



User's Manual Summer 2009

Texas Version



Table of Contents

Workshop Roles & Tabs	3
Workshop Setup	
General Options.....	5
Shopping Cart.....	11
Instructors.....	13
Guests.....	14
Credit Types.....	15
Course Categories.....	16
Training Locations.....	17
Professional Development Levels.....	18
Course Surveys.....	20
Goals.....	21
Custom Fields	22
District and School Courses	
Life of a Course.....	23
Viewing and Managing Courses.....	24
Creating a New Course.....	25
Editing Course Information.....	26
Course Description.....	26
Credits and Categories.....	31
Attendees Tab.....	34
Survey Tab.....	38
Notes Tab.....	38
Discussion Tab.....	39
School Courses.....	41
Course Ideas.....	42
eCourses	
Life of an eCourse.....	43
Creating a New eCourse.....	44
Editing Course Information.....	45
Authoring an eCourse.....	48
Instructing an eCourse.....	52
Staff Portfolios	
Viewing Staff Portfolios.....	56
Portfolio Transfer.....	58
Viewing Staff Portfolios (other views)	59
Certifications (Texas only)	61
Credit Item Requests	
Requesting Credit.....	63
Approving and Denying Requests.....	66
Professional Development Levels	
Setting up PD Levels.....	69
Earning a PD Level.....	71
Shopping Cart	
Shopping Cart Setup.....	75
Award Review Process.....	78
Go Shopping!	79
Reports	81

Workshop Roles

These apply to District Courses, School Courses & eCourses.

Professional Development Administrator	<ul style="list-style-type: none"> • Manage all aspects of SchoolObjects:workshop including setup options, feature enabling, course creating, attendance management, credit request reviews, course manager assignment, etc. • Best limited to a small number of users
Principal	<ul style="list-style-type: none"> • View staff portfolios • Review credit requests • Limited reports <p><i>Note: Principal only views staff associated with his/her school</i></p>
School Course Editor	<ul style="list-style-type: none"> • Create, edit and manage <i>school</i> courses
District Course Editor	<ul style="list-style-type: none"> • Create, edit and manage all <i>district</i> courses
Instructor Course Editor	<ul style="list-style-type: none"> • Create and manage courses where user is an instructor <p><i>Note: User is first added as an instructor in the management tab and then assigned to the course</i></p>
District Credit Approver	<ul style="list-style-type: none"> • Approve credit requests at the district level
Limited Course Manager	<ul style="list-style-type: none"> • Manage courses when designated as the Course Manager

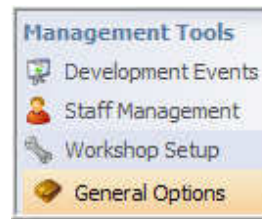
Tabs in Workshop	
Workshop	<ul style="list-style-type: none"> • Course Registration – search and register for courses • My Portfolio – track all staff development courses and credits, certifications, and wizard to request outside credit • Go Shopping (if enabled) – purchase items in shopping cart • Submit Courses (if enabled) – propose course ideas to professional development managers <p><i>Note: All eduphoria! users have the Workshop Tab</i></p>
Manage	<ul style="list-style-type: none"> • Development Events – create, manage, and edit courses, school courses & eCourses; review course ideas • Staff Management – view portfolios, credit requests for review, and locked staff • Workshop Setup – general options, enable and manage features
Principal	<ul style="list-style-type: none"> • View Staff Portfolios – only staff associated with his/her school • Credit Item Requests (if enabled in general options)
Instructor/Author	<ul style="list-style-type: none"> • Standard Courses <ul style="list-style-type: none"> ○ Overview ○ Class notes ○ Discussion ○ Attendance – mark attendees absent ○ Survey – enabling option and results after course is closed • eCourses <ul style="list-style-type: none"> ○ Overview ○ Participants – pending review, active participants, credit earned & credit denied (if given instructor rights for particular eCourse) ○ Author – add course content and assessments (if given author rights for particular eCourse)
Credit Review	<ul style="list-style-type: none"> • Credit Type Review – reviews requests for specific credit types
Reports (Manager)	<ul style="list-style-type: none"> • NCLB • Catalog Body • Guest Enrollment • Instructor Course • Stipend • Staff Enrollment** • Staff Credit** • Goals** • Professional Levels** • Staff Certification** • Staff Absence** • Substitute** • Course Spreadsheet Export • Staff Spreadsheet Export • Enrollment Statistics Report
Reports (Principal)	<p>** Reports for Principal view</p> <p><i>Note: Principal reports only include staff associated with his/her school</i></p>

Workshop Setup

Workshop Setup allows you to configure the various settings and parameters that determine how Workshop functions. These elements are typically established during initial startup and then left alone. Remember to **Save Changes** after making any modifications.

General Options

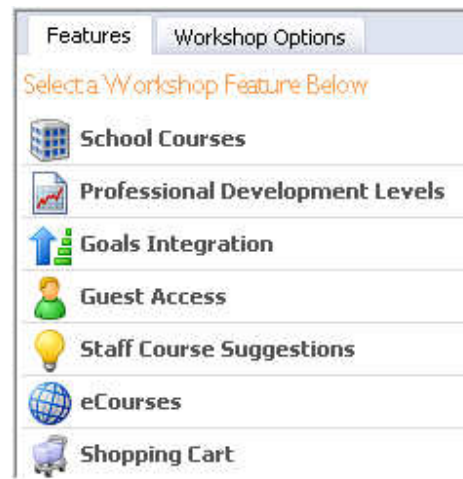
Under the *Manage* Tab, **General Options** allow districts to customize Workshop to meet their individual needs.



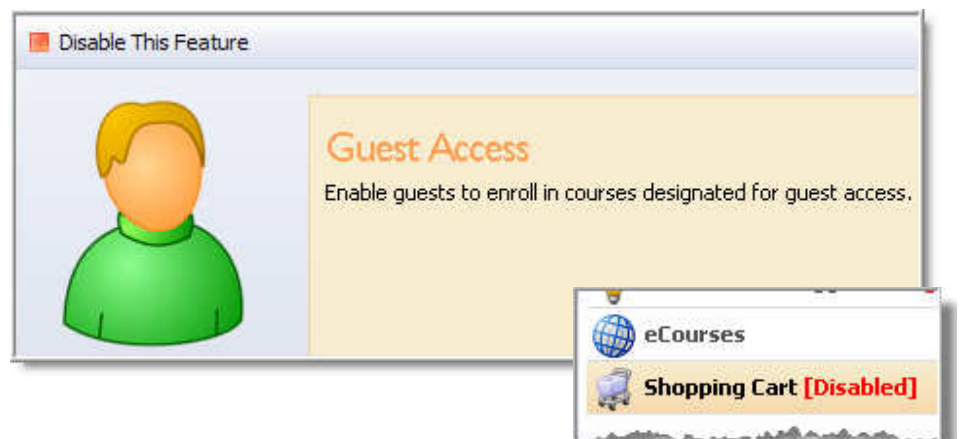
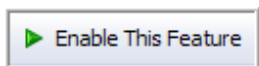
Features Tab

Selecting a particular Workshop feature will display the description at the bottom of the screen.

Additional information about these features is explained in later sections of this manual.



Use the toggle on the toolbar to **Disable This Feature** or **Enable This Feature**. Disabled features will display **[Disabled]** to the right of their names.

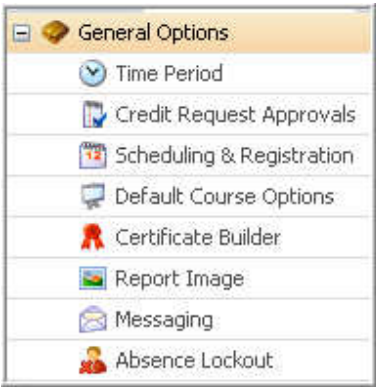


Workshop Options Tab



General Options

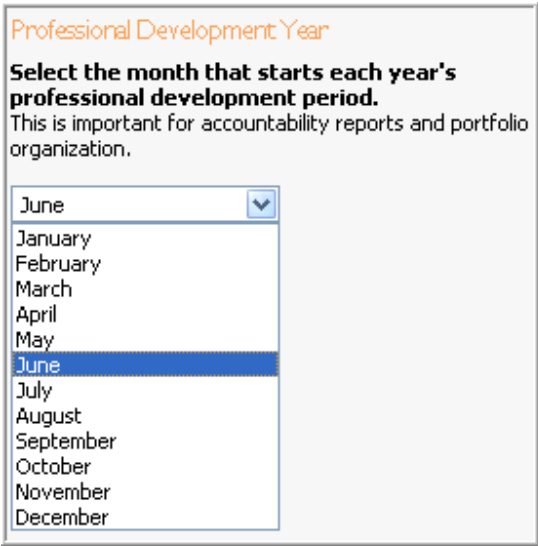
Setting these options will affect the entire district. Expand the list under the General Options heading by clicking on the + sign to the left of the heading.



Time Period

From the drop-down list, select the month that starts each year's professional development period.

This is important for accountability reports and portfolio organization.



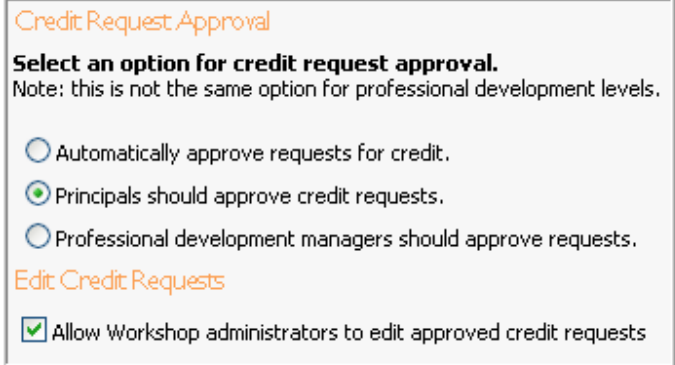
Credit Request Approval

Automatically approve – Every credit request from staff members will be approved and updated in their portfolios.

Principals approve – Credit requests from staff members will be directed to the respective principals for approval.

Professional Development Managers approve – Credit requests from staff members will all be directed to the Workshop Professional Development Administrators.

Edit Credit Requests – After a staff member submits a credit request, the administrator has the option to edit the details (number of credits and credit type) before approving.



Credit Request Approval

Select an option for credit request approval.
Note: this is not the same option for professional development levels.

- ☐ Automatically approve requests for credit.
- ☒ Principals should approve credit requests.
- ☐ Professional development managers should approve requests.

Edit Credit Requests

- ☒ Allow Workshop administrators to edit approved credit requests

Note: If specific credit types have a designated approver, then that person must approve the request first before credit is granted.

Scheduling & Registration

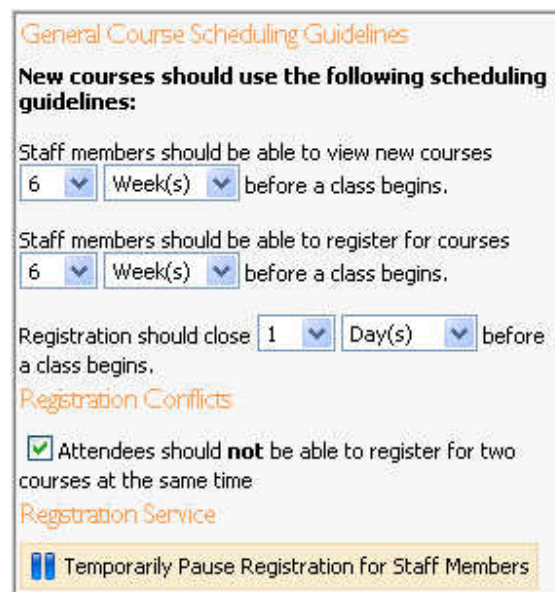
General Course Scheduling Guidelines:
Scheduling guidelines allow districts to control the default timelines for staff registration.

Set the default registration timelines for all courses that are created using the drop-down options.

Note: This is only the default setting. These can be edited within each particular course.

Registration Conflicts: Specify whether or not to allow partial credit by preventing registration conflicts.

Registration Service: Temporarily pause registration for all staff members by clicking on the link. Staff members will be notified of the pause in registration when viewing a course. This option is a toggle. Click once to enable the pause, and click again to disable it.



General Course Scheduling Guidelines

New courses should use the following scheduling guidelines:

Staff members should be able to view new courses Week(s) before a class begins.

Staff members should be able to register for courses Week(s) before a class begins.

Registration should close Day(s) before a class begins.

