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Spring-Summer 2006

# STI PD AL

Principal User Manual

The logo consists of the letters "STI" in a bold, dark red, sans-serif font.

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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This document was last modified on May 2, 2006. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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# Overview

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## Principals and STI PD

In the State of Alabama, the Principal encompasses most of the same aspects of the PD application as a Professional Development Manager, with the exception that principals may ONLY work with employees at their locations. Functionality for principals includes:


- Creating Announcements
- Managing PD Title Evaluations
- Managing Locations, LEA's and Programs
- Managing Pull-downs
- Managing References
- Tracking PD Title and Session Suggestions
- Approving Training Histories
- Managing PD Titles and Session Schedules
- Managing Employees

# Getting Started

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## Logging In

Before you may access the features of the PD Management System, you must first log in. When you go to the STI PD Web site, you will see a login screen similar to the one shown below.



The screenshot shows a login form titled "Please Login". It contains three input fields: "Username:", "Password:", and "LEA:". The "LEA:" field is a dropdown menu with "Software Technologies, Inc." selected. Below the fields is a button labeled "CLICK TO LOGIN".

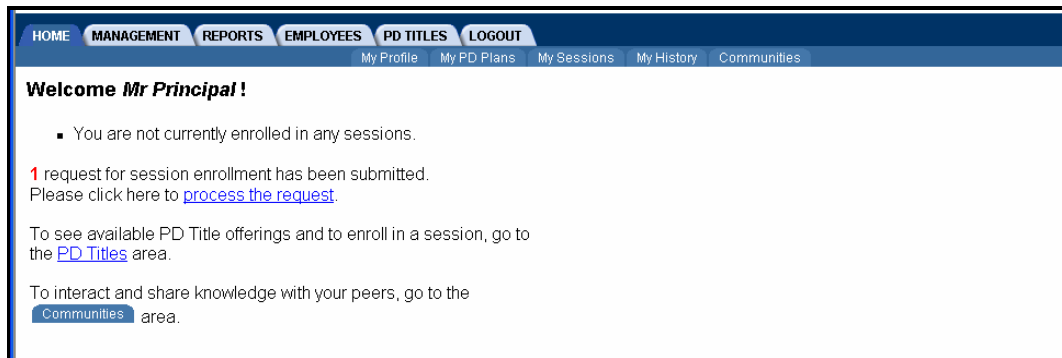
Enter Username and Password in the appropriate fields, if there is an option to choose LEA then, choose the appropriate LEA from the drop-down list.

After entering the appropriate information click the **Click to Login** button to log in to the program.

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## Welcome Screen

After logging in you should see this welcome screen. The workspace is organized by clickable tabs at the top of the window. Each tab has sub-tabs listed below the tab label.



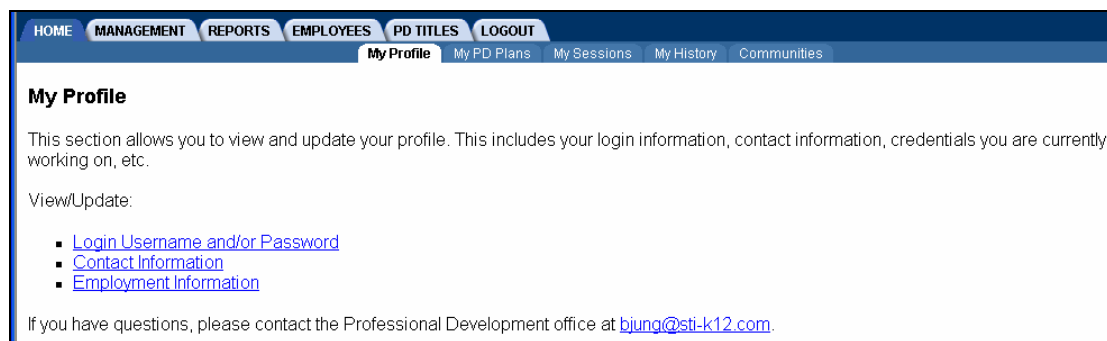
The screenshot shows a welcome screen with a navigation bar at the top. The navigation bar includes tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES, and LOGOUT. Below the navigation bar, the main content area displays a welcome message: "Welcome Mr Principal!" followed by a list of items: "You are not currently enrolled in any sessions.", "1 request for session enrollment has been submitted. Please click here to [process the request](#).", "To see available PD Title offerings and to enroll in a session, go to the [PD Titles](#) area.", and "To interact and share knowledge with your peers, go to the [Communities](#) area."

# Home Tab

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## My Profile: Editing User Profile

- **Step 1:** To View or Edit your Profile click on the **My Profile** link on the menu bar under the Home Tab.
- **Step 2:** Click on one of the three links available to view/edit your profile information



- **Step 3:** View or Edit your information. There are three options to choose from:
  - Login Username and/or Password-allows you to change your login and/or password used to login to the STIPD program.
  - Contact Information-allows you to view/update your contact information such as Name, Address, Date of Birth, Phone, etc.
  - Employment Information-allows you to view/update basic employee information such as Grades Taught, Credentials in progress, Career Objective, Classes taught, etc.

---

## My Sessions: Viewing the Session Schedule Calendar

- **Step 1:** To View your schedule of sessions, click the **My Sessions** link on the menu bar under the *Home* tab.
- **Step 2:** Choose which session you wish to view: *Sessions Taught* (sessions that you are marked as the instructor of) or *Sessions Enrolled* (sessions you are enrolled in to attend).

The screenshot shows a navigation menu with tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES, and LOGOUT. Below these are links for My Profile, My PD Plans, My Sessions (highlighted), My History, and Communities. The main content area is titled 'My Sessions' and contains the text 'Please select an option below:' followed by two bullet points: 'Sessions Enrolled' and 'Sessions Taught'.

- **Step 3:** To view the details of a specific session in the calendar click on that session.

The screenshot shows a calendar titled 'My Sessions - Enrolled'. At the top, there is a link 'go to list view'. Below it are navigation links: 'PREVIOUS WEEK', 'GO TO CURRENT WEEK OR SELECTED DATE:', and 'NEXT WEEK'. The 'GO TO' section includes a date field with '02/21/2006', a 'pick date' button, a '(mm/dd/yyyy)' label, and a 'GO' button. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The current week is highlighted in blue. On Tuesday, Feb 21, there is a session titled '10:30AM Writing Assessment Training for Middle School' with a 'more info' link. A red arrow points to this session. On Friday, Feb 24, there is a session titled '08:00AM Test Principals Out' with a 'more info' link. The calendar shows dates from Feb 19 to Mar 18.

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Note: You may use the navigational links (**Previous Week**, **Next Week** or **Current Week**) above the calendar to go to different weeks. You may also view sessions in a list view by clicking the **Go to List View** link.

---



**Session Information**

(PD Title No. 5674839)  
**Writing Assessment Training for Middle School** [SUBMIT SESSION REQUEST](#)  
**Proficiency Levels:** Awareness  
**Subject(s):** Language Arts and Reading  
**Grade(s):** 5, 6, 7, 8  
**Hours Credits:** 3.00  
**Description:** This Class is on Writing Assessment  
**Pre-requisites:** prereqs go here  
**Objectives:** Objectives are.....

<b>Date(s):</b> 02/21/2006 to 02/25/2006 1 meeting(s) Feb21 - 10:30 AM to 03:00 PM  <b>Time:</b> 10:30AM - 03:00PM <b>Delivery Format:</b> Face To Face <b>Instructor:</b> Scott Lusk clusk@sti-k12.com <b>Session Location:</b> STI Lab	<b>Session Status:</b> Open  <b>Fees:</b> \$25.00 sign up fee <b>Max.Session Size:</b> 30  <b>Current Enrollment:</b> 6 <b>Waiting List:</b> 0
---	--

**Additional Session Information:** Additional Session Information  
**Follow-up/Feedback Info:** Follow up Feedback info

Employee Info	Contact Info	Feb 21	Hours Credit Granted	Class Status	Evaluation
west, tom #000213	Home phone: Email: <a href="mailto:twest@nowhere.com">twest@nowhere.com</a> School Name: Test High School	<input type="checkbox"/>		currently enrolled Enrolled on: 03/24/2006 02:07PM	incomplete

- **Step 4:** If you would like to indicate a time of year this session could be offered to better suit your needs click on the **Submit Session Request** button in the top right corner of the Session Information screen.

**Session Request Form**

PD Title:  
**Writing Assessment Training for Middle School**

Please indicate the best time of year to offer this class:

Summer (June - August)  
 Fall (Sep - Nov)  
 Winter (Dec - Feb)  
 Spring (Mar - May)

Click the button below to submit this request:


**Session Requests Previously Submitted**

LEA	Date Submitted	Session Name	Requested Dates	
Software Technologies, Inc.	03/30/2006	Writing Assessment Training for Middle School	Fall (Sep - Nov)	<a href="#">click to delete</a>

You may also see any other session requests that you have made and will be able to delete those as well.

# My History: Viewing Training History

- **Step 1:** To view your training history, click on the **My History** link on the menu bar under the Home tab.



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Administrative Software for Schools

Privacy Feedback Help

HOME
MANAGEMENT
REPORTS
EMPLOYEES
PD TITLES
LOGOUT

My Profile
My PD Plans
My Sessions
My History
Communities

## My Training History

Pending Training History

Start Date

01/01/2005

End Date

05/31/2006

Filter by Date Range

Session Date	PD Type	PD Title / Proficiency Levels	Instructor/ Location	Attendance	Credits		Hours	CEUs	Multi. Cult.		Status
					Salary Pt.	Non-Acred.			Gen.	Spec.	
05/22/2006	in-district PD	Intel Essentials	Manager, Sample Technology in Motion	May22 <input type="checkbox"/> May23 <input type="checkbox"/> May24 <input type="checkbox"/> May25 <input type="checkbox"/> May26 <input type="checkbox"/>	<i>in progress</i>						currently enrolled
03/14/2006	in-district PD	Writing as a Tool for Learning Mastery	STI Training Lab	Mar14 <input type="checkbox"/>	<i>session ended</i>						currently enrolled
10/28/2005	WorkShop	STI PD Training	<i>NOTES: Attended a session in October at the Civic Center on STIPD.</i>				5.00	.3			approved outside training
07/06/2005	in-district PD	Hey! What is Wrong with My Computer! (Gr. K-12)	Wood, Jenna STI Training Lab	Jul06 <input checked="" type="checkbox"/>			1.00	.1			completed course
05/16/2005	in-district PD	Block Schedule Training Awareness	Naylor, Robert STI Training Lab	May16 <input checked="" type="checkbox"/>			4.00	.2			completed course
02/25/2005	in-district PD	Teaching In Today's World Leadership	Wood, Jenna STI Training Lab	Feb25 <input type="checkbox"/>	<i>session ended</i>						currently enrolled
<b>Totals:</b>							<b>0</b>	<b>0</b>	<b>10</b>	<b>0.6</b>	

Note: The training history screen outlines the date, name and location of your training sessions. In addition, your proficiency level, attendance, point, credits and status are provided. To filter your history by date range, enter the desired dates in the *Start Date* and *End Date* fields and then click the **Filter by Date Range** button (you may leave one or both fields empty).

- **Step 2:** In this screen, you may scroll to the bottom of the page to view and submit new training items for approval.

Note: These history items are generally items that take place outside your LEA but this could also be used for any other history items as well.

- **Step 3:** Click **Submit New Training History Item for approval** to add items to be approved for your history.


02/25/2005	PD	Awareness	STI Training Lab	<input checked="" type="checkbox"/>																course
	In-district	<b>Teaching in Today's World</b>	Wood, Jenna	Feb25																currently
	PD	Leadership	STI Training Lab	<input type="checkbox"/>																enrolled
<b>Totals:</b>										<b>0</b>	<b>0</b>	<b>10</b>	<b>0.6</b>							

Check this box to show minimal field info on training history screen

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**Training History Awaiting Approval**

No training history submissions are pending.

[submit new training history item for approval](#) 

### Submit Training History

Enter your training history information below and then click "ADD". Upon approval, this information will be added to your training history list.

Type	Coaching	<input type="button" value="pick date"/>	(mm/dd/yyyy)
Training Date	<input type="text"/>		
Training Name	<input type="text"/>		
Notes	<input type="text"/>		
Salary Pt. Credits	<input type="text"/>		
Non-Acred. Credits	<input type="text"/>		
Hours Credit	<input type="text"/>		
Multi-Cultural Requirements?	<input checked="" type="radio"/> None <input type="radio"/> General <input type="radio"/> Specific		

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Note: These additional sessions will then be added as pending approval items from your manager or principal to approve.

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## My PD Plans: Creating PD Plans

To view your PD Plans and to manage those plans, click on the **My PD Plan** link on the menu bar under the *Home* tab.

