



Training Course: Schoollnsight Lunch

Description:

This is an introductory course designed to teach you how to set up and manage the "Lunch" module within Schoollnsight. This course begins with an overview of lunch, critical decisions and setup procedures, followed by details for entering food orders, ongoing account management and reporting.

Note: The "Lunch" module is used for all school meals; breakfast, lunch, snacks, etc.

Audience:

This course is intended for new users responsible for setup and ongoing management of Lunch, essentially, the 'Lunch Admin'. Often this is a member of the main office staff or the technology coordinator. Cafeteria personnel may also benefit from this training to learn how to enter lunch orders, however, a train-the-trainer approach could also be taken. The lunch admin can train the cafeteria staff at their school, after finishing lunch training.

Training Format:

- Slide presentation of concepts
- Demo of functionality
- Hands on lab exercises

Content:

This course is comprised of the following lessons:

- Lesson 1: Introduction
- Lesson 2: Questions, Choices, and Decisions
- Lesson 3: Lunch Setup
- Lesson 4: Meal Cards / Sheets
- Lesson 5: Lunch Counts / Menus
- Lesson 6: Enter Food Orders
- Lesson 7: Reports
- Lesson 8: Student Accounts, Fees, Deposits
- Lesson 9: Low Balance Management
- Lesson 10: Online Payment

Preparation:

Prior to taking this training Lunch Admins should have completed the 'Introduction to Basic Setup' course or be familiar with the 'Basic Setup' functions for Schoollnsight. All Schoollnsight basic setup; academic year, admins, instructors, students, classes, must be complete prior to using Schoollnsight Lunch.