



Training

SchoolSpeak offers training curriculum based on role.

The rate for training is \$175 per hour. Time is billed on the ½ hour.

To schedule a training, or if you have any questions, please complete the [Training Request Form](#)

Role Trainings

Administrator Training (4 hours total)

Session 1 (2 hours)

Training Objectives

The first session concentrates on how SchoolSpeak works. This session will cover:

- Overview of parent experience
- Understanding SchoolSpeak SIS – including profiles and associations and groups
- How to communicate with school families via email, text and announcements
- How to use the gradebooks and attendance books
- Options for lesson plans

Administrator Training

Session 2 (2 hours)

Training Objectives

The second session concentrates on how to work with SchoolSpeak permissions and admin tools. This session will cover:

- Overview of administrator permissions and account setup
- Adding users and families
- Adding and working with groups
- Administrator tools
- How to send out IDs and passwords
- Specific implementation questions for that school



Teacher Training (1 hour)

Training Objectives:

The Teacher Training session covers:

- Introduction to SchoolSpeak as a teacher
- How to:
 - Send an email
 - Search and find class lists
 - Use gradebooks (which may be using a demo of your school)
 - Take attendance
 - Setup homework
 - Use announcements and webpages
 - Use lesson plans (both)
- The teacher/staff training can be customized based on the school's preferences.
 - Teacher perspective
 - Parent perspective
- Use Mass Email
- Set up Webpages
- Post Announcements
- Taking Attendance
- Post Homework
- Work with Gradebook