**STI Software Technology, Inc.**  
Administrative Software for Schools

HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT

My Profile My PD Plans My Sessions My History Communities

### My PD Plans

Use this area to view and update your PD Plans.  
If you want to start a new PD Plan, click here to [create a new PD Plan](#).

ACTIVE *No PD Plans have been activated yet.*

## Creating a New Professional Development Plan

- **Step 1:** Click the **create a new PD Plan** link.

### Create New PD Plan

Complete the form below to create a new PD Plan.  
Click the "CREATE NOW" button when you are ready.

<b>Plan Type</b>	LEA
<b>Plan Name</b> <small>(Enter a name meaningful to you)</small>	My LEA Professional Development Plan
<b>Position</b> <small>(Optional: Enter your job at the time of this plan)</small>	Teacher
<b>Date Range</b>	Jan 2006 to May 2007
<b>Status</b>	ACTIVE

CREATE NOW CLOSE THIS WINDOW

- **Step 2:** In the *Create New PD Plan Screen*, fill out the appropriate information:
  - **Plan Type:** Select a Plan Type for the type of plan you are creating. This may be *AL PEPE*, *LEA* or *PERSONAL*.
  - **Plan Name:** Enter a name meaningful to you for this plan.
  - **Position:** (Optional) Enter your job at the time of this plan.
  - **Date Range:** Enter a date range for which this PD Plan will be applicable.
  - **Status:** Select a current status for this Plan (*Pending*, *Active* or *Inactive*).

- When finished, click the **CREATE NOW** button to create your PD Plan

Any PD Plans you have created will display from the *My PD Plans* screen. Each Plan will display under the appropriate status. Some examples are shown below.

**My PD Plans**

Use this area to view and update your PD Plans.  
If you want to start a new PD Plan, click here to [create a new PD Plan](#).

ACTIVE	Name	Date Range	Type	Evaluator	
	My LEA Professional Development Plan	Jan 2006 to May 2007	LEA	TBD	view   <a href="#">manage</a>   <a href="#">edit</a>

PENDING	Name	Date Range	Type	Evaluator	
	AL PEPE Professional Development Plan	Aug 2006 to May 2007	AL PEPE	TBD	view   <a href="#">manage</a>   <a href="#">edit</a>

INACTIVE	Name	Date Range	Type	Evaluator	
	My Personal PD Plan	Jan 2005 to Jan 2006	PERSONAL	TBD	view   <a href="#">manage</a>   <a href="#">edit</a>

## Managing a Professional Development Plan

- **Step 1:** Now that you have created a PD Plan, you may manage that plan by clicking the **manage** or **edit** links provided. Click on the **manage** link to manage this plan.

**ACTIVE**

Name	Date Range	Type	Evaluator	
My LEA Professional Development Plan	Jan 2006 to May 2007	LEA	TBD	view   <a href="#">manage</a>   <a href="#">edit</a>

- **Step 2:** To add a new area to the plan, click on the **new area** link.

Privacy Feedback Help Close

**Manage This PD Plan**

(LEA PD Plan)	Jan 2006 to May 2007
My LEA Professional Development Plan	
Teacher Lusk, Scott	Evaluator TBD

PD Plan Area(s) [create here to create a [new area](#)]

*None have been created yet.*

CLOSE THIS WINDOW

- **Step 3:** Select the area *Type* and give it a name that is meaningful to you. Also, you may type in the PD Goals & Objectives; select Goals & Objectives by Reference, type in any proposed activities, add Proposed PD Titles, enter a timeline, type in the appropriate Assessment Methods, and add Progress Check Dates.

When you are done, click the **SAVE** button. Otherwise, you may cancel your changes or completely delete the area.

**Manage This PD Plan**

<i>(PERSONAL PD Plan)</i>		Jan 2005 to Dec 2005	
2005 Personal Growth Plan			
Teacher Jung, Bobby		Evaluator TBD	

PD Plan Area(s) [create here to create a [new area](#)]

Area	Prof.Dev Related Goals & Objectives	Goals & Objectives by Reference (s)	Proposed Activities	Proposed PD Title (s)	Time Line	Assessment Method(s)	Progress Check Dates	
Type: <input type="text"/>	<input type="text"/>	<a href="#">Click to Add</a>	<input type="text"/>	<a href="#">Click to Add</a>	<input type="text"/>	<input type="text"/>	<a href="#">Click to Add</a>	<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> <input type="button" value="DELETE"/>
Name: <input type="text"/>								

## Learning Communities

The **Learning Communities** feature is provided to allow employees to post messages for other employees to view.

Learning communities may be accessed from either **Communities** link.

<p><b>HOME</b> MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT</p> <p>My PD Plans My Sessions My History Communities</p> <p><b>Welcome PD Manager!</b></p> <ul style="list-style-type: none"> <li>You are not currently enrolled in any sessions.</li> </ul> <p>To see available PD Title offerings and to enroll in a session, go to the <a href="#">PD Titles</a> area.</p> <p>To interact and share knowledge with your peers, go to the <a href="#">Communities</a> area.</p>	<p><b>Today's Announcements:</b></p> <ul style="list-style-type: none"> <li><b>Welcome!</b> (posted on 05/31/2005) Thanks for coming</li> </ul>
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# Management Tab

## Management Tools

Most management options may be accessed by clicking the **Management** tab in the main menu.

The screenshot shows the STI Software Technology, Inc. website. The header includes the STI logo and the text "Software Technology, Inc. Administrative Software for Schools". A navigation bar contains tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES, and LOGOUT. Below the navigation bar, a sub-menu lists various options: Announcements, Car.Obj, Evals, Locations, Programs, References, Suggestions, Enrollments, Apprv.Training, and Payments. The main content area is titled "Management Tools" and contains a list of links: Announcements, Career Objectives, Evaluations, Locations, Programs, References, Suggestions, Enrollment Requests (with a description: "Approve or deny requests by individuals to enroll in sessions offered."), Approve Training (with a description: "Review and approve external training activities that have been completed."), Process Session Payments, and LEA Preferences.

## Creating Announcements

To create an announcement, click the **Announcements** link or tab and perform the steps listed below. Announcements you create will be limited to viewing by those users that belong to your LEA only.

The screenshot shows the "Announcements" page on the STI website. The navigation bar is the same as in the previous screenshot. The main content area is titled "Announcements" and contains a "Create New Announcement" section. This section includes a "Title" field, a "Message" field, "Start Date" and "Expire Date" fields with "pick date" buttons, and an "Importance" section with radio buttons for "Normal" (selected) and "High". A "CREATE ANNOUNCEMENT" button is located below the form. Below the form is a "Previous Announcements" section containing a table with the following data:

Announcement Title	Create Date	Expire Date	
Update Profile	04/14/2006	04/15/2006	<a href="#">DELETE</a>
Inservice Day	04/03/2006	04/06/2006	<a href="#">DELETE</a>
Inservice Training Day	03/31/2006	04/04/2006	<a href="#">DELETE</a>
Welcome to STI Professional Development!	11/03/2005	11/04/2005	<a href="#">DELETE</a>

- Give the announcement a Title. In the Message box, enter any text you wish to display for users upon log-in.
- Click the **Pick Date** buttons and select the beginning and ending dates to set the duration of the announcement's display. Note: Announcements will display from 12:01am of the specified "Start Date" until 12:01am of the specified "Expire Date."
- Click the **Create Announcement** button.
- You may view and **Delete** previous announcements in the list below.

## Career Objectives

This tab allows a principal to create additional Career Objectives. The Career Objectives listed here may be selected in the *Career Objectives* field in the **Employee Profile**. Note that some Career Objectives are pre-installed in the STIPD program.

Career Objective	Options
Human Resource Director	<a href="#">Edit</a>
Technology Specialist	<a href="#">Edit</a>
Teacher of the Gifted and Talented	<a href="#">Edit</a>
Technology Coordinator	<a href="#">Edit</a>
Principal - High School	<a href="#">Edit</a>
Library / Media Specialist	<a href="#">Edit</a>
Superintendent	<a href="#">Edit</a>
Transportation Coordinator	<a href="#">Edit</a>
Department Head	<a href="#">Edit</a>
RETIRE	<a href="#">Edit</a>
Administrator - Pupil Services	<a href="#">Edit</a>
Federal Programs Director	<a href="#">Edit</a>
Lead Teacher	<a href="#">Edit</a>
Administrator - Professional Development	<a href="#">Edit</a>

- To modify an existing objective, click the **Edit** button.
- Click **Create New Career Objective** to add a new Career Objective to the list.

## Evaluations

The *Evaluations* tab will list any evaluations that have been created. Here you may edit, preview, view responses or e-mail the evaluation to participants.

Evaluations may be attached to PD sessions or emailed to employees to evaluate sessions, PD Titles, instructors, etc.

- There are two views in the *Manage Evaluations* screen. You may view Evaluations you have personally created under the *My Evaluations* side of the screen (left side).
- On the right side of the screen you will see evaluations created by other people. Note that evaluations created by other people not only pertain



to others in your LEA but also for some states, other LEA's in your state as well. You are permitted to Copy, E-mail, and view anonymous responses of Evaluations created by others.

**Manage Evaluations**

**My Evaluations**  
Click here to [create a new evaluation](#)  
**Sorry, you have not yet created any evaluations.**

**Evaluations Created by Other People**  
You may copy any evaluation listed below.

Name	Date Modified	Status	Options
My copy My copy My copy Jacksonville			<a href="#">Copy</a>

## Creating a new Evaluation

- Click **Create a New Evaluation**. In the next screen, enter the name and description of the evaluation and click the **Continue** button.

**Create New Evaluation**

Please enter a name for this new evaluation:

Enter a description which will appear at the top of the evaluation:

- Enter your list of questions in the area provided for Question Text and choose an answer set to apply to that question. You may add/edit answer sets as well.
- The evaluation status should be flagged as *Active* if you wish to attach the evaluation to a class or email it to a list of participants.

- Be sure after you have made any changes to an evaluation to click the **Update** button to save those changes.

### Edit Evaluation

**Evaluation Information**

---

Evaluation Questions

---

**Add New Question**

Edit the name and/or status of this evaluation then click "UPDATE".

Evaluation Name:

Evaluation Description:

Evaluation Status:

**List of Questions** [Add New Question](#)

Question	Answer Format
No questions have been created yet.	

Question #: **1**

Question Text:

Show PD Title Objective?  Yes  No

Answer Set: [\[Add/Edit Answer Sets\]](#)

Set Name	Type	Answer Labels
<input checked="" type="radio"/> degree of confidence	NUMERIC	Very confidently   Confidently   With limited confidence   Could not help others
<input type="radio"/> degree of agreement	NUMERIC	Strongly Agree   Agree   Neither Agree nor Disagree   Disagree   Strongly Disagree

## Managing Evaluations

Once an Evaluation has been created, you may choose to **Edit** the evaluation, **Preview** an Evaluation, View **Responses** of the Evaluation and/or **Email** the Evaluation to employees.

Name	Date Modified	Status	Options
STI PD Evaluation	04/14/2006	Active	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Responses</a>  <a href="#">Email</a>

- **Edit:** When editing an Evaluation it's just like when you created the evaluation. You may modify, add, or delete questions in your evaluation. Be sure to click the Update button after any changes are made.
- **Preview:** Allows you to preview how the evaluation appears to those who take the evaluation.
- **Responses:** Allows you to view anonymous responses to that evaluation. You may see responses for specific sessions or dates, or you may view all responses that have been given for that evaluation.
- **Email:** Gives you the ability to e-mail an evaluation to employees for them to take the evaluation. Responses are saved under e-mailed evaluations.

## Copying Evaluations

You are permitted to copy any evaluations created by other people. To do this, click on the **Copy** link next to the appropriate evaluation.

The program will place an evaluation in *My Evaluations* called *\_My\_Copy\_(name of evaluation copied)*. You may then edit that evaluation and rename it.

PD Evaluation	01/10/2006	Pending	<a href="#">Copy</a> <a href="#">Preview</a> <a href="#">Responses</a>
---------------	------------	---------	--

## Locations

Locations (school sites) are usually imported into the database as part of the data import during the pre-implementation process. A principal may search and edit existing locations or create a new location.

---

Note: It may be necessary to enter district office locations.

---

**Locations**

Please select an option below:

- [Search and Edit Locations](#)
- [Create a New Location](#)

## Creating a New Location

- When a new location is added, select the Location Usage from the pull-down menu.
- The School Code is the cost center code for the location.
- An internet URL should be specified if there is a Web site associated with the location.
- You may enter the LEA for the location if you are a State PD Manager. Otherwise, it will be filled in for you.
- Click **Add Now** when all appropriate information has been entered.

---

Note: For Location Usage, only locations specified as *District+Training* or *Training Location* are available as locations to which sessions may be assigned. Only those specified as *District+Training* or *District School or Office* are available as locations which users may be assigned.

---

**Create a new location**

Fill in the form below and click "ADD NOW".

