**Synergy Scheduling Training**

**Overview for Principals and Counselors**

With the SIS transition, schedules for 2015-2016 will be done exclusively in Synergy. Using the 2014-2015 master schedule as a base, student scheduling will follow a tighter timeline as identified below. The accelerated pace is necessary to accommodate Teacher Trainer Training in Gradebook and TeacherVue/Attendance April 23rd. Students must be placed in courses for Gradebook training.

Below is an overview of the scheduling training/timeline:

**March 9th**

All Secondary Counselors will train on how to key in course requests during their General Survey and Basic Navigation training. This is half day session.

**March 10th and 11th**

Secondary Principals and their designees will be trained in Mass Scheduling, including school, staff and room setup, district courses, and pre-requisites. This is a 2 day session.

**March 12th to April 2nd**

Counselors will key in student course request

**April 3rd to April 12th**

Spring break

**April 13th and 14th**

Secondary Principals and their designees will attend Mass Scheduling part 2 training and spin the schedule; the schedule will be created based on the course requests that have been entered in the system. Content includes scheduling students and updating the master schedule. This is a 2 day session.

**April 16th**

Elementary Scheduling for Principals and secretaries

**April 23rd and April 26th**

Teacher trainers will be trained on Gradebook and TeacherVue/Attendance based on schedules created April 13th & 14th

Walk-in scheduling training will be held for secondary counselors late in May. Exact date tbd. This training will cover student schedule changes and how to enter schedules for new students.

This session will be conducted via a 2 hour webinar.