Registration Conflicts

- ☒ Attendees should **not** be able to register for two courses at the same time

Registration Service

☒ Temporarily Pause Registration for Staff Members

Default Course Options

Default Options: Districts can define the default maximum seating for courses.

Survey Requirements: If a district requires surveys to be completed for every course, check this box.

Auto Complete Courses: Set the number of days after a class ends to automate the completion of the course.

Course Credit Timing: To delay either credit approval or certificate printing until the course is marked complete, check either or both of the boxes.

Stipends: To enable stipend management for courses, check this box. Details regarding stipends are defined in the management of individual courses.

Default Options

The default maximum seating setting for courses should be set to .

Survey Requirements

☐ Surveys should be required on courses by default.

AutoComplete Courses

☒ Automatically mark a class as 'Completed' day(s) after a class ends.

Course Credit Timing

☐ Delay credit assignment for standard courses until the course is marked completed.

☐ Delay certificate printing for standard courses until the course is marked completed.

Stipends

☒ Enable stipend management for courses.

Certificate Builder

Browse for an image (district logo, seal, etc.) and upload it. The image will appear on Workshop certificates.

Note the image requirements for best results.

District Certificate Image

Browse for an image to appear on the certificates:

For best results, the image should be in JPEG format with an approximate image size of 200 X 200 (pixels):

Image File



Report Image

Browse for an image (district logo, seal, etc.) and upload it. The image will appear on Workshop reports in PDF format.

Workshop Report Image

Browse for an image to appear on applicable Workshop reports:

The image will print 1 inch X 1 inch, and it will automatically size the image.

For best results, you should pre-scale the image to the appropriate size:

Report Image File



Instructor Report	
10/20/2016 10:10:00 AM	
All Instructors	
Alford, Sharon	Instructor
Alford, Sharon	Course
Alford, Sharon	1
Alford, Sharon	2
Alford, Sharon	3
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Email Messaging

Messaging options control how Workshop will communicate with staff members.

Enable Messaging: Uncheck this box to disable email messaging. No email messages will be sent while this is unchecked.

Reminder Notification: Registered course attendees can receive an email reminder prior to the course start date. Workshop administrators determine when this email goes out by changing the settings in this section.

Instructor/Manager Attendance Email: Workshop administrators can choose to automate emails informing instructors of courses that may not have enough attendees enrolled. Specify how many days before a course begins that this notification should be emailed. Also, specify the minimum number of enrollees to prevent this notification.

Note: This is only an email. No action automatically occurs to cancel or postpone the course.

Email Dialogs: If checked, Workshop will launch the Windows default email client when sending emails.

Workshop Email Messaging

☒ Enable Workshop Messaging

Reminder Notification

☒ Send reminder messages day(s) before a class begins.

Instructor/Manager Attendance Email

☒ Send a message day(s) before a class begins to course instructors if at least staff members are not enrolled.

This should be before the regular course reminder emails are sent.

Email Dialogs

☒ Use mail client for email dialogs

Absence Lockout

Staff Absence Lockout: This feature allows districts to prevent frequently absent staff from registering for courses.

If enabled, the lockout feature specifies how many absences should be allowed before a staff member is locked out. As noted, prior absences will not be counted.

Note: Manual lockout will not be available unless this option is enabled. If a district does not want to use automatic lockout, only manual, then set the number of required absences to a value that cannot be reached.

Reset Locks: By clicking on the **Clear All Locks** link, all staff members that have been locked out will be restored. Once restored, absences that counted toward the lockout will no longer count. Staff portfolios will still reflect the absence, but these absences will no longer count towards a future lockout, only new absences.

Staff Absence Lockout


The absence lockout feature enables the district to set a threshold to prevent self-registration for excessive absences.

☒ Enable the absence lockout feature and prevent staff members from registering after absences from the time this feature is enabled.

Note: prior absences will not be counted toward the absence lockout count.

Reset Locks

To clear all registration locks, select the button below:

 Clear All Locks

Certification Management



Certification Areas

Teacher Certification Areas:

This section provides the list of all possible certifications held by educators.

Note: As the state renames and changes certification areas, use the **Add**, **Edit**, and **Remove** buttons to update this list.

A screenshot of the 'Teacher Certification Areas' management window. It has a title bar 'Teacher Certification Areas' and a subtitle 'Enter new certification areas or select an entry to edit'. On the right, there are three buttons: 'Add Item', 'Edit Item', and 'Remove Item'. The main area is a list of certification areas, each preceded by a wrench icon. The list includes: All-Level Music, All-Level Physical Education, Assistant Principal, Counselor, Driver Education, Early Childhood Education, Early Childhood Education-Handicapped, Educational Diagnostician, Elementary Biology, Elementary Early Childhood Education, Elementary Earth Science, Elementary English, and Elementary French. There are up and down arrows on the right side of the list.

SBEC

Texas SBEC Management:

Check the box to allow your district to specify your SBEC number and certification classes.

By default, Texas SBEC will be enabled. Simply uncheck the box to disable that feature. Enter the SBEC CPE Provider ID.

Instructor Credit: Set the number of credits instructors may earn towards certification renewal.

Certification Classes: Districts can modify the criteria for certification renewal. Use the **Add**, **Edit**, and **Remove** buttons to modify these classes as the state changes requirements.

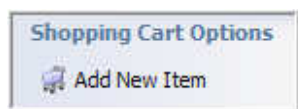
A screenshot of the 'Texas SBEC Management' window. It has a title bar 'Texas SBEC Management'. The first section has a checkbox 'Enable Texas SBEC' which is checked. Below it is a text field 'If your district is a SBEC CPE provider, enter your provider ID:' with the value '555555'. The second section is titled 'Instructor Credit' and has a text field 'Instructors may earn' with the value '15' and the text 'credits toward certification renewal.' The third section is titled 'Certification Classes' and has a subtitle 'Enter new certification classes or select an entry to edit'. It has three input fields: 'Class Name:', 'Years to Renew:', and 'Hours Required:'. On the right, there are three buttons: 'Add Item', 'Edit Item', and 'Remove Item'. The main area is a list of certification classes, each preceded by a wrench icon. The list includes: Classroom Teacher (150 clock hours every 5 years), Counselor (200 clock hours every 5 years), Education Aide (0 clock hours every 5 years), Education Diagnostician (200 clock hours every 5 years), Librarian/Learning Resource Specialist (200 clock hours every 5 years), Master Teacher (200 clock hours every 5 years), Principal (200 clock hours every 5 years), and Reading Specialist (200 clock hours every 5 years). There are up and down arrows on the right side of the list.

Shopping Cart

The Shopping Cart is an easy way to track rewards based on professional development credits. The cart is composed of a series of items with various details and credit costs. Workshop can track inventory and purchases within the shopping cart.

Add New Shopping Cart Items

Select **Add New Item**.



Complete the Wizard with title, description, and initial quantity on hand. If an unlimited quantity exists, select "Do not track quantities." Select **Next** then **Finish**.

Repeat this process for all items in the Shopping Cart inventory.

A wizard form titled "New Shopping Cart Item" with a blue header. It contains the following fields: "Item Title:" with a text input field; "Description:" with a large text area; and "Initial Quantity On Hand:" with a numeric input field set to "0" and a checkbox labeled "Do not track quantities".

Item Details Tab

Edit the title, description, and quantity as needed. The **Options** heading allows districts to disable quantity tracking, automatically approve requests, and allow multiple rewards.

Credits Required: Specify which credits are required to purchase this item. Each credit type that is allowed for the shopping cart will be displayed here. Each credit type displayed can have various values, and each value will have to be met in order to purchase the item.

A detailed form titled "Shopping Cart Item" with a blue header. It includes buttons for "Save", "Inactive", and "Delete". Below the title is a sub-header "Shopping Cart Item" and a description "Edit the shopping cart item below.". There are three tabs: "Item Details", "Item Picture", and "Awards". A status bar indicates "0 items have been awarded and there are currently 0 requests.". The "Shopping cart item details" section contains: "Item Title:" with the value "1 GB Flash Drive"; "Description:" with the value "Flash Drive, 1 GB"; "Quantity On Hand: 20" with an "Increase Quantity" button; "Options:" with checkboxes for "Do not track quantities", "Automatically approve requests", and "Allow multiple awards"; and "Credits Required" with a "Tech Bucks" input field set to "0".

Item Picture Tab

Browse for an image and upload it. This image will appear along with the item description in the shopping cart for staff members.



Awards Tab

View a list of all Pending Requests and Awarded items. Use this tab to approve pending rewards if requests are not automatically approved.

Select the individual request and **Approve** or **Return Item** to the staff member.



Active/Inactive button: Toggle to make the item available to staff for purchase from the cart or hide it from view.

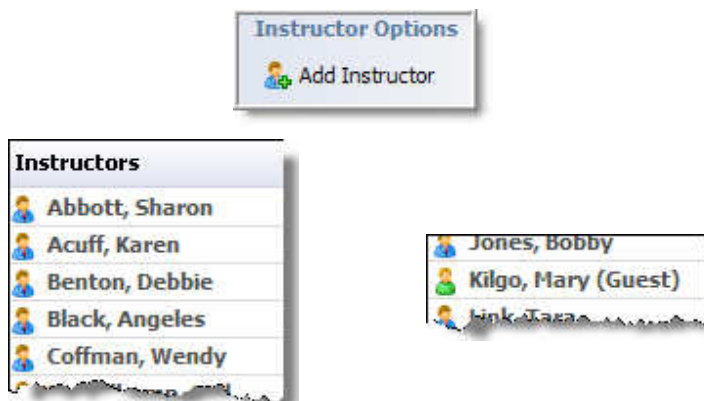
Save or **Delete** as necessary.



Instructors

Add Instructors to the list by selecting the **Add Instructor** link in the lower left corner. Choose either a **Staff Member** or a **Guest Instructor** as the instructor type. Enter the name or email address to locate a user account.

Note: Before adding a guest to the Instructors list, that guest account first needs to be created under **Guests**. (Enabling this feature is discussed later in the manual.) Guests are identified in the Instructors list.



Edit Instructor

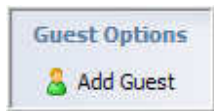
Instructor Tab: Update the phone number and biography for an instructor.

Survey Results Tab: Survey outcomes are viewable as a Cumulative Report or by Specific Courses. Use the drop-down lists to choose the survey or course. Print the survey results as needed.

Signature Tab: Browse for an image to appear as the **Instructor's Signature** on course certificates.

















Guests

Add Guest: Click on the **Add Guest** link in the lower left corner to create a new guest account. Guest accounts can be used for instructors as well as attendees of courses as defined by the district.



Enter first and last names, email address, and password for all guest accounts. Clicking on a guest's name will allow editing of their information.

Save or **Delete** as necessary.

Guests	 Save Guest  Delete Guest
 Blair, Tonya	Edit Guest Enter the information below for a guest account. Guest may logon to SchoolObjects for limited application access. Name First Name: <input type="text"/> Last Name: <input type="text"/> Email Address: <input type="text"/> Guest Password: <input type="password"/>
 D, Aaron	
 Frederickson, Laura	
 Gail, Tonya	
 Guest, Captain	
 Guest, Guest	
 Jackson, Kevin	
 Kilgo, Mary	
 M, Colin	
 Smith, Ronald	
 Tapp, Michael	
 Tapp, Tonya	
 Tapp, Tonya	
 Test, Colin	

Credit Types

Credit Type Options

 Create New Credit Type

Create New Credit Type: Enter the details of the credit type under General Options, or select a specific credit type to edit the details.

