Spring-Summer 2006

STI PD AL

Principal User Manual

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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.

Contents

Overview

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

Logging In

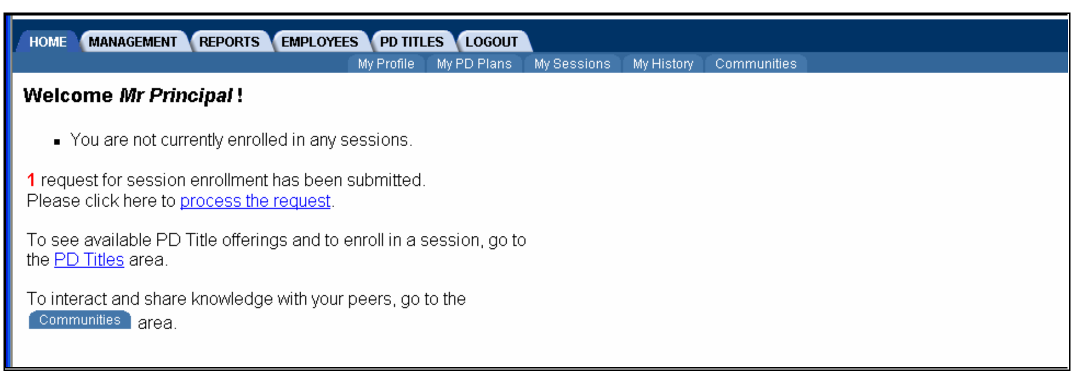
Before you may access the features of the PD Management System, you must first log in. When you go to the STI PD Web site, you will see a login screen similar to the one shown below.

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.

Welcome Screen

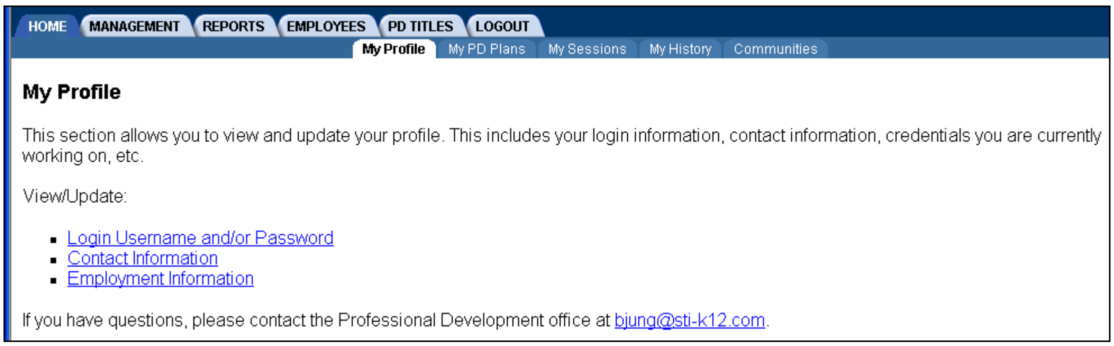
After logging in you should see this welcome screen. The workspace is organized by clickable tabs at the top of the window. Each tab has sub-tabs listed below the tab label.



Home Tab

My Profile: Editing User Profile

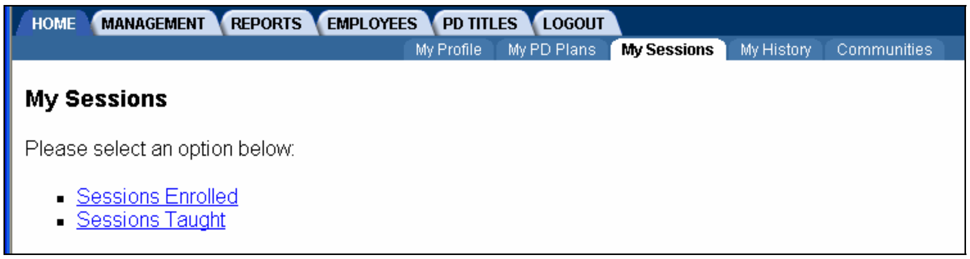
- **Step 1:** To View or Edit your Profile click on the **My Profile** link on the menu bar under the Home Tab.
- **Step 2:** Click on one of the three links available to view/edit your profile information



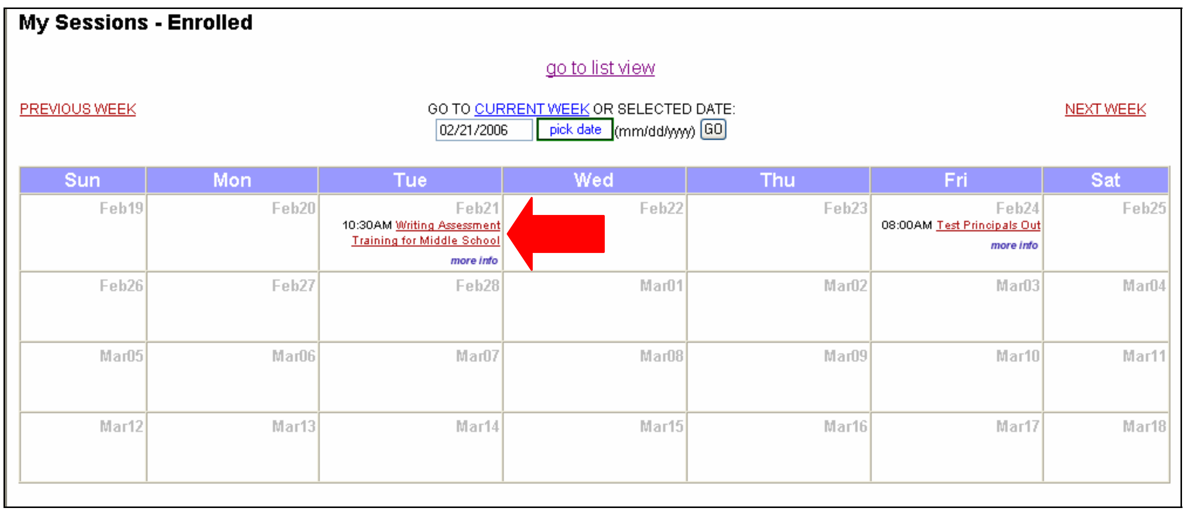
- **Step 3:** View or Edit your information. There are three options to choose from:
    - Login Username and/or Password-allows you to change your login and/or password used to login to the STIPD program.
    - Contact Information-allows you to view/update your contact information such as Name, Address, 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).



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



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 l**ink.

Session Information

(PD Title No. 5674839)
Writing Assessment Training for Middle School
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.....

SUBMIT SESSION REQUEST

Date(s): 02/21/2006 to 02/25/2006
1 meeting(s)
Feb21 - 10:30 AM to 03:00 PM

Session Status: Open

Time: 10:30AM - 03:00PM
Delivery Format: Face To Face
Instructor: Scott Lusk
clusk@sti-k12.com
Session Location:
STI Lab

Fees: $25.00 sign up fee
Max.Session Size: 30
Current Enrollment: 6
Waiting List: 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 #xxx213	Home phone: Email: twest@nowhere.com School Name: Test High School	☐		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:
SUBMIT NOW | CANCEL

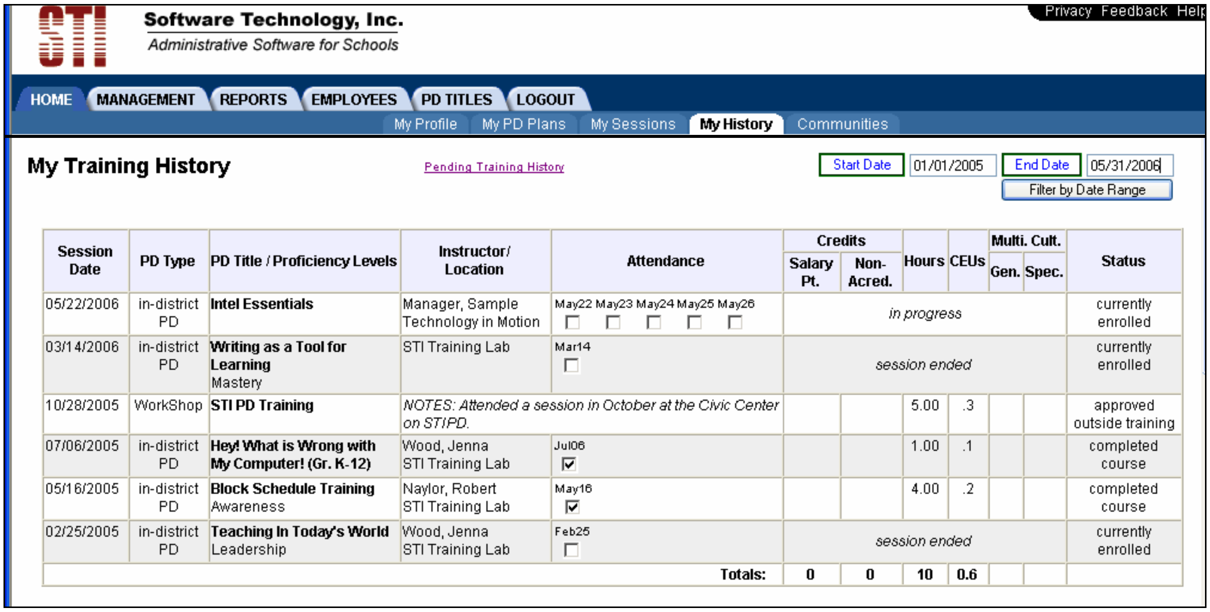
Session Requests Previously Submitted

LEA	Date Submitted	Session Name	Requested Dates	
Software Technologies, Inc.	03/30/2006	**Writing Assessment Training for Middle School**	Fall (Sep - Nov)	click to delete

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.



Software Technology, Inc.
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

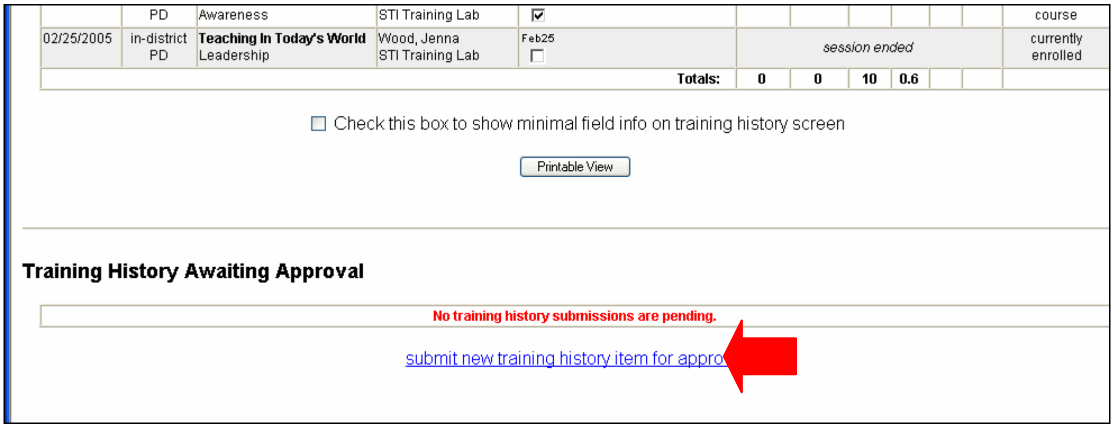
Session Date	PD Type	PD Title / Proficiency Levels	Instructor/ Location	Attendance	Credits: Salary Pt.	Credits: Non-Acred.	Hours	CEUs	Multi. Cult.: Gen.	Multi. Cult.: Spec.	Status
05/22/2006	in-district PD	**Intel Essentials**	Manager, Sample Technology in Motion	May22 May23 May24 May25 May26 ☐ ☐ ☐ ☐ ☐	*in progress*						currently enrolled
03/14/2006	in-district PD	**Writing as a Tool for Learning** Mastery	STI Training Lab	Mar14 ☐	*session ended*						currently enrolled
10/28/2005	WorkShop	**STI PD Training**	*NOTES: Attended a session in October at the Civic Center on STIPD.*				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 ☑			1.00	.1			completed course
05/16/2005	in-district PD	**Block Schedule Training** Awareness	Naylor, Robert STI Training Lab	May16 ☑			4.00	.2			completed course
02/25/2005	in-district PD	**Teaching In Today's World** Leadership	Wood, Jenna STI Training Lab	Feb25 ☐	*session ended*						currently enrolled
				Totals:	**0**	**0**	**10**	**0.6**			

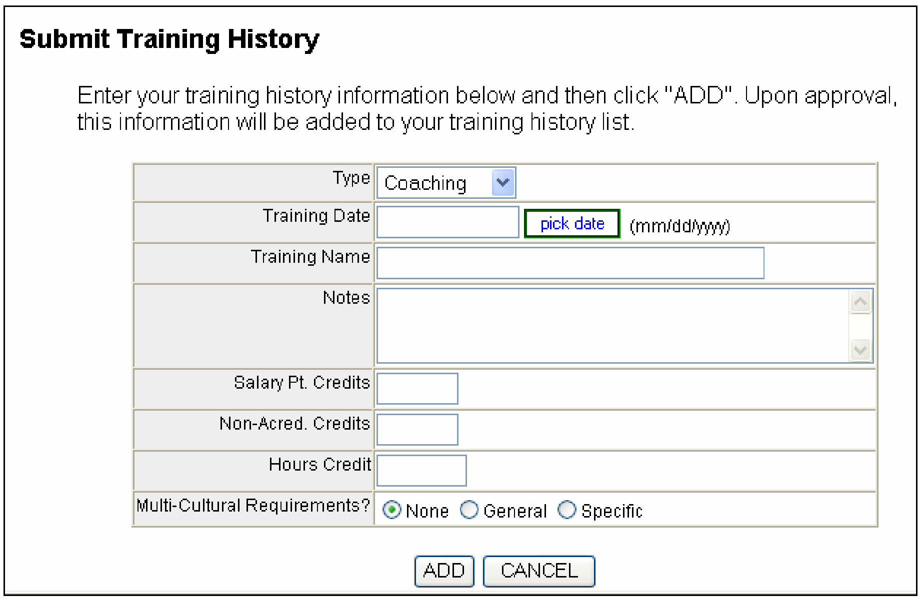
Note: The training history screen outlines the date, name and location of your training sessions. In addition, your proficiency level, attendance, point, credits and status are provided. To filter your history by date range, enter the desired dates in the *Start Date* and *End Date* fields and then click 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.

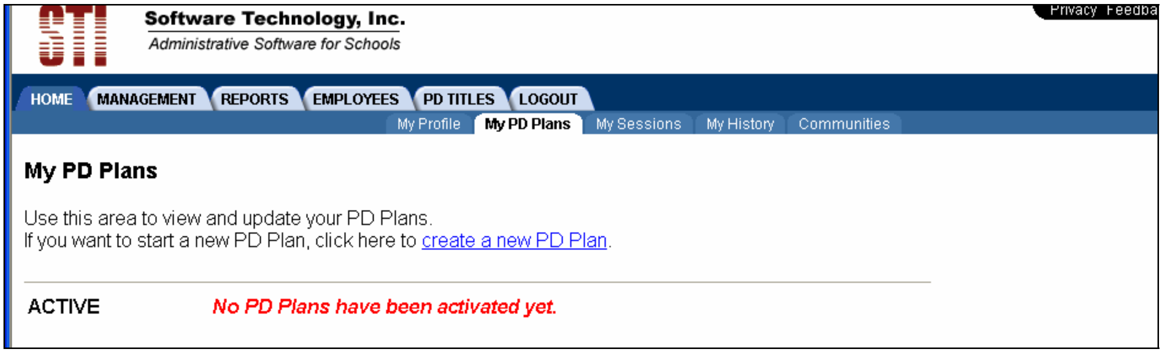




Note: These additional sessions will then be added as pending approval items from your manager or principal to approve.

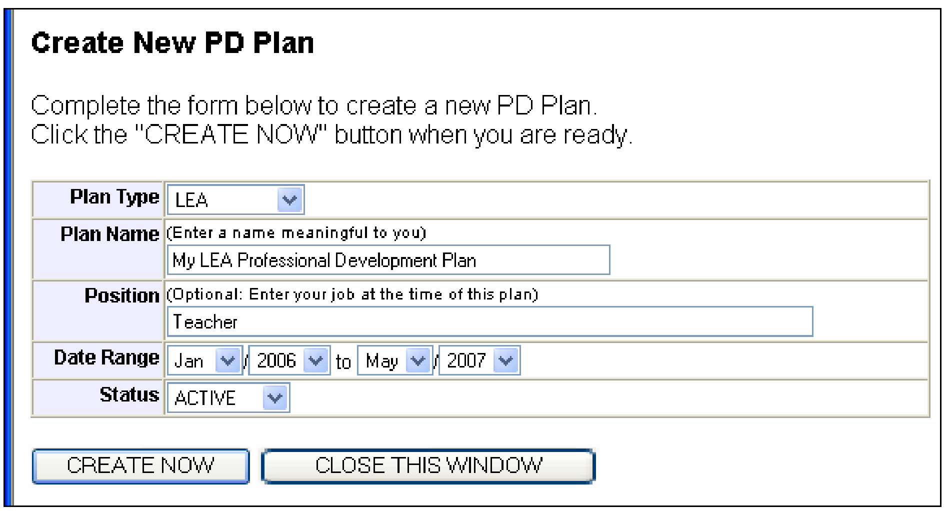
My PD Plans: Creating PD Plans

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.



