



# TSFED TRAINING CATALOG

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## CUSTOMER EDUCATION



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Training is critically imperative to effective use in any student information system. Our training workshops will be conducted by a professional trainer that is familiar with the system they are presenting.

## SIS 101

Heading	Details
Description	SIS 101 consists of 2 full days of hands-on training, but suggested attendees and session offerings differ slightly. 101 training is flexible and covers the <b>essential basics</b> . The training event typically involves school staff in 2 days of hands-on basic product training. Involve staff only in those sessions that are relevant to how they use SIS in their job at school.
Course #	TS101
Course Material	SIS 101 Training Agenda
Audience	Administrators, Office Staff
Training format	Lecture/Hands-on
Prerequisites	None
Duration	2-3 days depending on topics (full day)
Registration	<b>On Demand</b>
Location	TSFED Corporate Office or Client Location

## SIS Gradebook

Heading	Details
Description	In this training session, learners will explore the teacher toolset available in SIS Gradebook. They will learn to take attendance, submit lunch counts, set up the gradebook, entering final grades and manage assignments and scores. They will also learn how to submit student log entries, enter comments on assignments and term grades, print reports, and access student information. <b>NOTE: SIS basics are not covered in this class.</b>
Course #	TS110
Course Material	SIS Gradebook Training Agenda
Audience	Teachers
Training format	Lecture/Hands-on
Prerequisites	None
Duration	½ Day
Registration	<b>On Demand</b>
Location	TSFED Corporate Office or Client Location

## Attendance

Heading	Details
Description	SIS Attendance benefits SIS users responsible for maintaining attendance. This course covers how a school's attendance setup affects attendance recording and reports. In this course, participants will take attendance, search attendance, and generate and interpret attendance reports in SIS.
Course #	TS120
Course Material	Attendance Training Agenda
Audience	Administrators, Registrars, Attendance Clerks
Training format	Lecture/Hands-on
Prerequisites	SIS 101
Duration	½ day
Registration	<b>On Demand</b>
Location	TSFED Corporate Office or Client Location

## High School Counselor Training

Heading	Details
Description	During the year scheduling, manage grades. Search for students by credit hours, by grades, by attendance. Practice setting up the Cumulative Grade Info screen, print class rosters, prepare report card, retain a student and graduation requirements and plans
Course #	TS130
Course Material	Counselor Training Agenda
Audience	Counselor
Training format	Lecture/Hands-on
Prerequisites	SIS 101
Duration	Full day
Registration	<b>On Demand</b>
Location	TSFED Corporate Office or Client Location

## Administrative Assistant/Registrar Training

Heading	Details
Description	Personalizing SIS, Basic Screen Layout, Searching for an individual student, Enrolling, Withdrawing, Overview of student pages, Searching for groups of students , Group Functions, Working with Attendance, Working with Grades, Modify incorrect grade level, Additional Tips and Tricks
Course #	TS140
Course Material	Admin Asst/Registrar Training Agenda
Audience	Admin Asst/Registrar
Training format	Lecture/Hands-on
Prerequisites	
Duration	Full Day
Registration	<b>On Demand</b>
Location	TSFED Corporate Office or Client Location

## SIS Overview Training

Heading	Details
Description	This training will benefit the busy professional. It will provide a brief overview of SIS, search functions & review of reporting functions
Course #	TS150
Course Material	Summary Training Agenda
Audience	Office Staff; Administrators; Counselors
Training format	Lecture/Hands-on
Prerequisites	N/A
Duration	3 hours
Registration	<b>On Demand</b>
Location	TSFED Corporate Office or Client Location