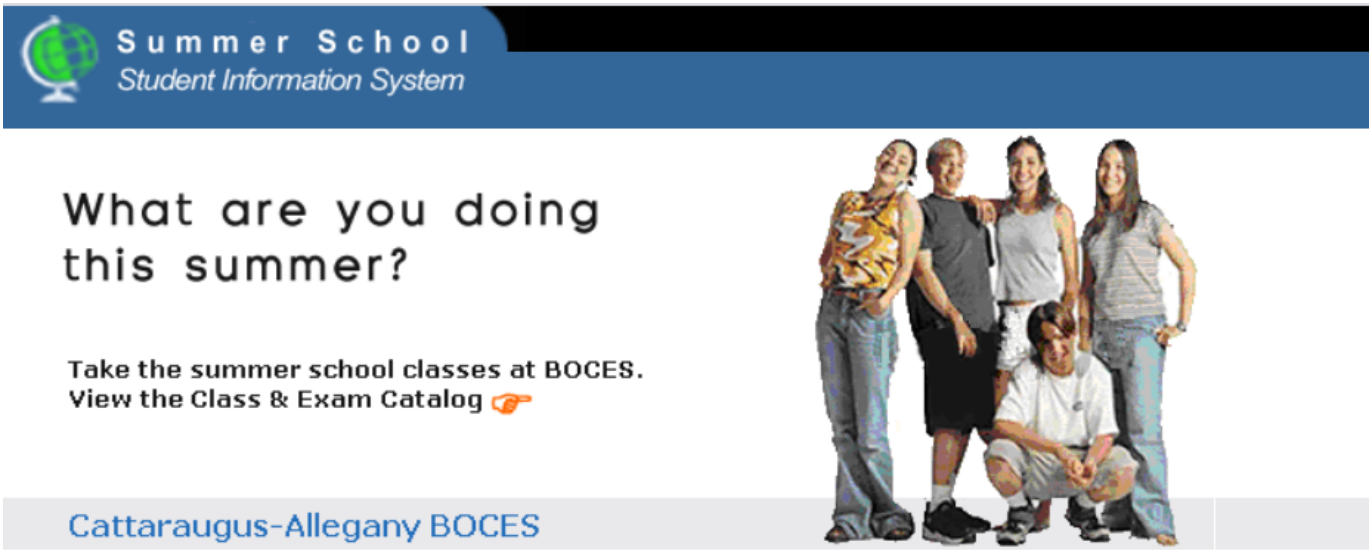
Student Information System
Summer School Edition

BOCES Summer School SIS User Guide for Teachers



Cattaraugus-Allegany BOCES
1825 Windfall Road
Olean, NY 14760

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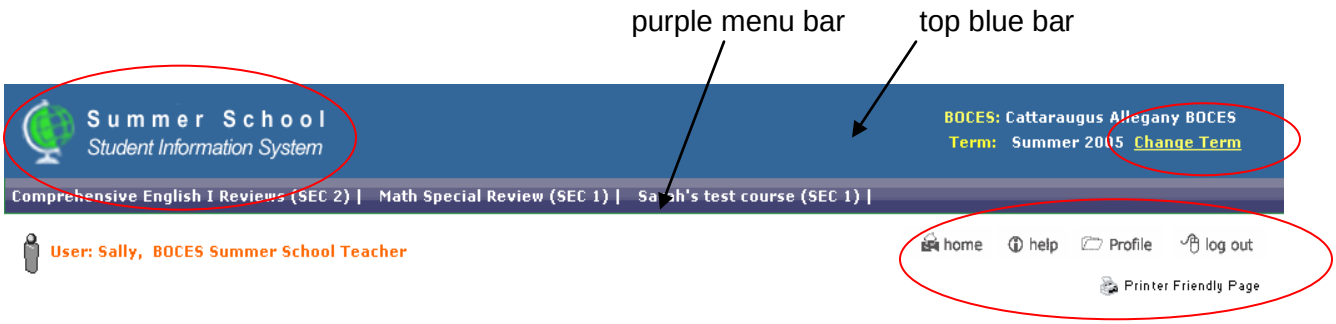
General navigation

These navigation tips will help you get around Summer School SIS quickly.