General Options Tab:

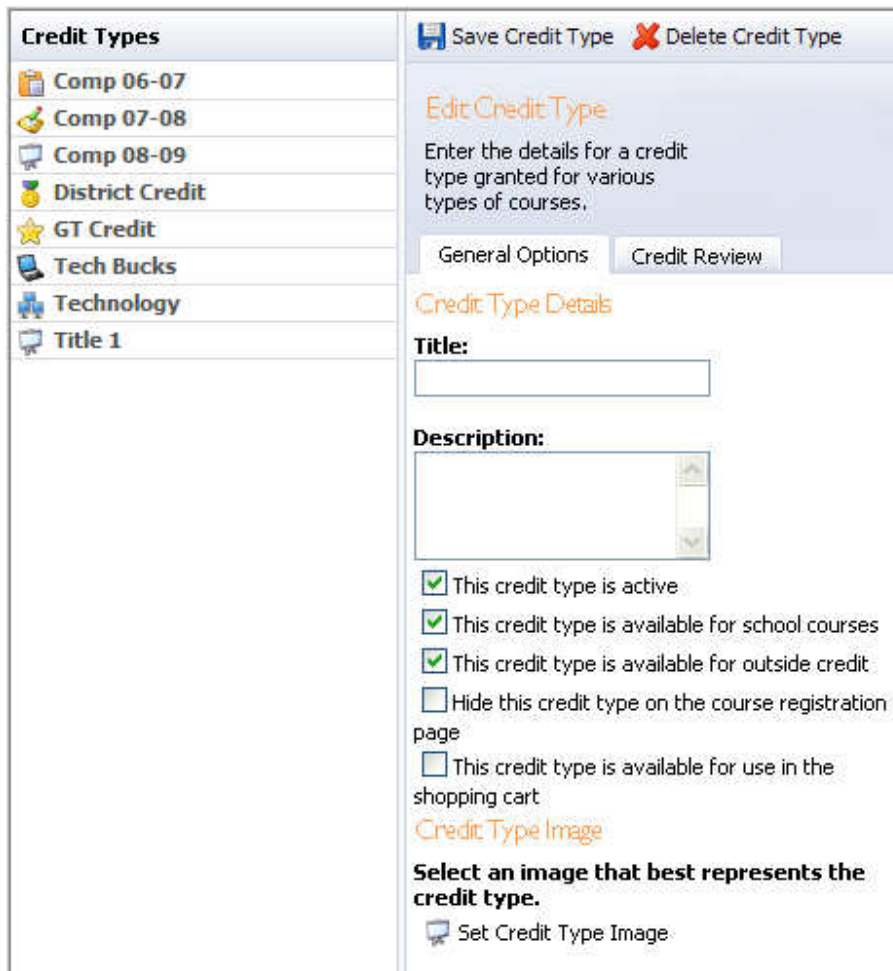
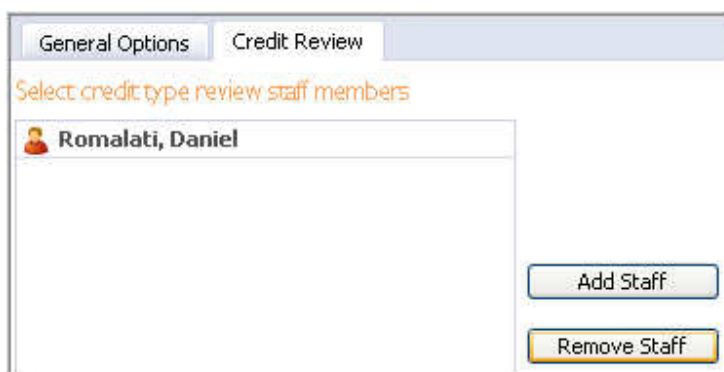
- Title of the credit type
- A short description (optional)
- Should the credit type be active (default)
- Should the credit type be available for school courses (default)
- Should the type be available for outside credit (default)
- Should the type be available for hidden on the registration page
- Should the type be available for the shopping cart
- The image used to represent the credit type

Credit Review Tab: The district is able to assign a staff member to review and pre-approve the course credits which involve a specific credit type.

Add Staff or **Remove Staff** as needed.

For example, the **Gifted & Talented (GT) Credit Type** could be assigned to the GT Coordinator. By assigning the GT Coordinator as the credit type reviewer, this allows the GT Coordinator to control requests for the GT credit type. The GT Coordinator would need to review all GT credit type requests before credit can be granted by the designated district or school approver.

Save, or **Delete** as necessary.

Course Categories

Course Categories help organize courses into particular areas for easier registration by staff members. Standard and Group categories can be created.



Standard Category: A single group of like courses

When creating a new **Standard Category**, enter the details of the course category, or select a specific category to edit the details.

- Category name
- A brief description (optional); This description will appear on the Course Registration page and will take up real estate.
- An alternate URL which can be used to redirect the user to an alternate registration site (i.e. regional service center, college, neighboring district, etc.)
- Category image

Group Category: A collection of subgroups of like courses

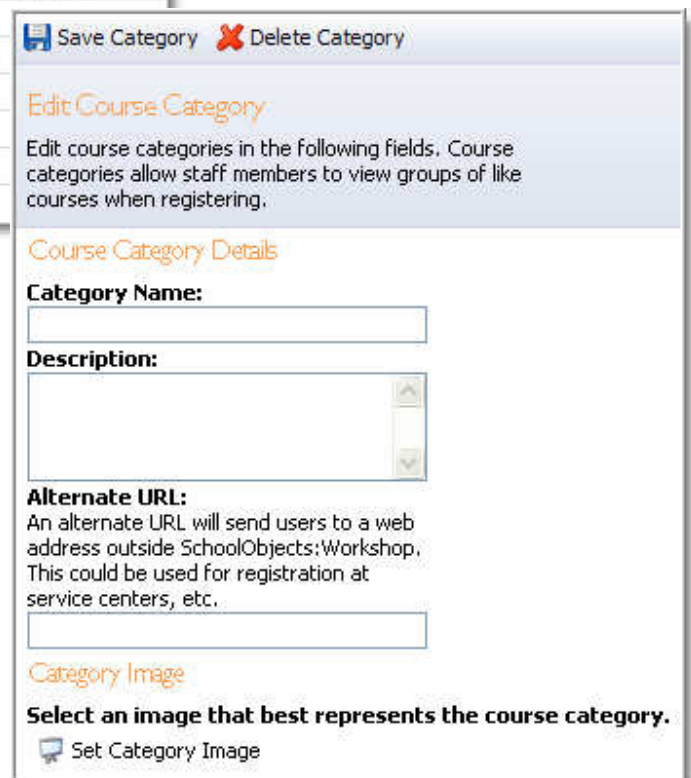
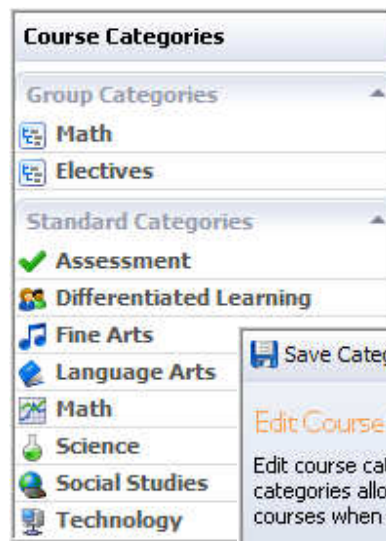
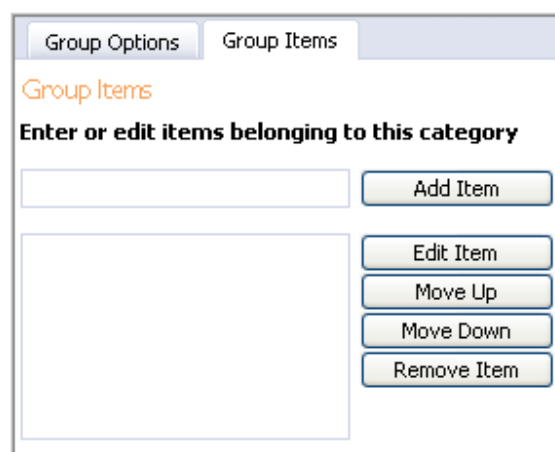
When creating a new **Group Category**, enter the details of the course category, or select a specific category to edit the details. Similar information is entered for both Standard and Group categories.

Note: Alternate URLs are not an option within Group Categories.

Group Items Tab: Enter subgroups to further define course categories.


For example, if **Math** is a Group Category, the group items might include "Elementary," "Middle," and "High" levels or items.

Save, or **Delete** as necessary.

A screenshot of the "Edit Course Category" dialog box. It has a title bar with "Save Category" and "Delete Category" buttons. The main area is titled "Edit Course Category" and contains a text box for "Category Name", a text area for "Description", and a text box for "Alternate URL" with a description: "An alternate URL will send users to a web address outside SchoolObjects:Workshop. This could be used for registration at service centers, etc." Below these is a section for "Category Image" with a button "Set Category Image".A screenshot of the "Group Items" dialog box. It has a title bar with "Group Options" and "Group Items" tabs. The "Group Items" tab is active, showing a list of items and buttons for "Add Item", "Edit Item", "Move Up", "Move Down", and "Remove Item".

Training Locations

Training Location Options

 Add Training Location

When adding a **Training Location**, enter the details for the location, or select an existing location to edit the details.

Training Location Details:

- Location name
- Physical address of the location
- Driving directions to the location
- URL to an online map
- Maximum seating
Note: This number will NOT be used to determine registration cutoff.
- Any special notes about the location (optional)

Save, or **Delete** as necessary.

 Save Location  Delete Location

Edit Training Location

Edit training location in the fields below. Use a descriptive title, so that is easier to identify the location when creating courses.

Name

Address Information

Physical Address:

Driving Directions:

URL to Online Map:

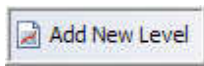
Maximum Seating

Special Notes

Professional Development Levels

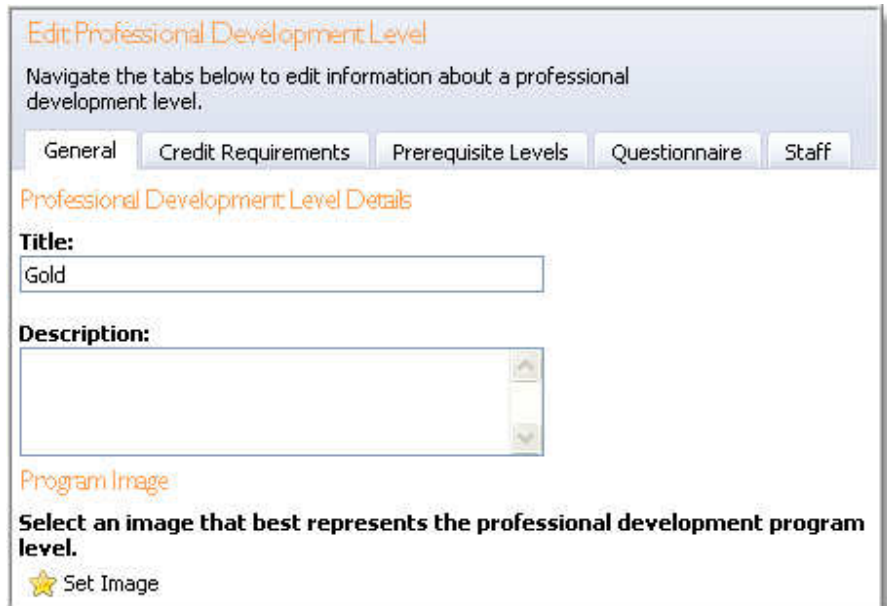
Professional Development Levels enable districts to configure the development levels for staff to achieve.

To create a new Level, select **Add New Level**.



General Tab:

Type a Title, Description and select an image to best represent the PD level.

A screenshot of the "Edit Professional Development Level" form. It has tabs for General, Credit Requirements, Prerequisite Levels, Questionnaire, and Staff. The General tab is active. It contains fields for Title (Gold), Description (a text area), and Program Image (a button labeled "Set Image").

Edit Professional Development Level

Navigate the tabs below to edit information about a professional development level.

General Credit Requirements Prerequisite Levels Questionnaire Staff

Professional Development Level Details

Title:
Gold

Description:

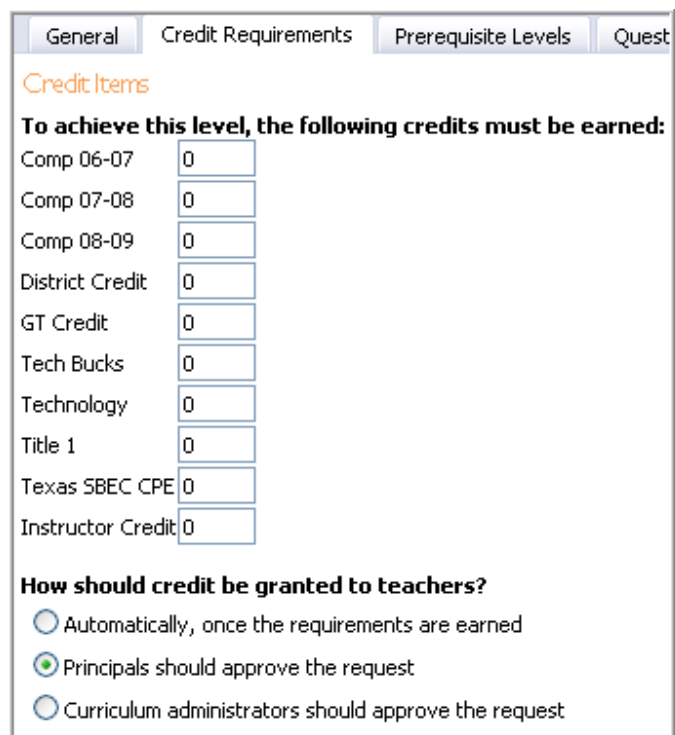
Program Image
Select an image that best represents the professional development program level.
★ Set Image

Credit Requirements Tab:

Credit Items: Enter the number of credits for each credit type that must be earned for a staff member to achieve the specific PD level. A combination of various credit types or just one credit type can factor into PD level achievement.

