**TTT Plan**

Dear Principals—

I would like to thank you for your response to our request for teacher trainers. Their names have been submitted to HR so they can begin to facilitate the substitute placements that will be needed during the training sessions. As this process moves forward we will share with you and your trainers the information they need.

Below is an overview of the TTT (train the trainer) plan of action. Please contact me if you have questions.

**April 23rd**

**Elementary TeacherVue and Gradebook training**

* Elementary trainers PK-5
* Trainers will train from 8:00-11:30 on TeacherVue (includes Attendance)
* Trainers will train from 12:30-4:00 on Gradebook
* Subs will be provided for the AM session
* PM session is during PD
* Location is Hill Lecture Hall
* Trainers are requested to bring a laptop if possible, but Technology will have devices if needed

**April 28th**

**Secondary TeacherVue and Gradebook Training**

* Secondary trainers 6-12
* Trainers will train from 8:00-11:30 on TeacherVue (includes Attendance)
* Trainers will train from 12:30-4:00 on Gradebook
* Substitute teachers will be provided
* Location is Hill Lecture Hall
* Trainers are requested to bring a laptop if possible, but Technology will have devices if needed

**Sit and Get**

* Dates to be determined by building
* Trainers will provide training sessions for interested staff
* Attendance at these sessions would be voluntary
* Purpose is to provide interested staff with an overview of how the system works. Schedules will not be complete until later in the summer, but for staff who would like to explore the program during the summer months they will have prior exposure.

**September 3rd**

**TeacherVue and Gradebook Training**

* Hands on training **Mandatory** for all teachers
* 4 Hours of training, schedule and rooms yet to be determined
* Plan developed by principals and trainers (See Principal Support)

**On-going Teacher training**

* Additional training will be necessary. Teachers will need on-going support for TeacherVue and Gradebook as they begin to implement additional features.

**Principal Support**

* Principals will work with trainers to develop both Spring ‘Sit and Get’ sessions and Fall training.
* Training occurs in the school building, locations and times will need to be determined
* The Sept. 3rd session is a hands-on training for teachers, they must be at a computer
* For schools with multiple trainers staff groupings will need to be addressed.

**Trainer Expectations**

* The trainer’s role in the implementation of Synergy is very important. As the first line of training for all teachers in the Lansing School District they will be instrumental to the successful rollout and adoption of TeacherVue, Synergy’s attendance and gradebook program.
* Trainers are required to attend the full day training session in April.
* A calendar request will be sent prior to the training that will notify them of the date, time and location.
* Trainers will work with their principals to schedule and provide Sit and Get sessions to their building staff before teachers leave for the summer
* Summer labs for trainers will be available for drop-in assistance or refreshers
* Mandatory teacher training on Sept. 3rd on TeacherVue Attendance and Gradebook
* Attendance will be an essential task for all teachers. It is vital that there is a clear understanding of the process
* On-going training support will be necessary. Work with the building principal to create a training schedule