Middlesex County Vocational and Technical Schools

# 2015 New Teacher Orientation Agenda

**DAY 1**
**Wednesday, September 3, 2015**

| | |
|---|---|
| 9:00-9:15 | Welcome & Introductions |
| 9:15-10:45 | Genesis |
| 10:45-11:00 | Break |
| 11:00-11:30 | World Client E-Mail |
| 11:30-12:30 | Lunch |
| 12:30-2:00 | School Wires |
| 2:00-2:15 | Break |
| 2:15-3:00 | McRel |

**DAY 2**
**Thursday, September 4, 2015**

| | |
|---|---|
| 9:00-9:15 | Q&A |
| 9:15-10:30 | Campus break out groups |
| 10:30-10:45 | Break |
| 10:45-12:30 | Focusing on the big picture |
| 12:30 | MCVEA Luncheon |

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## Genesis: genesis.mcvts.net

- Homeroom Attendance
- Class Attendance
- Lesson Planner
    - Getting Started
        - **Lesson Planner→ Lesson Books**
            - change course colors
            - set default standards to use
            - select which classes to display in calendar
        - **Lesson Planner→ Setup**
            - select how many courses to display
    - Planning a Lesson
        - Calendar View
        - Moving, Editing, Deleting, Copying
        - Printing
- Gradebook
    - Getting Started
        - **Gradebook→ Profiles**
            - set category percentages
    - Create an assignment
    - Copy an assignment from another section
- Set Home Screen
    - Click the **Lock Icon** in the upper right corner and set under My Preferences
- Student Information
    - Clicking student name and ID number will let you access different information
- Entering Grades
    - Interim
    - Marking Period
    - Final Exam- Enter with 4th marking period grade
- Reports

## World Client E-Mail: https://mail.mcvts.net

- Set up folders
- Attaching documents
- GMail (coming soon!)

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## SchoolWires Teacher Website: mcvts.net

- To start, post:
  - Contact information
  - Syllabus/course information
- Other ideas to post:
  - Teacher introduction
  - Assignment/project files
  - Extra help tutorials
  - Subject resources

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## McRel: https://ats1.searchsoft.net/ats/emp_login?COMPANY_ID=OA000435

- Self Assessment
- Observations
- PDP

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## Submitting Work Orders, Technology and/or Maintenance

- Located on the MCVTS homepage (sign in required) under
  **MCVTS Shortcuts→ Assist Work Order Request System**