



SYNERGY TRAINING

ALL TRAININGS:

- 55 person capacity/Sign up in Frontline
- Via ZOOM (Meeting details supplied via email prior to start of training)
- Recorded and available via Synergy > Support
- *See following page for Course Descriptions

MONDAY	TUESDAY JULY 21	WEDNESDAY JULY 22	THURSDAY JULY 23	FRIDAY JULY 24
	Online Reg/Enroll: 8AM - 12PM	Navigation: 8AM - 12PM		Online Reg/Enrollment: 8AM - 12PM
JULY 27	JULY 28	JULY 29	JULY 30	JULY 31 <i>New Teacher Orientation</i>
		Navigation: 8AM - 12PM Lockers/Groups: 1PM - 3PM	Elem Scheduling: 8AM - 12PM Scheduling Support*	Online Reg/Enrollment: 8AM - 12PM New Counselor Training 7:30-3
AUG 3 <small>FAMS</small>	AUG 4 <small>FAMS</small>	AUG 5 <small>FAMS</small>	AUG 6 <small>FAMS</small>	AUG 7 <small>FAMS</small>
		Navigation: 8AM - 12PM Sched Maintenance 1 - 4PM	Elem Scheduling: 8AM - 12PM Scheduling Support*	Scheduling Support*
AUG 10	AUG 11	AUG 12 - Work Day	AUG 13 - PD Day	AUG 14 - PD Day
Counselor Training 7:30-3	Scheduling Support*		Period Attn/KioskVUE 8-11AM Daily Attendance 12-3PM	
AUG 17 - PD Day	AUG 18 - Work Day	AUG 19 - School Open	AUG 20	AUG 21
	Period Attn/KioskVUE 8-11AM Daily Attendance 12-3PM	First Day School		
AUG 24	AUG 25	AUG 26	AUG 27	AUG 28
			Discipline 8-11AM	
AUG 31	SEP 1	SEP 2	SEP 3	SEP 4
			Discipline 8-11AM	
SEP 7	SEPT 8	SEPT 9	SEPT 10	SEPT 11
Holiday				
SEP 14	SEPT 15	SEPT 16	SEPT 17	SEPT 18
SEP 21	SEPT 22	SEPT 23	SEPT 24	SEPT 25
SEP 28	SEPT 29	SEPT 30	OCT 1	OCT 2
			Groups/Eligibility 8-11AM	
OCT 5	OCT 6	OCT 7	OCT 8	OCT 9
	Groups/Eligibility 8-11AM			
OCT 12	OCT 13	OCT 14 - End Q1	OCT 15	OCT 16
	Secondary Grading 8-11AM Elementary Grading 12-3PM		Secondary Grading 8-11AM Elementary Grading 12-3PM	
OCT 19	OCT 20	OCT 21	OCT 22	OCT 23
	Course Hist/Trans 8-11AM		Course Hist/Trans 8-11AM	



SYNERGY TRAINING

COURSE DESCRIPTIONS

Attendance (Daily/Elementary)

Participants will learn how to take, edit and maintain daily attendance records in various ways including: individually by student, by class/section/by group. Parent Submitted Attendance and Classroom Taken Attendance Summary will also be reviewed.

Attendance (Period/Secondary) & KisokVUE

Participants will learn how to take, edit and maintain period attendance records in various ways including: individually by student, by class/section/by group. Parent Submitted Attendance and Classroom Taken Attendance Summary will also be reviewed. KisokVUE APP will be covered.

Counselor Training

For Counselors: Review scheduling clean-up and go-live checklist

Course History/Transcripts

Participants will learn how to view, build and edit course history. The Update Student Course History and Update GPA processes will also be reviewed.

Discipline

Participants will learn how to add, edit and delete discipline incidents for individual and groups of students. The Incident Queue, Teacher Referrals and various reports will also be covered.

Elementary Scheduling

Participants will learn how to add/edit and remove sections, schedule students and reports.

Grade Reporting (Elementary)

Participants learn how to manage the grading process for BOTH the ABC/Traditional Grading Process and the SARC. SARC will be reviewed first so that any SARC only sites may attend the first portion.

Grade Reporting (Secondary)

Participants learn how to manage the grading process using Class Grade, Student Grade, and Update Grade screens. How to add/edit student grades, attendance/comments will be covered.

Groups/Eligibility/Athletics

Participants will learn how to create and maintain groups (for athletics and/or system rostering). Reports for running athletic eligibility will be reviewed.

Lockers/Groups

Participants will learn how to create and maintain groups (for athletics and/or system rostering). How to assign/re-assign lockers will also be reviewed.

Navigation

Participants are presented with an overview of Synergy and will learn how to navigate within the system. In addition, they will learn to view and print common reports. This training does not cover data entry.

Online Registration/Enrollment

Participants are presented with an overview of the Online Registration form and registration queue. All aspects of student enrollment will be reviewed: Inactivate, No Show, Transfer, Concurrently Enroll and editing/locating student data.

Schedule Maintenance (Secondary)

Participants will learn how to use the Walk-In Scheduler. Scheduling a new student, rescheduling scheduled students and course requests will also be covered. Review of Section maintenance.

Scheduling Support*

***By Appointment Only** - ZOOM session(s) for needed scheduling support. Register for slot at: calendly.com/synergyscheduling