Location Usage

School Name

School Code

Phone

Fax

Address1

Address2

City

State

Zip

District Mail Code

Internet URL

Contact Name

Location Type

LEA

## Search and Edit Locations

You may search and edit locations by clicking on the **Search and Edit Locations Link**. From the search screen you may enter criteria to search for locations, leave search fields blank to see all locations.

**Locations**

Search for location:

**Location Search Form**

School Name

City  Zip

Type

LEA

Usage

- You may edit a Location by clicking the **Edit** link provided.

**HOME** **MANAGEMENT** **REPORTS** **EMPLOYEES** **PD TITLES** **LOGOUT**

Announcements Car.Obj. Evals **Locations** Programs References Suggestions Enrollments Apprv.Training Payments

**Results of Location Search**

1 match(es) found - click on the School Name to edit its profile.

School Name	Location Address	Location Usage	Location Type	LEA	Options
STI High School <a href="#">VIEW MAP</a> phone:1-877-844-0884 contact:STI	4701 Morrison Drive Suite 200 Mobile, AL 36609 <a href="http://www.sti-k12.com">www.sti-k12.com</a>	Office	District School or Office	Software Technology, Inc.	<a href="#">Edit</a> <a href="#">View Rooms</a>

Please click here to [do another search](#).

- You may Add/View Rooms to a location by clicking the **View Rooms** link. This allows you to specify rooms in which a training session will

occur in at this location. When creating and editing a session, the actual room where the session will occur may be specified (in addition to the location).

- If the desired room has not been previously entered, the user may select **Other** and enter a new room name when creating a session. The system will create the specified room during the scheduling of the session.
- To add a new room, enter a room number or name in the space provided and click **CREATE NOW**.

**Rooms at this location "STI High School"**

Room	Options
130	<a href="#">edit</a> <a href="#">delete</a>
217	<a href="#">edit</a> <a href="#">delete</a>
Computer Lab	<a href="#">edit</a> <a href="#">delete</a>
Library	<a href="#">edit</a> <a href="#">delete</a>

Create a new room by using the form below:

Enter a new room number or name

## Programs

**Programs** is an optional feature. Once you create one or more programs, PD Titles may be added to the programs so that users may search PD Titles by program.

HOME	MANAGEMENT	REPORTS	EMPLOYEES	PD TITLES	LOGOUT																									
<p>Announcements Career Obj Evals Locations LEAs <b>Programs</b> Pulldowns References Suggestions Training</p>																														
<p><b>Programs</b></p> <p>Use this screen to manage your programs. You may edit a program using the list below or you may click here to <a href="#">create a new program</a>.</p>																														
<p><b>Program List</b></p> <table border="1"> <thead> <tr> <th>Program Name</th> <th>Number</th> <th>Sponsoring Dept.</th> <th>Contact Info.</th> <th></th> </tr> </thead> <tbody> <tr> <td>Awareness of the Middle Child</td> <td>1222</td> <td>ASDOE</td> <td>Jonesy Smith</td> <td><a href="#">EDIT</a></td> </tr> <tr> <td>Early Intervention</td> <td>35</td> <td>ALSDE</td> <td></td> <td><a href="#">EDIT</a></td> </tr> <tr> <td>NCLB</td> <td>1</td> <td>Alabama Department of Education</td> <td></td> <td><a href="#">EDIT</a></td> </tr> <tr> <td>Sample Program</td> <td>Samp1</td> <td>District PD</td> <td>A. Smith 800 777-8899</td> <td><a href="#">EDIT</a></td> </tr> </tbody> </table>						Program Name	Number	Sponsoring Dept.	Contact Info.		Awareness of the Middle Child	1222	ASDOE	Jonesy Smith	<a href="#">EDIT</a>	Early Intervention	35	ALSDE		<a href="#">EDIT</a>	NCLB	1	Alabama Department of Education		<a href="#">EDIT</a>	Sample Program	Samp1	District PD	A. Smith 800 777-8899	<a href="#">EDIT</a>
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Early Intervention	35	ALSDE		<a href="#">EDIT</a>																										
NCLB	1	Alabama Department of Education		<a href="#">EDIT</a>																										
Sample Program	Samp1	District PD	A. Smith 800 777-8899	<a href="#">EDIT</a>																										

- Click **create a new program**.
- You may **EDIT** any existing programs from the program list.

## References

Some references, which are typically set by the various states, are pre-installed with the program. As a principal, you may create new references (or standards) that you may use to align with PD Titles. By doing this, you will be able to generate reports on PD activities and histories by reference (or standard).

References may be added to PD Titles. Users may then search the PD Title Catalog by Reference.

Note: In some states, References that display are those that are state wide. Do not edit or delete a Reference that was not created by you personally.

Reference Code	Name/Number	Description	Options
Ala	Alabama	Alabama Teaching Standards	<a href="#">add</a> <a href="#">edit</a>
CT	Career Technical Education	Career Technical Education	<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
LVM	Lee vs. Macon	Lee vs. Macon report data	<a href="#">add</a> <a href="#">edit</a>
MBCS	Mountain Brook	Professional Development for Mountain Brook City School Employees	<a href="#">add</a> <a href="#">edit</a>
NCLB	NCLB	National Education Goals	<a href="#">add</a> <a href="#">edit</a>
NETS	National Educational Technology Standards	National Performance Profiles for Teachers	<a href="#">add</a> <a href="#">edit</a>
PEPE	PEPE	ALABAMA PROFESSIONAL EDUCATION PERSONNEL EVALUATION PROGRAM	<a href="#">add</a> <a href="#">edit</a>
PLS	Montgomery Public School Professional Learning Sta	Professional Development Standards	<a href="#">add</a> <a href="#">edit</a> <a href="#">delete</a>
TP	System Tech Plan	System Technology Plan	<a href="#">add</a> <a href="#">edit</a>

### Adding a New Reference

- To add a new Reference, click on the **Add New** link.
- Enter the following: a name for the references; an abbreviation; and a description. Indicate whether the reference you are entering is a group of references or an individual reference. The click **Create Now**.
- To add the references that fall under a reference area from the *Manage* screen, click on the Add link.
- Repeat process as necessary.

### Suggestions

PD Title and session suggestions may be viewed and flagged as shown below. The suggestions will be limited to those submitted by users in your LEA (unless you are a State PD Manager).

This area allows you to view Course and Class suggestions made by employees in your LEA. You may then flag a status of NEW, REVIEWED, NOTED, or ARCHIVED, for each suggestion.

HOME	MANAGEMENT	REPORTS	EMPLOYEES	PD TITLES	LOGOUT						
Announcements	Car.Obj.	Evals	Locations	Programs	References	Suggestions	Enrollments	Apprv.Training	Payment		
<b>Suggestions</b>											
Choose Date Range, Type, and/or Review Status to search by:											
Date Range: [mm/dd/yyyy]		<input type="text"/>		pick date		through		<input type="text"/>		pick date	
<small>(leave date fields blank to search all dates)</small>											
Suggestion Type:		ALL								▼	
Review Status:		ALL								▼	
LEA											
SEARCH NOW					CANCEL						

## Enrollments

This screen will list any users who have pending requests for approval to enroll in a session. To process a request, click the **Process this Request** link. To correspond with the user, you may click on the user's e-mail address or lookup his/her contact information by clicking the **View/Edit Profile** link.

Please note: Only users who have been flagged as *requiring enrollment approval* (see the section "New Employee Profile" on page 26 for more information).

Date Requested	Employee Info	PD Title Requested	Session Start Date/Location	
04/17/2006	<b>Jones, Bobby</b> <i>Test High School</i> <ul style="list-style-type: none"> <li>• <a href="mailto:bjones@yahoo.com">bjones@yahoo.com</a></li> <li>• <a href="#">view/edit profile</a></li> <li>• <a href="#">training history list</a></li> </ul>	#123456 Teaching In Today's World	11/14/2005 STI Training Lab	<a href="#">click here to process this request</a>

- To process a request for an employee, click the link **click here to process this request**.
- To process a session enrollment request, review the request information on the process screen and be sure to select the appropriate approval status in the form. When you are ready, click the **PROCESS NOW** button.
- An e-mail will be generated and sent to the user when you process this request. Any comments you enter will also be sent.

### Process This Session Enrollment Approval Request

To process this request, complete the form below.  
An email will be generated notifying the user of your decision and will include any comments you enter below.

Date Requested	04/17/2006
Request Type	Request for enrollment into session
Session Requested	#123456 <b>Teaching In Today's World</b> <i>Instructor: Manager, PD</i> <i>Location: STI Training Lab</i>
Session Date(s)	11/14/2005 - 03/31/2006 02:00PM - 04:00PM
Requested By	<b>Jones, Bobby</b> <i>Test High School</i>
Select approval status	<input checked="" type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Pending
Enter comments (if any)	<div style="border: 1px solid gray; height: 40px;"></div>

## Approve Training

Employees have the ability to submit training records for activities they have completed that are not offered within the PD system (outside courses, workshops, etc). This area allows you to review those activities and approve them if you have determined that they qualify for credit. Any approved items are added to the employee's training history.

### Step 1: Approve Employee Training History

The first step in this process is to search for employees. You may enter search criteria here or leave all fields blank to search for all. Please note that only employees who have submitted training history requests will appear in the search results.

HOME
MANAGEMENT
REPORTS
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LOGOUT

Announcements
Car.Obj.
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Apprv.Training
Payments

### Approve Training History -- Search For Employee

2 pending approval request(s).  
Use the search criteria below to find the employee(s) whose submitted training history you would like to view/approve.

User Criteria	Employment Criteria
LEA <input type="text"/>	Employee Number <input type="text"/>
First name <input type="text"/>	School Code <input type="text"/> <a href="#">lookup School Code</a>
Last name <input type="text"/>	School Type <input type="text" value="any"/>
Last 4 of Social Security Number <input type="text"/>	Core Subject Area(s) Taught <input type="text"/>
Gender <input type="text" value="-any-"/>	HQ Method <input type="text"/>
	Grades taught (check all that apply)
	<input type="checkbox"/> Select All
	PreK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>
	CC <input type="checkbox"/> Other <input type="checkbox"/>

(click here for [advanced search](#) options)

Check here to display only those employees with pending approvals:

### Step 2: View Submitted Training History

In the employee list, click the **View Submitted Training History** link to view this information for applicable employees. Also shown are the numbers of pending requests and total requests.

### Results of Employee Search

1 to 1 of 1 match(es) found

[\[GENERATE MAILING LABELS\]](#)

Last Name	First Name	LEA	Employee# (if applicable)	Contact Info	Options
Johnson	Bobby	Software Technology, Inc.	xx901	email: <a href="mailto:email@emailme.com">email@emailme.com</a>	<a href="#">view submitted training history</a> (2 pending out of 3 total)

(You may enter optional start and end dates below. Please enter dates in mm/dd/yyyy format.)

### Step 3: Approve Status

To approve a training status, check the *Approved?* box or click the **modify** link. When finished, click the **Update Approved Status** button.



You may also submit a New Training History item for an employee from this screen as well.

**Submitted Training History**  
for *Bobby Johnson*

Date	Type	Name	Notes	Hours Credit	Approved?	
02/21/2006	Course	STI Training Course	introduction to STI PD	1.00	<input type="checkbox"/>	<a href="#">modify</a> <a href="#">delete</a>
02/07/2006	Conference	STI AI User Conference		8.00	<input type="checkbox"/>	<a href="#">modify</a> <a href="#">delete</a>
05/31/2005	WorkShop	STI PD Training	STI at Mobile	6.00	<input checked="" type="checkbox"/>	<a href="#">modify</a> <a href="#">delete</a>

## Process Session Payments

Payment information that has been submitted and/or processed is listed here. To view or process payments, click the **view** link. Please note that you may only manage payments for those courses that were created by your LEA.

You will see a list of all payments from this screen: Newly Submitted, In-Process, Approved and Refunded. To view a payment, click on the appropriate **view** link in the list.

HOME MANAGEMENT **REPORTS** EMPLOYEES PD TITLES LOGOUT  
Announcements Car.Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payments

**Process Payments Main Menu**

Listed below are all payment items.  
Click the "view" link to process the appropriate items.

Status	Entries	
Newly submitted	14	<a href="#">view</a>
In-process	1	<a href="#">view</a>
Approved	1	<a href="#">view</a>
Refunded	1	<a href="#">view</a>

## Review and Process New Payments

Each payment will be listed along with the user and session information. You may either view or print out individual entries by clicking on the **view details** link or the **print** link.

More than one payment may be printed by selecting the checkboxes for each payment then clicking the **PRINT SELECTED ITEMS** button at the bottom of the screen.

Once the payment information is printed out, you will want to mark the selected items as *processed*. To do so, make sure the appropriate checkboxes are selected and enter any desired comments (which will be recorded for each selected item). Next, click the **MARK AS IN-PROCESS** button.