Creating a New Professional Development Plan

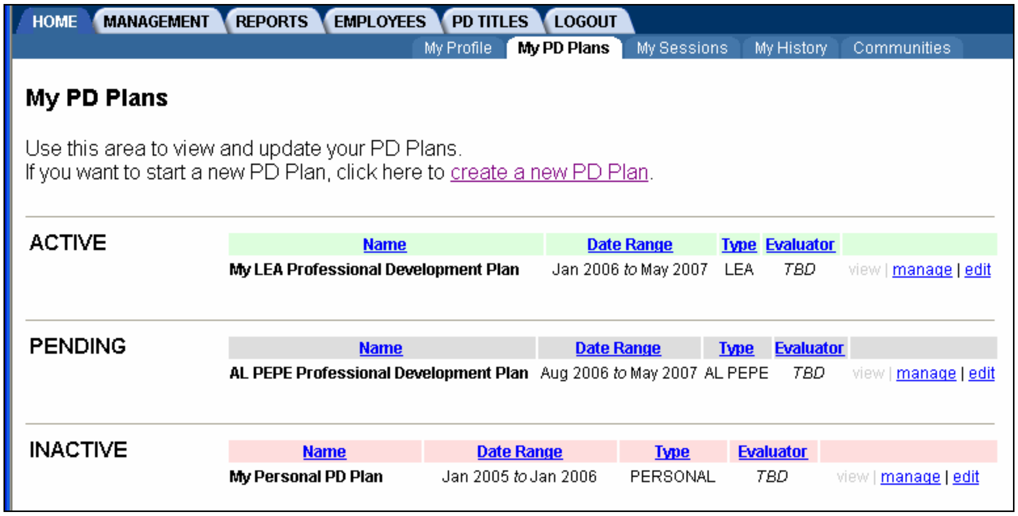
- **Step 1:** Click the **create a new PD Plan** link.



- **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*.

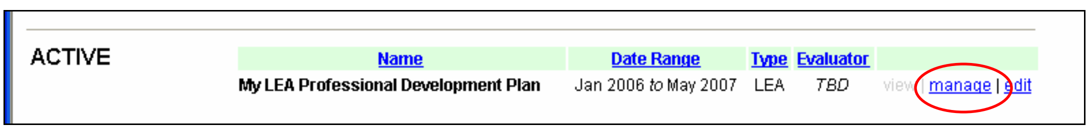
- When finished, click the **CREATE NOW** button to create your PD Plan

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.

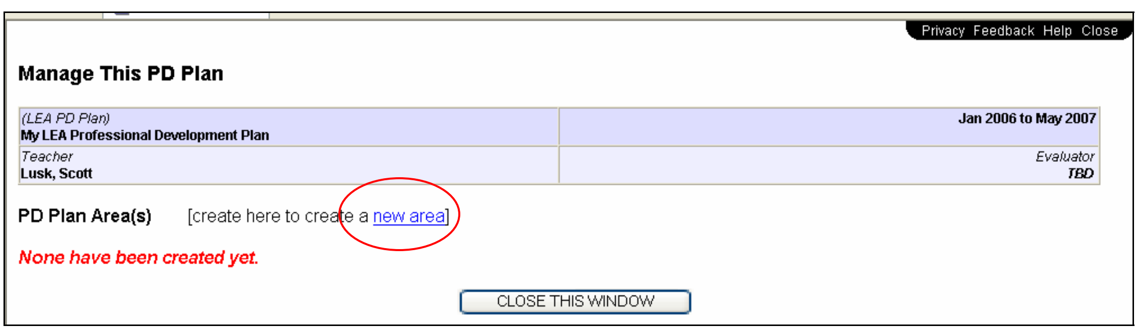


Managing a Professional Development Plan

- **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.

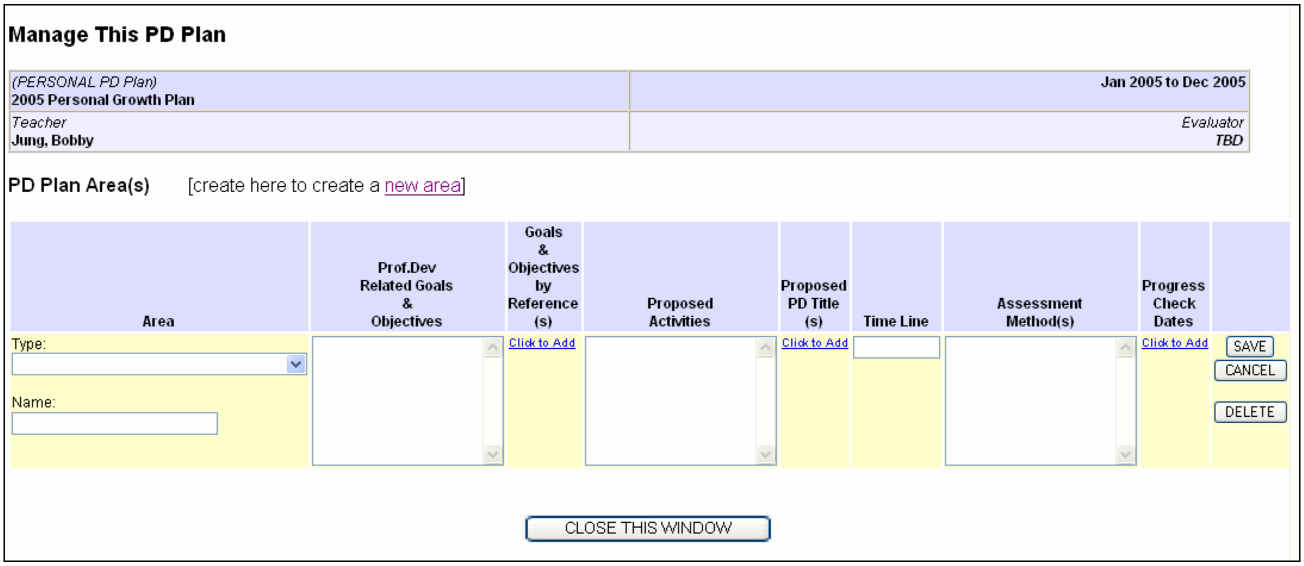


- **Step 2**: To add a new area to the plan, click on the **new area** link.



- **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.

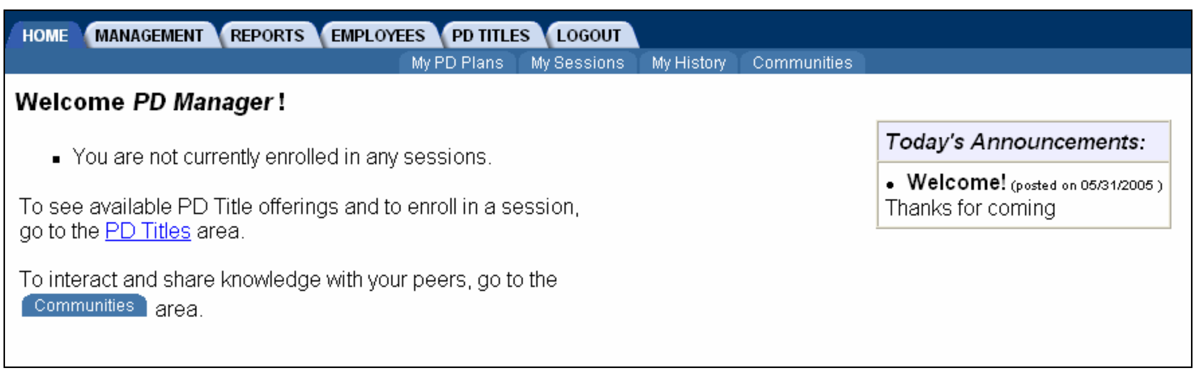
When you are done, click the **SAVE** button. Otherwise, you may cancel your changes or completely delete the area.



Learning Communities

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

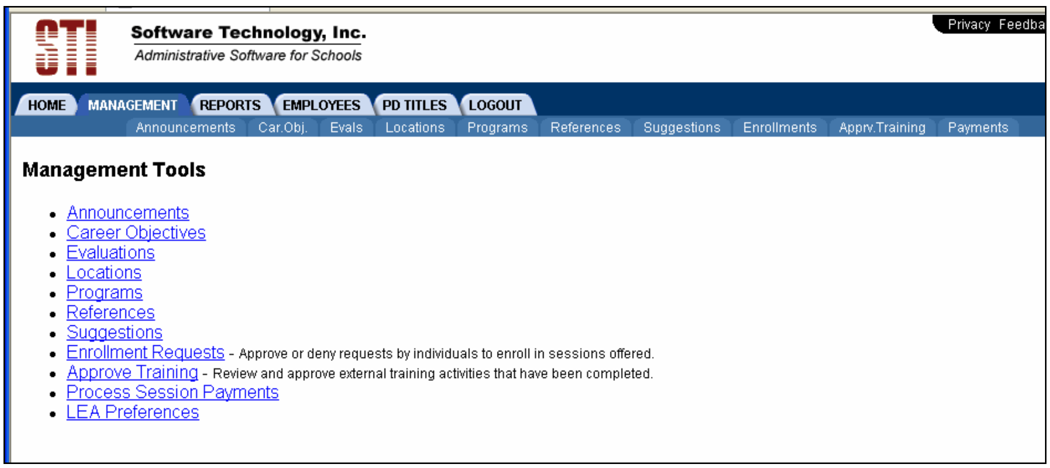
Learning communities may be accessed from either **Communities** link.



Management Tab

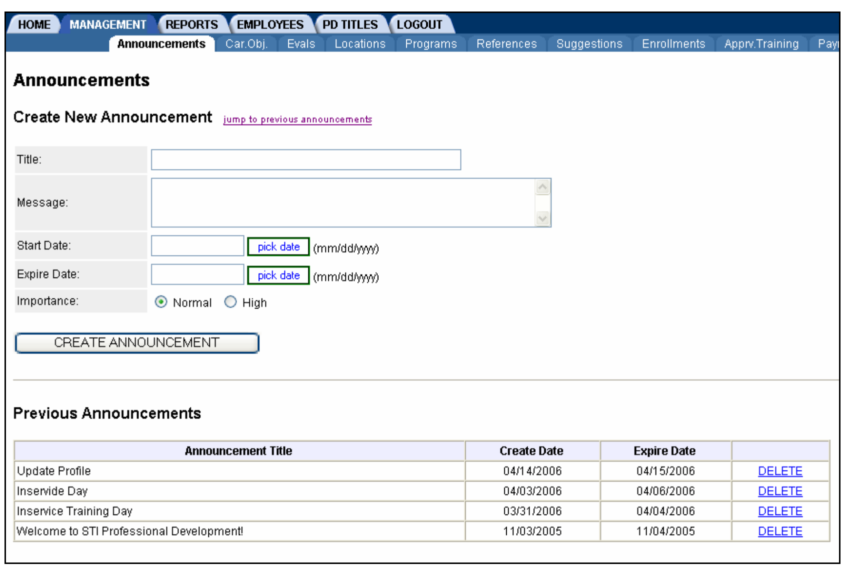
Management Tools

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



Creating Announcements

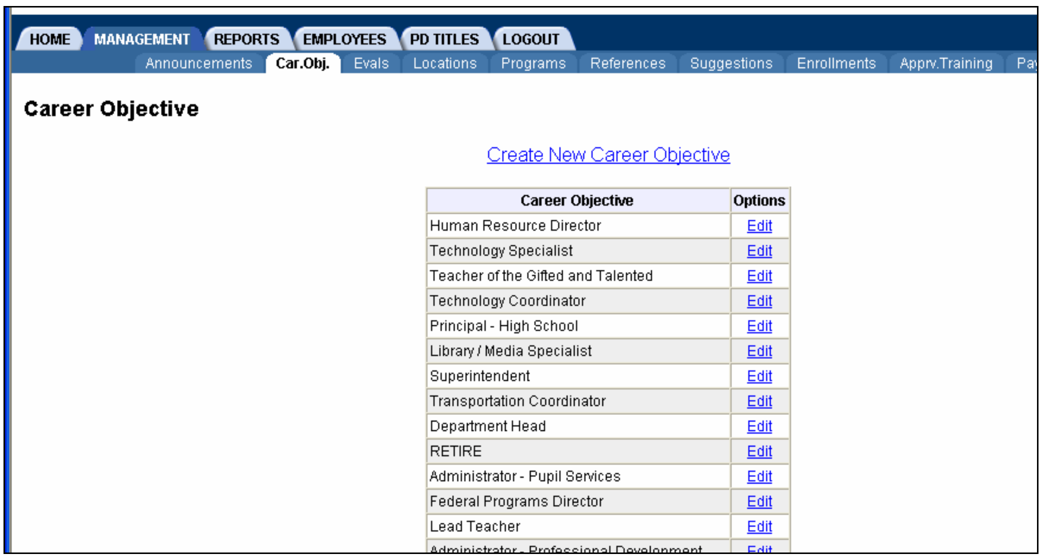
To create an announcement, click the **Announcements** link or tab and perform the steps listed below. Announcements you create will be limited to viewing by those users that belong to your LEA only.



- 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.



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

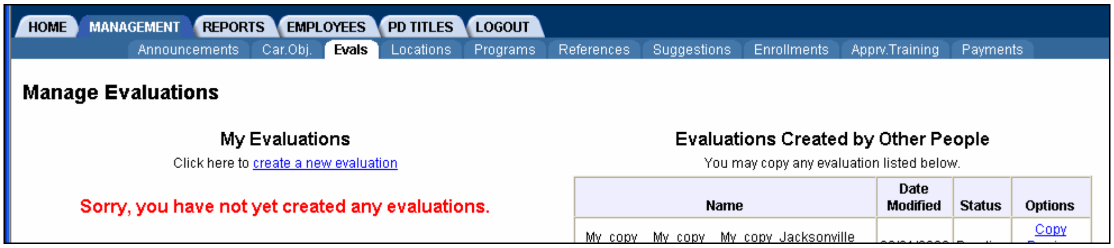
Evaluations

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.

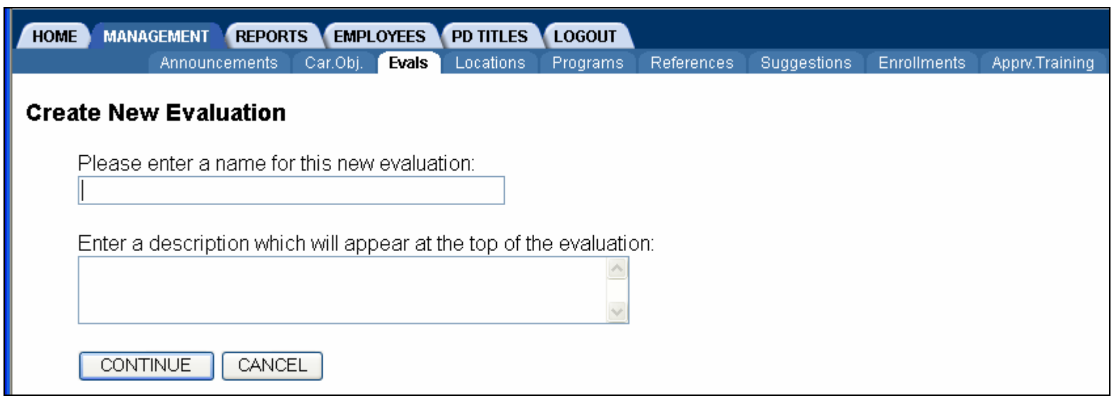
- There are two views in the *Manage Evaluations* screen. You may view Evaluations you have personally created under the *My Evaluations* side of the screen (left side).
- On the right side of the screen you will see evaluations created by other people. Note that evaluations created by other people not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



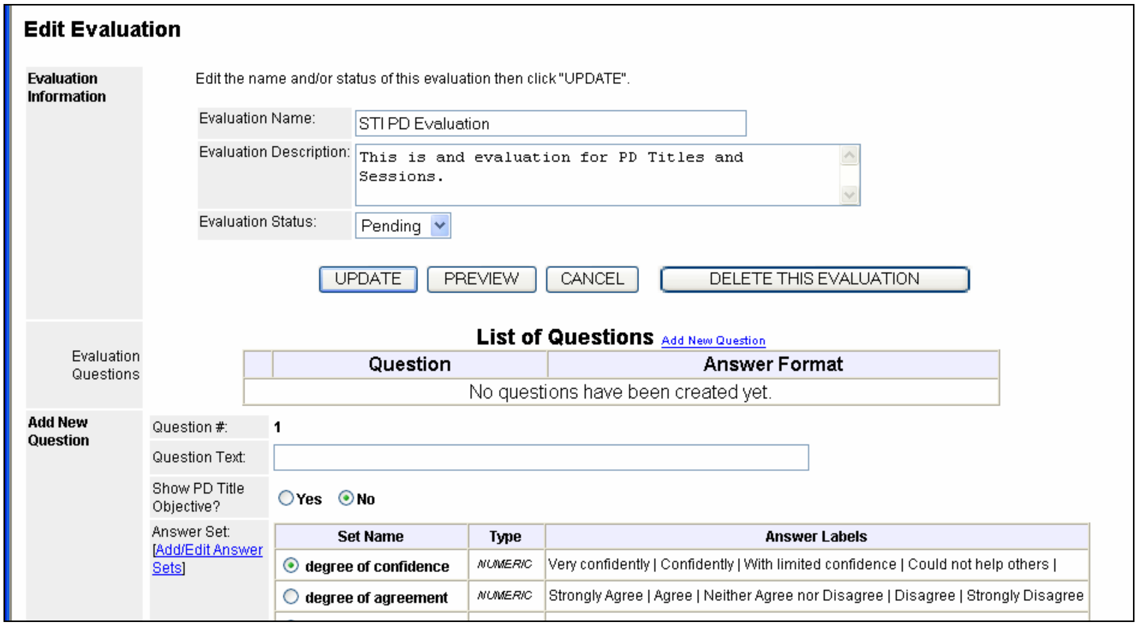
Creating a new Evaluation

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



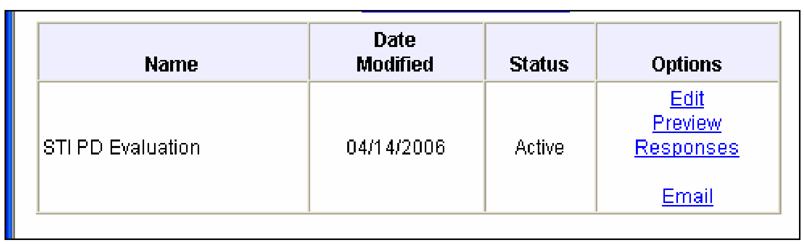
- Enter your list of questions in the area provided for Question Text and choose an answer set to apply to that question. You may add/edit answer sets as well.
- The evaluation status should be flagged as *Active* if you wish to attach the evaluation to a class or email it to a list of participants.

