2014   8 am - 9:30 am

Group P14   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   6/2/2014   9:45 am - 11:15am

Group P15 Elementary Summer School Teachers TVUE/Attendance
Course   TVue   6/2/2014   12 pm – 1:30 pm

Group P16   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   6/2/2014   1:45 pm – 3:15 pm

Summer School Teachers – Continued

Group P17   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   6/4/2014   8 am - 9:30 am

Group P18   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   6/4/2014   9:45 am - 11:15am

Group P19 Elementary Summer School Teachers TVUE/Attendance
Course   TVue   6/4/2014   12 pm – 1:30 pm

Group P20   Elementary Summer School Teachers TVUE/Attendance
Course   TVue   6/4/2014   1:45 pm – 3:15 pm

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Group Q1   MS/HS Summer School Teachers TVUE/GRADEBOOK
Course   TVue/Gradebook   6/10/2014   ½ day

Group Q2   MS/HS Summer School Teachers TVUE/GRADEBOOK
Course   TVue/Gradebook   6/10/2014   ½ day

Group Q3   MS/HS Summer School Teachers TVUE/GRADEBOOK
Course   TVue/Gradebook   6/10/2014   ½ day

Group R1   MS/HS Summer School Teachers TVUE/GRADEBOOK
Course   TVue/Gradebook   6/10/2014   ½ day

Group R2   MS/HS Summer School Teachers TVUE/GRADEBOOK
Course   TVue/Gradebook   6/10/2014   ½ day

Group R3   MS/HS Summer School Teachers TVUE/GRADEBOOK
Course   TVue/Gradebook   6/10/2014   ½ day

Group R4   MS/HS Summer School Teachers TVUE/GRADEBOOK
Course   TVue/Gradebook   6/11/2014   ½ day

Counselors

Group U   MS/HS Counselors
Courses
| Gen Survey/Course History/Sched | 1/21/2014 | 1 day |
| Summer School Reg | 4/28/2014 | ½ day |

Group V   MS/HS Counselors
Courses
| Gen Survey/Course History/Sched | 1/21/2014 | 1 day |
| Summer School Reg | 4/28/2014 | ½ day |

Group W   MS/HS Counselors
Courses
| Gen Survey/Course History/Sched | 1/23/2014 | 1 day |
| Summer School Reg | 4/29/2014 | ½ day |

Group X   MS/HS Counselors
Courses
| Gen Survey/Course History/Sched | 1/23/2014 | 1 day |
| Summer School Reg | 4/29/2014 | ½ day |

Group Y   MS/HS Counselors
Courses
| Gen Survey/Course History/Sched | 1/13/2014 | 1 day |
| Summer School Reg | 4/30/2014 | ½ day |

Group Z   MS/HS Counselors
Courses
| Gen Survey/Course History/Sched | 1/13/2014 | 1 day |
| Summer School Reg | 4/30/2014 | ½ day |

Group Z1   ES Counselors
| Course | General Survey/Navigation | 1/16/2014 | ½ day |

Group Z2   ES Counselors
| Course | General Survey/Navigation | 1/16/2014 | ½ day |

Group Z3   ES Counselors
| Course | General Survey/Navigation | 1/17/2014 | ½ day |

Group Z4   ES Counselors
| Course | General Survey/Navigation | 1/17/2014 | ½ day |

Nurses and Health Assistants

Training for Dist Nurse Trainers only
Course   General Survey/Health 5/16/2014   ½ day am

Summer School 1 Nurses /Health Assistants
Course   General Survey/Health 5/20/2014   ½ day am
Summer School 2 Nurses/Health Assistants
Course   General Survey/Health 5/20/2014   ½ day pm
Summer School 3 Nurses /Health Assistants
Course   General Survey/Health 5/21/2014   ½ day am
Summer School 4 Nurses/Health Assitsants
Course   General Survey/Health 5/21/2014   ½ day pm

Alt ES Nurses and Health Assitants
Course   General Survey/Health 7/14/2014   ½ day am

High School and Middle School Nurses must attend on August 6th so that they are back at their school sites for Registration on August 7th 8th and 11th.

Group 5   HS/MS Nurses
Course   General Survey/Health 8/06/2014   ½ day am

Group 6   HS/MS Nurses
Course   General Survey/Health 8/06/2014   ½ day pm

Group 7   Nurses/Health Assistants
Course   General Survey/Health 8/07/2014   ½ day am

Group 8   Nurses/Health Assistants
Course   General Survey/Health 8/07/2014   ½ day pm

Group 9   Nurses/Health Assistants
Course   General Survey/Health 8/06/2014   ½ day am

Group 10   Nurses/Health Assistants
Course   General Survey/Health 8/06/2014   ½ day pm

Group 11   Nurses/Health Assistants
               General Survey Health 8/07/2014   ½ day am

Group 12   Nurses/Health Assistants
               General Survey Health 8/07/2014   ½ day pm

Group 13   Nurses/Health Assistants
               General Survey Health 8/08/2014   ½ day am

Group 14   Nurses/Health Assistants
               General Survey Health 8/08/2014   ½ day pm

Synergy Gradebook for Teacher Trainers

Teachers who have been designated as Trainers by their Principal, should attend one of the following half day sessions on TeacherVue Attendance. They will return to their sites to train the staff at their school on August 6th, 7th, 8th and 11th, 2014. Principals should choose individuals who have good communications skills, grading software knowledge, good organizational and interpersonal skills. ES may send 3 staff to training. MS/HS may send 4 staff to training.