### Payments - Newly Submitted

Listed below are the newly submitted payments. Check the ones you would like to print for processing. If the printout is successful, click the "MARK AS IN-PROCESS" button in order to update the selected items to "In-process".

	Name	LEA	PD Title	Session Start Date	Due	Payment	Date Submitted	Date Processed	Class Status	Roster Status	
<input type="checkbox"/>	JONES, BOBBY <a href="mailto:bjung@sti-k12.com">bjung@sti-k12.com</a>	Tarrant City	AL Counseling Association Conference	05/30/2005	\$35.00	\$35.00	05/31/2005		open	ENROLLED	<a href="#">view details</a>   <a href="#">print</a>

PRINT SELECTED ITEMS

MARK AS IN-PROCESS

CANCEL

Enter any optional comments here (maximum of 1000 characters).  
These will be entered for all selected items above:

## Approve or Decline Payments

After a payment item is in-process, you will want to mark it as *approved* or *declined*. To accomplish this task, click the **view** link for "in-process" items to bring up the screen below.

You may approve or decline items by first selecting the appropriate checkboxes for your items then clicking either the **APPROVE SELECTED ITEMS** or **DECLINE SELECTED ITEMS** button.

### Payments - In-process

Listed below are the payments in-process. Check the ones you would like to either approve or decline and then select the appropriate button at the bottom of this page.

	Name	LEA	PD Title	Session Start Date	Due	Payment	Date Submitted	Date Processed	Class Status	Roster Status	
<input type="checkbox"/>	JONES, BOBBY <a href="mailto:bjung@sti-k12.com">bjung@sti-k12.com</a>	Tarrant City	AL Counseling Association Conference	05/30/2005	\$35.00	\$35.00	05/31/2005	05/31/2005	open	ENROLLED	<a href="#">view details</a>   <a href="#">print</a>

APPROVE SELECTED ITEMS

DECLINE SELECTED ITEMS

CANCEL

Enter any optional comments here (maximum of 1000 characters).  
These will be entered for all selected items above:

## LEA Preferences

Here you may set some preferences for your LEA. Preferences include *Enrollment Approval Required*, which is used on an Employees Profile; and *Email Recipients*, used to determine who will receive e-mail notifications about employees. Be sure to click the **UPDATE** button to save any changes you make.

Options include changing the value of the Enrollment Approval Required for Everyone. Note that this will change the value for all employees in your LEA. Select a value from the drop-down box and click the **CHANGE NOW** button.

Preference	Current Default Value	Options
<u>Enrollment Approval Required</u> Set the default value for whether or not employees need approval for enrollments.	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="button" value="UPDATE"/>	You may change the "Enrollment Approval Required" for all your employees by selecting a new value then clicking the "CHANGE NOW" button. (Updates will take place immediately.)  Set the new value to: <input type="text"/> <input type="button" value="v"/>  <input type="button" value="CHANGE NOW"/>
<u>Email Recipients</u> Specify who (Principals, PD Managers, or both) receives email notifications for employee actions.	<input type="radio"/> Principal <input checked="" type="radio"/> PD Manager <input type="radio"/> Both <input type="button" value="UPDATE"/>	

# Employees Tab

## Employee Options

The screenshot shows a navigation bar with tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES, and LOGOUT. Below the tabs are links for Search, New Employee, and New User. The main content area is titled "Employees" and contains the text "Please select an option below:" followed by a bulleted list of links: "Search and Edit Employee and/or User Profiles", "Create a New Profile:", "- New Employee Profile", and "- New User (Non-Employee) Profile".

## Search for Employee Profiles

Enter search criteria in the spaces provided, or search for all by clicking the **Search Now** button with no criteria entered.

The screenshot shows a search form titled "Search User/Employee Profiles". It includes a navigation bar with tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES, and LOGOUT, and links for Search, New Employee, and New User. The form contains two columns of search criteria: "User Criteria" and "Employment Criteria".

User Criteria	Employment Criteria
LEA	Employee Number
First name	School Code
Last name	School Type
Last 4 of Social Security Number	Core Subject Area(s) Taught
Gender	HQ Method
	Grades taught (check all that apply)

Below the form are three buttons: SEARCH NOW, CLEAR FORM, and CANCEL. A link for "advanced search options" is also present.

All users/employees matching your criteria will be listed. For each user, you may click the **view/edit profile** link to edit the profile. Similarly, you may view the user's training history and training reports.

You may print out training histories for all users on this list by clicking the **PRINT TRAINING FOR ALL USERS ABOVE** button at the bottom of the list. To print out histories for a particular date range, first enter the *Start Date* and/or *End Date* to filter the histories by date range.

Also note that you may create a downloadable file that may be used to create mailing labels (using MS Word or similar word processing software). To do so, click the **GENERATE MAILING LABELS** link at the top of the list.

HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT

Search New Employee New User

### Results of User/Employee Search

1 to 1 of 1 match(es) found

[\[GENERATE MAILING LABELS\]](#)

Last Name	First Name	LEA	Employee# (if applicable)	Contact Info	Options
Lusk	Scott	Software Technology, Inc.	xxxx211	email: <a href="mailto:bjones@yahoo.com">bjones@yahoo.com</a>	<a href="#">view/edit profile</a> <a href="#">training history reports</a> <a href="#">training history list</a> <a href="#">delete profile</a>

PRINT TRAINING FOR ALL USERS ABOVE

(You may enter optional start and end dates below. Please enter dates in mm/dd/yyyy format.)

Start Date [ ] End Date [ ]

## Edit Employee Profiles

Select a user profile by clicking **View/Edit Profile** from the search results screen and then make any necessary changes. Click the **Update Now** button to save your changes.

User Profile	Employment Information		
LEA	*Employee Number: <b>xxxx211</b> <i>To create/update the employee number, enter it here. Otherwise, leave it blank.</i>		
*First name: Scott	*School Code: 001 <i>Test High School</i> <a href="#">lookup School Code</a>		
Middle name:	Employed since: [ ] <a href="#">pick date</a> (mm/dd/yyyy)		
*Last name: Lusk	Certified? <input type="radio"/> Yes <input type="radio"/> No		
Login Account Status: Active	Certification Deadline Date: [ ] <a href="#">pick date</a> (mm/dd/yyyy)		
Login Username: login	Salary Schedule/Step: [ ]		
Password: password	Classification: -select-		
Assigned Login Roles: <input type="checkbox"/> Instructor <input checked="" type="checkbox"/> PD Manager <input type="checkbox"/> Principal	Grades taught (check all that apply): <input type="checkbox"/> Select All PreK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> CC <input type="checkbox"/> Other <input type="checkbox"/>		
Enrollment Approval Required? <input checked="" type="radio"/> Yes <input type="radio"/> No	Core Subject Area(s) Taught: <table border="1"><tr><th>Subject Area</th><th>HQ Method (if any)</th></tr></table>	Subject Area	HQ Method (if any)
Subject Area	HQ Method (if any)		
*Gender: male	Credential(s) held: <i>click to <a href="#">add/edit</a></i> none		
*Date of Birth: 07/26/1981 <a href="#">pick date</a> (mm/dd/yyyy)	Credential(s) in progress: <i>enter each credential separated by a comma</i>		
Mailing address:	Classes currently taught (secondary only): <i>enter classes taught (separated by a comma)</i>		
City:	Classes previously taught (secondary only): <i>enter classes taught (separated by a comma)</i>		
State and Zip:	Career Objective: none <i>click to <a href="#">add/edit</a></i>		
Contact phone:	Professional Development Plan: <i>enter Professional Development Plan (separated by a comma)</i>		
Work phone:			
Other phone:			
*Email: emailme@yahoo.com			

\* indicates required information

# New Employee Profile

To add a new employee to the database, complete the profile and click the **Add Now** button.

- Selecting *Yes* for *Enrollment Approval Required* will cause all online registrations by this user to be processed for approval by a manager or principal.
- An \* indicates a required field.

**Manage Employees - Create a New Employee Profile**

To create a new profile, please fill in the form below. When you are ready, click the "ADD NOW" button at the bottom of the page.

User Profile	Employment Information
LEA: Tarrant City	*Employee Number: <input type="text"/>
*First name: <input type="text"/>	*School Code: <input type="text"/> <a href="#">lookup School Code</a>
Middle name: <input type="text"/>	Employed since: <input type="text"/> <a href="#">pick date</a> (mm/dd/yyyy)
*Last name: <input type="text"/>	Certified?: <input type="radio"/> Yes <input type="radio"/> No
Login Account Status: Inactive	Salary Schedule/Step: <input type="text"/>
Login Username: <input type="text"/>	Classification: -select-
Password: <input type="text"/>	Grades taught: <i>check all that apply</i>
Assigned Login Roles: <input type="checkbox"/> Instructor <input type="checkbox"/> PD Manager <input type="checkbox"/> PD Data-manager	PreK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/>
<input type="checkbox"/> Principal <input type="checkbox"/> PD Sub-manager	12 <input type="checkbox"/> CC <input type="checkbox"/> Other <input type="checkbox"/>
Enrollment Approval Required?: <input type="radio"/> Yes <input checked="" type="radio"/> No	Credential(s) in progress: <input type="text"/>
*Gender: -select-	Classes currently taught (secondary only): <input type="text"/>
*Date of Birth: <input type="text"/> <a href="#">pick date</a> (mm/dd/yyyy)	Classes previously taught (secondary only): <input type="text"/>
SSN: <input type="text"/>	Professional Development Plan: <input type="text"/>
Mailing address: <input type="text"/>	
City: <input type="text"/>	
State and Zip: <input type="text"/>	
Contact phone: <input type="text"/>	
Work phone: <input type="text"/>	
Other phone: <input type="text"/>	
*Email: <input type="text"/>	

\* indicates required information

- **Assigned Login Roles:** Select the appropriate assigned user login role for an employee. PD Managers may work with any employees in their LEA, Principals may work with Employees at their location, and Instructors may work with any Employees that attend their sessions.
- If an employee does not fall under one of these roles, do not check anything under *Assigned Login Roles*.
- Instructors are those employees who are instructing PD sessions, not necessarily instructors at the school.

## New User Profile

You may add users who are not employed by your district here. Enter profile information and then click the **Add Now** button. Users who are not employees may not enroll for sessions but may be instructors for a session.

**Manage Employees - Create a New User Profile**

To create a new profile, please fill in the form below. When you are ready, click the "ADD NOW" button at the bottom of the page.

**User Profile**

LEA

\* First name

Middle name

\* Last name

Login Account Status

Login Username

Password

Assigned Login Roles  Instructor  
 PD Manager  
 Principal

\* Gender

\* Date of Birth  (mm/dd/yyyy)

SSN

Mailing address

City

State and Zip

Contact phone

Work phone

Other phone

\* Email

*\* indicates required information*

# PD Titles Tab

## PD Title Options

The *PD Titles* tab allows the user to enter or edit PD titles, add sessions, enroll students, view session schedules, enter PD title suggestions and update confirmation messages.

The screenshot shows the main menu of the PD Titles tab. At the top, there is a navigation bar with tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES (which is highlighted), and LOGOUT. Below the navigation bar, there are four links: Search the PD Title Catalog, Create New PD Title, View Session Offerings, and Make a PD Title Suggestion. The main content area is titled "PD Titles" and contains the instruction "Please select an option below:". Under "PD Titles", there are three links: Search the PD Title Catalog, Create New PD Title, and Make a PD Title Suggestion. Under "Sessions", there are two links: View Session Offerings and Update Global Session Confirmation Message.

## Searching the PD Title Catalog

To search for a PD Title, enter search criteria in the spaces provided, or search for all PD Titles by clicking the **Search Now** button with no criteria entered.

The screenshot shows the "Search PD Titles" form. At the top, there is a navigation bar with tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES (which is highlighted), and LOGOUT. Below the navigation bar, there are four links: Search the PD Title Catalog (which is highlighted), Create New PD Title, View Session Offerings, and Make a PD Title Suggestion. The main content area is titled "Search PD Titles" and contains the instruction "Enter search criteria below (leave blank to find all PD Titles):". The form has several input fields: LEA, PD Title, Program Name (a dropdown menu), PD Title Number, and Proficiency Levels (a dropdown menu). There is a "Title Content" section with a grid of checkboxes for various subjects: Foreign Languages, Language Arts and Reading, Guidance, Health Education, Industrial Education, Interdisciplinary, Leadership Training, Multicultural Education, Music, Parent Education, Psychology, Science, Social Science, Volunteer, Special Education, Technology, Computer Education, Mathematics, Business, Art, Career Tech, and Library Media. There is a "Specific Grades" section with a "Select All" checkbox and checkboxes for PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, CC, and Other. There is a "Reference" section with a "Reference helper" button and a text input field. Below the form, there is a "SEARCH NOW" button.



Search Results will appear as shown below. Results reflect criteria you selected from the search screen. For each PD Title you have options to Edit PD Title, Add Session, or View Schedule.