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



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.

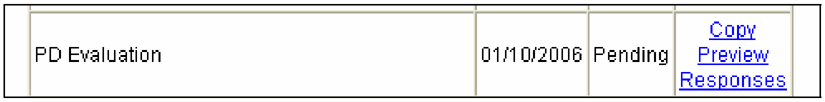


- **Edit**: When editing an Evaluation it's just like when you created the evaluation. You may modify, add, or delete questions in your evaluation. Be sure to click the Update button after any changes are made.
- **Preview**: Allows you to preview how the evaluation appears to those who take the evaluation.
- **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.

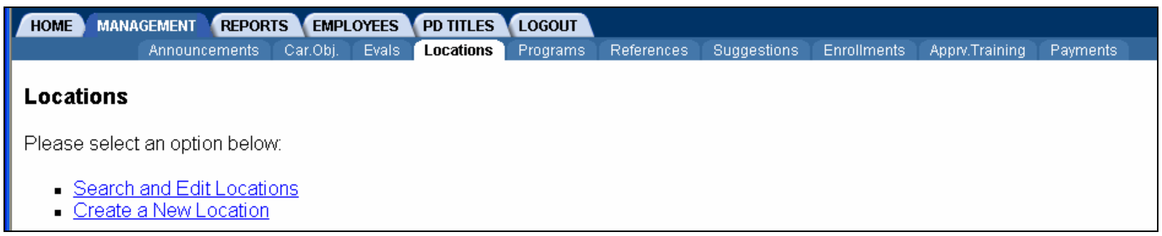
The program will place an evaluation in *My Evaluations* called _*My_Copy*_(name of evaluation copied). You may then edit that evaluation and rename it.



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.

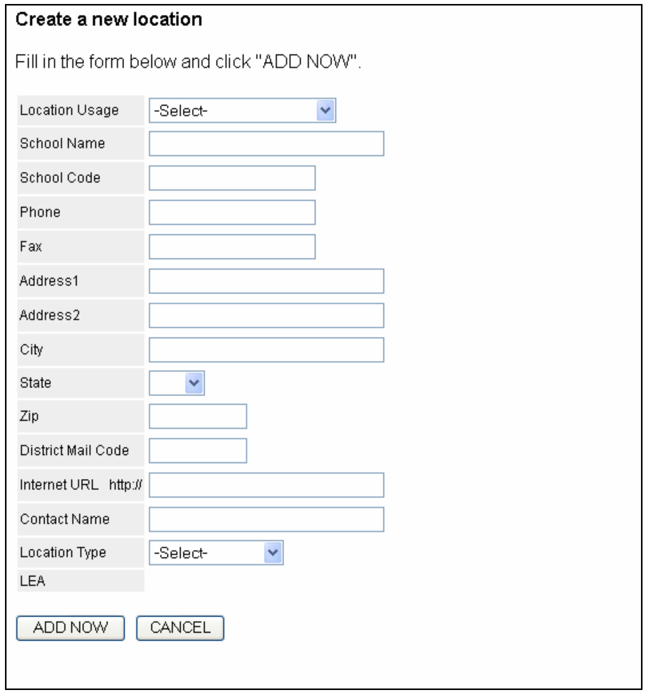
Note: It may be necessary to enter district office locations.



Creating a New Location

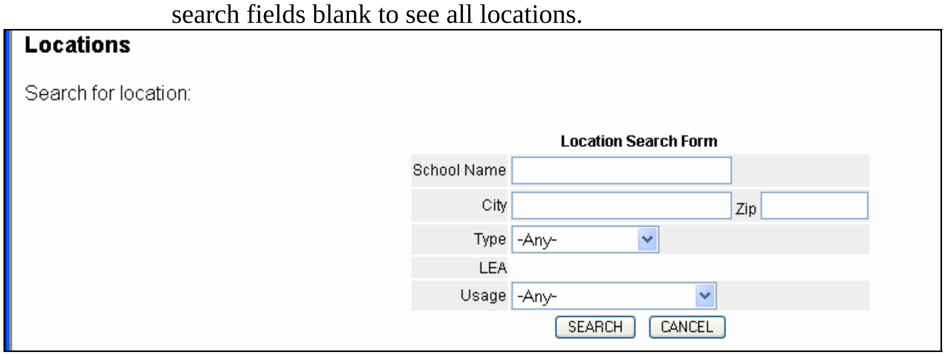
- When a new location is added, select the Location Usage from the pull-down menu.
- The School Code is the cost center code for the location.
- An internet URL should be specified if there is a Web site associated with the location.
- You may enter the LEA for the location if you are a State PD Manager. 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.

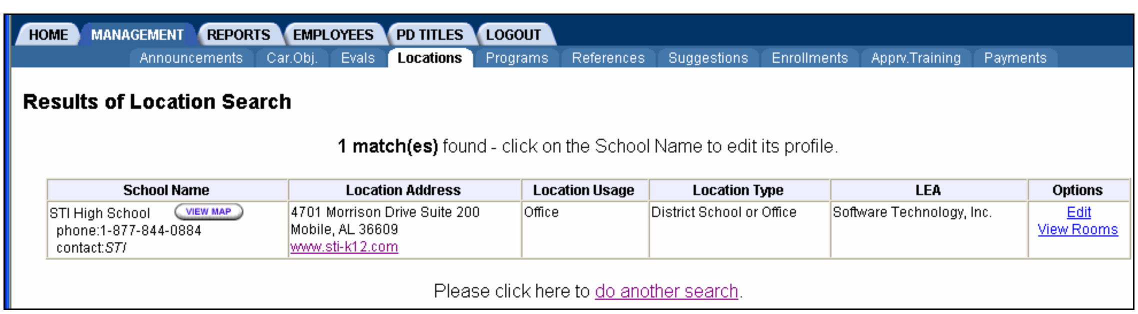


Search and Edit Locations

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.

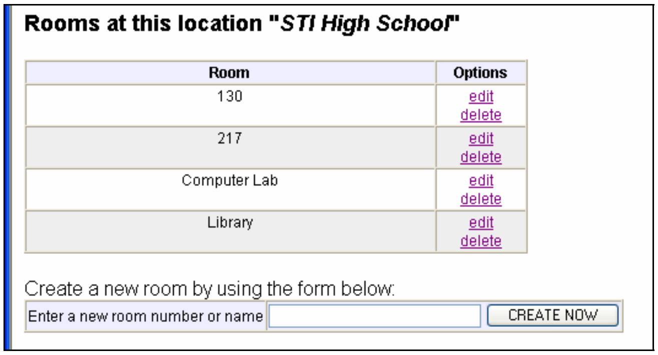


- You may edit a Location by clicking the **Edit** link provided.



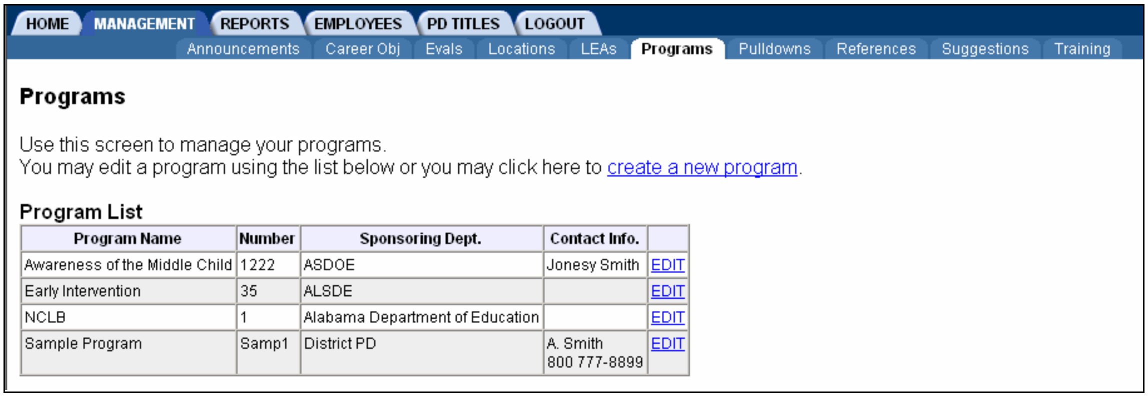
- You may Add/View Rooms to a location by clicking the **View Rooms** link. This allows you to specify rooms in which a training session will occur in at this location. When creating and editing a session, the actual room where the session will occur may be specified (in addition to the location).

- 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**.



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.



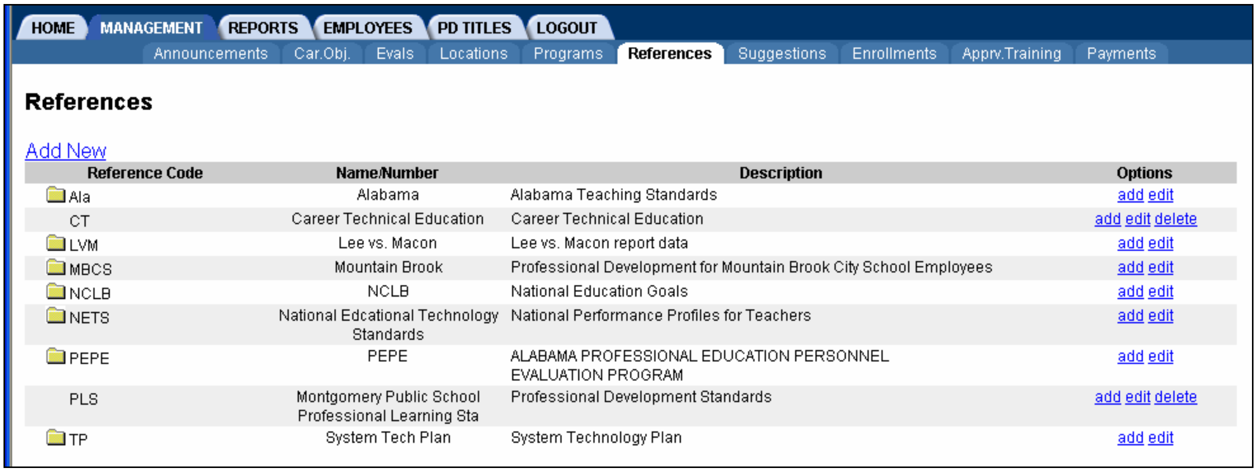
- Click **create a new program**.
- You may **EDIT** any existing programs from the program list.

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	add edit
CT	Career Technical Education	Career Technical Education	add edit delete
LVM	Lee vs. Macon	Lee vs. Macon report data	add edit
MBCS	Mountain Brook	Professional Development for Mountain Brook City School Employees	add edit
NCLB	NCLB	National Education Goals	add edit
NETS	National Edcational Technology Standards	National Performance Profiles for Teachers	add edit
PEPE	PEPE	ALABAMA PROFESSIONAL EDUCATION PERSONNEL EVALUATION PROGRAM	add edit
PLS	Montgomery Public School Professional Learning Sta	Professional Development Standards	add edit delete
TP	System Tech Plan	System Technology Plan	add edit

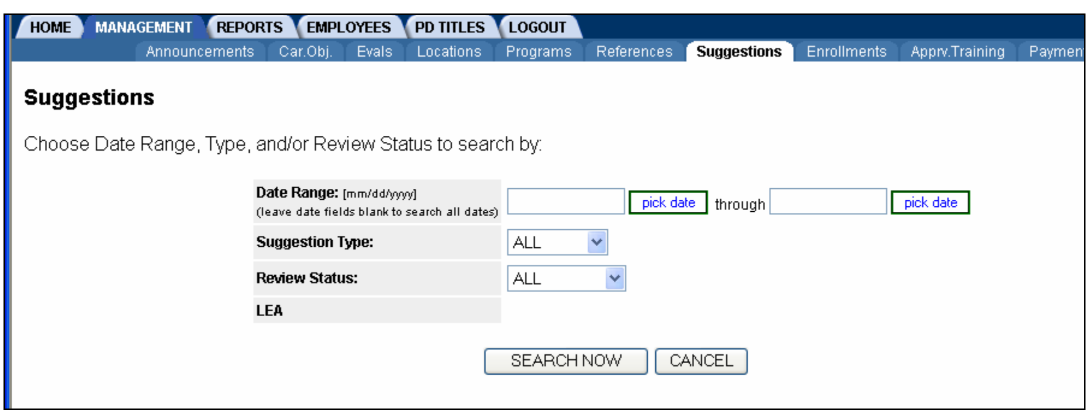
Adding a New Reference

- 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).

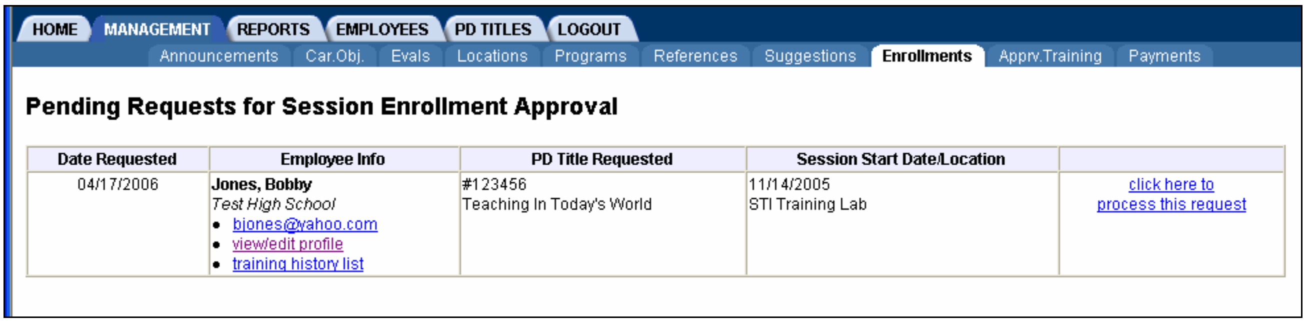
This area allows you to view Course and Class suggestions made by employees in your LEA. You may then flag a status of NEW, REVIEWED, NOTED, or ARCHIVED, for each suggestion.



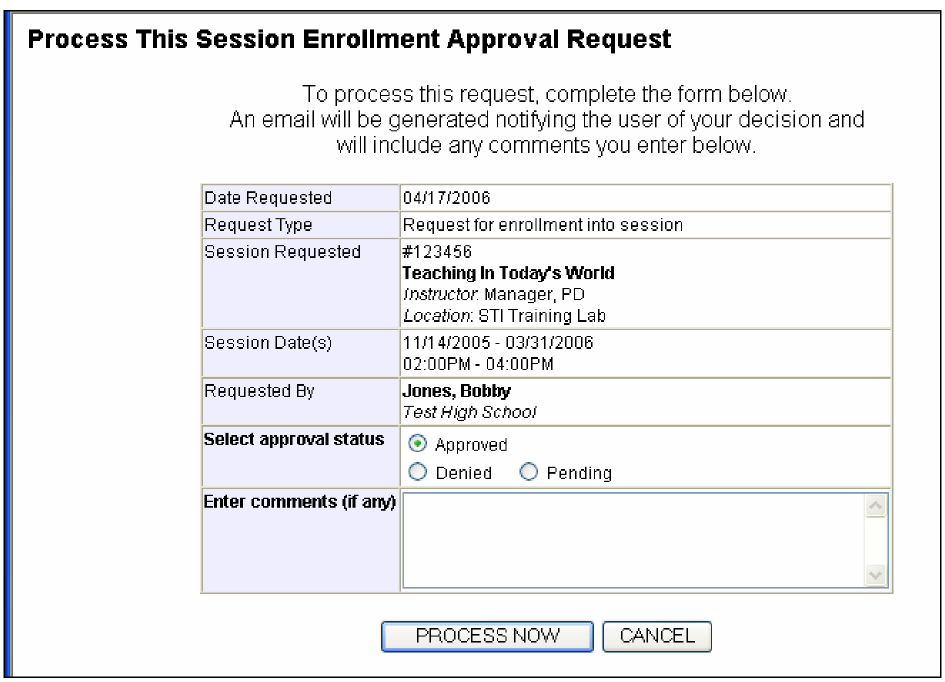
Enrollments

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).



