



Training Course: SchooInsight Basic & Yearly Setup

Description:

This is an introductory course designed to teach the set up and maintenance of SchooInsight. This course covers basic and yearly setup procedures, ongoing management of information, generating student reports and online communication with staff, students, and parents.

Audience:

This course is intended for new users responsible for setting up SchooInsight and performing ongoing management of data. Often this is a member of the main office staff or the technology coordinator.

Training Format:

- Slide presentation of concepts
- Demo of functionality
- Hands on lab exercises

Content:

This course is comprised of the following lessons:

- Lesson 1: Admins and Instructors
- Lesson 2: Academic Year/Calendar
- Lesson 3: Students-Single View
- Lesson 4: Custom Data
- Lesson 5: Students-Multi View
- Lesson 6: Student Reports
- Lesson 7: Grading Periods/Grading Scales
- Lesson 8: Courses/Classes/Rosters
- Lesson 9: Communication

Preparation:

This course provides hands-on use of software with real school information, entered during lab exercises. Gather and bring the following information prior to taking this course: Names and email addresses for SchooInsight admins and instructors, school calendar for next academic year, grading period start/end dates, grading scale(s), names/addresses/parents/contacts/email addresses for a few students, existing courses/classes details, a few class rosters for the next year.