Granting Credit: Select how credit should be approved and granted to staff members.

- Automatically, once the requirements are earned
- Principals should approve the request
- Curriculum administrators should approve the request

A screenshot of the "Credit Requirements" tab in the "Edit Professional Development Level" form. It shows a table of credit items with input fields for the number of credits required. Below the table are radio buttons for selecting how credit should be granted to teachers.

General Credit Requirements Prerequisite Levels Questionnaire

Credit Items

To achieve this level, the following credits must be earned:

Comp 06-07	<input type="text" value="0"/>
Comp 07-08	<input type="text" value="0"/>
Comp 08-09	<input type="text" value="0"/>
District Credit	<input type="text" value="0"/>
GT Credit	<input type="text" value="0"/>
Tech Bucks	<input type="text" value="0"/>
Technology	<input type="text" value="0"/>
Title 1	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="0"/>
Instructor Credit	<input type="text" value="0"/>

How should credit be granted to teachers?

☐ Automatically, once the requirements are earned

☒ Principals should approve the request

☐ Curriculum administrators should approve the request

Prerequisite Levels Tab:

If staff members must complete one professional development level before completing another level, select the prerequisite level here.

The screenshot shows the 'Prerequisite Levels' tab selected. It has a title 'Prerequisite Professional Development Levels' and a bold instruction: 'Staff members must already hold one of these professional development levels to qualify for this level.' Below this, there are two checkboxes: 'Gold' and 'Bronze', both of which are currently unchecked.

Questionnaire Tab:

Once credit is earned for a professional development level, questionnaire completion might be required of staff members. Enter a question and select **Add Item**. The item can be edited or removed.

The answers to the questionnaire will be included in credit requests that require principal or manager approval.

The screenshot shows the 'Questionnaire' tab selected. It has a title 'Staff Questionnaire' and a bold instruction: 'Enter any questions that should accompany a request to earn this level:'. Below this is a text input field and an 'Add Item' button. There are two existing items listed: 'Rate this program.' and 'How would you describe the experience to someone else?'. Each item has an 'Edit Item' button and a 'Remove Item' button.

Staff Tab:

This tab lists all staff members who have been awarded the PD level along with the date.

Assign Level – This allows district staff to manually award a professional development level to staff members or groups.

Change Award Date – The calendar is used to adjust the date awarded.

The screenshot shows the 'Staff' tab selected. It has a title 'Staff Members Awarded'. On the left, there is a list of staff members with their names and the date they were awarded: 'Admin, Intervention', 'Andrews, Lynn', 'Baskeyfield, Ronald', 'Benton, Debbie', and 'Black, Angeles', all awarded on 11/2/2007. To the right of the list are 'Assign Level' and 'Remove Level' buttons. Below these buttons is a 'Change Award Date' section featuring a calendar for November 2007. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates (28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7, 8).

Course Surveys

A course survey is either required for attendees or not used at all. If required, attendees **MUST** complete a survey to receive credit for a course. Once the course has ended or the instructor has enabled the survey, attendees can complete and submit the survey. Once the course has been marked completed, the survey is no longer active and attendees cannot complete the survey.

Add New Survey to create a new survey in Workshop. If surveys already exist, select one from the list to copy and then edit its contents.

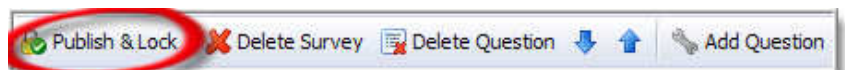
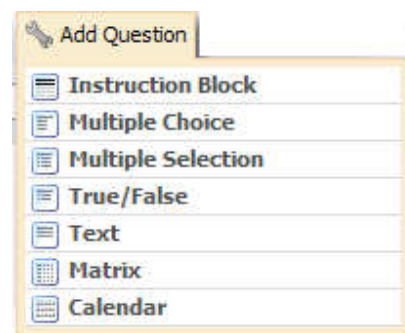
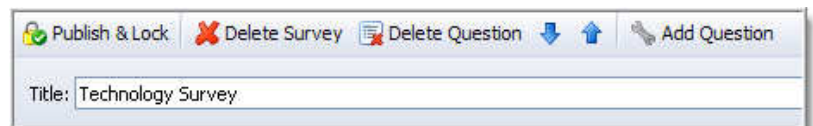
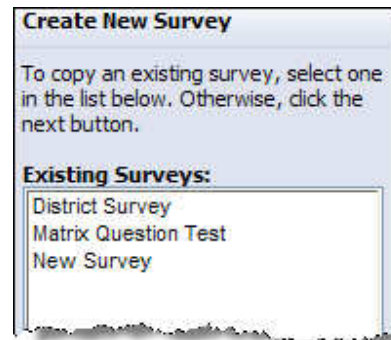
Give the survey a descriptive title. Begin adding questions by selecting Add Question. A list of question types will open.

- **Instruction Block** – Directions or information regarding the survey
- **Multiple Choice** – A group of choices and the attendee can select only one option that would apply to the question.
- **Multiple Selection** – A group of choices and the attendee can select as many options that would apply to the question.
- **True/False**
- **Text** – The attendee can type a response into the text field
- **Matrix** – Columns and rows that allow attendees to select from a range of choices. For example, rate aspects of the class by Outstanding, Satisfactory, Below Satisfactory, and Does Not Meet Expectations.
- **Calendar** – The ability to select a date on a given calendar

The question type will then appear as text in the list. Select “Click to Edit Question” to add the data to the question. Don’t forget to click **SAVE!**

Options to Delete the Survey or Question are shown on the toolbar. Also, use the blue up and down arrows to edit the order of the questions.

Once complete, select **Publish & Lock**. As courses are created, the choices of all the surveys are displayed. Once a survey is published and locked, it cannot be changed due to the fact that data is already submitted based on that survey.



Goals

The goals section allows districts to align staff development courses to school and districts goals or improvement plans.

Select **Add New Document**. Insert the title with the school/district name.

Identify whether the document is a district-wide or a school/campus-based document. If school is selected, identify the correct school/campus next.

On the Goals Tab, enter the goal number and text. The goals can then be edited, moved, or removed.

Save or **Delete**.

Publish only when all components of the document have been entered and are ready to be displayed to district staff members.

In the future if the goals are modified, either **archive** the goal (especially if there are workshop courses connected to the goals) or delete it.

***** Report Alert *****

The **Goals report** displays district goals data assigned to course and portfolio events.

Create New Goals Document

To create a new goals document, enter a title below.

Goals Document Title:

Note: The title should have the school name included.

Is this a district-wide goals document or a school document?

Document Type:

☒ District

☐ School

Select a school associated with this goals document.

Select School:

☒ Blue Elementary

☐ Colors Administration

☐ Green Elementary

Goals Document

Enter the goals document details below.

Enter or edit goals for this document:

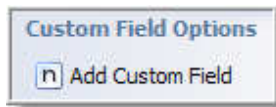
Goal Number:
(ex. I, II, III, etc)

Goal Text:

a.. The science scores will improve through proper teacher education.

Custom Fields

Custom fields can be created to allow additional information to be requested or added to district courses. This feature allows districts to customize their workshop data.



In Custom Field Options, select Add Custom Field.

Complete the name and description of the field.

The Data Type drop-down allows administrators to choose the type of information to be entered by the attendee or manager. These types of data include:

- Text
- Number
- Decimal
- Currency
- Check Box
- Phone Number
- Option List *
- Long Text
- Date
- Date and Time

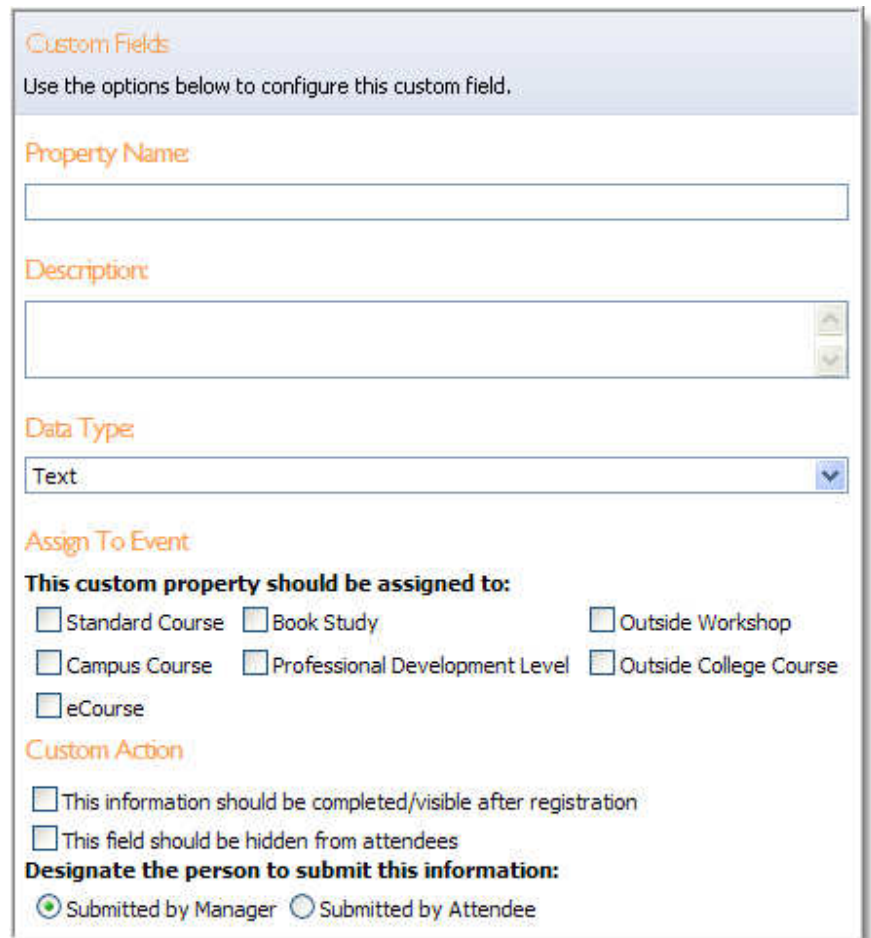
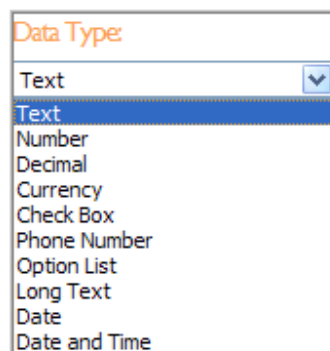
* An option list will allow the administrator to enter customized choices for the attendees.

Choose which types of events should contain each particular custom field.

Options include requiring the information AFTER registration and/or actually being hidden from attendees.

Designate either the Course Manager or the Attendee to submit the information.








After being saved, each custom property will be available in the designated event types.

A screenshot of the "Custom Fields" configuration form. It includes sections for "Property Name" (a text input), "Description" (a text area), "Data Type" (a dropdown menu currently set to "Text"), "Assign To Event" (a section titled "This custom property should be assigned to:" with checkboxes for Standard Course, Book Study, Outside Workshop, Campus Course, Professional Development Level, Outside College Course, and eCourse), "Custom Action" (checkboxes for "This information should be completed/visible after registration" and "This field should be hidden from attendees"), and "Designate the person to submit this information:" (radio buttons for "Submitted by Manager" and "Submitted by Attendee").

DISTRICT AND SCHOOL COURSES

Life of a Course

Courses are events that occur at the district level, the local school or virtually over the internet (eCourses). Courses can involve large groups of participants, small groups or one-on-one meetings with staff members. The term “course” can represent any professional development or staff development opportunity that is offered throughout the district. The life of a course begins when a course is created and ends when the course is marked complete. Additional details appear in the chart below.

