

SISK12 Training

August 17, 2009

Where can I get help in the future?

- www.centralr3.org
- Choose the Technology Page
- Click the SIS Info page

General Information about SISK12

MUST USE INTERNET EXPLORER WHEN OPERATING THIS PROGRAM

Logging In

- Web site: <https://sdm.sisk12.com/FR>
- Username: first initial (mmdd) last name
- Password: create your own, must be an alphanumeric combination

Creating a Desktop Shortcut

- Click the File menu
- Choose Send
- Select Shortcut to Desktop
 - Provides a shortcut to the SISK12 web site

F11 Button

- Enlarges screen to allow users to view more
- Pressing F11 a second time will return screen to normal size

Rebel Icon

- Returns the user to the centralr3.org web site

Home Icon

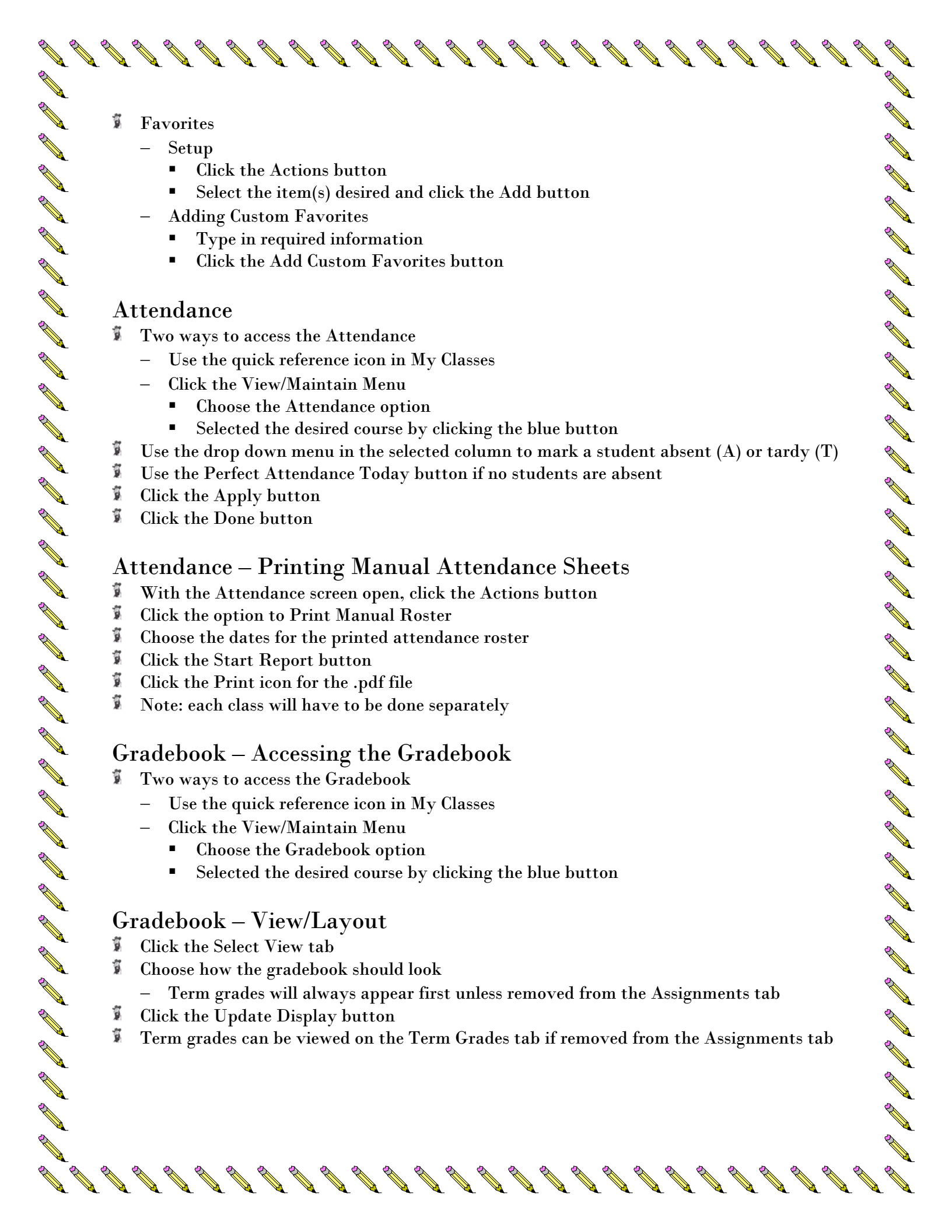
- Returns the user to the home screen of SISK12

Actions Button

- Changes options based on which screen is being used

My Classes

- Quick reference icons available
- Used to obtain
 - Rosters
 - Attendance
 - Gradebooks



✎ Favorites

- Setup
 - Click the Actions button
 - Select the item(s) desired and click the Add button
- Adding Custom Favorites
 - Type in required information
 - Click the Add Custom Favorites button

Attendance

✎ Two ways to access the Attendance

- Use the quick reference icon in My Classes
- Click the View/Maintain Menu
 - Choose the Attendance option
 - Selected the desired course by clicking the blue button