- 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.

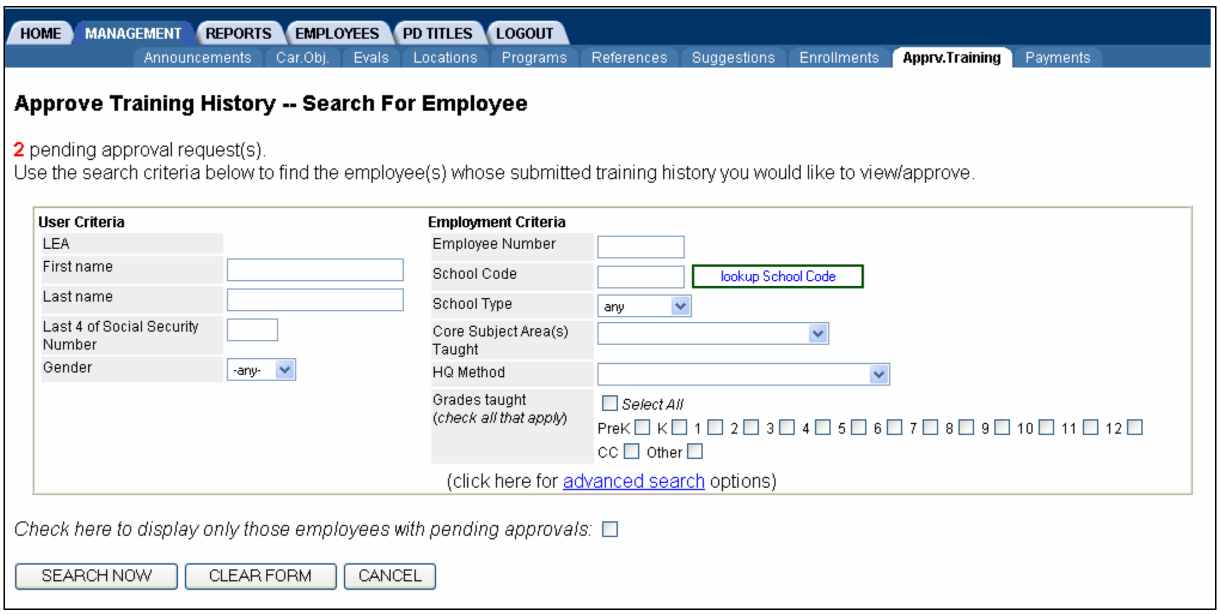


Approve Training

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.

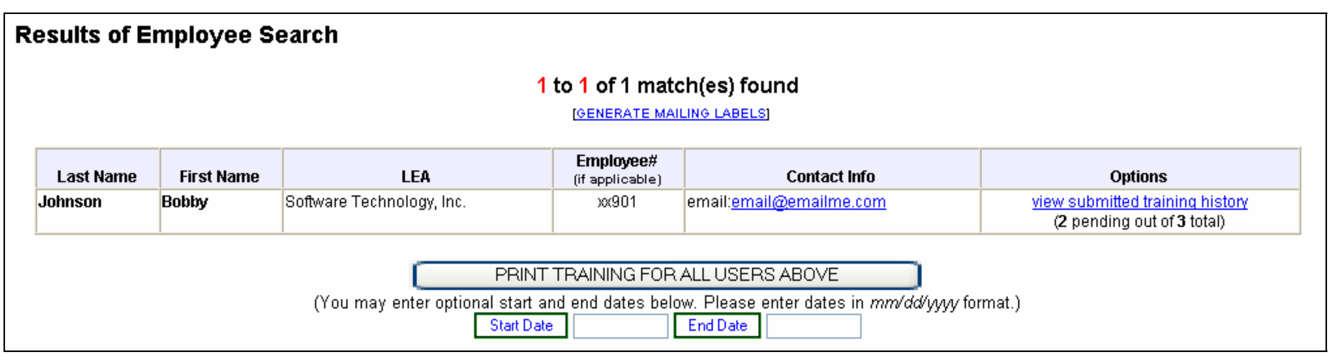
Step 1: Approve Employee Training History

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 not that only employees who have submitted training history requests will appear in the search results.



Step 2: View Submitted Training History

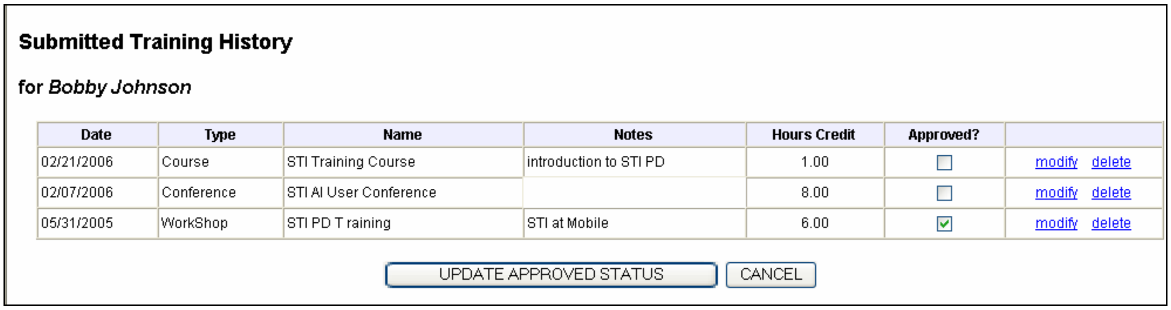
In the employee list, click the **View Submitted Training History** link to view this information for applicable employees. Also shown are the numbers of pending requests and total requests.



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*

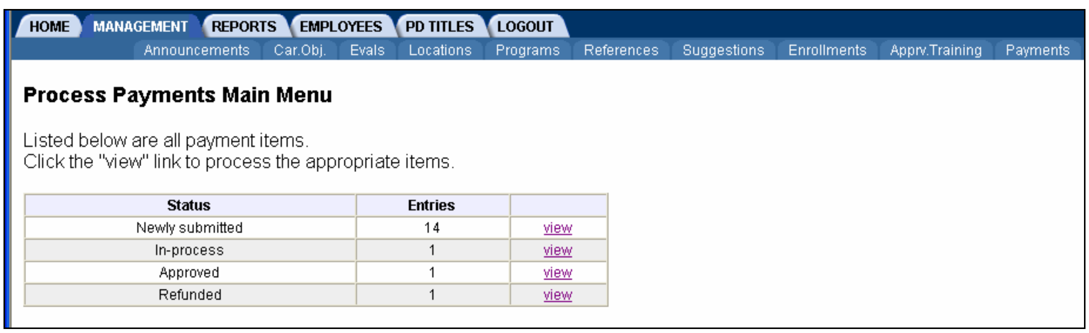
Date	Type	Name	Notes	Hours Credit	Approved?	
02/21/2006	Course	STI Training Course	introduction to STI PD	1.00	☐	modify delete
02/07/2006	Conference	STI AI User Conference		8.00	☐	modify delete
05/31/2005	WorkShop	STI PD T raining	STI at Mobile	6.00	☑	modify delete

UPDATE APPROVED STATUS CANCEL

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.

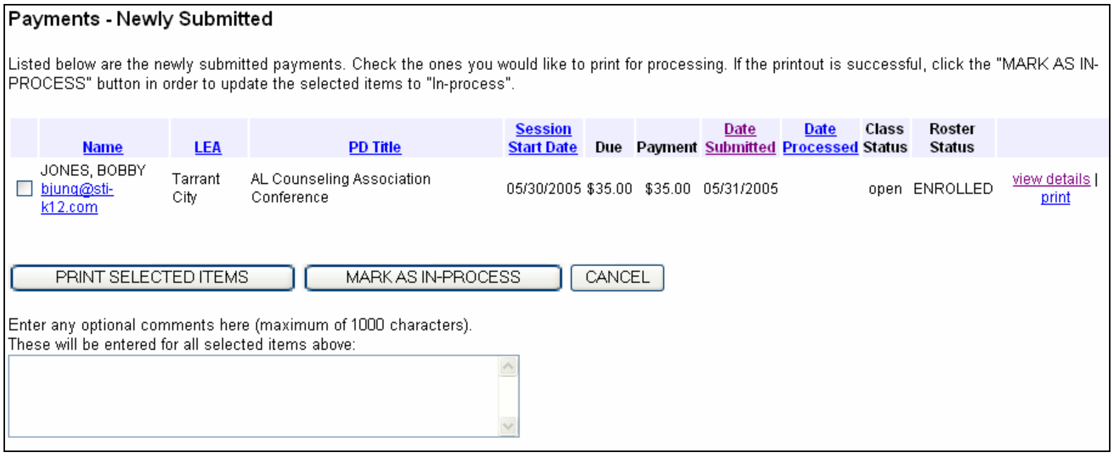
Status	Entries	
Newly submitted	14	view
In-process	1	view
Approved	1	view
Refunded	1	view

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	
☐	JONES, BOBBY bjung@sti-k12.com	Tarrant City	AL Counseling Association Conference	05/30/2005	$35.00	$35.00	05/31/2005		open	ENROLLED	view details | print

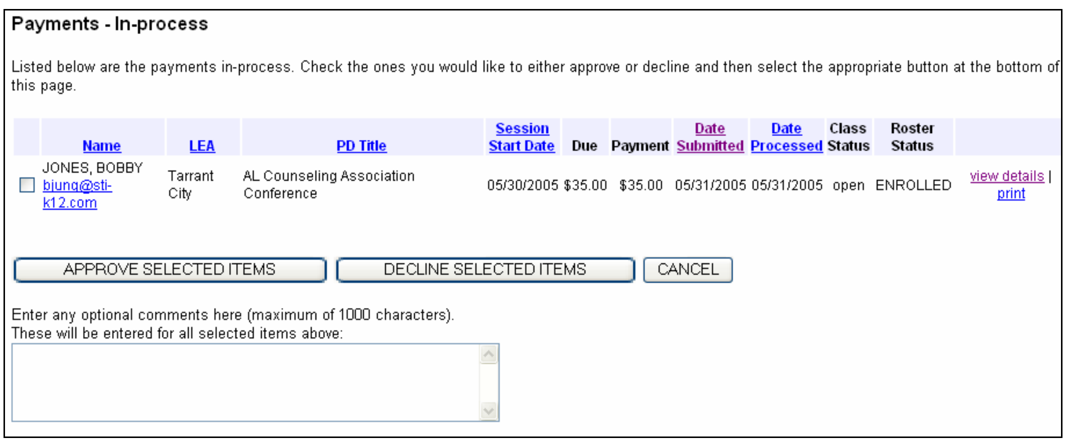
PRINT SELECTED ITEMS | MARK AS IN-PROCESS | CANCEL

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	
☐	JONES, BOBBY bjung@sti-k12.com	Tarrant City	AL Counseling Association Conference	05/30/2005	$35.00	$35.00	05/31/2005	05/31/2005	open	ENROLLED	view details | print

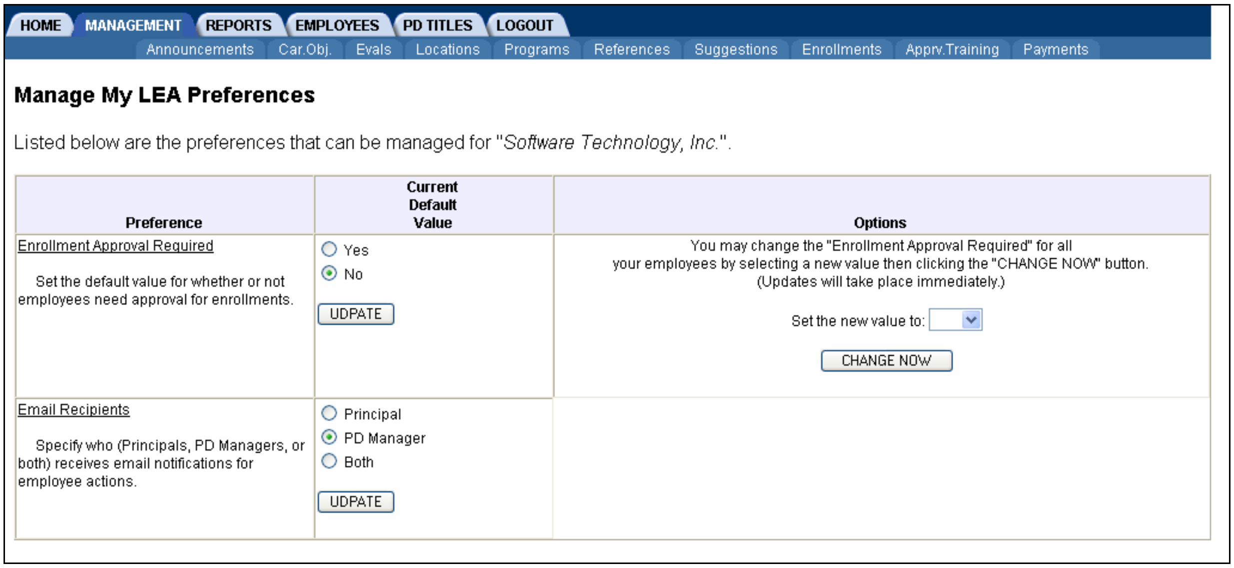
APPROVE SELECTED ITEMS | DECLINE SELECTED ITEMS | CANCEL

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.

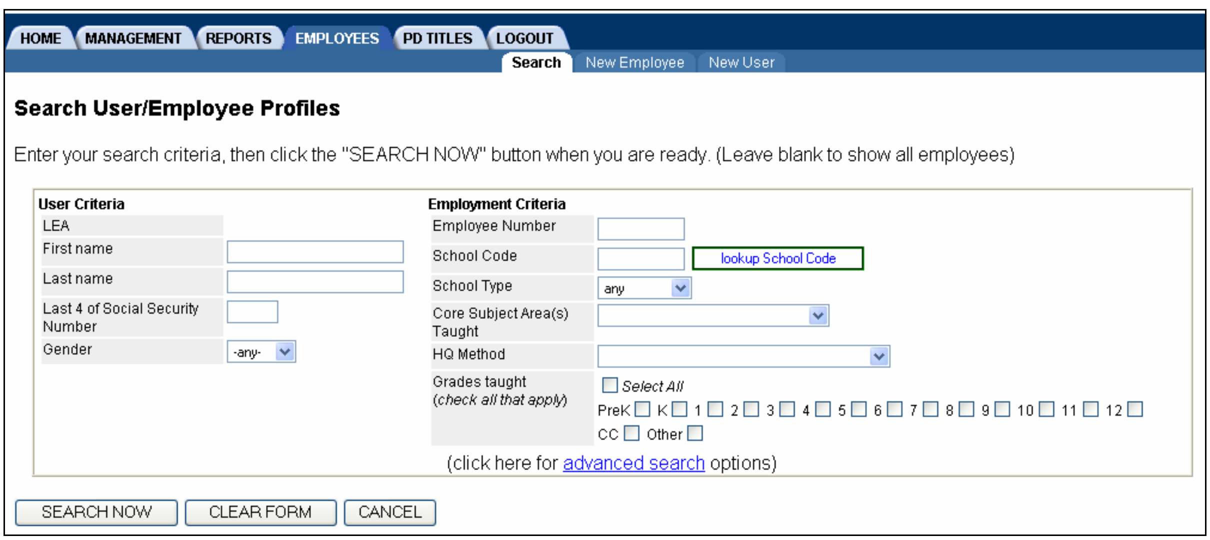


Employees Tab

Employee Options

Search for Employee Profiles

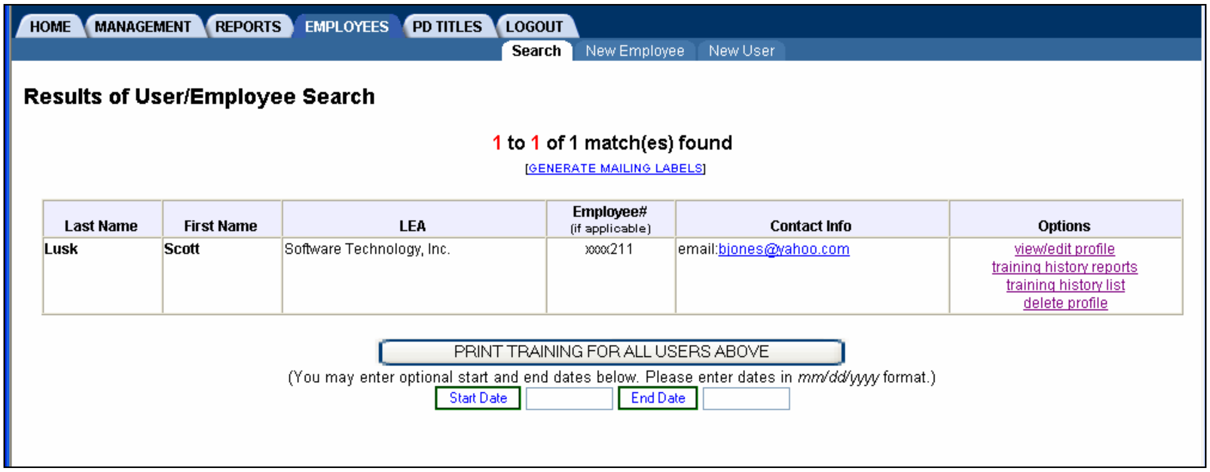
Enter search criteria in the spaces provided, or search for all by clicking the **Search Now** button with no criteria entered.



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.