Matching PD Titles	
1 to 18 of 18 match(es)	
<p><b>0001</b> <b>Block Schedule Training</b> (Active)</p> <p><b>Subject(s):</b> Guidance, Interdisciplinary, Special Education, Technology <b>Proficiency Levels:</b> Awareness <b>Grade(s):</b> 9, 10, 11, 12, CC, Other <b>Description:</b> This is to make you aware of the scheduling changes for next year <b>Objectives:</b> To go over the block scheduling process for the next school year.</p>	<p><a href="#">EDIT PD TITLE</a> <a href="#">ADD SESSION</a> <a href="#">VIEW SCHEDULE</a></p> <p><b>Hours Credit:</b> 4.00 <b>Fees:</b></p> <p><small>PD Title LEA: Software Technology, Inc. PD Title APPROVED: 03/16/2005 PD Title AUTHOR: Gary Faulkner PROJECT LEADER:</small></p>
<p><b>ASU-Summit</b> <b>CAREIC Professional Development Summit</b> (Active)</p> <p><b>Subject(s):</b> Leadership Training <b>Proficiency Levels:</b> Leadership <b>Grade(s):</b> PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, CC, Other <b>Description:</b> Staff development planning retreat for the central Alabama region</p>	<p><a href="#">EDIT PD TITLE</a> <a href="#">ADD SESSION</a> <a href="#">VIEW SCHEDULE</a></p> <p><b>Hours Credit:</b> 8.00 <b>Fees:</b></p> <p><small>PD Title LEA: ALSDE PD Title APPROVED: 03/04/2006 PD Title AUTHOR: Shawndra Johnson PROJECT LEADER: Dr. Evelyn Hodge, Inservice Center Director</small></p>

Further on in this document we will talk about each link available and the functions of each.

- **EDIT PD TITLE**
- **ADD SESSION**
- **VIEW SCHEDULE**

## Editing PD Title Information

Click **Edit PD Title** and make changes as necessary. Click the **Update Now** button to save. You may attach references and programs here.

**Edit PD Title**

Edit this PD Title by entering the PD Title information in the form below. When you are done, click the "UPDATE NOW" button at the bottom of this page.

Reference(s)	<a href="#">NETS.2</a> <a href="#">REMOVE</a> <a href="#">NETS.3</a> <a href="#">REMOVE</a> <a href="#">NETS.4</a> <a href="#">REMOVE</a>
Program(s)	Student Management, Technology in the Classroom <a href="#">EDIT</a>
PD Title	<input type="text" value="Teaching In Today's World"/>
PD Title Number	<input type="text" value="123456"/>
Title Content	<i>check all that apply</i> <input type="checkbox"/> Foreign Languages <input type="checkbox"/> Language Arts and Reading <input checked="" type="checkbox"/> Guidance <input type="checkbox"/> Health Education <input type="checkbox"/> Industrial Education <input type="checkbox"/> Interdisciplinary <input checked="" type="checkbox"/> Leadership Training <input checked="" type="checkbox"/> Multicultural Education <input type="checkbox"/> Music <input type="checkbox"/> Parent Education <input type="checkbox"/> Psychology <input type="checkbox"/> Science <input type="checkbox"/> Social Science <input type="checkbox"/> Volunteer <input checked="" type="checkbox"/> Special Education <input checked="" type="checkbox"/> Technology <input checked="" type="checkbox"/> Computer Education <input type="checkbox"/> Mathematics <input type="checkbox"/> Business <input type="checkbox"/> Art <input type="checkbox"/> Career Tech <input type="checkbox"/> Library Media
Proficiency Levels	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> PreK <input checked="" type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> Other
Hours Credit	<input type="text" value="12.00"/>
PD Title Status	<input type="text" value="Active"/>
PD Title Approved Date	<input type="text" value="01/25/2005"/> <a href="#">pick date</a> (mm/dd/yyyy)
Project Leader	<input type="text"/>
Fees (250 char. max)	<input type="text" value="There is a 25 dollar fee for workbooks."/>
Prerequisites	<input type="text"/>
Description	<input type="text" value="This class deals with how to handle students from different back grounds in one classroom. It also deals with technology advances in the classroom and how to stay one step ahead of the students."/>
Objectives	<input type="text" value="Problem solving tools for confilcts; Security for computers;"/>

## Adding a Session to a PD Title Record

Click **Add Session** to enter the session schedule for the PD title. Use the **Pick Date** and **Pick Time** buttons to enter date and time information. When finished, click **Add Now** to save.

- If you do not wish for users to enroll online for this session, select **No** in the *Allow Online Enrollment?* field.
- If you wish for users to enter payment (credit card) information for this session, select **Yes** in the *Enable Online Payment Form?* field and enter a *Default Payment Amount*.
- You must also enter a *Location* for this session. If the location you wish to select is not listed, go to the *Locations Management* area and be sure your location is listed there as a training location (or *District+Training* location).
- Before adding this session, you must select any LEA(s) from which users may enroll for this session. Users from those LEA's not selected here will be unable to enroll.
- Finally, you may optionally select evaluations to associate with this session.
- You may specify a pre-enrollment evaluation along with a date. This will be sent to registered users on the date specified.
- The *On completion* evaluation, if specified, will appear to registrants when they complete the session. They will be required to complete this evaluation in order to see their status for this session.
- Follow-up evaluations may also be specified. These will be e-mailed to registrants on the specified dates.

---

Note: There are two options to choose from when adding a session to a PD Title. You may either add a session using a *New Session* form or you may copy and use information from a previously scheduled session.

---

**Schedule a New Session**

You may schedule a new session by clicking on an option below:

- Click here to [start the "New Session" form](#).
- Click here to [copy and use information from a previously scheduled session](#).

**Copy and Use Information from a previously scheduled session**

This allows you to copy and use information already created in a previous session. Once you have selected this option you will see a list of all previous sessions for the selected PD Title.

To copy a session, click on the **Copy Session** button provided.

**Previously Scheduled Sessions**

<p><b>Date(s):</b> 05/05/2006 to 05/26/2006          6 meeting(s)          May08 - 01:00 PM to 03:00 PM          May10 - 01:00 PM to 03:00 PM          May12 - 01:00 PM to 03:00 PM</p>	<input type="button" value="Copy Session"/>
---	---

## New Session Form

This allows you to add a session using a new form as shown below. Fill in all appropriate information.

### Schedule a New Session

Schedule a new session for the following PD Title by filling out the form below. Click the "ADD NOW" button when you are ready.

PD Title Number	0001 Block Schedule Training
Session Delivery Format	Face To Face
First Session Date	<input type="text"/> <input type="button" value="pick date"/> (mm/dd/yyyy)
Last Session Date	<input type="text"/> <input type="button" value="pick date"/> (mm/dd/yyyy)
Session Start Time (applies only to "Face to face" formats)	<input type="text"/> <input type="button" value="pick time"/>
Session End Time	<input type="text"/> <input type="button" value="pick time"/>
Allow Online Enrollment?	Allows users to register for this class online. <input checked="" type="radio"/> Yes <input type="radio"/> No
Funding Source(s)	check all that apply <input type="checkbox"/> Title I <input type="checkbox"/> Title II <input type="checkbox"/> Title VI <input type="checkbox"/> Title I <input type="checkbox"/> Local School <input type="checkbox"/> Grant
Additional Session Information	<input type="text"/>
Instructor	My LEA <input checked="" type="radio"/> My region(s) <input type="radio"/> State-wide <input type="radio"/> TBD
Follow-up/Feedback Info	<input type="text"/>
Session Location	<input type="text"/>

Fill out the form according to each field provided.

---

Note: You must select a *Session Location*. The only locations you will see in the drop-down are locations created under the *Management* tab that are marked with a location usage of *Training Location* or *District+ Training*.

---

- **Limit Enrollees to my schools/location:** This feature allows you to create a session that is offered only to the employees at your location. If you select this option, the program will note your location (such as the high school) and will only allow employees from that location to enroll in this session. This is generally used by Principals, not by PD Managers.
- **LEAs:** This option shows a list of all available LEAs. Your LEA will be selected by default. You would select other LEAs for situations in which the session you are creating will have employees from other LEAs attending. Only Employees in the selected LEAs will be able to enroll in a session.

Limit enrollees to my school/location?  Yes, only allow users from my school/location to enroll.  No, allow enrollees from other schools/locations.

LEAs (check all that apply)

<input type="checkbox"/> Select All	<input type="checkbox"/> Alabama School for the Deaf	<input type="checkbox"/> Alabama School of Fine Arts	<input type="checkbox"/> Albertville City
<input type="checkbox"/> Alexander City	<input type="checkbox"/> ALSDE	<input type="checkbox"/> Andalusia City	<input type="checkbox"/> Arab City
<input type="checkbox"/> Anniston City	<input type="checkbox"/> Arab City	<input type="checkbox"/> Athens City	<input type="checkbox"/> Autauga County
<input type="checkbox"/> Attalla City	<input type="checkbox"/> Auburn City	<input type="checkbox"/> Autauga County	<input type="checkbox"/> Bessemer City
<input type="checkbox"/> Baldwin County	<input type="checkbox"/> Barbour County	<input type="checkbox"/> Blount County	<input type="checkbox"/> Bullock County
<input type="checkbox"/> Bibb County	<input type="checkbox"/> Birmingham City	<input type="checkbox"/> Blount County	<input type="checkbox"/> Chambers County
<input type="checkbox"/> Boaz City	<input type="checkbox"/> Brewton City	<input type="checkbox"/> Bullock County	<input type="checkbox"/> Cherokee County
<input type="checkbox"/> Butler County	<input type="checkbox"/> Calhoun County	<input type="checkbox"/> Chambers County	<input type="checkbox"/> Choctaw County
<input type="checkbox"/> Cherokee County	<input type="checkbox"/> Chilton County	<input type="checkbox"/> Choctaw County	<input type="checkbox"/> Cleburne County
<input type="checkbox"/> Clarke County	<input type="checkbox"/> Clay County	<input type="checkbox"/> Cleburne County	<input type="checkbox"/> Conecuh County
<input type="checkbox"/> Coffee County	<input type="checkbox"/> Colbert County	<input type="checkbox"/> Conecuh County	<input type="checkbox"/> Crenshaw County
<input type="checkbox"/> Coosa County	<input type="checkbox"/> Covington County	<input type="checkbox"/> Crenshaw County	<input type="checkbox"/> Dale County
<input type="checkbox"/> Cullman City	<input type="checkbox"/> Cullman County	<input type="checkbox"/> Dale County	<input type="checkbox"/> Decatur City
<input type="checkbox"/> Daleville City	<input type="checkbox"/> Dallas County	<input type="checkbox"/> Decatur City	<input type="checkbox"/> Dothan City
<input type="checkbox"/> Dekalb County	<input type="checkbox"/> Demopolis City	<input type="checkbox"/> Dothan City	<input type="checkbox"/> Enterprise City
<input type="checkbox"/> Elba City	<input type="checkbox"/> Elmore County	<input type="checkbox"/> Enterprise City	<input type="checkbox"/> Eufaula City
<input type="checkbox"/> Escambia County	<input type="checkbox"/> Etowah County	<input type="checkbox"/> Eufaula City	<input type="checkbox"/> Florence City
<input type="checkbox"/> Fairfield City	<input type="checkbox"/> Fayette County	<input type="checkbox"/> Florence City	<input type="checkbox"/> Gadsden City
<input type="checkbox"/> Fort Payne City	<input type="checkbox"/> Franklin County	<input type="checkbox"/> Gadsden City	<input type="checkbox"/> Greene County
<input type="checkbox"/> Geneva City	<input type="checkbox"/> Geneva County	<input type="checkbox"/> Greene County	<input type="checkbox"/> Haleyville City
<input type="checkbox"/> Guntersville City	<input type="checkbox"/> Hale County	<input type="checkbox"/> Haleyville City	<input type="checkbox"/> Homewood City
<input type="checkbox"/> Hartselle City	<input type="checkbox"/> Henry County	<input type="checkbox"/> Homewood City	<input type="checkbox"/> Huntsville City
<input type="checkbox"/> Hoover City	<input type="checkbox"/> Houston County	<input type="checkbox"/> Huntsville City	<input type="checkbox"/> Jasper City
<input type="checkbox"/> Jackson County	<input type="checkbox"/> Jacksonville City	<input type="checkbox"/> Jasper City	<input type="checkbox"/> Lanett City
<input type="checkbox"/> Jefferson County	<input type="checkbox"/> Lamar County	<input type="checkbox"/> Lanett City	<input type="checkbox"/> Lee County
<input type="checkbox"/> Lauderdale County	<input type="checkbox"/> Lawrence County	<input type="checkbox"/> Lee County	<input type="checkbox"/> Linden City
<input type="checkbox"/> Leeds City	<input type="checkbox"/> Limestone County	<input type="checkbox"/> Linden City	<input type="checkbox"/> Madison City
<input type="checkbox"/> Lowndes County	<input type="checkbox"/> Macon County	<input type="checkbox"/> Madison City	<input type="checkbox"/> Marion County
<input type="checkbox"/> Madison County	<input type="checkbox"/> Marengo County	<input type="checkbox"/> Marion County	

- In the last part of the form, you may attach evaluations to this session.