	Course is Created	<ul style="list-style-type: none"> Course title, description, and credit information are entered. Dates for publication, registration and course completion are entered.
	Course is Published	<ul style="list-style-type: none"> Published courses are visible for staff members to view, but not for registration. Courses are published automatically, based on information provided during course creation.
	Registration Begins	<ul style="list-style-type: none"> Staff members may register for courses, and if courses are full they can register with pending status.
	Registration Closes	<ul style="list-style-type: none"> Registration can be set to close to prevent last-minute withdrawals and to allow for “walk-ins” the day of the workshop.
	Course Occurs	<ul style="list-style-type: none"> Instructors may take attendance during the course.
	Attendance & Surveys	<ul style="list-style-type: none"> Attendance can be taken by the Course Instructor (if enabled) or the Professional Development Administrator. If a survey is required, the survey can be enabled during the course or after course completion.
	Course Completes	<ul style="list-style-type: none"> Once the course is completed, the Professional Development Administrator marks the course as completed. This can occur automatically as well. Credit (and stipends if selected) is awarded to staff members in attendance or when a survey is complete.

Viewing and Managing Courses

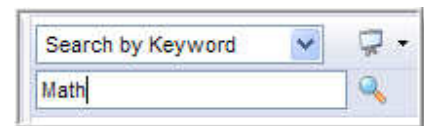
Under the *Manage* Tab on the left side of the screen, select Development Events.

Select Courses to see all district courses.

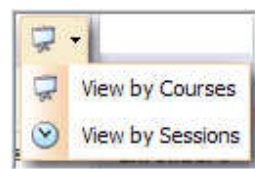


Narrow the course choices by choosing the month/year from the drop-down list.

Search by Keyword will narrow the search by topic, credit, title, etc.

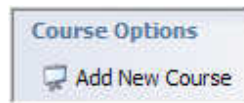


Change the view by selecting Courses or Sessions from the drop-down icon.



Creating a New Course

Under Course Options,
select **Add New Course**.



Select **New, empty course**.

OR

Select **Copy existing course** to copy the information from a course already in the system.

A dialog box titled "Create New Course" with the text "Would you like to create a new, empty course or copy content from an existing course?". It contains two radio buttons: "New, empty course" (which is selected) and "Copy existing course".

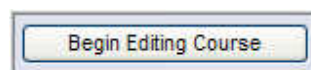
Enter course title and
description.

A dialog box titled "Course Title" with two text input fields. The first field is labeled "Enter the course title:" and contains the text "G/T Coordinators Meeting". The second field is labeled "Enter the course description (optional):" and is currently empty.

Enter course dates and
times.

A dialog box titled "Course Dates" with instructions: "Select the dates and times for the course. If this course will have multiple sessions, only set the dates for the first session:". It contains two sections: "Start Date and Time:" with a date/time picker set to "9/26/2008 8:00 AM", and "End Date and Time:" with a date/time picker set to "9/26/2008 11:00 AM".

Select **Begin Editing Course**.

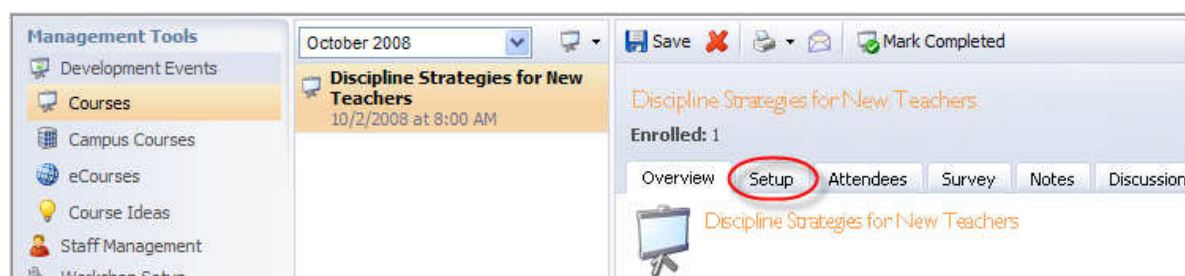


Editing Course Information

Setup Tab

Manage Tab >
Development Events >
Courses >
Select Course >
Setup Tab

Select *Setup* Tab to enter the course information and details.



Course Description

Title & Description

Information from the New Course Wizard will be displayed here for editing.

Prerequisites and/or Requirements can be listed to alert staff members of course prerequisites.

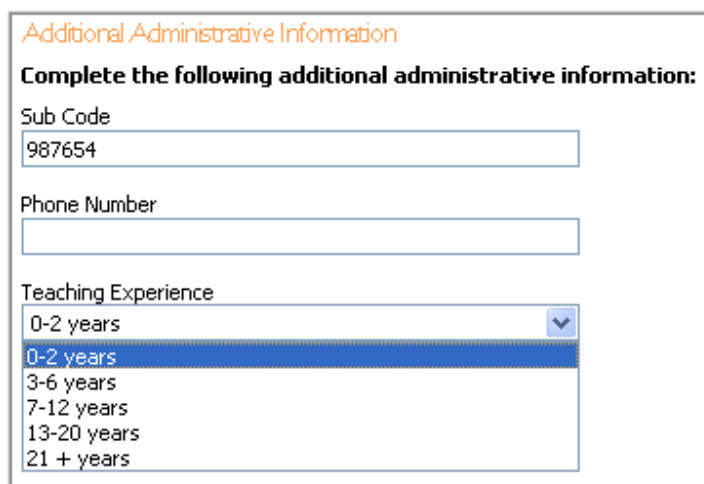
A Direct URL is displayed and can be used (copy and pasted) to send to staff members to register for a specific course.

Course Title:
<input type="text" value="Hands On Science Workshop"/>
Description:
<input type="text" value="This session will include hands on science experiments that incorporate curriculum standards and problem solving skills."/>
Prerequisites/Requirements:
<input type="text" value="Science Teacher - Grades 3 - 6"/>
Direct URL
Copy the following link for users to enroll directly in a course:
<input type="text" value="http://eduservia.schoolobjects.com/wshop/default.aspx?cid=209"/>

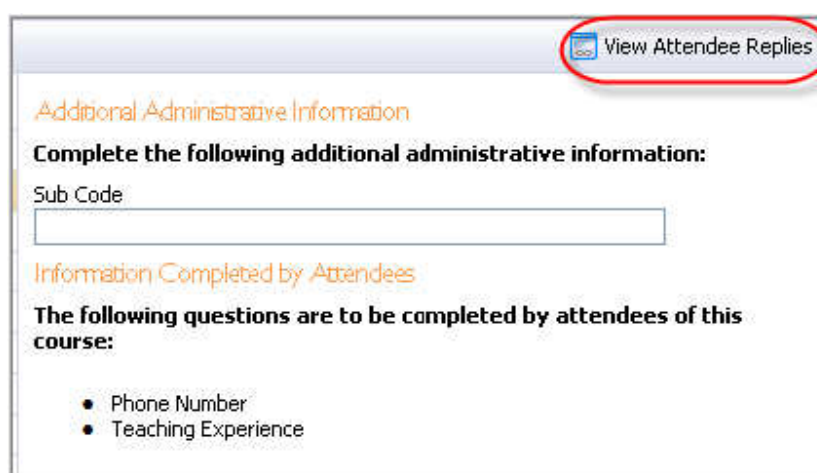
Additional Information

Customized fields are set by the Professional Development Administrator in the Workshop Setup Section.

This additional information could include a text field, a check box, a drop-down list, and more.



View Attendee Replies – a report of attendee responses can be viewed and then printed.



Sessions & Locations

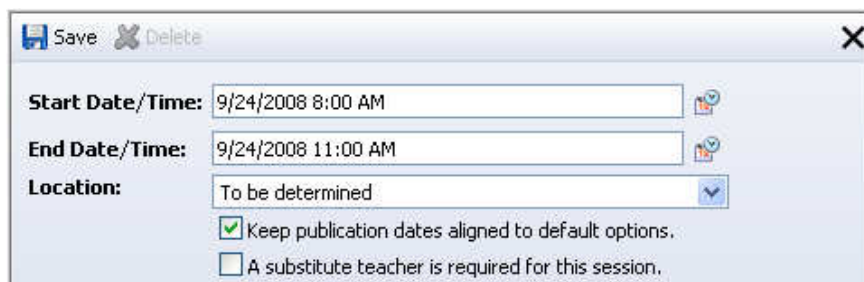


Start & End Date/Time – Edit the dates and times.

Location – Select a location from the drop-down list. *Note: These locations are preloaded by the PD Administrator in the Workshop setup section.*

Publication Dates Default – *Note: Default publication dates are set in the Workshop setup section; however, they are editable for each course.*

Substitute – A check box is available to track if substitutes are required for a session.



Report Tab Alert

A substitute report can be created to show the number of substitutes needed on a specific campus or district on a certain date.

Multiple Sessions



If the course includes more than one session or meeting time, use this icon to add additional dates, times, and locations. Dates, times, locations, default publication dates, and substitutes all apply to additional sessions.



Add additional sessions

Save Delete

Start Date/Time: 9/24/2008 8:00 AM

End Date/Time: 9/24/2008 11:00 AM

Location: To be determined

☒ Keep publication dates aligned to default options.

☐ A substitute teacher is required for this session.

Note: When attendees register for this course, they will automatically be registered for all sessions. Attendance is then taken during each session depending on how many absences are allowed throughout the entire course.

9/30/2008 at 8:00 AM to 9/30/2008 at 11:00 AM	Location: To be determined	Status: Session Pending	Substitute Required: No
10/1/2008 at 11:00 AM to 10/1/2008 at 2:00 PM	Location: Stephen F. Austin Middle School	Status: Session Pending	Substitute Required: No
10/2/2008 at 2:00 PM to 10/2/2008 at 5:00 PM	Location: Stephen F. Austin Middle School	Status: Session Pending	Substitute Required: No

Allowed Absences

If the course has multiple sessions, the default option does not allow any absences. This means attendees must attend ALL sessions to automatically earn credit for the course.

However, in order to allow attendees to earn full credit for attending some of the sessions, edit the "Allowed Absences" icon. Click on the **Allowed Absences** button and edit the number of sessions allowed to miss and still earn full credit for the course.

Allowed Absences: 0

Change Allowed Absences:

0

OK Close

Sessions & Locations

Publication Dates

Instructors

Course Managers

Course Survey

9/30/2008 at 8:00 AM to 9/30/2008 at 11:00 AM	Location: To be determined	Status: Session Pending	Substitute Required: No
10/1/2008 at 11:00 AM to 10/1/2008 at 2:00 PM	Location: Stephen F. Austin Middle School	Status: Session Pending	Substitute Required: No
10/2/2008 at 2:00 PM to 10/2/2008 at 5:00 PM	Location: Stephen F. Austin Middle School	Status: Session Pending	Substitute Required: No

Publication and Registration Dates



Edit any dates and times.

Publish – the date/time when the course information appears on the Workshop registration page.

Enable Registration – the date/time when staff members can register for the course.

Close Staff Registration – the date/time when no more staff members can register.
Note: This can occur after the actual session date/time.

Enable Course Survey – can occur during or anytime after the course session date and time. *Note: This option will appear only if a course survey is required to receive credit. (See survey button).*

Hidden Course – if checked, the course will not appear on the registration page.

Publication and Registration Dates

Publish in the course catalog on:

8/19/2008 8:00 AM

Enable staff members to register on:

8/19/2008 8:00 AM

Close staff registration on:

9/29/2008 8:00 AM

Enable the course survey on:

10/2/2008 5:00 PM

Hidden Course

Check the box below to hide this course on the registration page

☐ Hide this course

Instructors

Select Course Instructors – Check as many instructors for the course as needed. *Note: This alphabetical list is populated in the Workshop Setup section by the Workshop Professional Development Administrator.*

Instructor Options – Enter any number of credits that the instructor can earn from teaching the course.

Grant the instructor the ability to take attendance.

Select Course Instructors:

- ☐ Hale, Janie
- ☐ Jackson, Kevin
- ☒ Jones, Bobby
- ☐ Kilgo, Mary
- ☒ Link, Tara
- ☐ Maxwell, Tim
- ☐ Phillips, Sarah
- ☐ Steele, Arlene
- ☐ Winn, Alison

Instructor Options

Instructor credit earned for teaching this course: 0

☒ Allow the instructor to take attendance

Course Managers

Course Managers – Select staff that will only manage courses they create or courses they are assigned.