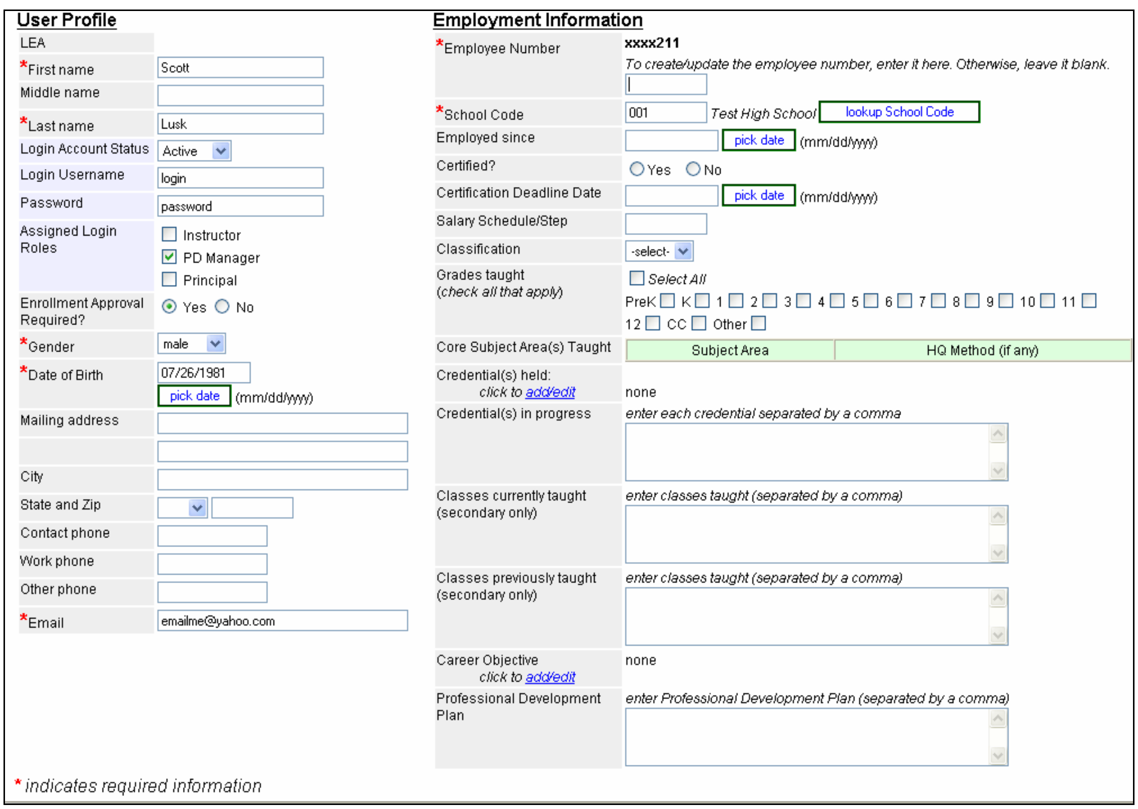
You may print out training histories for all users on this list by clicking the **PRINT TRAINING FOR ALL USERS ABOVE** button at the bottom of the list. To print out histories for a particular date range, first enter the *Start Date* and/or *End Date* to filter the histories by date range.

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.



Edit Employee Profiles

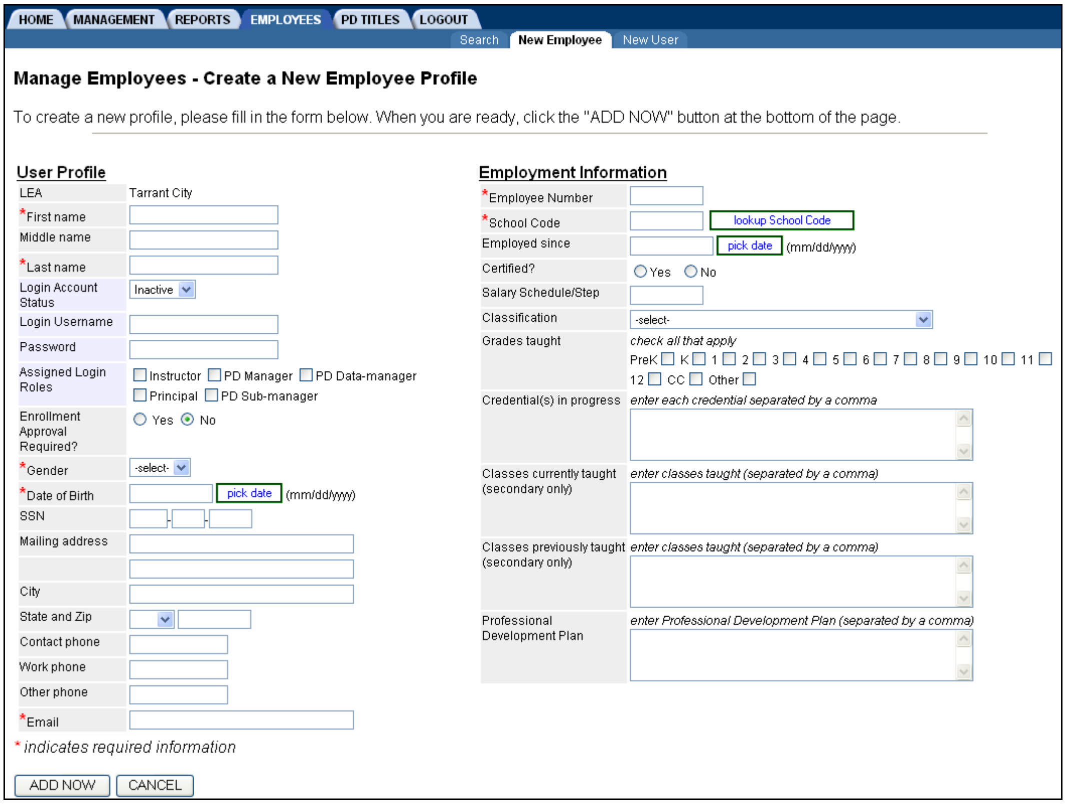
Select a user profile by clicking **View/Edit Profile** from the search results screen and then make any necessary changes. Click the **Update Now** button to save your changes.



New Employee Profile

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

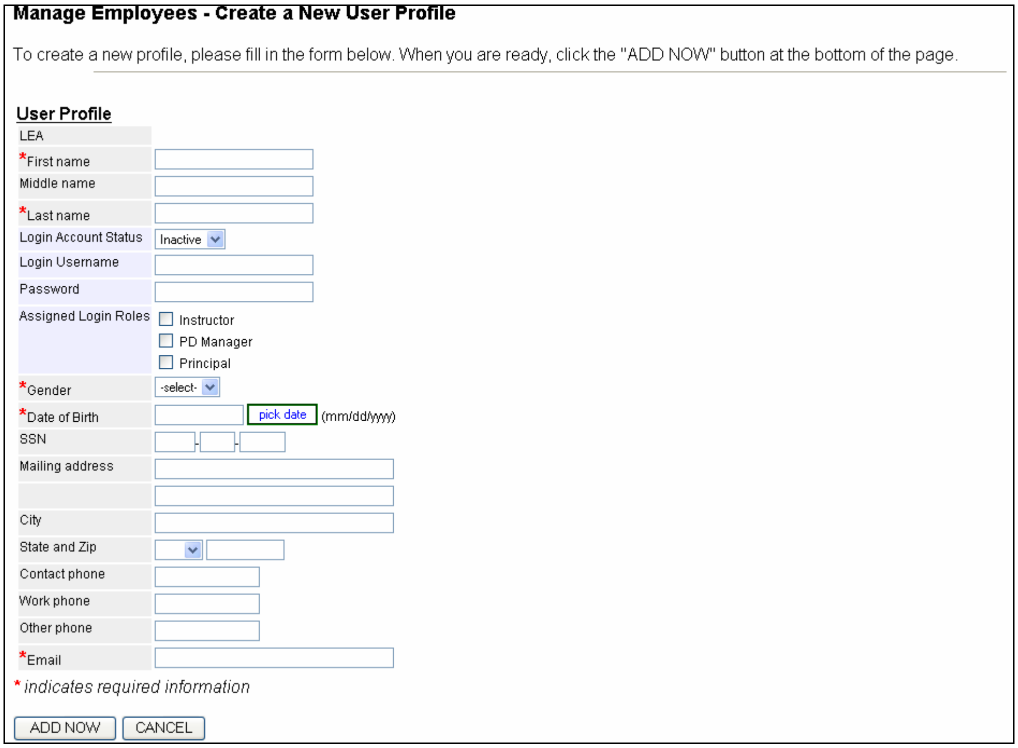
- Selecting *Yes* for *Enrollment Approval Required* will cause all online registrations by this user to be processed for approval by a manager or principal.
- An * indicates a <u>required</u> field.



- **<u>Assigned Login Roles</u>**: 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.



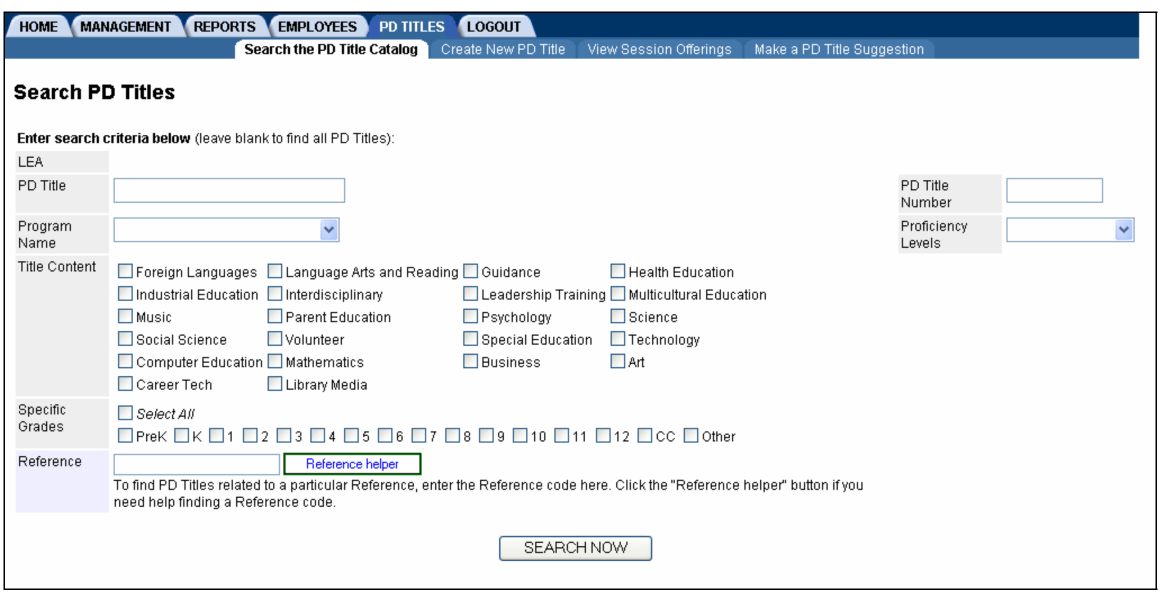
PD Titles Tab

PD Title Options

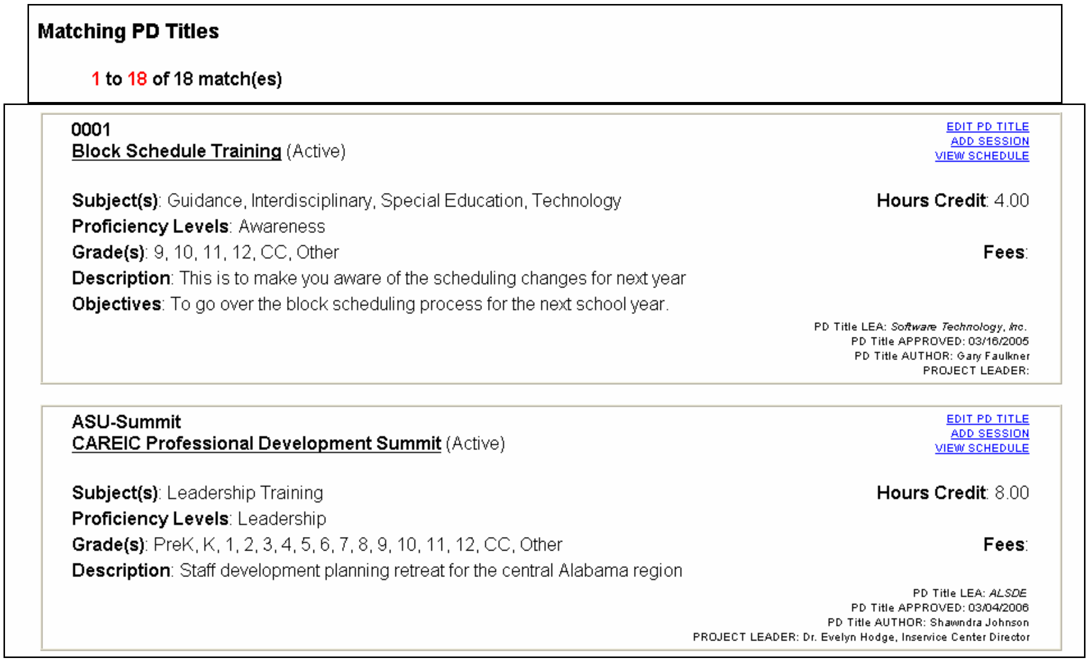
The *PD Titles* tab allows the user to enter or edit PD titles, add sessions, enroll students, view session schedules, enter PD title suggestions and update confirmation messages.

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.



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.

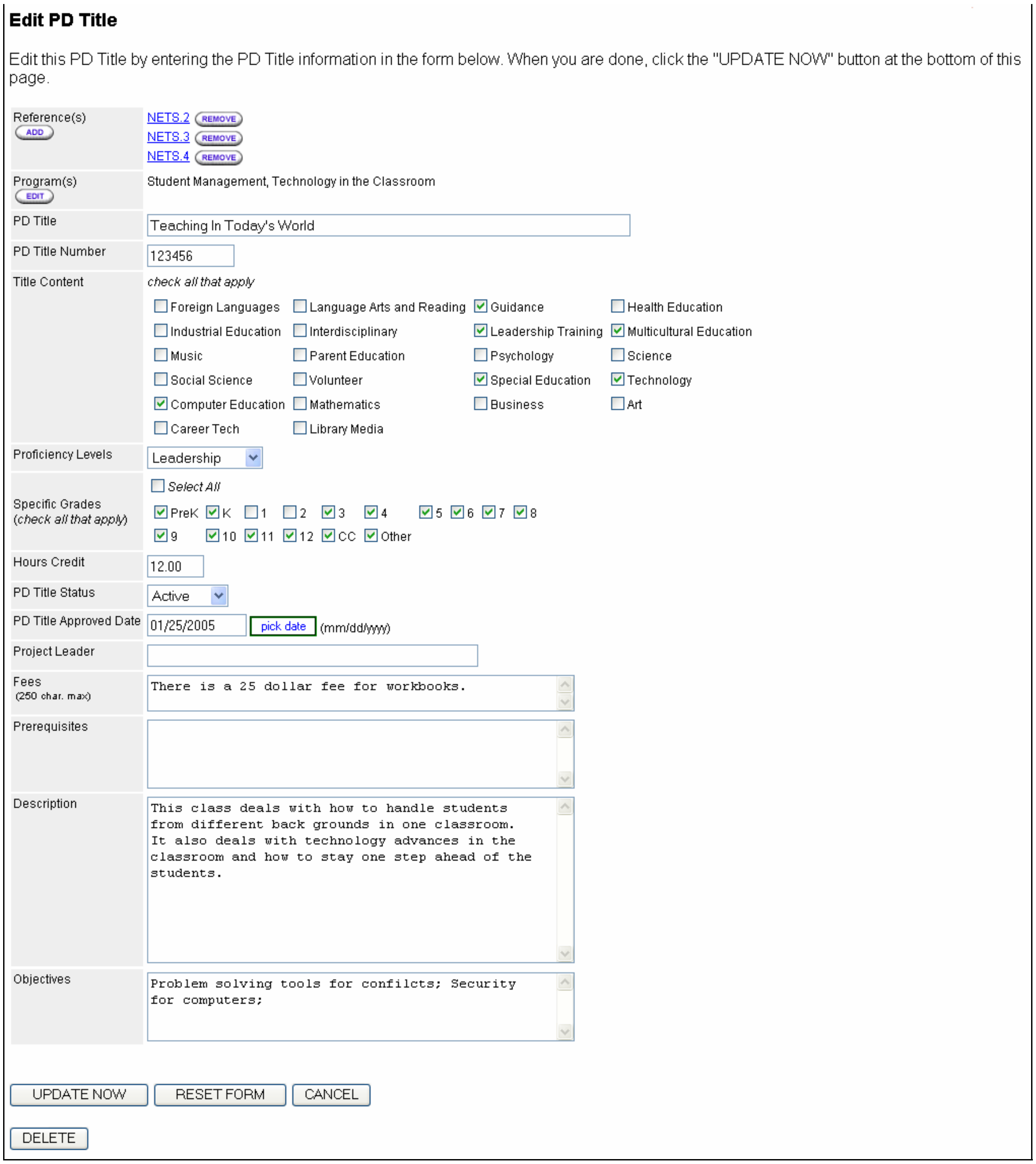


Further on in this document we will talk about each link available and the functions of each.