To return to the home page, click on the Summer School logo in the top left corner in the blue banner, or on the “home” button on the right below the purple menu bar.

To change a term (summer school year), click on “Change Term” in the upper right corner in the blue banner.

To update your profile, click on the “profile” button on the right below the purple menu bar. This allows you to change your personal and account information, including your password.

Log out of Summer School SIS by clicking on the “log out” button on the right below the purple menu bar.

You can print any page in Summer School SIS by clicking on the “Printer Friendly Page” button on the right below the purple menu bar.

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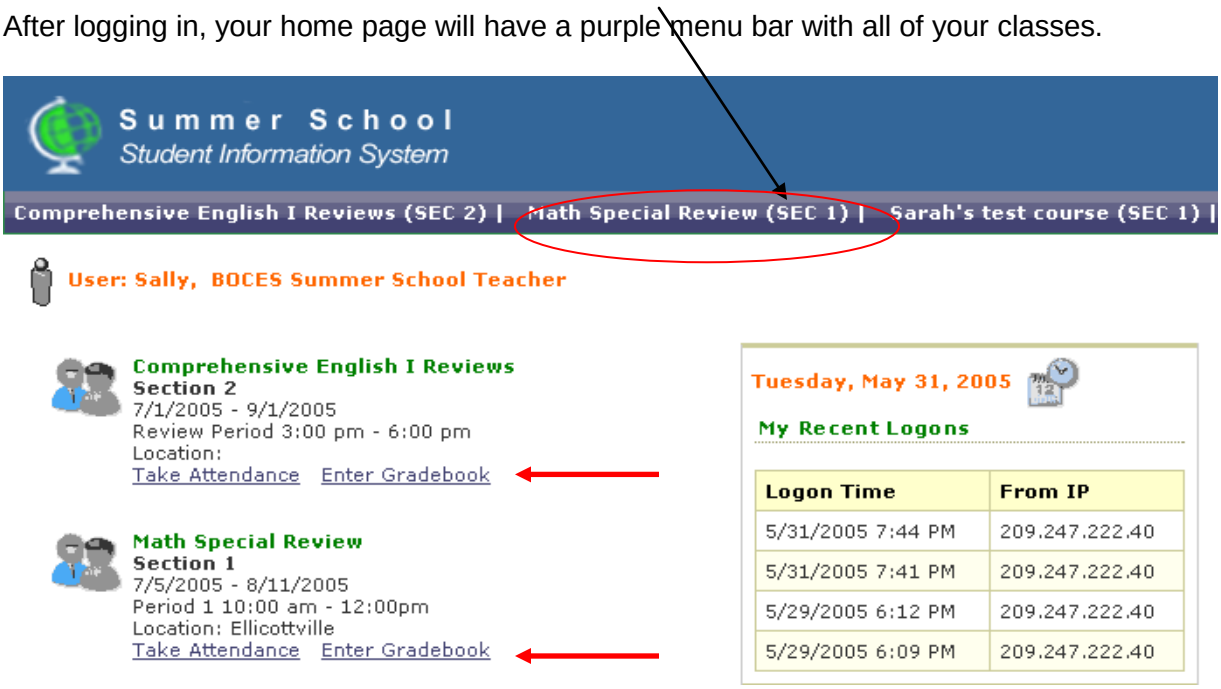
Home page