This alphabetical list is populated by giving a staff member the role of Limited Course Manager for Workshop in System Management.

Note: The Course Manager does not have to be an instructor of the course.

Course Managers

Course managers have the "Limited Course Manager" role and can only manage courses they create or are assigned.

☒ Baldwin, Michael ☐ Jones, Bobby

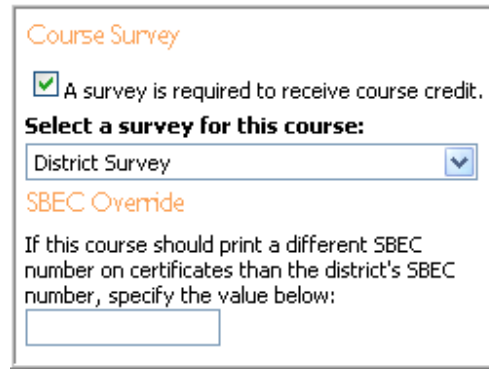
Course Survey

Select a district created survey from the drop-down list.

Requiring the survey will automatically grant credit to present staff members who complete the survey.

Enter a value if a different SBEC number should be printed on certificates. This is useful when another district is using your facilities and/or instructors.

Note: Any staff marked absent will not be able to take the survey. Once the course is Marked Complete, those who have not taken the survey will be denied credit. If a survey is NOT required, it will not be available to the staff to complete.



Course Survey

☒ A survey is required to receive course credit.

Select a survey for this course:

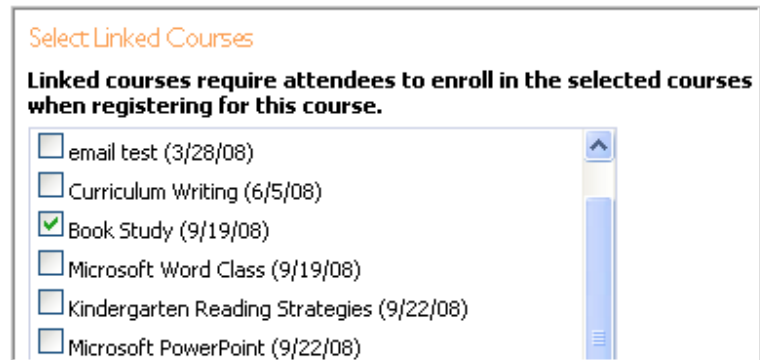
District Survey

SBEC Override

If this course should print a different SBEC number on certificates than the district's SBEC number, specify the value below:

Linked Courses

Selecting linked courses allows multiple courses to be linked together for registration purposes. When a course is linked to another course(s), registering for any of the courses will automatically register the staff member for all courses.



Select Linked Courses

Linked courses require attendees to enroll in the selected courses when registering for this course.

☐ email test (3/28/08)

☐ Curriculum Writing (6/5/08)

☒ Book Study (9/19/08)

☐ Microsoft Word Class (9/19/08)

☐ Kindergarten Reading Strategies (9/22/08)

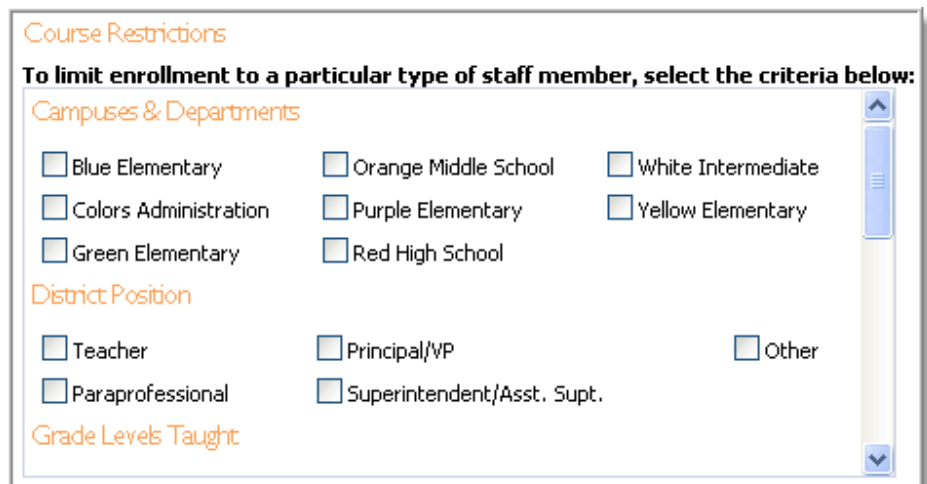
☐ Microsoft PowerPoint (9/22/08)

Course Restrictions

Selecting criteria will specify which groups are allowed to register for this course. Limiting the registration to multiple criteria is available by selecting as many criteria as needed.

- School
- District position
- Grade level
- Subject area
- Custom group

Note: With no selections made, everyone will be allowed to register. The criteria ties to eduphoria users' profiles.



Course Restrictions

To limit enrollment to a particular type of staff member, select the criteria below:

Campuses & Departments

☐ Blue Elementary ☐ Orange Middle School ☐ White Intermediate

☐ Colors Administration ☐ Purple Elementary ☐ Yellow Elementary

☐ Green Elementary ☐ Red High School

District Position

☐ Teacher ☐ Principal/VP ☐ Other

☐ Paraprofessional ☐ Superintendent/Asst. Supt.

Grade Levels Taught

Credits & Categories

Course Credit

Enter values that specify what credits will be rewarded for attending a course.

Different values for any number of credit types can be entered as needed.

Decimal values are also allowed.

Note: Course Credit Types are created in the Workshop setup section.

Course Credit Values

Enter credit values for completing this course:

Comp 06-07	<input type="text" value="0"/>
Comp 07-08	<input type="text" value="0"/>
Comp 08-09	<input type="text" value="0"/>
District Credit	<input type="text" value="0"/>
GT Credit	<input type="text" value="3"/>
Tech Bucks	<input type="text" value="0"/>
Technology	<input type="text" value="3"/>
Title 1	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="3"/>

Elective Credit

Elective credit can be entered allowing staff to choose which credit they want to receive.

Choose from the drop-down window how many credits to be allowed as elective credit.

When attendees register for courses with elective credit, they are immediately sent to their portfolio and prompted to choose which type of electric credit to receive for attending and completing the course.

Elective Credit

Allow staff members to elect the standard course credit: of the following credits to add to

Comp 06-07	<input type="text" value="0"/>	<input type="text" value="none"/> 1 2 3 4 5 6 7 8 9 10
Comp 07-08	<input type="text" value="0"/>	
Comp 08-09	<input type="text" value="3"/>	
District Credit	<input type="text" value="0"/>	
GT Credit	<input type="text" value="3"/>	
Tech Bucks	<input type="text" value="0"/>	
Technology	<input type="text" value="3"/>	
Title 1	<input type="text" value="0"/>	
Texas SBEC CPE	<input type="text" value="0"/>	

Reports ▾ **Elective Credit**

Report Cards for New Teachers

New teachers will learn how to complete report cards for the six weeks.

Overview Instructor Notes My Notes Discussion Survey

Be sure to choose your elective credit by clicking on the 'Elective Credit' button on the toolbar.

Elective Credit

Select 1 items below for elective credit:

☐ Technology (1 credits)

☐ Title 1 (1 credits)

Save Close

Course Categories

Multiple categories can be selected for each course. The courses will then be listed under the categories selected on the Workshop registration page.

Note: Course Categories are created in the Workshop setup section.

Select Course Categories

Select categories for browsing courses:

<input type="checkbox"/> Assessment	<input type="checkbox"/> Language Arts	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Differentiated Learning	<input type="checkbox"/> Math	<input type="checkbox"/> Technology
<input type="checkbox"/> Fine Arts	<input checked="" type="checkbox"/> Science	

Course Stipends

Course Stipends can be added and managed if enabled under General Options.

Stipends can be awarded to course attendees and/or instructors. Enter the value into the specified field.

If no stipends are involved in the course, simply leave the values at \$0.00.

Options

Stipends can be awarded to attendees when credit is earned.

OR

Stipends can be awarded to attendees when they choose the selected elective credit. Choose from the drop-down list which elective credit warrants the set stipend.



Clicking on the **Manage Stipend Awards** icon will open a window with a list of stipend recipients. The blue-shirted icon represents the instructor, while the red-shirted icon represents a course attendee.

Printing the Spreadsheet will export the following data:

- Name
- Staff ID (SSN or Local) if part of user profile
- Course Title
- Stipend Type
- Amount
- Paid Status
- Course Date

Instructor Stipends

Instructor Stipend:

Attendee Stipends

Attendee Stipend:






☒ Award the attendee stipend when credit is earned

☐ When elective credit is used, award stipend when attendees select the following credit type:

☐ Award the attendee stipend when credit is earned

☒ When elective credit is used, award stipend when attendees select the following credit type:

- Comp 06-07
- Comp 07-08
- Comp 08-09
- District Credit
- GT Credit
- Tech Bucks
- Technology**
- Title 1
- Texas SBEC CPE

Print Spreadsheet	
	Phillips, Sarah Amount: \$100.00
	Abbott, Sharon Amount: \$50.00
	Baskeyfield, Ronald Amount: \$50.00
	Blair, Gail Amount: \$50.00
	Newman, Victoria Amount: \$50.00



Report Tab Alert

The stipend report creates a spreadsheet of staff stipend data earned from course participation by school or district, filtered by dates.

Course Goals

Select which district and school goals should be associated with this course.

Any number of goals can be selected.



Report Tab Alert

The Goals report displays district goals data assigned to course and portfolio events.

Select Goals

Select goals associated with this course:

☐ Document: Colors ISD District Goals

☐ Goal 1.: Provide a safe, secure and orderly environment at school and at school-sponsored events for staff, students, parents and patrons of the Colors ISD.

☒ Goal 2: Continue to infuse technology into teaching and learning in meaningful ways to improve student achievement.

☒ Goal 3: Achieve an exemplary District rating in Texas with each campus achieving a rating above academically acceptable and meeting No Child Left Behind standards.

NCLB

Use the drop-down list to select the appropriate subject area for this course and enter the values for the duration (in hours) and time period (in days).



Report Tab Alert

The report will display staff development statistics to assist with NCLB reporting.

Core Academic Subject

Mathematics

Duration (in hours):

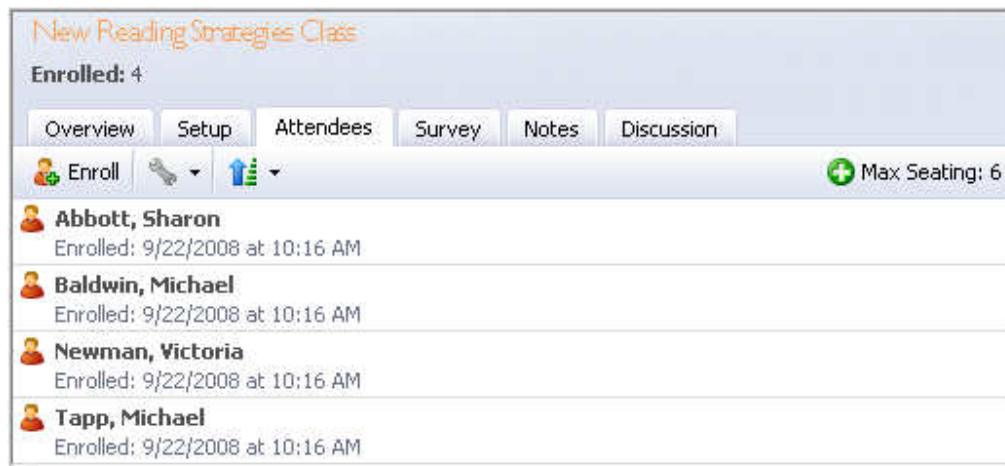
0

Time Period (in days):

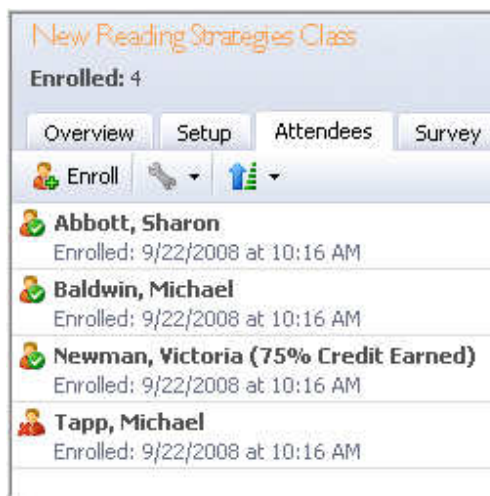
0

Attendees Tab

Attendees that register for courses will be listed with the date and time they registered. Two hundred names can be listed on one page before having to tab to additional pages.