- **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) ADD	NETS.2 REMOVE NETS.3 REMOVE NETS.4 REMOVE
Program(s) EDIT	Student Management, Technology in the Classroom
PD Title	Teaching In Today's World
PD Title Number	123456
Title Content	*check all that apply* ☐ 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 ☐ Library Media
Proficiency Levels	Leadership
Specific Grades (*check all that apply*)	☐ *Select All* ☑ PreK ☑ K ☐ 1 ☐ 2 ☑ 3 ☑ 4 ☑ 5 ☑ 6 ☑ 7 ☑ 8 ☑ 9 ☑ 10 ☑ 11 ☑ 12 ☑ CC ☑ Other
Hours Credit	12.00
PD Title Status	Active
PD Title Approved Date	01/25/2005 pick date (mm/dd/yyyy)
Project Leader	
Fees (250 char. max)	There is a 25 dollar fee for workbooks.
Prerequisites	
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 confilcts; Security for computers;

UPDATE NOW RESET FORM CANCEL

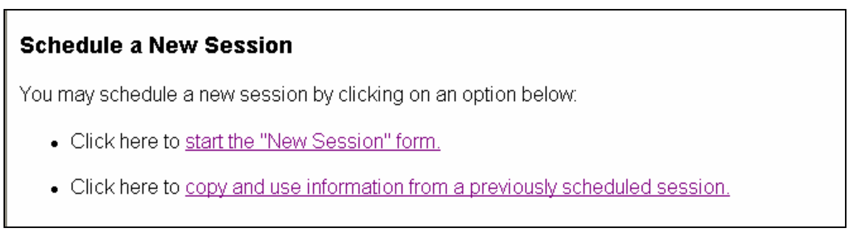
DELETE

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.

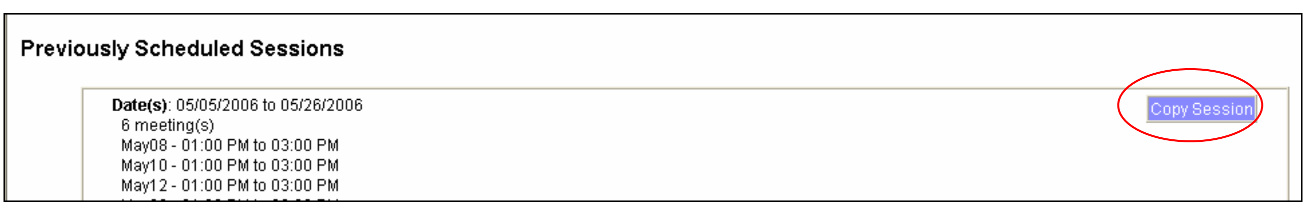
Note: There are two options to choose from when adding a session to a PD Title. You may either add a session using a *New Session* form or you may copy and use information from a previously scheduled session.



Copy and Use Information from a previously scheduled session

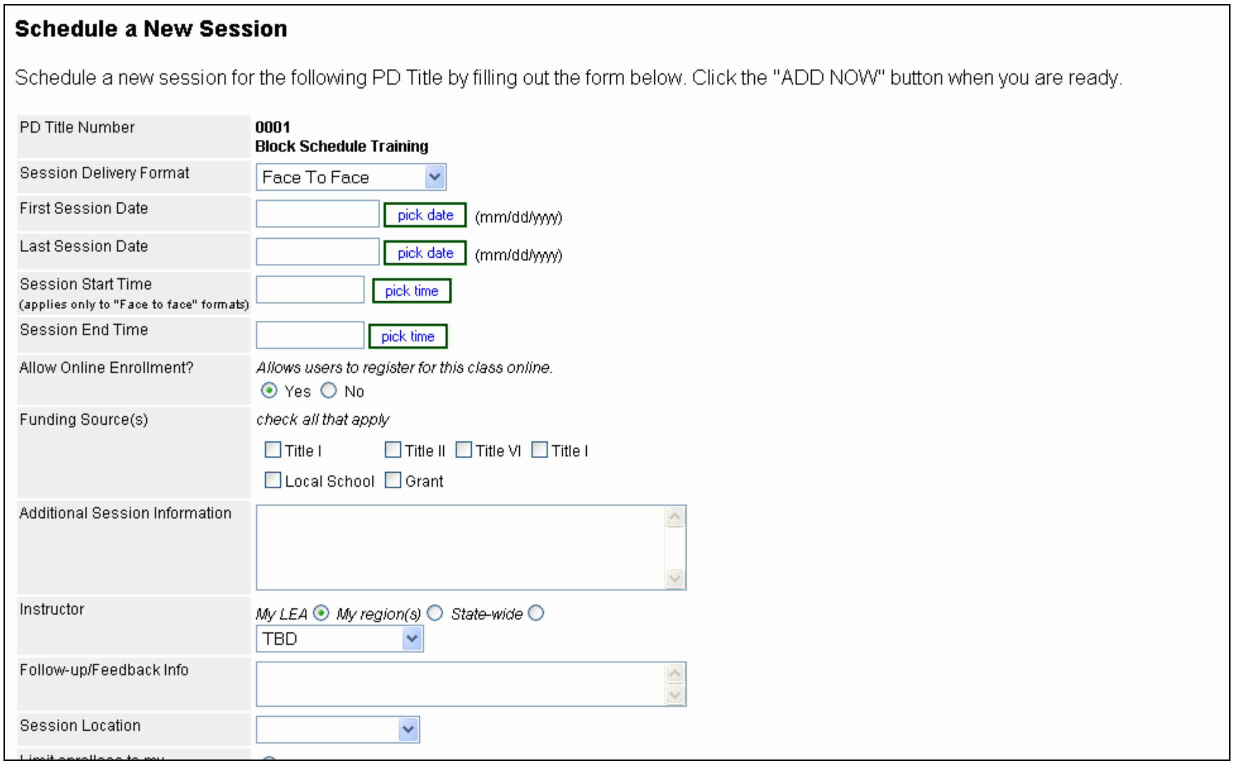
This allows you to copy and use information already created in a previous session. Once you have selected this option you will see a list of all previous sessions for the selected PD Title.

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



New Session Form

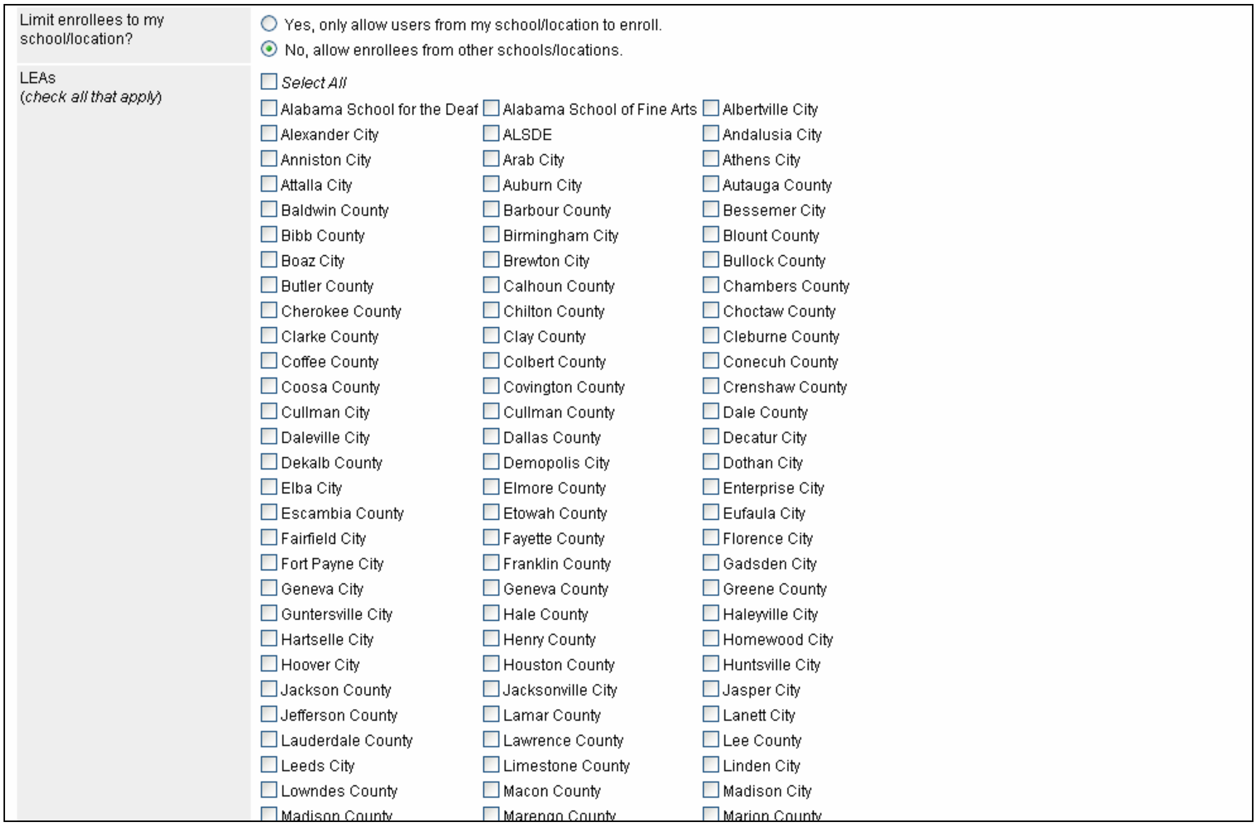
This allows you to add a session using a new form as shown below. Fill in all appropriate information.



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*.

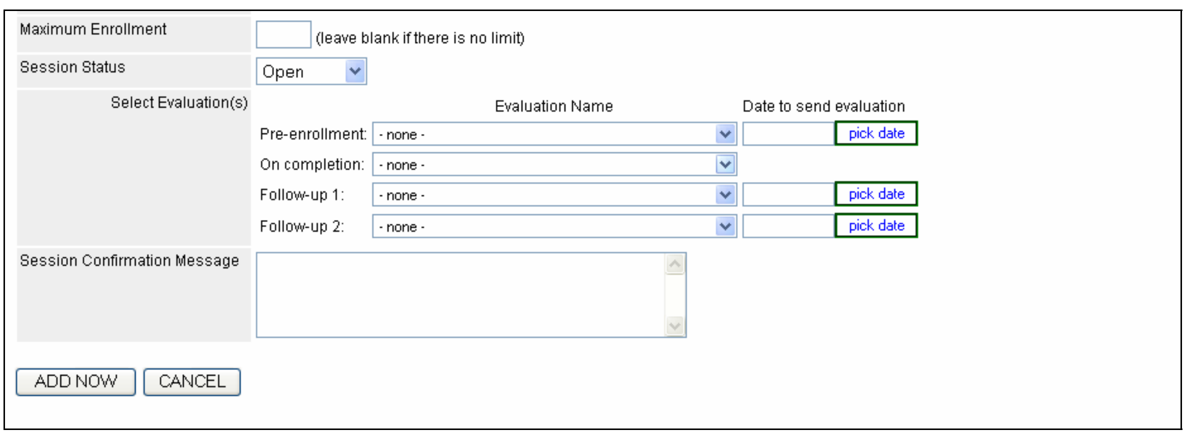
- **Limit Enrollees to my schools/location**: This feature allows you to create a session that is offered only to the employees at your location. If you select this option, the program will note your location (such as the high school) and will only allow employees from that location to enroll in this 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)*	☐ *Select All*

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

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



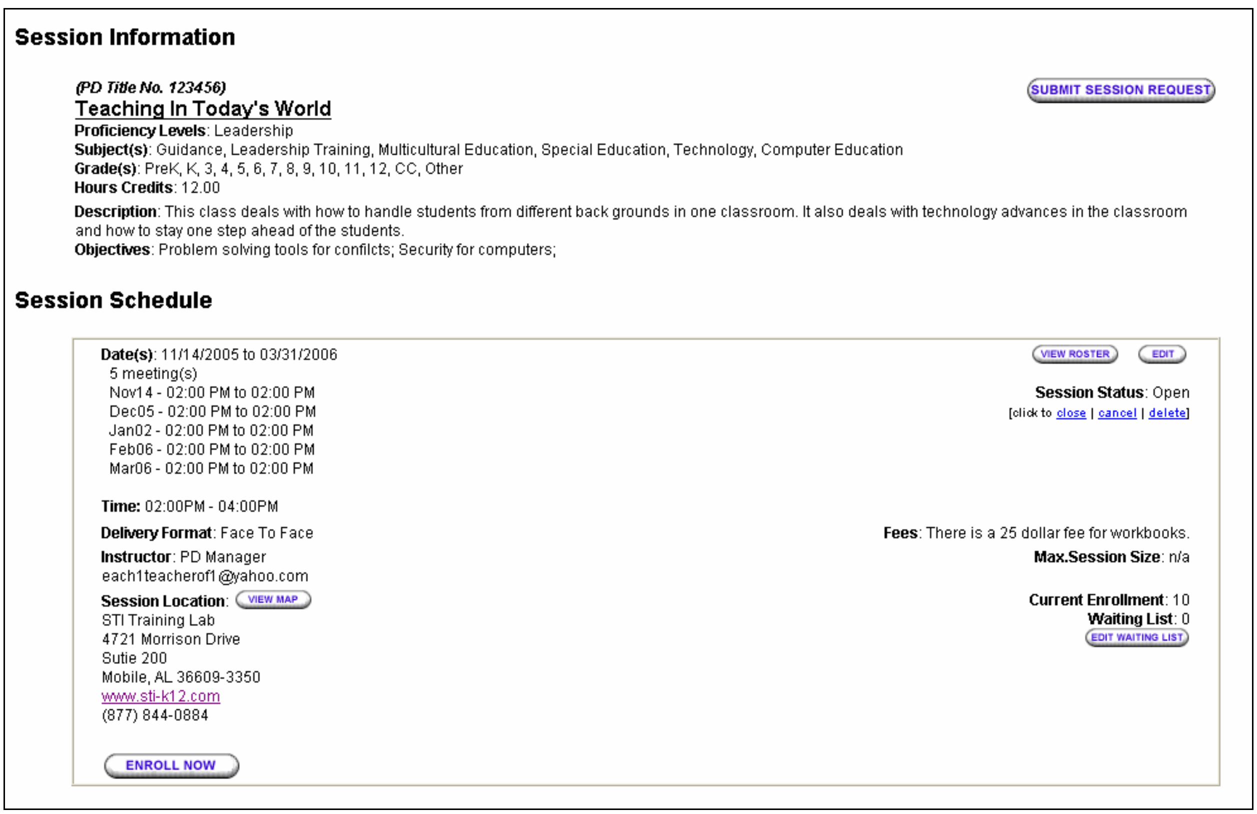
Maximum Enrollment	(leave blank if there is no limit)	
Session Status	Open	
Select Evaluation(s)	Evaluation Name	Date to send evaluation
	Pre-enrollment: - none -	pick date
	On completion: - none -	
	Follow-up 1: - none -	pick date
	Follow-up 2: - none -	pick date
Session Confirmation Message		

ADD NOW CANCEL

View Schedule

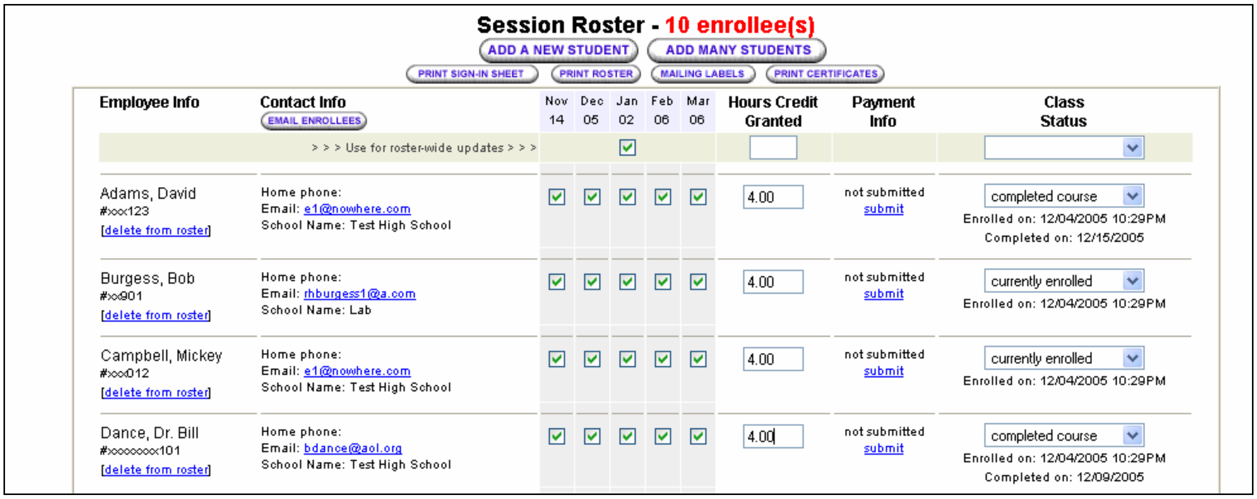
By clicking the **View Schedule** link for a PD Title, you will see a list of all sessions that have been scheduled for the selected PD Title. For each scheduled session, you may:

- **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.



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.