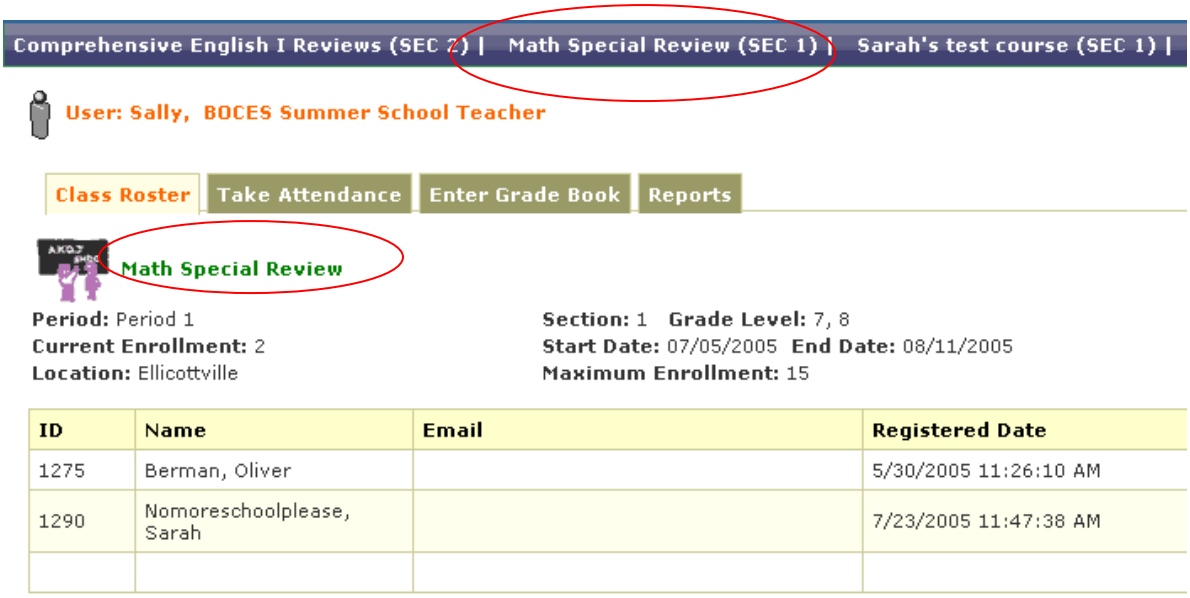
Your account is set up with all of the classes you are teaching this summer. If a class is missing, contact your district coordinator.

After logging in, your home page will have a purple menu bar with all of your classes.



Also on your home page are quick links to the most accessed tools, Attendance and Grade Book, for each course you are teaching.

Use the quick links on the home page, or click on a Class in the purple menu bar.



In this example, Sally clicked on “Math Special Review (SEC 1)” in the purple menu bar.

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The class title is also listed below the tabs, so it's easy to know what class you are looking at.

The tabs for Class Roster, Take Attendance, Enter Grade Book, and Reports give you quick access to all tools for each class.

Class Roster

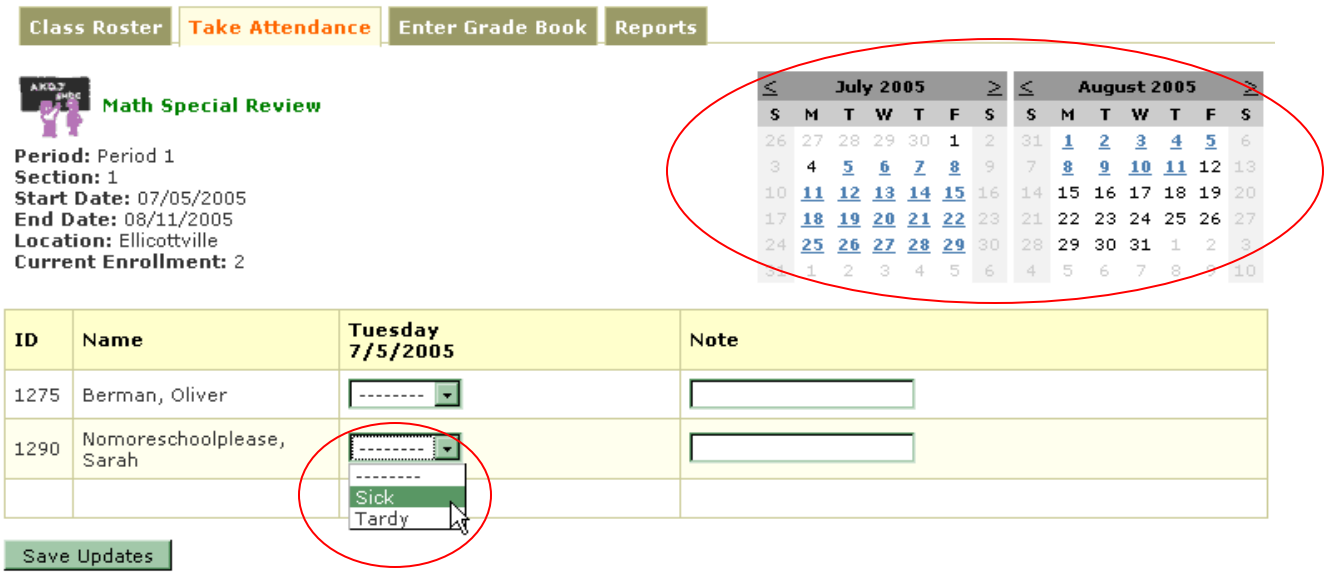
Class Roster lists the students registered for this class.

