



## Sun West School Division/MySchoolSask Communication Bulletin #6

October 17, 2019

Hi everyone, just a quick update to bring you up to speed on current developments in our implementation of MySchoolSask. Apologies to those who may have heard some of this information already. October has been a busy month for everyone - teachers have been working to set up gradebooks and to learn about the functionality of the new student information system; secretaries have been entering information and working hard to meet the September 30<sup>th</sup> Ministry enrolment deadlines. At the division level, we have been waiting patiently for the province to share the Report card format and we were happy to participate this past week (October 15-18<sup>th</sup>) in a testing process and training webinars for the Report card. We have also been working on refining settings and parameters for how the gradebook translates into report cards and into the family portal. We have sent in suggestions and feedback to the Ministry about the report card production and this will result in changes and improvements. When the fixes are in place, they will be available for viewing and use by the divisions. We are currently working on tutorials and help sheets to guide teachers and schools in this process. Our plan, barring Ministry delays, is to have these supports available for use at the October 28<sup>th</sup> Professional Learning day at your school.

Thank you to teacher leads and secretaries who have sent in questions. A reminder that in our last communication bulletin, we mentioned we are tracking these requests, so we require school leads/secretaries to send in questions via [helpdesk@sunwestsd.ca](mailto:helpdesk@sunwestsd.ca). When sending in a question, please list MSS issue and the school you are sending from as your subject line. Please provide as much detail as possible when listing your question as this helps us to help problem solve quicker. Where possible, indicate the tab you are working in and include a snip of your screen to show us what the error message is saying. Thanks to those who have used this method. Please note that if you have submitted questions, we want you know that we are not ignoring you and are currently compiling a list of frequently asked questions that we will be sharing out in time for the October PD day.

In addition to the report card and Q and A, we are also hoping to have the instructions for setting up the family portal. We are reluctant to open the portal until we have a consistent display for all grades so that it isn't confusing for the viewer. We appreciate your patience as we are unable to move faster than the items are ready at the Ministry level.

We are also working to get other users (sub teachers and sub secretaries, counsellors and student support teachers, etc) of MSS set up and to get Swift K12 up and running as soon as possible. All these tasks are being worked on in conjunction with the Ministry. We thank you for your patience as we work through these details.

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*"A learning curve is essential to growth." –Tammy Bjelland*