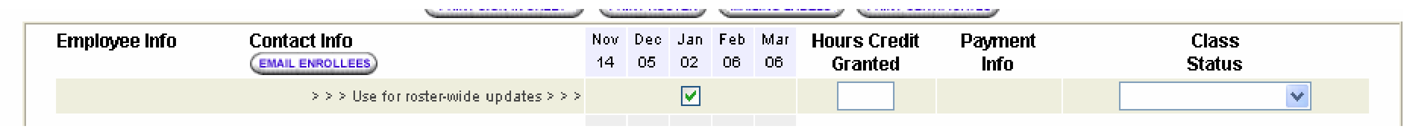


- You may mark attendance for an employee by selecting the checkboxes under each date that they attended
- You may enter the *Hours of Credit Granted* for each employee
- You may set a current class status for an employee such *as Currently Enrolled*, *Completed Course*, *Withdrew from Course* and *Dropped 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 3rd 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

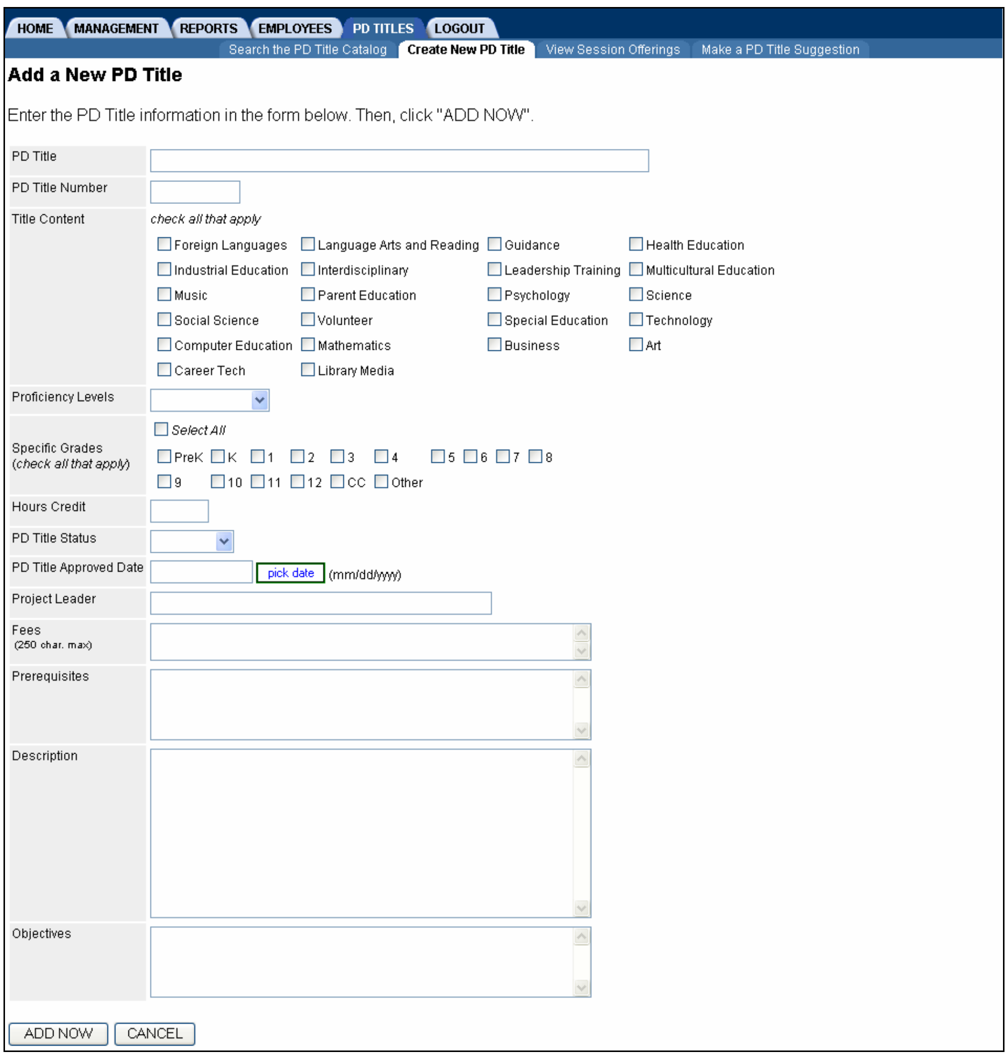
This area allows for changes to be made to entire roster at one time, without having to go to each student individually. This feature is located at the top of the roster.



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.

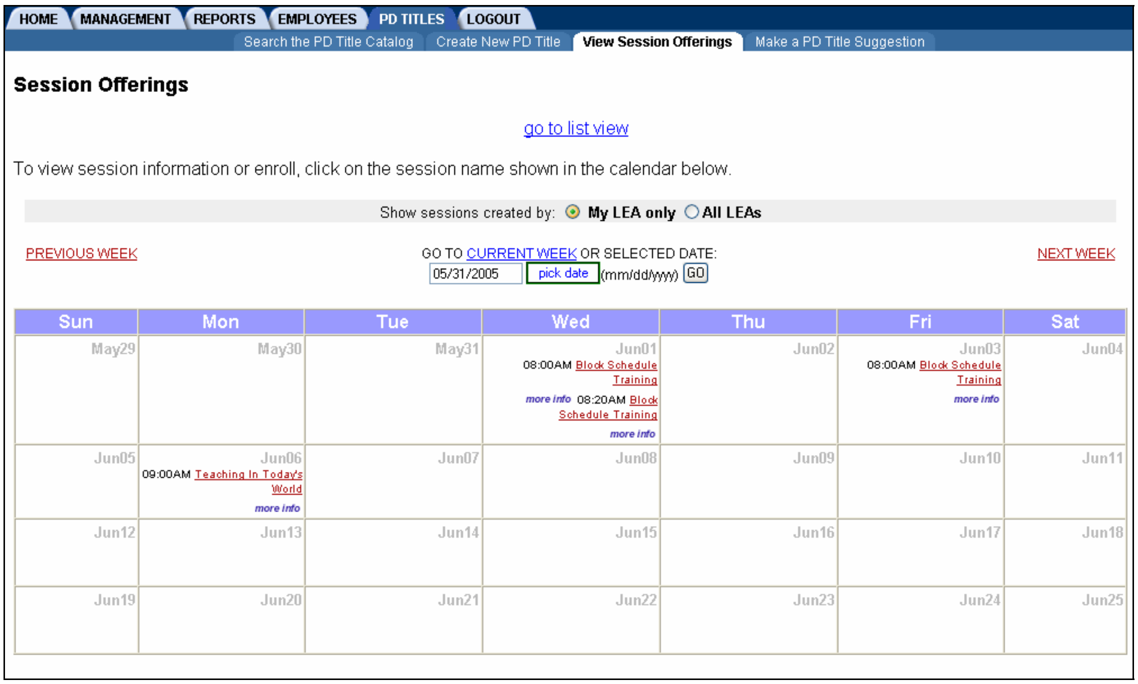


Note: When you first create a PD Title, you do not have the option to Attach Programs or References. This may be done after the PD Title has been created by editing the PD title.

View Session Offerings

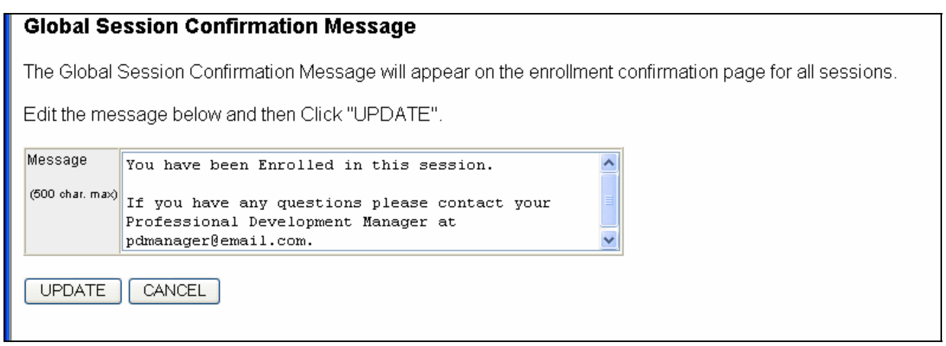
Session offerings may be shown in either *Calendar* or *List* view. Click on the desired class to edit session information or to enroll in that class.

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 attendee receive when enrolling in any session.

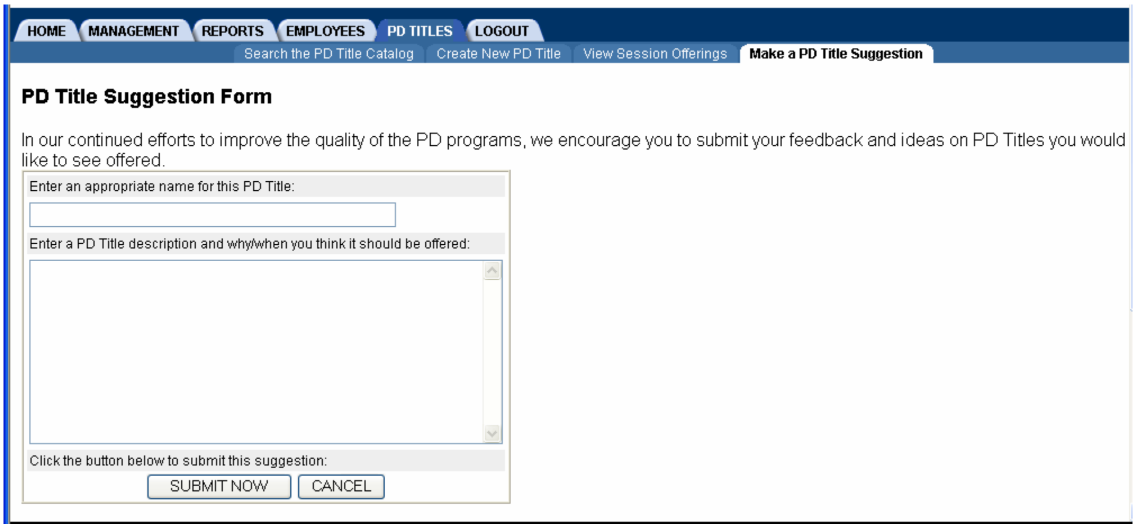


Make a PD Title Suggestion

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.

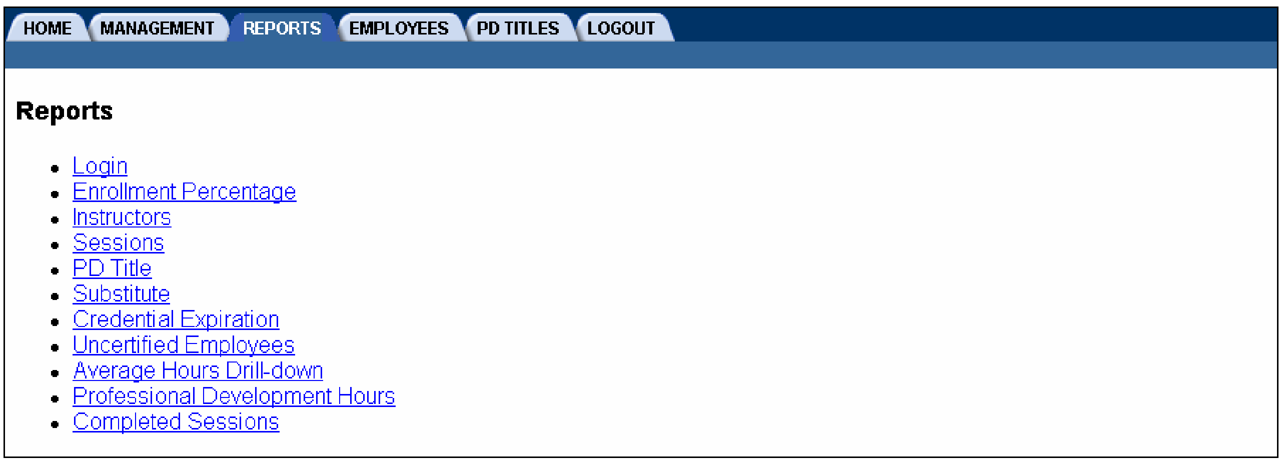


Reports Tab

Report Options

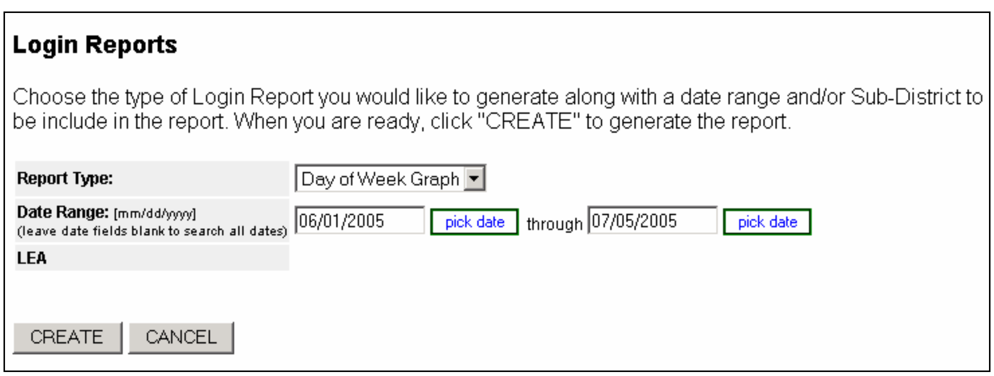
You may find that the *Reports* Tab will be the most useful feature for you when tracking Professional Development for employees.

The following reports may be generated from the Reports tab:



Login Report

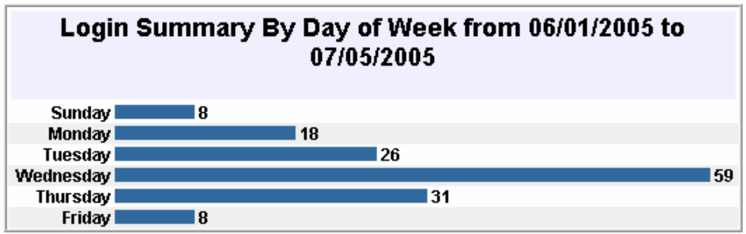
This report is used track the number of logins that have occurred during a specific time range. Enter the date range in the fields and click **CREATE** to view the report.



Sample Login Report

Login Reports

Login Summary By Day of Week from 06/01/2005 to 07/05/2005



Daily Logins by LEA

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8-Software Technologies, Inc.	**18**-Software Technologies, Inc.	**26**-Software Technologies, Inc.	**59**-Software Technologies, Inc.	**31**-Software Technologies, Inc.	**8**-Software Technologies, Inc.

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.

Report Type:	By PD Title
Date Range: [mm/dd/yyyy] (leave date fields blank to search all dates)	06/05/2005 pick date through 07/05/2005 pick date
LEA	
Include classes with no "max.students" specified?	Yes

CREATE CANCEL

The sample report shown below was generated by PD title.

Enrollment Percentage Report

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)	**5.00%** (2 of 40)
Integrating Children's Literature Into Music! And Recorders, Recorders, Recorders... (Gr. K-5) (2 classes)	**6.67%** (2 of 30)
Introduction to Microsoft PowerPoint (Gr. K-12) (1 class)	**6.67%** (1 of 15)
Introduction to Word Processing With Microsoft Word (Gr. K-12) (1 class)	**6.67%** (1 of 15)
Palm Basics (Gr. K-12) (1 class)	**3.33%** (1 of 30)
The Art-Writing Connection: Using Art to Promote Student Writing (Gr. 3-12) (2 classes)	**5.00%** (2 of 40)
Word Processing: Using Microsoft Word 2000 to Enhance Teaching and Learning (Gr. K-12) (1 class)	**3.33%** (1 of 30)

Instructors Report

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

Instructor Reports

LEA

Instructor Name First Last

Instructor's School Code lookup School Code

Title Content Previously Taught (check all that apply)

Taught ANY of the selected items.

- Foreign Languages
- Language Arts and Reading
- Guidance
- Health Education
- Industrial Education
- Interdisciplinary
- Leadership Training
- Multicultural Education

This generated report displays our instructors.

Instructor Report Results

The following instructors were found:

Name	Location Info	Empl#/Email	Sessions Taught	Options
Faulkner, Gary *Software Technologies, Inc.*	Test High School #001	xxxxxx789 support@sti-k12.com	[#0001] Block Schedule Training 06/01/2005 - 06/03/2005 @ STI Training Lab [#789654] Reading is Fundamental 02/25/2005 - 02/28/2005 @ Test High School	view/edit profile
Naylor, Robert *Software Technologies, Inc.*	Test High School #001	x234 e1@nowhere.com	[#0001] Block Schedule Training 05/16/2005 - 05/20/2005 @ STI Training Lab [#0001] Block Schedule Training 05/16/2005 - 05/16/2005 @ STI Training Lab [#0001] Block Schedule Training 05/16/2005 - 05/16/2005 @ STI Training Lab	view/edit profile
Wood, Jenna *Software Technologies, Inc.*	Test High School #001	xxxxxx987 support@sti-k12.com	[#123456] Teaching In Today's World 02/25/2005 - 02/25/2005 @ STI Training Lab	view/edit profile

Session Report

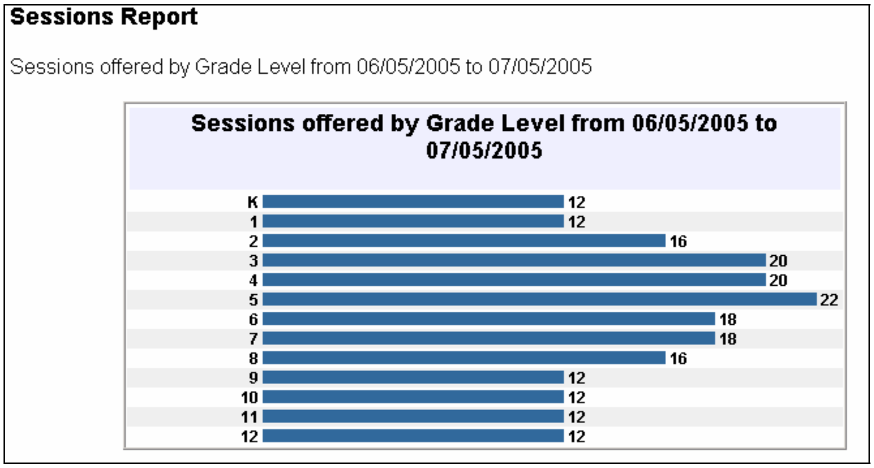
This report is used to list sessions offered over a date range and display them by grade level, instructors, proficiency levels, references or course subject.