Take Attendance

In the "Take Attendance" tab, mark a student as sick or tardy, or leave it blank if they are in class.

Use the calendars on the right side to go to a different day.

Remember to click "Save Updates" when you are done!



Enter Grade Book

In the "Enter Grade Book" tab, select the Grading Period from the drop down list, enter grades for each student, and save.

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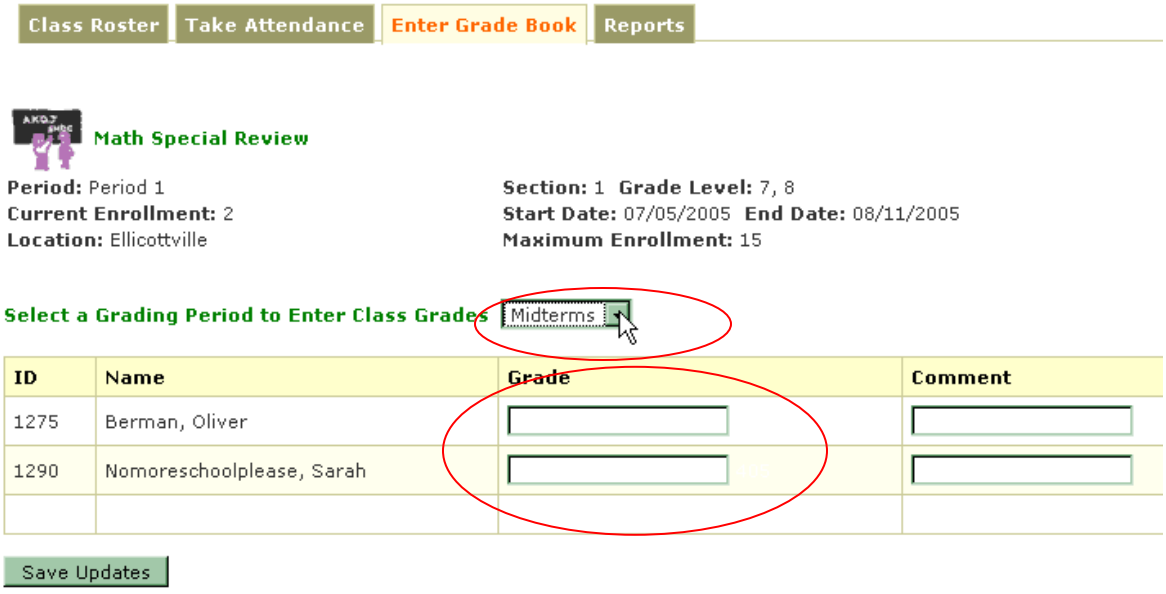
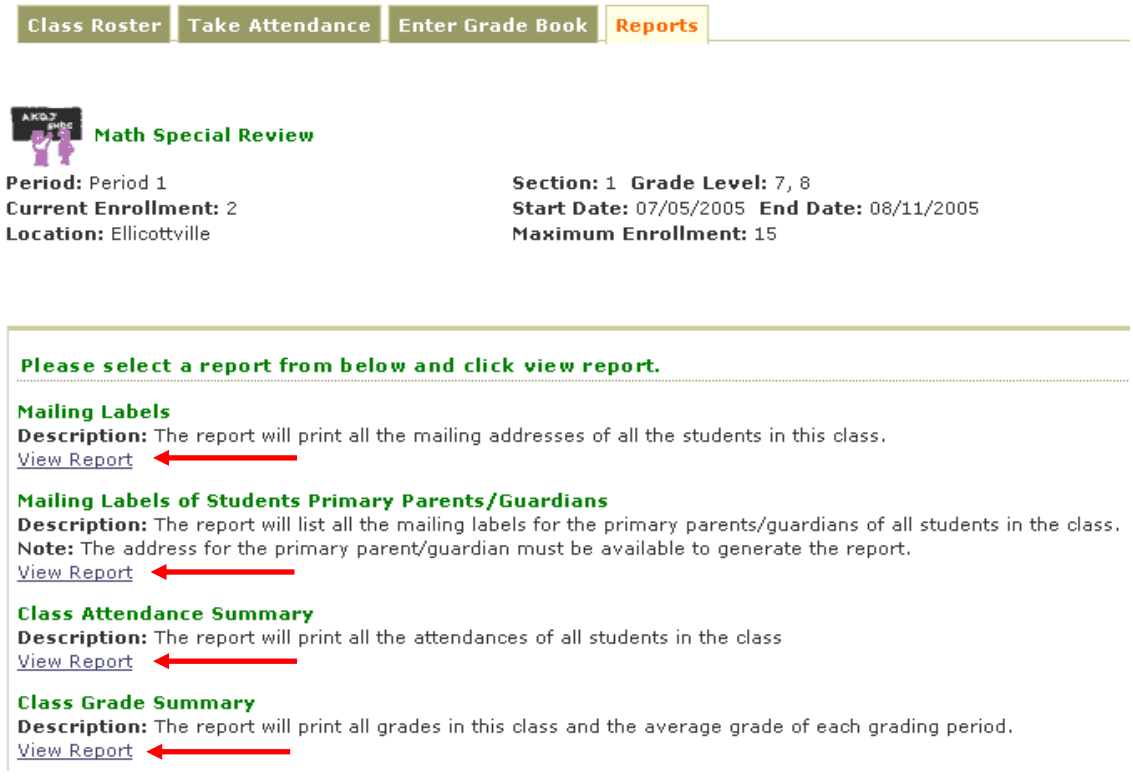