Maximum Enrollment  (leave blank if there is no limit)

Session Status

Select Evaluation(s)	Evaluation Name	Date to send evaluation
Pre-enrollment:	<input type="text" value="- none -"/>	<input type="text"/> <a href="#">pick date</a>
On completion:	<input type="text" value="- none -"/>	
Follow-up 1:	<input type="text" value="- none -"/>	<input type="text"/> <a href="#">pick date</a>
Follow-up 2:	<input type="text" value="- none -"/>	<input type="text"/> <a href="#">pick date</a>

Session Confirmation Message

## View Schedule

By clicking the **View Schedule** link for a PD Title, you will see a list of all sessions that have been scheduled for the selected PD Title. For each scheduled session, you may:

- **View Roster:** Shows the roster details for this session. You may update attendance, registrant status, completion status, etc. from this screen.
- **Edit Session Information:** Allows you to change the session details.
- **Close the Session:** This prevents any additional users from enrolling.
- **Cancel the Session:** Cancels the session and e-mails all enrollees (as well as instructors) of the cancellation.
- **Delete the Session:** Permanently erases all information entered for this session. This includes enrollee information, payment information, attendance, etc. Only use this option if the session was created by error.
- **Edit Waiting List:** You may manage the session waiting list by adding and removing users from the list. Also, you may disable the waiting list feature if you do not want users to be able to enroll after the maximum enrollment has been reached.
- **Enroll Now:** Allows an employee to enroll in a session.

### Session Information

*(PD Title No. 123456)*  
**Teaching In Today's World** [SUBMIT SESSION REQUEST](#)

**Proficiency Levels:** Leadership  
**Subject(s):** Guidance, Leadership Training, Multicultural Education, Special Education, Technology, Computer Education  
**Grade(s):** PreK, K, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, CC, Other  
**Hours Credits:** 12.00

**Description:** This class deals with how to handle students from different back grounds in one classroom. It also deals with technology advances in the classroom and how to stay one step ahead of the students.  
**Objectives:** Problem solving tools for conflicts; Security for computers;

### Session Schedule

**Date(s):** 11/14/2005 to 03/31/2006  
5 meeting(s)  
Nov14 - 02:00 PM to 02:00 PM  
Dec05 - 02:00 PM to 02:00 PM  
Jan02 - 02:00 PM to 02:00 PM  
Feb06 - 02:00 PM to 02:00 PM  
Mar06 - 02:00 PM to 02:00 PM

**Time:** 02:00PM - 04:00PM

**Delivery Format:** Face To Face

**Instructor:** PD Manager  
each1teacherof1@yahoo.com

**Session Location:** [VIEW MAP](#)  
STI Training Lab  
4721 Morrison Drive  
Sutie 200  
Mobile, AL 36609-3350  
[www.sti-k12.com](http://www.sti-k12.com)  
(877) 844-0884

[ENROLL NOW](#)

[VIEW ROSTER](#) [EDIT](#)

**Session Status:** Open  
[click to [close](#) | [cancel](#) | [delete](#)]

**Fees:** There is a 25 dollar fee for workbooks.  
**Max.Session Size:** n/a

**Current Enrollment:** 10  
**Waiting List:** 0  
[EDIT WAITING LIST](#)

## View Roster: Managing a Session Roster

**View Roster** is found on the *Session Information* screen. This allows you to view the current roster for a selected session and also allows management of that roster.

Session Roster - 10 enrollee(s)									
		ADD A NEW STUDENT		ADD MANY STUDENTS					
		PRINT SIGN-IN SHEET		PRINT ROSTER		MAILING LABELS		PRINT CERTIFICATES	
Employee Info	Contact Info	Nov 14	Dec 05	Jan 02	Feb 06	Mar 06	Hours Credit Granted	Payment Info	Class Status
> > Use for roster-wide updates > >									
Adams, David #000123 <a href="#">[delete from roster]</a>	Home phone: Email: <a href="mailto:s1@nowhere.com">s1@nowhere.com</a> School Name: Test High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00	not submitted <a href="#">submit</a>	completed course Enrolled on: 12/04/2005 10:29PM Completed on: 12/15/2005
Burgess, Bob #00901 <a href="#">[delete from roster]</a>	Home phone: Email: <a href="mailto:rburgess1@a.com">rburgess1@a.com</a> School Name: Lab	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00	not submitted <a href="#">submit</a>	currently enrolled Enrolled on: 12/04/2005 10:29PM
Campbell, Mickey #00012 <a href="#">[delete from roster]</a>	Home phone: Email: <a href="mailto:s1@nowhere.com">s1@nowhere.com</a> School Name: Test High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00	not submitted <a href="#">submit</a>	currently enrolled Enrolled on: 12/04/2005 10:29PM
Dance, Dr. Bill #0000000101 <a href="#">[delete from roster]</a>	Home phone: Email: <a href="mailto:bdance@aol.org">bdance@aol.org</a> School Name: Test High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00	not submitted <a href="#">submit</a>	completed course Enrolled on: 12/04/2005 10:29PM Completed on: 12/09/2005

- You may mark attendance for an employee by selecting the checkboxes under each date that they attended
- You may enter the *Hours of Credit Granted* for each employee
- You may set a current class status for an employee such as *Currently Enrolled*, *Completed Course*, *Withdrawn from Course* and *Dropped Course*.
- **Add a New Student:** Allows addition of students to this roster.
- **Add Many Students:** Allows addition of students based on employee number.
- **Print Sign In Sheet:** Prints a sign-in sheet with current students on roster.
- **Print Roster:** Creates a printout of the roster.
- **Mailing Labels:** Produces a text file that may be used with 3<sup>rd</sup> party programs such as Microsoft Word to use the mail merge feature to create your mailing labels for employees on this roster.
- **Email Enrollees:** Allows you to send an e-mail to student(s) on this roster.

---

Note: Be sure to click **SAVE ROSTER CHANGES** to save your changes after any modifications have been made to the roster.

---

## Roster-Wide Updates

This area allows for changes to be made to entire roster at one time, without having to go to each student individually. This feature is located at the top of the roster.

Employee Info	Contact Info	Nov 14	Dec 05	Jan 02	Feb 06	Mar 06	Hours Credit Granted	Payment Info	Class Status
<a href="#">EMAIL ENROLLEES</a>		> > > Use for roster-wide updates > > >					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## Create New PD Title

Enter the information for the new PD Title and click the **Add Now** button. You may then add the session schedule for the class.

The information entered here when creating a new PD Title will allow for Employees to search for PD Titles in the PD Title Catalog that meet specific criteria.

HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT

Search the PD Title Catalog **Create New PD Title** View Session Offerings Make a PD Title Suggestion

### Add a New PD Title

Enter the PD Title information in the form below. Then, click "ADD NOW".

PD Title

PD Title Number

Title Content *check all that apply*

<input type="checkbox"/> Foreign Languages	<input type="checkbox"/> Language Arts and Reading	<input type="checkbox"/> Guidance	<input type="checkbox"/> Health Education
<input type="checkbox"/> Industrial Education	<input type="checkbox"/> Interdisciplinary	<input type="checkbox"/> Leadership Training	<input type="checkbox"/> Multicultural Education
<input type="checkbox"/> Music	<input type="checkbox"/> Parent Education	<input type="checkbox"/> Psychology	<input type="checkbox"/> Science
<input type="checkbox"/> Social Science	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Special Education	<input type="checkbox"/> Technology
<input type="checkbox"/> Computer Education	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Business	<input type="checkbox"/> Art
<input type="checkbox"/> Career Tech	<input type="checkbox"/> Library Media		

Proficiency Levels

Select All

Specific Grades *(check all that apply)*

PreK  K  1  2  3  4  5  6  7  8  
 9  10  11  12  CC  Other

Hours Credit

PD Title Status

PD Title Approved Date  [pick date](#) (mm/dd/yyyy)

Project Leader

Fees (250 char. max)

Prerequisites

Description

Objectives



Note: When you first create a PD Title, you do not have the option to Attach Programs or References. This may be done after the PD Title has been created by editing the PD title.

## View Session Offerings

Session offerings may be shown in either *Calendar* or *List* view. Click on the desired class to edit session information or to enroll in that class.

You have the option of viewing session offering for ALL LEA's or just your LEA.

## Update Global Session Confirmation

Select this option to update the session confirmation message that all attendees receive when enrolling in any session.

**Global Session Confirmation Message**

The Global Session Confirmation Message will appear on the enrollment confirmation page for all sessions.

Edit the message below and then Click "UPDATE".

Message (500 char. max)

You have been Enrolled in this session.

If you have any questions please contact your Professional Development Manager at pdmanager@email.com.

## Make a PD Title Suggestion

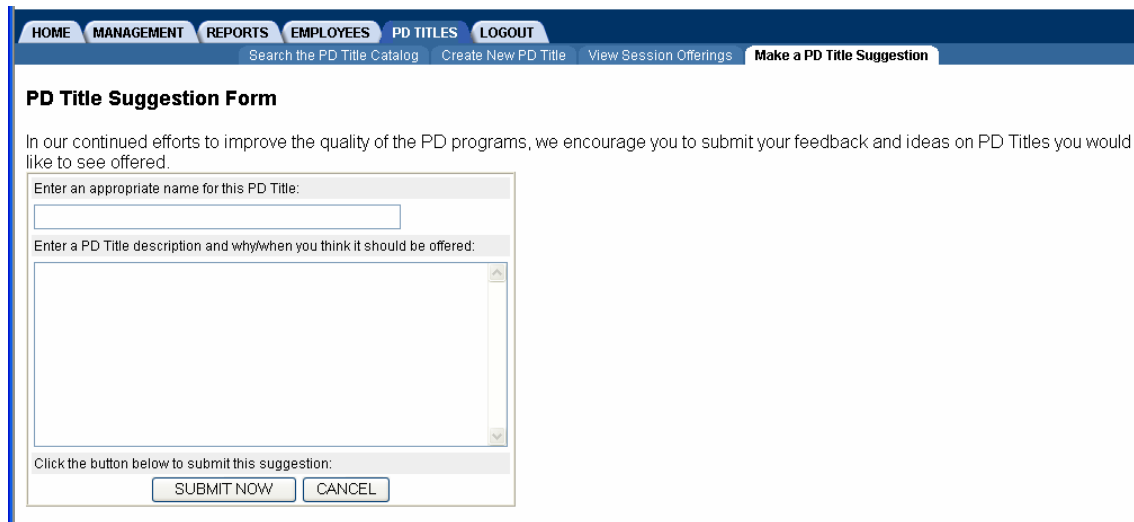
Select this option to submit a suggestion for a PD Title that is not currently offered in your district. Fill out the PD Title suggestion form and click **Submit Now** to send the suggestion.

---

Note: This option is available for all employees.

---

Once a suggestion has been made, it may be viewed under the *Management* tab.



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES, and LOGOUT. Below the navigation bar, there are links for Search the PD Title Catalog, Create New PD Title, View Session Offerings, and Make a PD Title Suggestion. The main content area is titled "PD Title Suggestion Form" and contains the following text: "In our continued efforts to improve the quality of the PD programs, we encourage you to submit your feedback and ideas on PD Titles you would like to see offered." Below this text is a form with two input fields: "Enter an appropriate name for this PD Title:" and "Enter a PD Title description and why/when you think it should be offered:". At the bottom of the form, there are two buttons: "SUBMIT NOW" and "CANCEL".

# Reports Tab

## Report Options

You may find that the *Reports* Tab will be the most useful feature for you when tracking Professional Development for employees.