Session Reports

Report Type	Grade Level
LEA	
Date Range: [mm/dd/yyyy] (leave both fields blank to get all dates)	06/05/2005 pick date through 07/05/2005 pick date

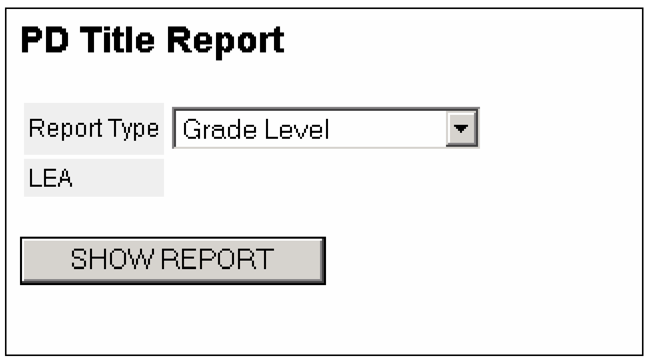
CREATE RESET

This generated report displays sessions offered by grade level.

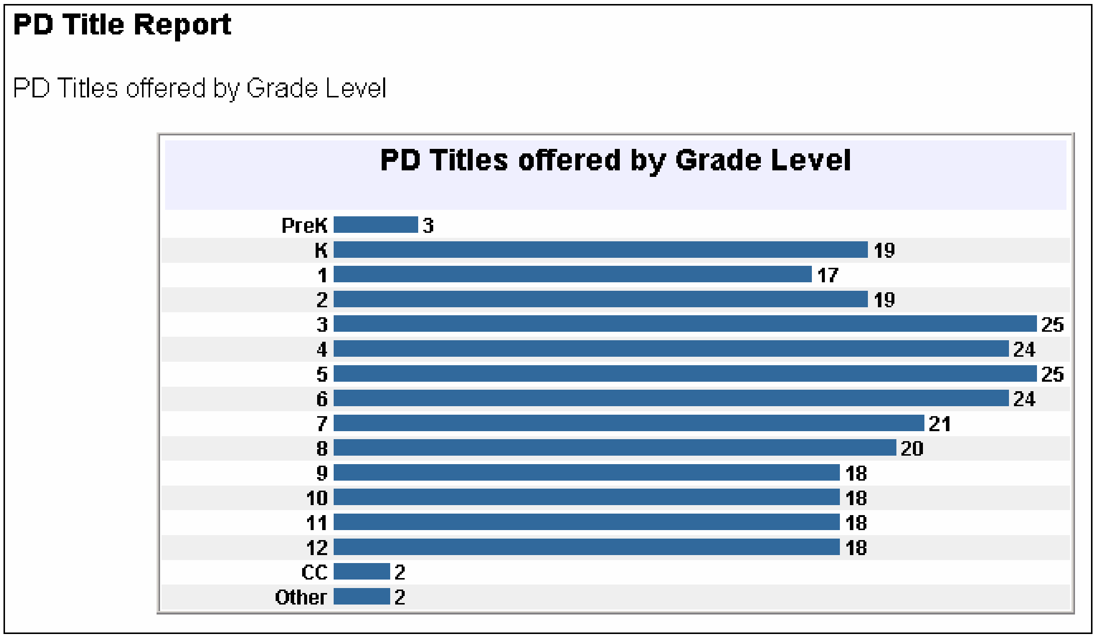


PD Titles Report

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.

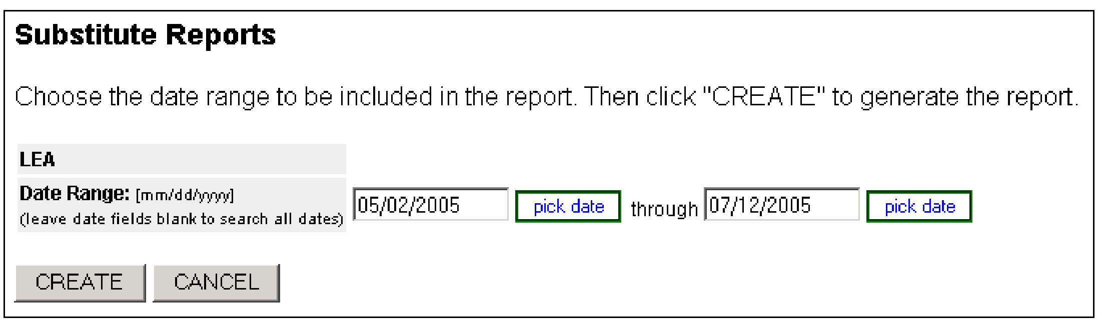


This generated report displays PD titles offered by grade level.



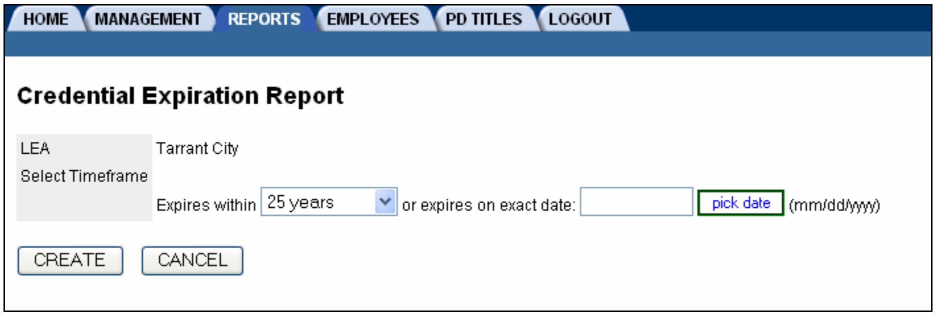
Substitute Report

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

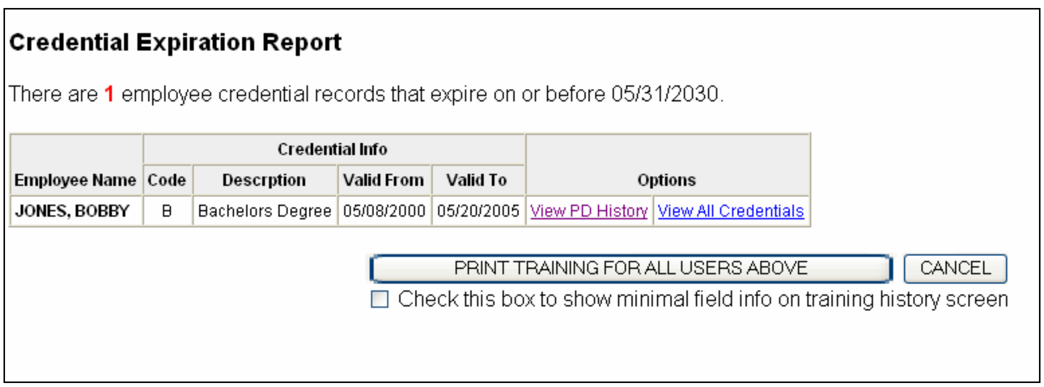


Credential Expiration Report

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



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.

	Credential Info				Options	
Employee Name	Code	Descrption	Valid From	Valid To		
JONES, BOBBY	B	Bachelors Degree	05/08/2000	05/20/2005	View PD History	View All Credentials

PRINT TRAINING FOR ALL USERS ABOVE CANCEL

☐ 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 ☑ ☑	*session ended*		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 Conferenec** Demonstration	Tarrant Board of Education	Feb03 Feb04 ☐ ☐	*session ended*		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 ☐ ☐ ☐	*session ended*		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 ☐	*session ended*		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
				Totals:	**29.5**	**1.6**	

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: All Uncertified

CREATE CANCEL

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.

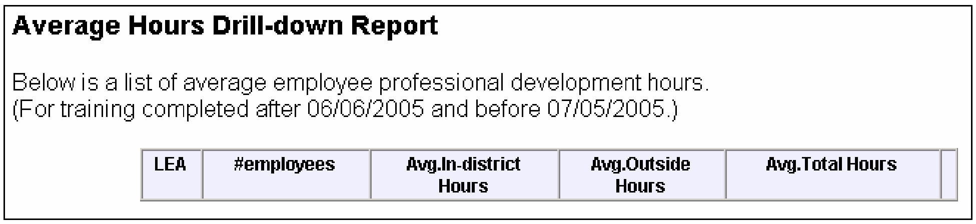
Average Hours Drill-down Report

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]
(leave both fields blank to get all dates) 06/06/2005 pick date through 07/05/2005 pick date

CREATE CANCEL



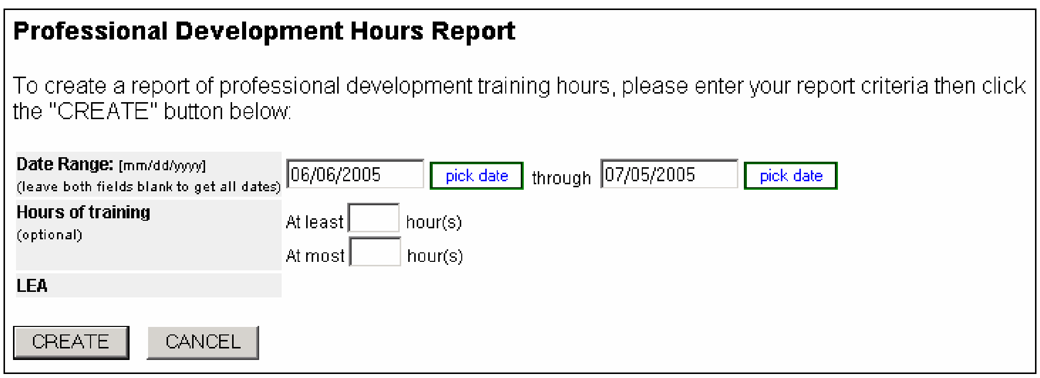
Average Hours Drill-down Report

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

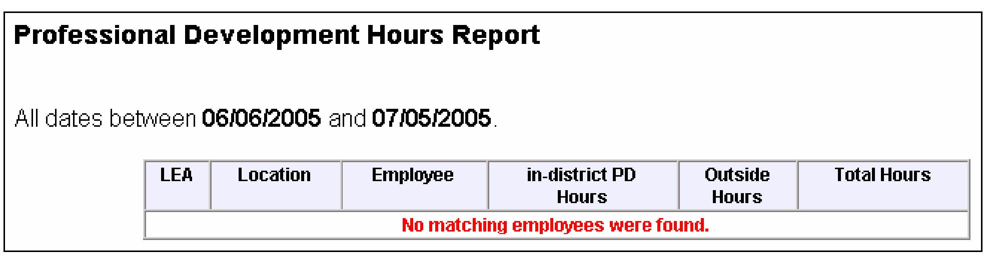
To create a report of professional development training hours, please enter your report criteria then click the "CREATE" button below:

Date Range: [mm/dd/yyyy]
(leave both fields blank to get all dates) 06/06/2005 pick date through 07/05/2005 pick date

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

LEA

CREATE CANCEL



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
No matching employees were found.					

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)	06/01/2005 pick date through 07/05/2005 pick date
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)

CREATE CANCEL

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	view/edit profile training history reports training history list

Resources

Other Resources Available for STI PD

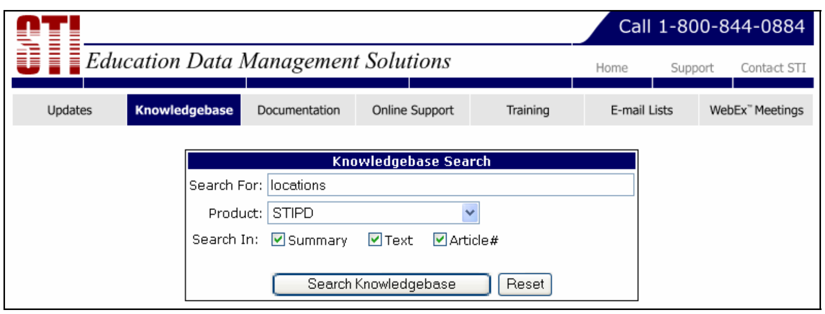
Other resources available for STI PD provide information on the program that users may download at any time. These resources include:

- **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 and click on the **Support** link in the top right corner of the screen (user login and password required).

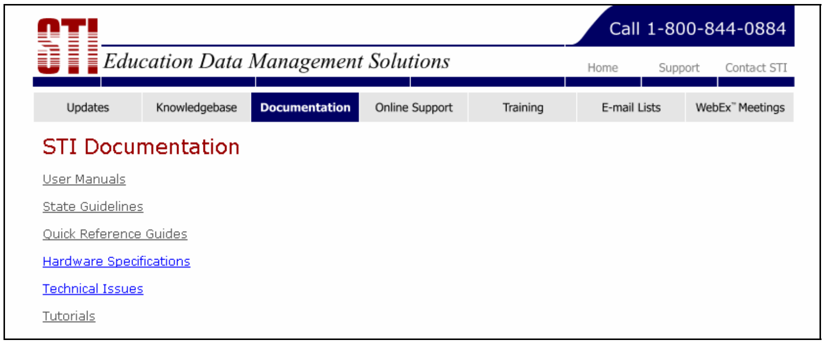
Knowledgebase

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.



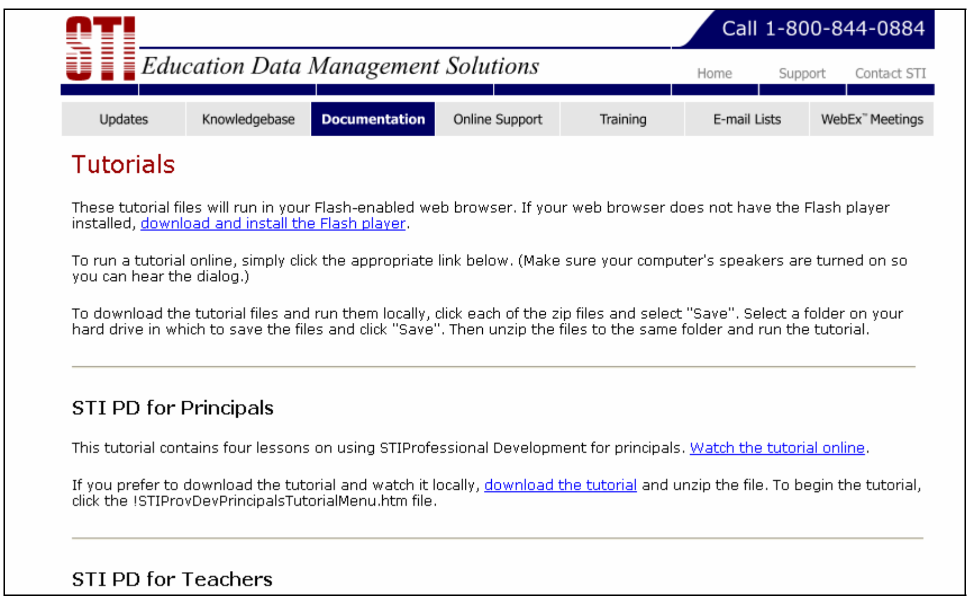
User Manuals and Quick Reference Guides

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



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.



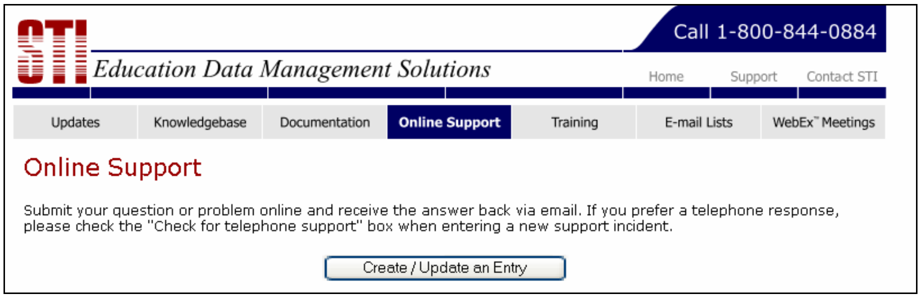
Support

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

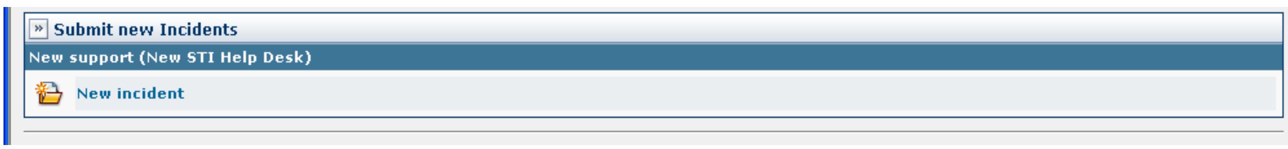
Online Support

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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