Reports

In the “Reports” tab, click on “View Report” under the Report you want to open.



The report will open in a new window.

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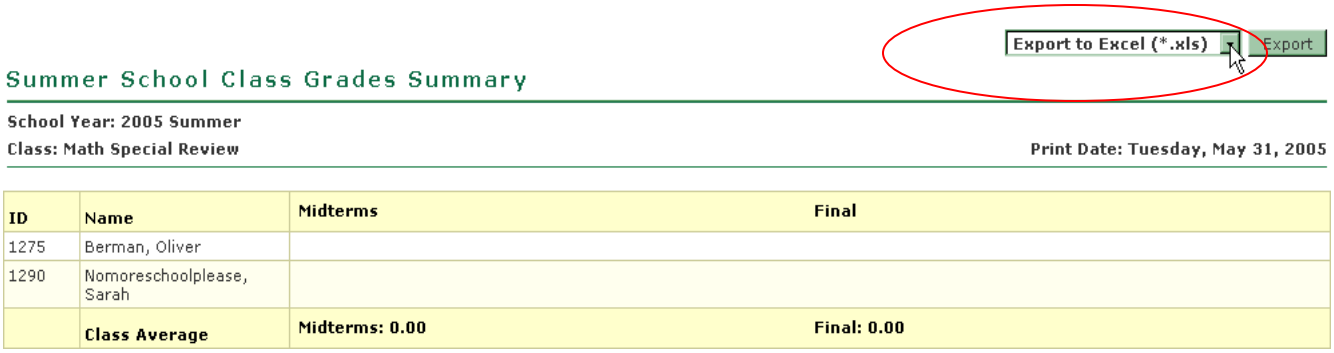

To export the report data, choose Excel or Word from the drop down menu in the upper right corner, and click the Export button.

When finished, close the report window to return to the main Summer School SIS Web site.

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