✎ Use the drop down menu in the selected column to mark a student absent (A) or tardy (T)

✎ Use the Perfect Attendance Today button if no students are absent

✎ Click the Apply button

✎ Click the Done button

Attendance – Printing Manual Attendance Sheets

✎ With the Attendance screen open, click the Actions button

✎ Click the option to Print Manual Roster

✎ Choose the dates for the printed attendance roster

✎ Click the Start Report button

✎ Click the Print icon for the .pdf file

✎ Note: each class will have to be done separately

Gradebook – Accessing the Gradebook

✎ Two ways to access the Gradebook

- Use the quick reference icon in My Classes
- Click the View/Maintain Menu
 - Choose the Gradebook option
 - Selected the desired course by clicking the blue button

Gradebook – View/Layout

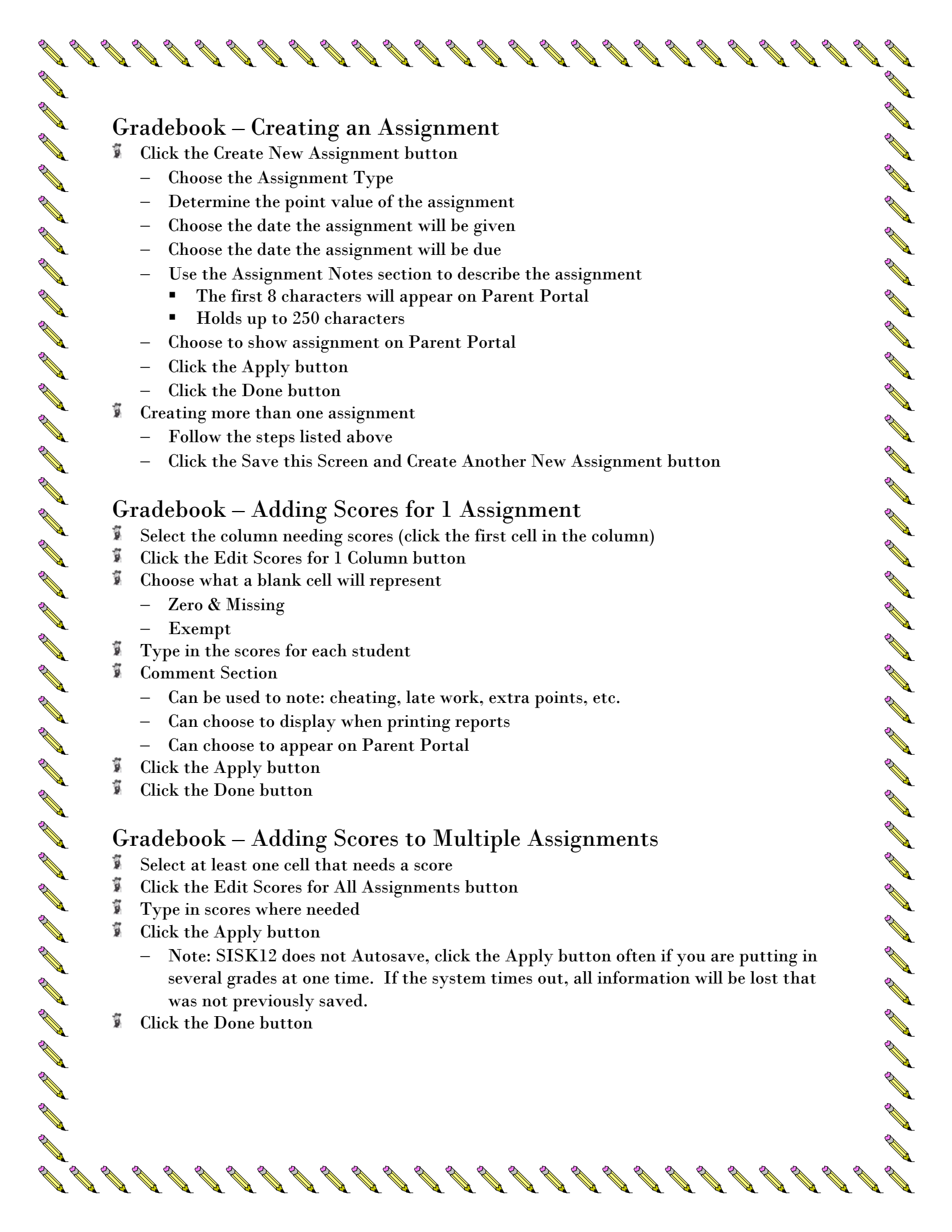
✎ Click the Select View tab

✎ Choose how the gradebook should look

- Term grades will always appear first unless removed from the Assignments tab

✎ Click the Update Display button

✎ Term grades can be viewed on the Term Grades tab if removed from the Assignments tab



