PRAIRIE SPIRIT
SCHOOL DIVISION

MySchoolSask (MSS) Training Schedule

This MSS training is only for Principals/VPs and Admin Assistants. Please contact Joan Atkings and Rhonda Berg with names of personnel other than ALT, Administrators, or Admin Assistants who will be participating in the scheduling training so we can ensure their access is set up.

Hands on sessions will require viewing the Teams screen as well as the MSS screen side by side, either on two monitors or on one screen. Please call before the session if you need assistance.

Date	Session Length	Time	Attendees	Topic
Tuesday, March 8	20 min **Kick off**	**Session 1** 10:00 a.m.	AC and ALT	**Introduction to MSS**, Basic Navigation, Log In to Training Environment, Q & A
Tuesday, March 8	30 - 45 min. **Demo**	**Session 2** 2:00 p.m.	Admin Assistants, Tech and other school personnel who will be scheduling	**Introduction to MSS**, Basic Navigation, Log In to Training Environment, Q & A
Wednesday, March 9	30 - 45 min. **Demo**	**Session 3** 10:00 a.m.	Admin Assistants, Tech and other school personnel who will be scheduling	Repeat of Session 2 March 8
Wednesday, March 9	30 - 45 min. **Demo**	**Session 4** 2:00 p.m.	Others who missed March 8/9 sessions, if necessary	Repeat of Session 2 March 8
Friday, March 11	1.5 - 2 hours **Demo, Hands On**	**Session 5** 10:00 a.m.	Admin Assistants and interested ALT and other personnel	**Enrolments** (Registering New and Existing, Withdrawals), Requesting release of a student from another school, Log in to MSS Production (the real thing)
Friday, March 11	1.5 - 2 hours **Demo, Hands On**	**Session 6** 2:00 p.m.	Admin Assistants and interested ALT and other personnel	Repeat of Session 5 March 11
Monday, March 14	1 - 1.5 hours **Demo, Hands On**	**Session 7** 1:30 p.m., *only session*	**Schedulers** using Scheduler Build Option, like PowerScheduler, i.e., Clavet, Martensville, Warman High, joiners?	**School Scheduling using Scheduler Build** (Introduction, Terms, Concepts, Basic Overview. Log in Credentials to MSS Training (if applicable). Determine follow up sessions (March 21, April 4?) for process and steps to set up, trouble-shooting sessions, group work time?
Friday, April 8	1 - 2 hours **Demo, Hands On**	**Session 8** 10:00 a.m.	**High Schools** – focus on scheduling classes into a bell schedule (specific periods, period attendance)	**Manual Scheduling** - Entering a schedule that is pre-created (on paper or whiteboard), creating a single class, mass create sections, modify using Modify List (entering teacher, section number, term, etc.), enroll single student/groups of students.
Friday, April 8	1 - 2 hours **Demo, Hands On**	**Session 9** 1:30 p.m.	**Elementary Schools** - Focus on Elementary scheduling	Same as Session 8, April 8, but focusing on elementary type schedules
				Other sessions to be determined