The following reports may be generated from the Reports tab:

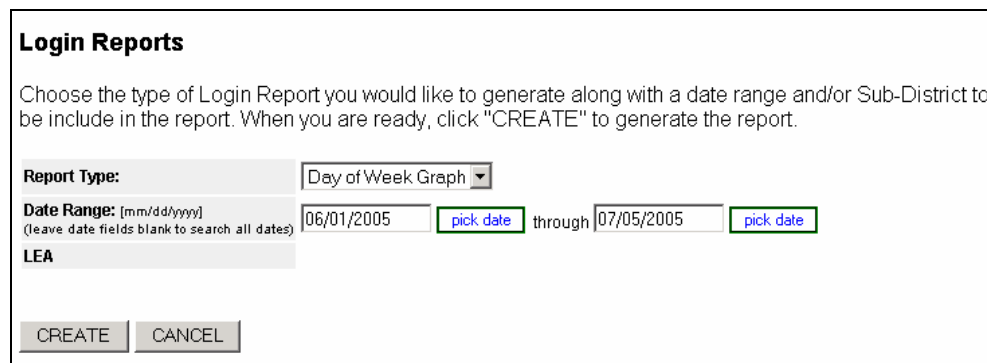


The screenshot shows a navigation bar with tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES, and LOGOUT. Below the navigation bar, the 'Reports' section is displayed with a list of report options:

- [Login](#)
- [Enrollment Percentage](#)
- [Instructors](#)
- [Sessions](#)
- [PD Title](#)
- [Substitute](#)
- [Credential Expiration](#)
- [Uncertified Employees](#)
- [Average Hours Drill-down](#)
- [Professional Development Hours](#)
- [Completed Sessions](#)

## Login Report

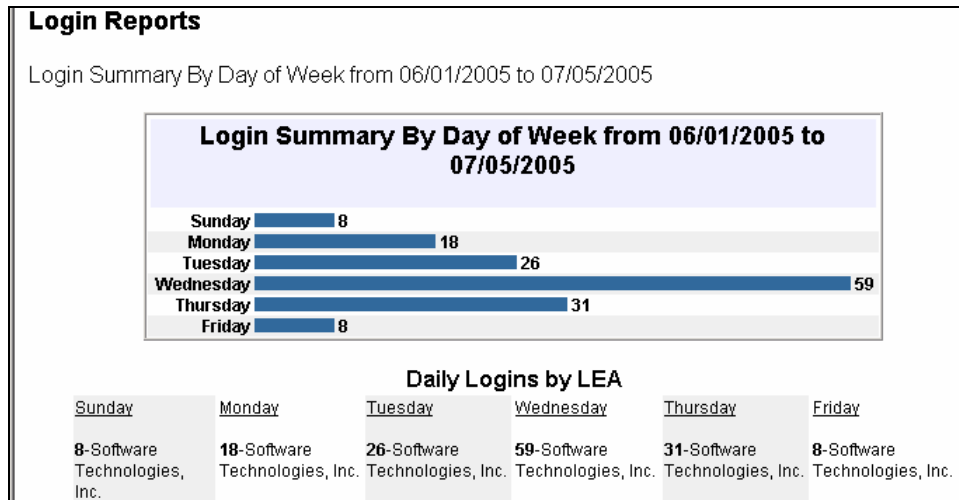
This report is used track the number of logins that have occurred during a specific time range. Enter the date range in the fields and click **CREATE** to view the report.



The screenshot shows the 'Login Reports' form with the following fields and options:

- Report Type:** Day of Week Graph (dropdown menu)
- Date Range:** (mm/dd/yyyy) 06/01/2005 [pick date] through 07/05/2005 [pick date]  
(leave date fields blank to search all dates)
- LEA:** (text input field)
- Buttons:** CREATE, CANCEL

## Sample Login Report



## Enrollment Percentage Report

This report is used to find enrollment percentages for PD titles over a range of dates. You may generate the report by PD title, by location or by instructor.

**Enrollment Percentage Reports**

Choose Report to generate and date range to be included. Then click "CREATE" to generate the report.

<b>Report Type:</b>	By PD Title ▾
<b>Date Range:</b> [mm/dd/yyyy] <small>(leave date fields blank to search all dates)</small>	06/05/2005 <span style="border: 1px solid green; padding: 2px;">pick date</span> through 07/05/2005 <span style="border: 1px solid green; padding: 2px;">pick date</span>
<b>LEA</b>	
Include classes with no "max.students" specified?	Yes ▾

CREATE
CANCEL

The sample report shown below was generated by PD title.

<b>Enrollment Percentage Report</b>	
Enrollment Percentages By PD Title from 06/05/2005 to 07/05/2005:	
PD Title	% Seats Filled
Glimpses of Colonial America (Gr. 5-8) (1 class)	<b>5.00%</b> (2 of 40)
Integrating Children's Literature Into Music! And Recorders, Recorders, Recorders... (Gr. K-5) (2 classes)	<b>6.67%</b> (2 of 30)
Introduction to Microsoft PowerPoint (Gr. K-12) (1 class)	<b>6.67%</b> (1 of 15)
Introduction to Word Processing With Microsoft Word (Gr. K-12) (1 class)	<b>6.67%</b> (1 of 15)
Palm Basics (Gr. K-12) (1 class)	<b>3.33%</b> (1 of 30)
The Art-Writing Connection: Using Art to Promote Student Writing (Gr. 3-12) (2 classes)	<b>5.00%</b> (2 of 40)
Word Processing: Using Microsoft Word 2000 to Enhance Teaching and Learning (Gr. K-12) (1 class)	<b>3.33%</b> (1 of 30)

## Instructors Report

This report is used to find instructors and track the sessions they have taught.

<b>Instructor Reports</b>					
<b>LEA</b>					
<b>Instructor Name</b>	<table border="1"> <tr> <td>First</td> <td>Last</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	First	Last	<input type="text"/>	<input type="text"/>
First	Last				
<input type="text"/>	<input type="text"/>				
<b>Instructor's School Code</b>	<input type="text"/> <a href="#">lookup School Code</a>				
<b>Title Content Previously Taught</b> (check all that apply)	<input type="checkbox"/> Foreign Languages <input type="checkbox"/> Language Arts and Reading <input type="checkbox"/> Guidance <input type="checkbox"/> Health Education <input type="checkbox"/> Industrial Education <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Leadership Training <input type="checkbox"/> Multicultural Education				
<b>Taught</b> <input type="text" value="ANY"/> of the selected items.					

This generated report displays our instructors.

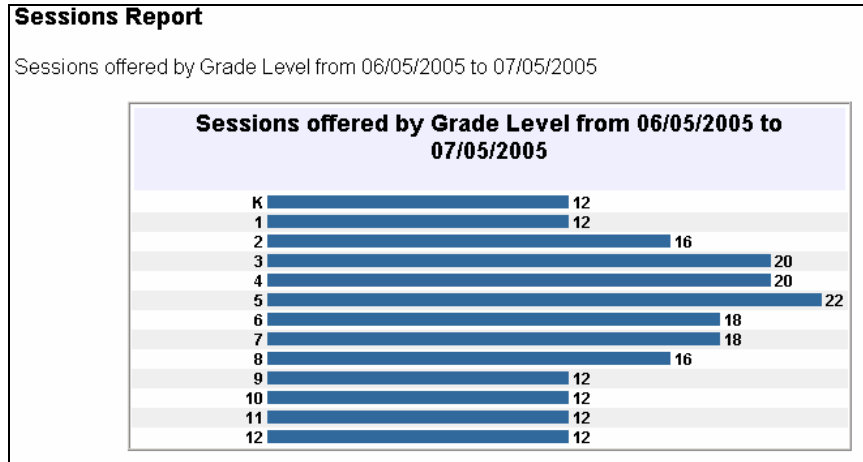
<b>Instructor Report Results</b>				
The following instructors were found:				
Name	Location Info	Empl#/Email	Sessions Taught	Options
<b>Faulkner, Gary</b> <i>Software Technologies, Inc.</i>	Test High School #001	x00000789 <a href="mailto:support@sti-k12.com">support@sti-k12.com</a>	<a href="#">[#0001]</a> Block Schedule Training 06/01/2005 - 06/03/2005 @ STI Training Lab <a href="#">[#789654]</a> Reading is Fundamental 02/25/2005 - 02/28/2005 @ Test High School	<a href="#">view/edit profile</a>
<b>Naylor, Robert</b> <i>Software Technologies, Inc.</i>	Test High School #001	x234 <a href="mailto:e1@nowhere.com">e1@nowhere.com</a>	<a href="#">[#0001]</a> Block Schedule Training 05/16/2005 - 05/20/2005 @ STI Training Lab <a href="#">[#0001]</a> Block Schedule Training 05/16/2005 - 05/16/2005 @ STI Training Lab <a href="#">[#0001]</a> Block Schedule Training 05/16/2005 - 05/16/2005 @ STI Training Lab	<a href="#">view/edit profile</a>
<b>Wood, Jenna</b> <i>Software Technologies, Inc.</i>	Test High School #001	x00000987 <a href="mailto:support@sti-k12.com">support@sti-k12.com</a>	<a href="#">[#123456]</a> Teaching In Today's World 02/25/2005 - 02/25/2005 @ STI Training Lab	<a href="#">view/edit profile</a>

## Session Report

This report is used to list sessions offered over a date range and display them by grade level, instructors, proficiency levels, references or course subject.

<b>Session Reports</b>				
<b>Report Type</b>	Grade Level ▾			
<b>LEA</b>				
<b>Date Range:</b> [mm/dd/yyyy] (leave both fields blank to get all dates)	06/05/2005	<a href="#">pick date</a>	through	07/05/2005 <a href="#">pick date</a>
<input type="button" value="CREATE"/>		<input type="button" value="RESET"/>		

This generated report displays sessions offered by grade level.



### PD Titles Report

This report is used to list sessions offered over a date range and display them by grade level, proficiency levels, references, course subjects or taken by employees.

**PD Title Report**

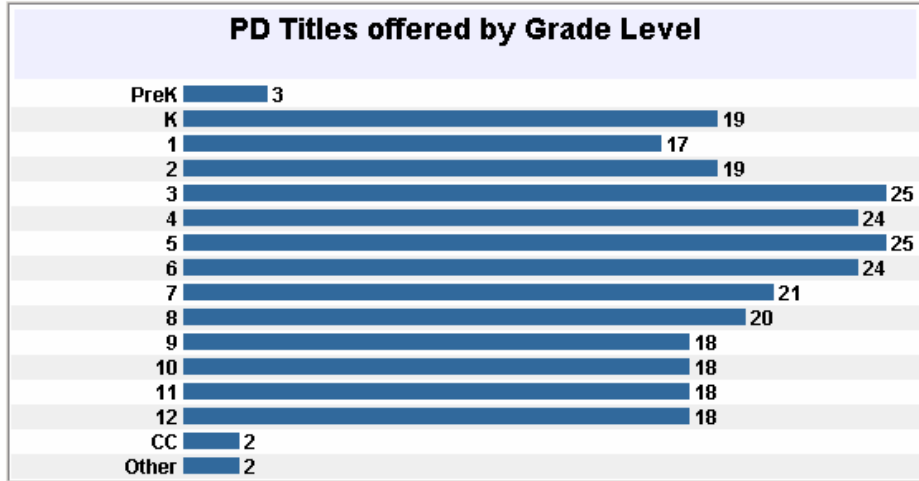
Report Type

LEA

This generated report displays PD titles offered by grade level.

### PD Title Report

PD Titles offered by Grade Level



### Substitute Report

This report is used to find the number of substitutes needed over a specified date range.

#### Substitute Reports

Choose the date range to be included in the report. Then click "CREATE" to generate the report.

LEA

Date Range: [mm/dd/yyyy]

(Leave date fields blank to search all dates)

05/02/2005

pick date

through

07/12/2005

pick date

CREATE

CANCEL



## Credential Expiration Report

This report is used to find employees whose credentials will expire within the specified time or on the specified date.

HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT

### Credential Expiration Report

LEA Tarrant City

Select Timeframe

Expires within 25 years or expires on exact date:  [pick date](#) (mm/dd/yyyy)

For each employee found, you may generate a list of all PD activities taken during the period of the selected credential by clicking the **View PD History** link. Or you may view the user's credentials by clicking the **View All Credentials** link.

### Credential Expiration Report

There are 1 employee credential records that expire on or before 05/31/2030.

Employee Name	Credential Info				Options	
	Code	Description	Valid From	Valid To		
JONES, BOBBY	B	Bachelors Degree	05/08/2000	05/20/2005	<a href="#">View PD History</a>	<a href="#">View All Credentials</a>

Check this box to show minimal field info on training history screen

When the **View PD History** link is clicked, the PD history for the selected user is listed for the timeframe of the selected credential.

Additionally, you may choose to print PD histories for all the users listed. To accomplish this, simply click the **PRINT TRAINING FOR ALL USERS ABOVE** button at the bottom of the list. The resulting screen may be printed (each user will print out on a separate page).