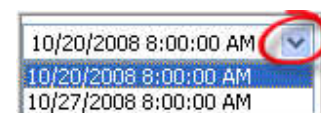
Once attendees are granted or denied credit, the icon next to the attendee's name changes.



	Actively Enrolled
	Registration Pending (Inactive Status)
	Marked Absent
	Earned Credit
	Denied Credit

Multiple Sessions

Navigate between sessions by using the drop-down arrow to select the correct session based on date and time.



Enrolling Attendees

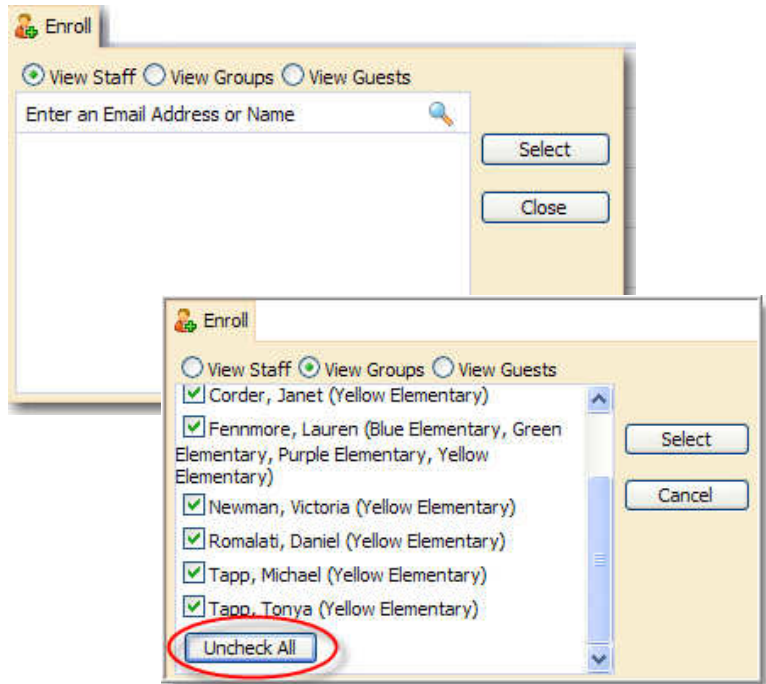
In addition to having staff members register for a course, Course Managers can also enroll attendees on this tab.



Simply type an email address or name, and then select the staff member to enroll in the course.

Enrollment can occur by selecting individual staff members, groups or guests.

Choose **View Groups** to see school and district groups. Only check staff members wanting to enroll. Notice the **Uncheck All** button at the bottom of the list.



Options



Course instructors or managers can modify the district default "Max Seating" number by selecting the icon.



Allow Overflow for Registrations – Checking this option will allow unlimited enrollment. This is useful for large auditorium events.

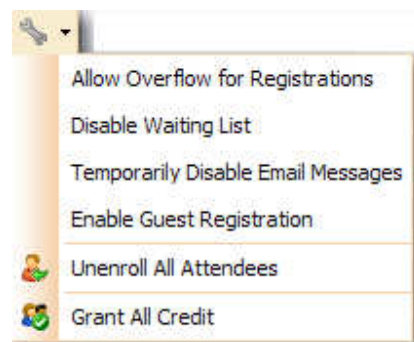
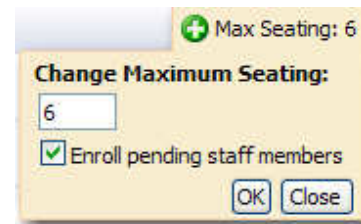
Disable Waiting List – Checking this option allows a course to be capped and prevents a waiting list from being formed. However, any attendee manually enrolled in the course by an administrator will be entered on a waiting list.

Temporarily Disable Email Messages – Checking this option will allow you to temporarily disable email notifications to attendees for this course while you make changes in this tab.


Enable Guest Registration – Checking this option will allow guest attendees, usually from outside the district, to register for this course.

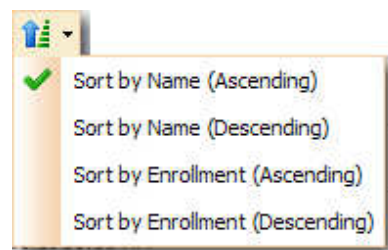
Un-enroll All Attendees – Clicking this option will automatically un-enroll all attendees at one time.

Grant All Credit – Clicking this option will automatically grant all registered attendees credit for the course at one time.




Sorting Views

The  icon allows the instructor or manager to sort the views of attendees based on name or enrollment.



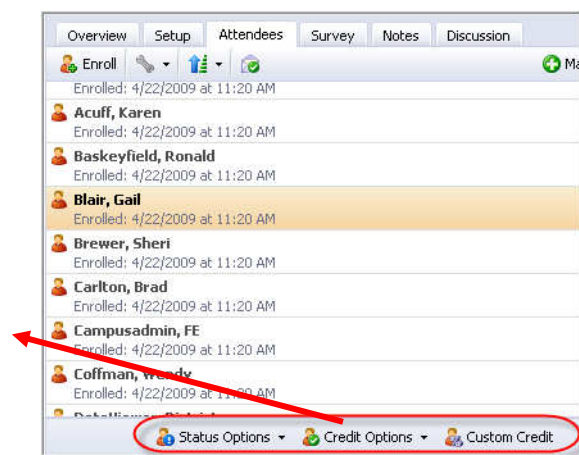
Messaging Options

 When this icon is showing (green circle with “check”), email messaging is enabled for course attendees.

 When this icon is showing (red box with “x”), email messaging is temporarily disabled for course attendees.

Attendee Options

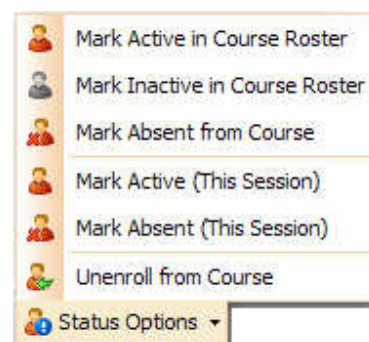
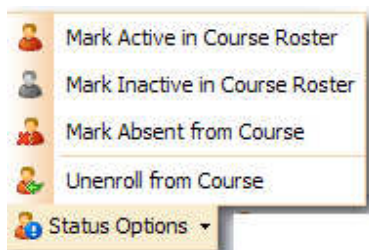
First select an attendee, and the new option bar will appear at the bottom of the screen.



Status Options

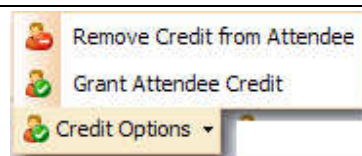
Selecting **Status Options** will allow the instructor or manager to change the status of the attendee to Active, Inactive, Absent, or Unenroll from the course.

If a course has multiple sessions, additional options for marking an attendee Active and Absent for individual sessions are available.



Credit Options

Selecting **Credit Options** will allow the instructor or manager to grant credit or to remove credit from the attendee.



Custom Credit Options

If an attendee needs a customized credit for attending the course, select **Custom Credit**. The choices include Standard, Percentage, or Custom.

Standard is the regular amount of credit as defined in the course setup.

A **Percentage Credit** allows the manager to grant a portion of the credit for the course. For example, if an attendee left halfway through a day-long course, 50% can be granted to that attendee.

A **Custom Credit** allows the manager to grant specific amounts of credits to the attendee. For example, if an attendee attended two hours of a four-credit course, then two credits can be awarded for the credit type of that course. This is a very flexible option which also allows credits not typically associated with that course to be applied.

Custom Credit Type: ☒ Standard ☐ Percentage ☐ Custom

Standard course credit will be awarded.
This is the default setting.

Save Close

Custom Credit

Custom Credit Type: ☐ Standard ☒ Percentage ☐ Custom

Select the percentage of course credit to award:

100 %

Custom Credit Type: ☐ Standard ☐ Percentage ☒ Custom

Enter Custom Credit:

Comp 08-09	0
District Credit	0
GT Credit	0
Tech Bucks	0

Right-Click Options

Right-clicking on an attendee's name gives the following options:

- **Grant Attendee Credit**
- **Mark Absent from Course**
- **Mark Active in Course Roster**
- **Unenroll from Course**
- **Show Portfolio** – This option opens a window with the current Portfolio Summary, Entries, and Certifications for the attendee.

If a course has multiple sessions, an additional option of marking absent for an individual session is available.

Right Click

Tapp, Michael
Enrolled: 9/22/2008 at 10:16 AM

- Grant Attendee Credit
- Mark Absent from Course
- Mark Active in Course Roster
- Unenroll from Course
- Show Portfolio

- Grant Attendee Credit
- Mark Absent from Course
- Mark Absent (This Session)
- Mark Active in Course Roster
- Unenroll from Course
- Show Portfolio

Survey Tab

The survey results will be combined and averaged *once the course is marked complete*.

Results can be printed by using the “Print Survey” option.

The screenshot shows the 'Survey' tab for a course titled 'New Reading Strategies Class'. It indicates 4 enrolled students. The interface includes tabs for Overview, Setup, Attendees, Survey (active), Notes, and Discussion. A 'Print Survey' button is located in the top right. The survey content includes two questions with their respective responses and percentages.

Did you find this course helpful to you and if so in what way?
Not really, I already knew everything.
YES YES YES!!! IT WAS FANTASTIC! :)
Some of the things were helpful! I really liked the reading group activity that we practiced. Loved the interactivity during the workshop.

Was the instructor knowledgeable in the subject area presented? Pick a number with 5 being the most knowledgeable and 1 being the least.

	Responses	Percentage
1	0	0%
2	0	0%
3	1	33%
4	1	33%
5	1	33%


The instructor was kind and patient.

	Responses	Percentage
Yes	3	100%
No	0	0%

Notes Tab

The **Notes** Tab allows instructors or course managers to communicate information (materials, reminders, content, etc.) about the course to attendees or reminder notes to themselves.

The “Notes Visible” check box allows course attendees to be able to read the notes posted by the instructor.

 Course File Attachments can be uploaded by selecting this icon. Simply browse for the file and upload it. These files can be MS Office files, PDF documents, media files, and more.

The screenshot shows the 'Instructor Notes' window. It has a toolbar with icons for text formatting (bold, italic, underline) and a 'Notes Visible' checkbox. The main text area contains the message: 'Bring Strategies Binder to class. Dress is casual!'. At the bottom, there is a 'Course File Attachments' section with a paperclip icon and a list of attached files, including 'Class Agenda_Strategies.doc'.

Discussion Tab

Course instructors and attendees can use the Discussion Board to dialogue about course content.

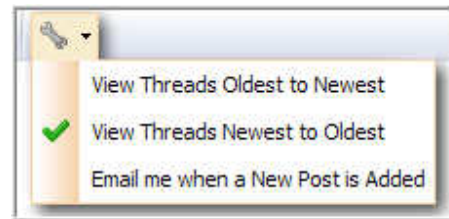


New threads and replies are clearly visible and can be sorted from oldest to newest or newest to oldest using the wrench icon. The system can email the course creator when new discussion items are posted.

Note: Discussion Board entries are permanent and can NOT be deleted.



By selecting this icon, discussions can be opened in a new window.



Additional Icons



Save – saves changes to the course information.



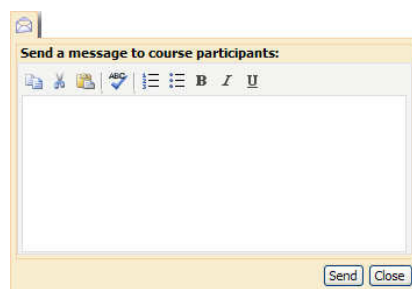
Delete – removes course from Workshop and removes all credit granted to attendees. Do Not delete courses unless you want all history and credit of that course to be removed permanently from Workshop.



Print Options – additional details follow



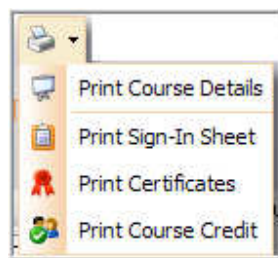
Email Class – opens an editor to compose an email message that will be sent to all attendees. Note: If the option "use mail client for email dialogs" is enabled under General Options Tab > Messaging, the email will not be sent by the server. Instead it will open your default email program and populate the "To:" field with the email address of every attendee. This will allow you to send the email as yourself instead of as the system."



