



Welcome to Schools-On-I-Net!

As a SOIN Administrator you will need to manage the Schools-On-I-Net as a project at your school – it is a change of culture on a day-to-day level, and we want to make it as smooth as possible.

To help you navigate the ‘getting-off-the-ground’ period, we have created this ‘punch-list’ of things that need to be addressed to make SOIN the most it can be in your school.

- I. **Principals, All Aboard!** We need the principals to pave the way:
 - A. Meet with your principals...often (setup a regular schedule)
 - B. Set the Big Picture: overall goals, short and long-term, for using SOIN
 - C. Set Milestones: target dates and expectations
 - D. Train your principals on the Academic Administrator functionality. Don't forget to show them the Student Administration link!
- II. **Identify your 'SOIN Lead Teachers'.**
 - A. Determine which teachers are the most computer and tech savvy and train them first.
 - B. They will become the ‘sounding boards’ and can subsequently assist with the training of other teachers.
- III. **Create a Letter to Teachers.**
 - A. Send all the teachers a letter introducing SOIN and outlining the School's goal and expectations for teachers regarding SOIN. Some guidelines would generally include:
 - i. Login at least 1 time a day
 - ii. Check Whiteboard, Email, Messages, Announcements, etc.
 - iii. Require teachers to enter Lesson Plans in SOIN and submission to Academic Administrators
 - iv. Gradebook usage – require test and project grades be recorded in the Gradebook
 - B. Include other important pieces of information for teachers:
 - i. expectations set for parents
 - ii. goals for SOIN at our school
 - iii. how to report issues to SOIN administrators (Change Forms/Email Use, where to find you...etc.)
 - iv. where to find online help <http://teachers.soink12.com>
 - C. Lights, Camera, ACTION! Get teachers online and active as soon as possible...lead by example... An initial teacher task that we recommend is to require teachers to help verify their class rosters
 - i. Communications >My Classes / Student Roster
 - ii. Reports > Demographic Reports > Class Lists





The DATA makes the system work. If the data isn't right, the teachers can't use SOIN. So include the teachers on maintaining the data and class lists current. Monitor class lists often to make sure that SOIN classes are correct.

- IV. Conduct a SOIN Administration Forum**
 - A. Identify other members of the staff who will play a role in maintaining data on SOIN.
 - B. Meet often with school secretaries/office staff – basically the people who will be supporting SOIN
 - C. “Who does what?” Outline and a basic schedule for updating the content.
 - i. User account setup for new families and staff members
 - ii. Class setup
 - iii. School Events
 - iv. Newsletters
 - v. Photo Galleries
 - vi. Email communications
 - D. Setup training for these tasks.
- V. Teach the Teachers...Set-up Teacher Workshops.**
 - A. Teachers will need to be trained from how to login to academics modules (Lesson Plans, Assignments, Attendance, etc). We have found that small or moderate sized groups seem to work best. An outline for training classes is available. Ask us!
- VI. “Who’s using What?”**
 - A. Check your login statistics periodically to see which teachers are using your modules.
 - B. Offer help to teachers who are not accessing certain parts of SOIN regularly.
- VII. SOIN ISSUE TRACKER**
 - A. Become familiar with using Issue Tracker for posting questions, suggestions and issues
 - B. Show fellow SOIN Admins how to use Issue Tracker
 - C. Not using Issue Tracker will delay resolution to your ticket.
- VIII. SOIN RESOURCES**
 - A. Gain access to SOIN Resources links.
- IX. Parents and Students**
 - A. Decide when to allow parents and students to join the online school community.
 - B. Give your teachers time to acclimate to the new system.
 - C. Students can be taught the website in computer class in school.
 - D. Parents can receive a letter home
 - i. Get a mail merge file of passwords from the Reset Password link





- ii. Get a parent template from SOIN resources
- iii. Outline your school's goals and set parents expectations for teacher usage.
- iv. Indicate your milestones for parents – when to expect newsletters, report cards, how the assignments policy works, etc.

As always, the SOINteam will be happy to assist you with questions and resources during this transition.





I. Principals, All Aboard! Implementation of Schools-On-I-Net

A. Meeting Schedule with Principals scheduled for

B. SOIN: The Big Picture Goals *for using SOIN*

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C. SOIN Implementation: **Milestones**

See Examples

By Date:	Target Goal	Training Provided	Milestone Reached
Ex: Oct 1	All teachers trained on Logging In and How to access Emails		
Ex: Oct 1	Daily Attendance taken on SOIN		
Ex: Oct 1	All teachers to login ONCE a day to check Whiteboard and Emails		
Ex: Nov 1	Class Attendance taken on SOIN		
Ex: Nov 1	Parent and Faculty Newsletters posted online on SOIN <i>(help save some green)</i> PS. SOIN sends newsletters to the users mailboxes.		
Ex: Nov 1	Photo Galleries posted online by webmaster		
Ex: Nov 10	Teachers to use Report Cards Module		
Ex: Nov 15	Parent Teacher Conferences Setup for release to parents		
Ex: Jan 1	Photo Galleries posted online by teachers		
Ex: Jan 1	Class Newsletters posted online by teachers		





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Connecting parents, teachers and students online, anytime.com

- III. Letter to Teachers handed out outlining
 - a. expectations for teacher usage,
 - b. expectations set for parents
 - c. goals for SOIN at our school
 - d. how to report issues to SOIN administrators
 - e. where to find online help
 - f. teacher call to action – give teachers a task (IE, check and respond to an email message or check and respond that class lists check out ok)

Date completed: _____

IV. Fellow SOIN Administrators

SOIN Administrators Are:

Meetings and Training Scheduled? _____





V. Teacher Workshops

Training workshops have been scheduled? Y/N

The workshops are mandatory? Y/N

The workshops will be used towards professional development credits? Y/N

The workshop schedule has been posted to teachers? Y/N

Details to follow:

VI. Monitoring Usage

Miscellaneous Module > Module Statistics Link used to check usage.

Schedule review periods of usage statistics. Involve your principals so they know how your system is being using.

VII SOIN Issue Tracker

I learned how to use the SOIN Issue Tracker

My SOIN Admins know how to use SOIN Issue Tracker

VIII SOIN Resources

I've looked at the SOIN Resources Links:

SOIN Query Builder

<http://teachers.soink12.com>

<http://parents.soink12.com>

<http://academicadmin.soink12.com>

<http://soinadmin.soink12.com> (password required)

Do you know your client technical responsibilities?



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VIII Parent Letters

- a. Parent letter template is completed
- b. Parent login/password merge file obtained
- c. Parent letter scheduled to be sent: Date:

Parent Letter completed?