Group ES 1   Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/4/2014	2 hrs AM

Group ES 2   Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/4/2014	2 hrs AM

Group ES 3   Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/4/2014	2 hrs AM

Group ES 4   Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/4/2014	2 hrs AM

Group ES 5   Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/4/2014	2 hrs PM

Group ES 6   Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/4/2014	2 hrs PM

Group ES 7 Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/4/2014	2 hrs PM

Group ES 8 Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/4/2014	2 hrs PM

Group ES 9 Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/5/2014	2 hrs AM

Group ES 10 Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/5/2014	2 hrs AM

Group ES 11 Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/5/2014	2 hrs PM

Group ES 12 Elem Teacher Trainers TVUE/ATT
Course	TVue/Gradebook	8/5/2014	2 hrs PM

Group MH1   MS/HS Teacher Trainers TVUE/GRADEBOOK/T/T

Course	TVue/Gradebook	8/4/2014	½ day AM

Group MH2   MS/HS Teacher Trainers TVUE/GRADEBOOK/T/T

Course	TVue/Gradebook	8/4/2014	½ day AM

Group MH3   MS/HS Teacher Trainers TVUE/GRADEBOOK/T/T

Course	TVue/Gradebook	8/4/2014	½ day PM

Group MH4   MS/HS Teacher Trainers TVUE/GRADEBOOK/T/T

Course	TVue/Gradebook	8/4/2014	½ day PM

Group MH5   MS/HS Teacher Trainers TVUE/GRADEBOOK/T/T

Course	TVue/Gradebook	8/5/2014	½ day AM

Group MH6   MS/HS Teacher Trainers TVUE/GRADEBOOK/T/T

Course	TVue/Gradebook	8/5/2014	½ day AM

Group MH7   MS/HS Teacher Trainers TVUE/GRADEBOOK/T/T

Course	TVue/Gradebook	8/5/2014	½ day PM

Group MH8   MS/HS Teacher Trainers TVUE/GRADEBOOK/T/T

Course	TVue/Gradebook	8/5/2014	½ day PM

ALTERNATIVE Elem TEACHER TRAINERS (usually the IC and ITand another staff member)

Course	TVue/Attendance	7/17 /2014	2 Hrs AM

Group AQ   HS/MS TECH COORDINATORS

Courses	General Survey/Navigation	12/10/2013	½ day
	Tech Troubleshooting	12/10/2013	
	TVue/Gradebook High School and Middle School	8/6/2014	½ day

Group AR   HS/MS TECH COORDINATORS

Courses	General Survey/Navigation	12/13/2013	½ day
	Tech Troubleshooting	12/13/2014	
	TVue/Gradebook High School and Middle School	8/6/2014	½ day

Elementary School Principals & Assistant Principals

Group AU1   ES PRINCIPALS & ASSISTANT PRINCIPALS

Course	Gen Survey/Student	8/7/2014 @ Principal Forum	2 hrs

MS/HS Principals & Assistant Principals

Group AX   MS/HS PRINCIPALS & ASSISTANT PRINCIPALS

Course	General Survey/Student/Discipline	6/16/2014	½ day

Group AX1   MS/HS PRINCIPALS & ASSISTANT PRINCIPALS

Course	General Survey/Student/Discipline	6/17/2014	½ day

Group AX2   MS/HS PRINCIPALS & ASSISTANT PRINCIPALS

Course	General Survey/Student/Discipline	6/17/2014	½ day

Group AY   MS/HS PRINCIPALS & ASSISTANT PRINCIPALS

Course	General Survey/Student/Discipline	6/12/2014	½ day

Group AZ   MS/HS PRINCIPALS& ASSISTANT PRINCIPALS

Course	General Survey/Student/Discipline	6/19/2014	½ day

DISTRICT STAFF INCLUDES :

Admin, Language & Cultural Equity, Indian Ed, School Police, Student Service Center, Truancy Office, Title 1, Directors, Managers, Leadership

Student, School and Community Service Center Staff
And Capital Master Planning

Courses	General Survey/Student Info Enroll/Demographics	12/04/2013 or 12/05/2013	1 day

Group BA   DISTRICT STAFF

Course	General Survey/Student Info	6/03/2014	½ day

Group BB   DISTRICT STAFF

Course	General Survey/Student Info	6/03/2014	½ day

Group BC   DISTRICT STAFF

Course	General Survey/Student Info	6/03/2014	½ day

Group BD   DISTRICT STAFF

Course	General Survey/Student Info	6/03/2014	½ day

Group BE   DISTRICT STAFF

Course	General Survey/Student Info	6/05/2014	½ day

Group BF   DISTRICT STAFF

Course	General Survey/Student Info	6/06/2014	½ day

Group BG   DISTRICT STAFF

Course	General Survey/Student Info	6/05/2014	½ day

Synergy Open Labs -makeup trainings that were missed. Sign-Up in PDPlanner

Groups A-J .December 6, 2013
Any Group January 31, 2014
Any Group February 18, 2014
Data Integrity March 6, 7, 10, 20, 27, 28, 31

Synergy Make Up Navigation/Enrollment/Student/Student Schedule 3/11/2014 or 3/19/2014

Summer Master Scheduling Lab-assistance for those working on their Master Schedule You must signup in PD Planner   June10-July 25, 2014-City Center Arroyo Chico

Synergy Open Lab   June 16-July 25, 2014 Rio Puerco

Ongoing Support Labs   August 2014-May 2015 Rio Puerco