

## Appetizers:

*Training for TELT Contacts, DeLCs, eRegistrars and other system users*

**COST**

<b>System 1</b> .....	<b>1 hr</b>
Setting up board information, setting up schools and relevant information, setting up users, and creating classes	
<b>System 2</b> .....	<b>1 hr</b>
Registering students, adding students, removing students, priority, transferring students, moving students to another class, moving students to another waitlist, cancelling waitlist, removal request, available reports, dialogue tool	
<b>System 3</b> .....	<b>30 m</b>
SIS process - how PRISM and SIS work together, PRISM integrations - the basics you need to know, welcome letters, Enrolling students in D2L	
<b>System Combo</b> .....	<b>2 hrs</b>
A combination of system 1 and 2 training together in one session	

## Entrées:

*Training for Guidance Counsellors and other school users*

<b>Guidance Counsellor Training</b> .....	<b>1 hr</b>
Registering students, adding students, removing students, priority, transferring students, moving students to another class, moving students to another waitlist, cancelling waitlist, removal from course request, dialogue, IEP uploads, available reports, final exams proctoring, retrieving student marks, entering historical grades in SIS	

## Dessert:

*Training for Online Teachers and other class users*

<b>Online Teacher Training</b> .....	<b>1 hr</b>
Class lists, attendance, progress reports, comments, dialogue tool, at risk flag, attendance issue flag, midterm and final marks, final exam proctoring	

## À La Carte

*Any combination of the above items can be ordered separately or together in a combo.*

*\* Substitutions/additions can be made to any of the above items; however, substitutes (teachers) are unavailable at this time.*

*\*\* All prices are for virtual delivery only. In-person delivery will include an added monetary cost of travel and accommodations for the training team/member.*

**Contact [support@oelc.ca](mailto:support@oelc.ca) for ordering, inquiries, and allergy concerns.**