Gradebook – Creating an Assignment

- ✎ Click the Create New Assignment button
 - Choose the Assignment Type
 - Determine the point value of the assignment
 - Choose the date the assignment will be given
 - Choose the date the assignment will be due
 - Use the Assignment Notes section to describe the assignment
 - The first 8 characters will appear on Parent Portal
 - Holds up to 250 characters
 - Choose to show assignment on Parent Portal
 - Click the Apply button
 - Click the Done button
- ✎ Creating more than one assignment
 - Follow the steps listed above
 - Click the Save this Screen and Create Another New Assignment button

Gradebook – Adding Scores for 1 Assignment

- ✎ Select the column needing scores (click the first cell in the column)
- ✎ Click the Edit Scores for 1 Column button
- ✎ Choose what a blank cell will represent
 - Zero & Missing
 - Exempt
- ✎ Type in the scores for each student
- ✎ Comment Section
 - Can be used to note: cheating, late work, extra points, etc.
 - Can choose to display when printing reports
 - Can choose to appear on Parent Portal
- ✎ Click the Apply button
- ✎ Click the Done button

Gradebook – Adding Scores to Multiple Assignments

- ✎ Select at least one cell that needs a score
- ✎ Click the Edit Scores for All Assignments button
- ✎ Type in scores where needed
- ✎ Click the Apply button
 - Note: SISK12 does not Autosave, click the Apply button often if you are putting in several grades at one time. If the system times out, all information will be lost that was not previously saved.
- ✎ Click the Done button



Gradebook – Setting Formulas

- ✎ Note: to setup formulas for term grades, they must be visible on the Assignments tab
 - Click the Select View tab
 - Place a check mark in the System Grades to display the columns in the Gradebook
 - Click the Update Display button
- ✎ Select the column the formula will be added to or changes
 - Click at least one cell in the column
- ✎ Click the Edit Properties for Current Assignment button
- ✎ Click the Formula button
- ✎ Select the type of formula to create
 - Total Points Using ALL Assignments: adds up all points and divides by the number of assignments created
 - Total Points Using Selected Assignments: used specified assignment types and divides the total points by the number of assignments
 - Percent: allows for assignment point to be averaged/totalled and a percent be factored
- ✎ Click the Setup Formula button
 - Choose desired assignments (if applicable)
 - Click the Done button

Gradebook – Percentage Formulas

- ✎ Select the column the formula will be added to or changes
 - Click at least one cell in the column
- ✎ Click the Edit Properties for Current Assignment button
- ✎ Click the Formula button
- ✎ Select the Percentage option for Formula type
- ✎ Click the Setup Formula button
- ✎ Choose assignment types or specific assignments to be used in the formula
- ✎ Click the Done button
- ✎ Determine the percentage for each assignment type or specific assignment (should equal 100%)
- ✎ Click the Done button

Gradebook – Copying Formulas

- ✎ Open the gradebook that contains the desired formula
- ✎ Click the Actions button
- ✎ Choose Manage Assignments (Columns)
- ✎ Click Copy Formulas
 - Choose to Copy all Formulas or one specific formula
 - Select where to copy the formulas to
 - All Class Sections for the Year
 - All Subject Sections
 - Other term grade sections
 - Click the Start Copy Process button (screen will notify if successful)



Gradebook – Copying Assignments

- ☞ Open the gradebook with the desired assignment
- ☞ Click the Actions button
- ☞ Select the option to Manage Assignments (Columns)
- ☞ Choose to Copy Assignments
- ☞ Select the assignments to be copied
 - Left side of the screen
- ☞ Select which gradebooks the assignments should be copied to
- ☞ Click the Start Copy Process button (screen will notify if successful)

Gradebook – Parent Portal

- ☞ Gradebook must be opened
- ☞ Click the Contact Info button next to a student's name (index card icon)
- ☞ Click the Actions button
 - Choose the option to View Portal for Student
- ☞ Click the appropriate gradebook link (your class)
- ☞ Click the Done button

Reports – Progress Reports

- ☞ Gradebook should be open
- ☞ Click the Actions button
 - Choose the Reports option
 - Select the Progress Report option
- ☞ Choose the date and title for the report
- ☞ Select enrollment status
- ☞ Determine what assignments to display
 - Not required when printing all assignments
- ☞ Select the desired report options
 - Print Grid-Lines around Information
 - Only Totals and Term Columns
 - Print Assignment Notes
 - Parent Signature Line
 - Footer Message
 - Show Assignment Date
 - Show Assignment Number
 - Average/Mean
- ☞ Click the Start Report button
- ☞ Click the Print button
- ☞ Click the Done button



Discipline Referrals

📁 Obtaining the Discipline Referral (two ways)

- Click the View/Maintain Menu
 - Choose the Discipline Referrals Options
 - Search for the student by Last Name
 - Press the Enter Key
- With the Gradebook open
 - Select the student's name
 - Click the Discipline Referral button

📁 Creating the Referral

- Click the New Referral button
- Fill out the referral screen
 - Date, teacher's name, and time will appear automatically
 - Description of the incident needs to be filled out
- Click the Continue button
- Click the Send to Discipline Office button

📁 Once the referral has been sent, status can be checked by reviewing the discipline log