



Synergy Training Checklist for Principals

Training for Building Administrators

- ☐ Complete the [Synergy Basic Navigation](#) session before June 20th (asynchronously in Canvas or in person)
- ☐ Attend one of the optional Synergy for Administrators training sessions on June 26th or July 28th at the CRC or complete [4 modules](#) asynchronously in Canvas.
 - Synergy Basics
 - Discipline and Contact Logs (in-person)
 - Reports
 - Student Conferences & Contact Logs (online)

Synergy Training for Office Staff (SIS Users)

- ☐ Coordinate with your office manager to ensure that your office staff and other SIS users complete their [required Synergy training sessions](#) between May 27th and June 18th
- ☐ Training sessions can be completed asynchronously through Canvas or [in person](#).

Synergy Training for Teachers

- ☐ 4 hour session led by your building Synergy Train The Trainers.
 - During LID, August 25th or 26th

Promotional video for Synergy ParentVUE/StudentVUE

- ☐ Preview the [linked video](#) and include in your end of year newsletter to families.