**Training History for BOBBY JONES from 05/08/2000 to 05/20/2005**

Start Date: 05/08/2000    End Date: 05/20/2005  
Filter by Date Range

Session Date	Type	PD Title / Proficiency Levels	Instructor/ Location	Attendance	Hours Credit	CEUs	Status
05/20/2005	Coaching	Coaching 101	NOTES: Assist in developing coaching skills		3.00	.2	approved outside training
05/17/2005	in-district PD	Block Schedule Training Awareness	BRAVO, BOB Tarrant Alternative School	May17 May18 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			currently enrolled
02/17/2005	WorkShop	AAA Training	NOTES:		1.50	.1	approved outside training
02/11/2005	WorkShop	Using DIBELS to make Instructional Decisions	NOTES:		3.50	.2	approved outside training
02/07/2005	WorkShop	Elementary Schools - The Co-Teaching Model	NOTES:		2.00	.1	approved outside training
02/03/2005	WorkShop	Standards-Based IEPs	NOTES:		2.00	.1	approved outside training
02/03/2005	in-district PD	Council for Exceptional Children Conferenc Demonstration	Tarrant Board of Education	Feb03 Feb04 <input type="checkbox"/> <input type="checkbox"/>			currently enrolled
01/14/2005	WorkShop	Alabama Reading Academy Leadership Team Training	NOTES:		7.00	.4	approved outside training
11/17/2004	in-district PD	AL Counseling Association Conference Demonstration	Tarrant High School	Nov17 Nov18 Nov19 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			currently enrolled
11/15/2004	WorkShop	Confidentiality, Special Education Process, Review of Child Count Data, Co-Teaching	NOTES:		.50		approved outside training
10/27/2004	in-district PD	Improving Math Achievement in Grades 7-8 (Day 2) Demonstration	Central Office	Oct27 <input type="checkbox"/>			currently enrolled
08/06/2004	WorkShop	Special Education Procedural Requirements	NOTES:		2.50	.1	approved outside training
08/02/2004	WorkShop	Co-Teaching	NOTES:		5.00	.3	approved outside training
11/20/2003	WorkShop	TEAM-Math Administrator Briefing	NOTES:		2.50	.1	approved outside training
<b>Totals:</b>					<b>29.5</b>	<b>1.6</b>	

CLOSE THIS WINDOW

## Uncertified Employees Report

This report is used to find employees whose certifications have expired or will expire within a specified time.

### Uncertified Employees Report

LEA:

Uncertified expiration in:  ▼

### Uncertified Employees Report

There are **1** uncertified employees.

Name	Employment Startdate	Certification Deadline
Lusk, Scott	02/09/2005	02/09/2008

## Average Hours Drill Down Report

This report is used to find the average number of hours of training that has occurred either in the district or outside of the district.

**Average Hours Drill-down Report**

To create a report of average training hours, please enter your report criteria then click the "CREATE" button below:

LEA

Date Range: [mm/dd/yyyy]   through    
(leave both fields blank to get all dates)

**Average Hours Drill-down Report**

Below is a list of average employee professional development hours.  
 (For training completed after 06/06/2005 and before 07/05/2005.)

LEA	#employees	Avg.In-district Hours	Avg.Outside Hours	Avg.Total Hours

## Professional Development Hours Report

This report is used to find the average number of hours of professional development time that has occurred either in the district or outside of the district.

**Professional Development Hours Report**

To create a report of professional development training hours, please enter your report criteria then click the "CREATE" button below:

Date Range: [mm/dd/yyyy]   through    
(leave both fields blank to get all dates)

Hours of training (optional)  
 At least  hour(s)  
 At most  hour(s)

LEA

**Professional Development Hours Report**

All dates between **06/06/2005** and **07/05/2005**.

LEA	Location	Employee	in-district PD Hours	Outside Hours	Total Hours
<b>No matching employees were found.</b>					

## Completed Sessions Report

This report is used to generate lists of completed sessions that have occurred over a specified date range and by a specified PD title or titles.

**Completed Sessions Report**

Choose the report to generate and date range to be included. Then click "CREATE" to generate the report.

**Date Range:**  
[mm/dd/yyyy]  
 (leave date fields blank to search all dates)  
  through

**LEA**

**PD Title(s)**  
(select one or more)

48 Teaching Mathematics for Meaning and  
 173 The Art-Writing Connection: Using Art to Promote Student Writing (Gr. 3-12)  
 28 The Coolest Stuff on the Web (Gr. K-12)  
 80 The New Alabama Course of Study: Social Studies (Gr. 3-6)  
 27 The Sun: Our Star! (Gr. 3-8)  
 73 Title II Talents Unlimited Activities for K-6 Science  
 45678 Word Processing: Using Microsoft Word 2000 to Enhance Teaching and Learning (Gr. K-12)  
 33 Write Where You Are! (Gr. 2-5)  
 246 Writing a la Mode (Gr. 2-7)  
 77 Writing Across the Curriculum: Advancing Effective Writing in All Subjects (Gr. K-5)

**Completed Sessions Report**

Summary by PD Title(s)	Summary by Location(s)
Integrating Children's Literature Into Music! And Recorders, Recorders, Recorders... (Gr. K-5) 1	Test High School 1

1 records of completion exist for the selected PD Title(s).  
 Listed below are the completion records for each participant found.

LEA	PD Title Info	Completion Date	Location	Employee	
Software Technologies, Inc.	#119 Integrating Children's Literature Into Music! And Recorders, Recorders, Recorders... (Gr. K-5)	06/14/2005	Test High School	Bellum, Sarah #xx345	<a href="#">view/edit profile</a> <a href="#">training history reports</a> <a href="#">training history list</a>

# Resources

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## Other Resources Available for STI PD

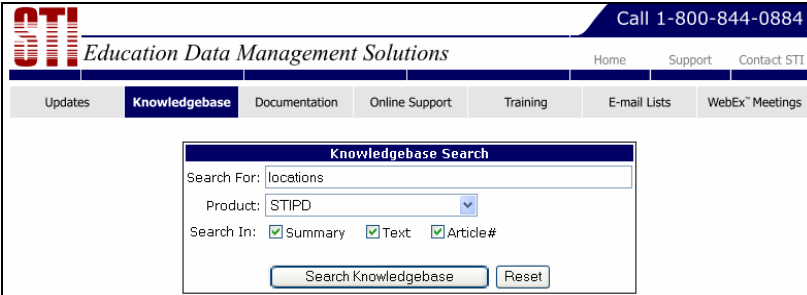
Other resources available for STI PD provide information on the program that users may download at any time. These resources include:

- **STI Knowledgebase**
- **User Manuals**
- **Quick Reference Guides**
- **Tutorials**
- **Support**

To access any of these resources, visit STI's Web site at [www.sti-k12.com](http://www.sti-k12.com) and click on the **Support** link in the top right corner of the screen (user login and password required).

## Knowledgebase

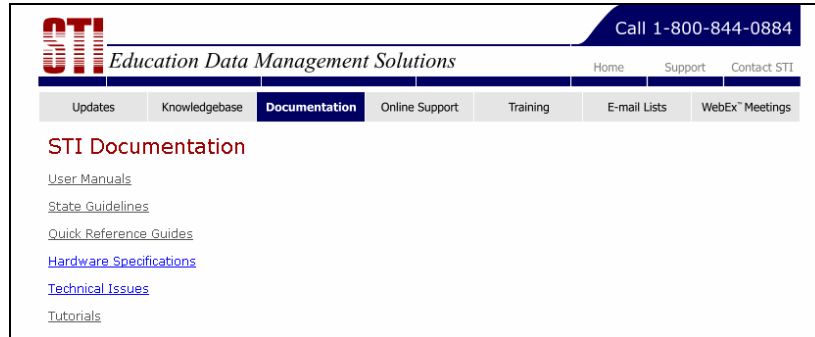
The STI Knowledgebase contains articles pertaining to all of our STI Products. To search for articles on STIPD, select **STIPD** from the drop-down list and enter your search criteria in the text area provided.



The screenshot shows the STI Knowledgebase Search interface. At the top left is the STI logo and the text "Education Data Management Solutions". On the top right, there is a phone number "Call 1-800-844-0884" and navigation links for "Home", "Support", and "Contact STI". Below this is a horizontal menu with tabs for "Updates", "Knowledgebase", "Documentation", "Online Support", "Training", "E-mail Lists", and "WebEx Meetings". The "Knowledgebase" tab is selected. In the center, there is a "Knowledgebase Search" form with the following fields: "Search For:" with the text "locations", "Product:" with a dropdown menu set to "STIPD", and "Search In:" with three checked checkboxes: "Summary", "Text", and "Article#". At the bottom of the form are two buttons: "Search Knowledgebase" and "Reset".

## User Manuals and Quick Reference Guides

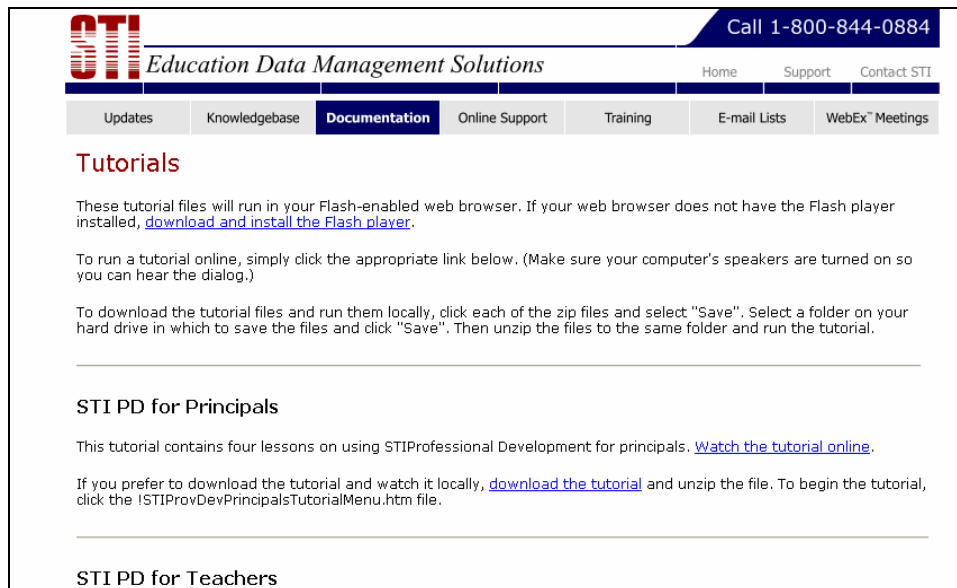
Click on **Documentation** and then select either the **User Manuals** or **Quick Reference Guides** links as desired.



The screenshot shows the STI Education Data Management Solutions website. The top navigation bar includes the STI logo, the text "Education Data Management Solutions", and a phone number "Call 1-800-844-0884". Below this is a secondary navigation bar with links for "Home", "Support", and "Contact STI". A third navigation bar contains "Updates", "Knowledgebase", "Documentation" (highlighted), "Online Support", "Training", "E-mail Lists", and "WebEx Meetings". The main content area is titled "STI Documentation" and lists several links: "User Manuals", "State Guidelines", "Quick Reference Guides", "Hardware Specifications", "Technical Issues", and "Tutorials".

## Tutorials

Tutorials are available for users to download and watch for STI PD. There are currently tutorials for both Principals and Employees. These may be found under the **Tutorials** link on the STI **Documentation** page.



The screenshot shows the STI Education Data Management Solutions website with the "Tutorials" page selected. The top navigation bar is identical to the previous screenshot. The main content area is titled "Tutorials" and contains the following text: "These tutorial files will run in your Flash-enabled web browser. If your web browser does not have the Flash player installed, [download and install the Flash player](#)." "To run a tutorial online, simply click the appropriate link below. (Make sure your computer's speakers are turned on so you can hear the dialog.)" "To download the tutorial files and run them locally, click each of the zip files and select 'Save'. Select a folder on your hard drive in which to save the files and click 'Save'. Then unzip the files to the same folder and run the tutorial." Below this text are two horizontal lines. The first line is followed by the section header "STI PD for Principals" and the text: "This tutorial contains four lessons on using STI Professional Development for principals. [Watch the tutorial online](#)." "If you prefer to download the tutorial and watch it locally, [download the tutorial](#) and unzip the file. To begin the tutorial, click the ISTIProvDevPrincipalsTutorialMenu.htm file." The second horizontal line is followed by the section header "STI PD for Teachers".

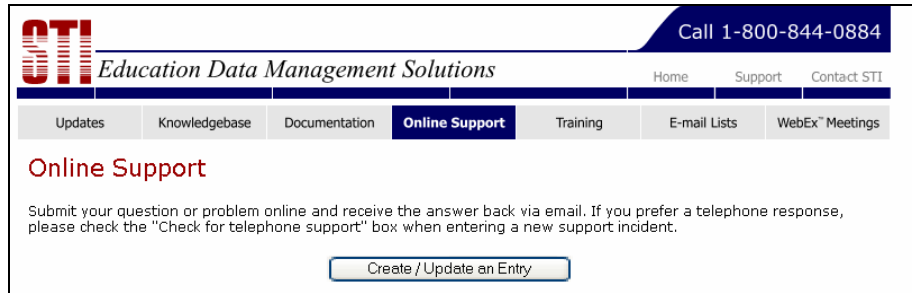
## Support

For any questions concerning the STI Professional Development program or any other STI product, contact support at **1-877-844-0884**.

### Online Support

Alternately, you may submit a question via the Web using STI's Online Support Menu.

- To use this feature, simply select the **Online Support** link and then click **Create/Update an Entry**.



- Click **New Incident** and fill in the appropriate information on the form that will be provided







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