Mark Completed – Once a course is completed, attendance has been taken, surveys have been completed, and any custom credit has been granted, select **Mark Completed** to close the course.

Print Options

Print Course Details – displays details about a course in PDF.



Print Sign-In Sheet – Complete the wizard to add special notes and special columns for additional information needed for attendees. Select whether or not to include attendees registered with pending status. Up to ten blank signature lines can be added at the bottom of the sign-in sheet.

The 'Sign-In Sheet Wizard' window, Step 1. It explains the wizard's purpose: to provide special notes and columns for attendees. It includes three input fields: 'Add Special Notes:' (a text area), 'Add Special Column:' (a single-line text field), and 'Add Second Column:' (a single-line text field).The 'Sign-In Sheet Wizard' window, Step 2. It asks, 'Would you like to include attendees that are registered with pending status?' with radio buttons for 'Yes' and 'No' (selected). Below, it says 'Include 0 blank signature lines at the bottom of the sign-in sheet.' with a dropdown menu set to '0'. A 'Print Sign-In Sheet' button is at the bottom.

Print Certificates – Complete the wizard to generate certificates to use with most special certificate papers or as stand-alone reports. Choose to print in PDF or Word format. Select various certificate options. The certificates will display as one document for editing, printing, or emailing.

The 'Certificate Report Wizard' window, Step 1. It explains the wizard's purpose: to generate certificates suitable for printing. It includes a section 'Select a print format:' with two radio buttons: 'Print to PDF' (selected) and 'Print to Word'.The 'Certificate Report Wizard' window, Step 2. It asks to 'Select certificate options:' and lists four checkboxes, all of which are checked: 'Show Document Borders', 'Show Instructor Signature Line', 'Show Instructor's Electronic Signature', and 'Show District Logo'. A 'Print Certificates' button is at the bottom.

Print Course Credit – displays details of survey completion and credit earned for course attendees as a PDF.

School Courses

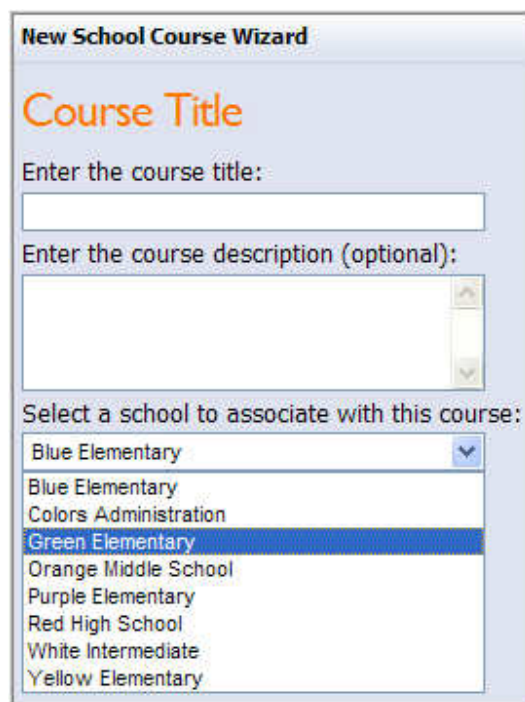
A school course is an event created specifically for one school within a district. This might include staff meetings, school-based trainings and staff development, etc. A school course is created and edited the same way a regular course is with a few exceptions. *Note:* A school course, which is already restricted to staff only at that school, cannot have any further enrollment restrictions.

Creating a NEW School Course

Add the course title and course description which is optional.

Select the school from the drop-down menu.

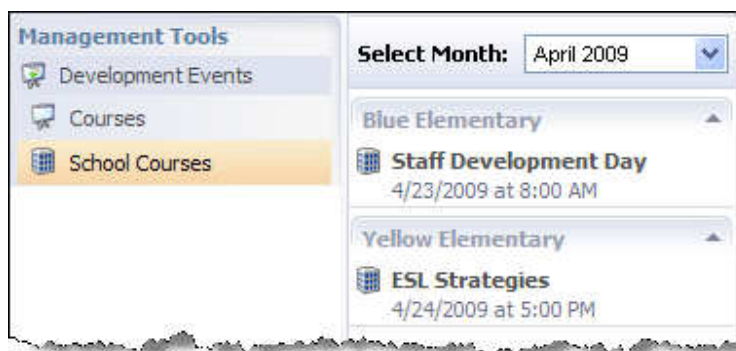
When staff members are registering for a specific school course, they can look for the course in the "School Course" category on the registration page.



The "New School Course Wizard" form contains the following fields and options:

- Course Title**: A section header for the title field.
- Enter the course title:**: A text input field.
- Enter the course description (optional):**: A text area with up and down arrows.
- Select a school to associate with this course:**: A dropdown menu with the following options: Blue Elementary, Blue Elementary, Colors Administration, Green Elementary (highlighted), Orange Middle School, Purple Elementary, Red High School, White Intermediate, and Yellow Elementary.

School courses are organized by month/year and by school.



The "Management Tools" interface shows a sidebar with "Development Events", "Courses", and "School Courses" (highlighted). The main content area displays a list of courses organized by month and school:

- Select Month:** April 2009
- Blue Elementary**:
 - Staff Development Day: 4/23/2009 at 8:00 AM
- Yellow Elementary**:
 - ESL Strategies: 4/24/2009 at 5:00 PM

Course Ideas



Staff members can suggest courses they would like to teach or have others teach, including outside guests. Staff members will input the requested information when submitting a course. This section demonstrates how to review a submitted course idea and either convert it to an active course or return it to the staff member.

Manage Tab >
Management Tools >
Development Events >
Course Ideas



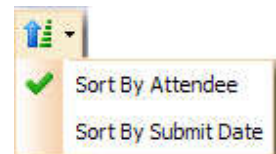
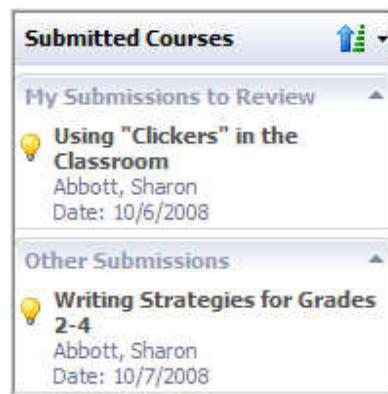
Submitted Courses

This list includes all of the staff-submitted courses for review.

Sorting



Selecting this icon will sort the submitted courses by Attendee or Submission Date.



Reviewing Submissions

Select a course to see the information submitted by the staff member.

Updates to the information can be made on this screen.



Save – Saving will update any edited information for that course.



Convert to Course – Once the course information is updated, selecting **Convert to Course** will move this course to the Development Events section.



Return to Staff – If the course does not qualify or requires different course information, the Professional Development Manager can select Return to Staff. A pop-up window will appear to type notes to the staff member. An email will be sent to the staff member.

Course Information

General Course Information

Course Title:
Using "Clickers" in the Classroom

Description:

Prerequisites/Requirements:

Location:
Admin Computer Lab

This course should be approved by:
Jones, Bobby

Date & Time

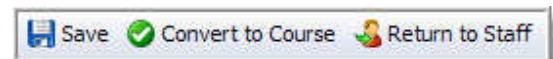
Course Start Date & Time
The course begins on 10/6/2008 at 3:30 PM
Set Course Start Date/Time

Course End Date & Time
The course ends on 10/6/2008 at 5:00 PM
Set Course End Date/Time

Categories








Select Course Categories

☐ Assessment ☐ Fine Arts ☐ Math ☐ Social Studies
☐ Differentiated Learning ☐ Language Arts ☐ Science ☒ Technology



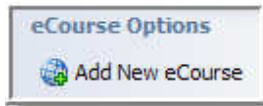
An eCourse is a self-paced online course that allows many staff members to complete course requirements in a virtual environment. eCourses include the ability to view media files and complete assessments to earn district credit.

Life of an eCourse

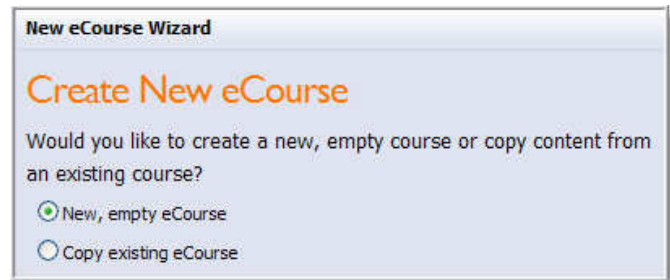
	<ul style="list-style-type: none"> New eCourse is created and options are selected.
	<ul style="list-style-type: none"> Instructor/Author writes content and assessments in <u>Draft</u> state.
	<ul style="list-style-type: none"> eCourse is moved to <u>Active</u> state. Enroll attendees or registrations can occur. Attendees can access course content immediately from portfolio.
	<ul style="list-style-type: none"> eCourse attendees view self-paced course content and use discussion boards as needed. Author/Instructor participates in discussion board.
	<ul style="list-style-type: none"> Once all content and assessments are completed, eCourse participants request credit and submit a survey if required.
	<ul style="list-style-type: none"> Depending on the method of assigning course credit, the eCourse instructor reviews attendee details (assessments, file uploads, time on sessions, discussion entries, etc.). Instructor grants or denies credit.
	<ul style="list-style-type: none"> Archive an eCourse only after the course is no longer applicable for staff members.

Creating a New eCourse

Select **Add New eCourse**.

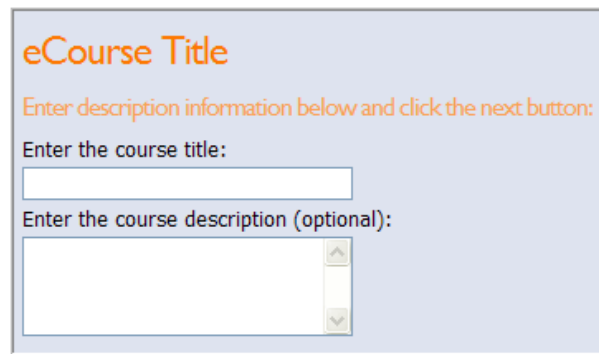
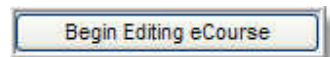


When creating new eCourses, the interface is similar to creating standard courses with a few minor exceptions.



Enter the course title and description.

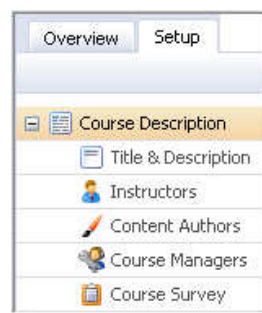
Select **Begin Editing eCourse**.

A dialog box titled "eCourse Title" with a blue header. Below the title is the text "Enter description information below and click the next button:" in orange. There are two input fields: "Enter the course title:" followed by a text box, and "Enter the course description (optional):" followed by a larger text box with up and down arrow buttons on its right side.

Editing Course Information

eCourse Setup

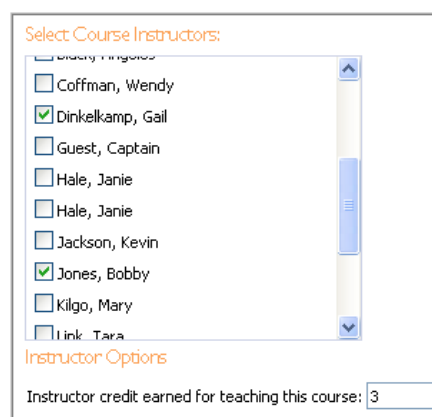
The sections of Title & Description, Course Managers and Course Survey are the same as with standard courses and will not be duplicated in this section. Please refer to the section on District and School Courses.



eCourse Instructors

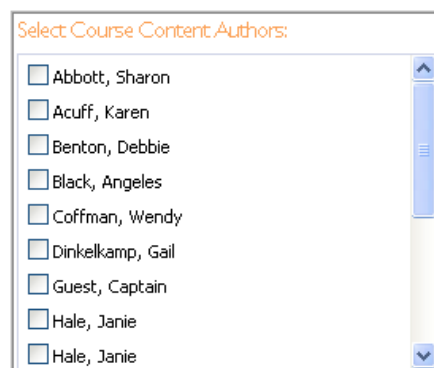
Instructors for eCourses are selected the same way as for standard courses. eCourse Instructors can do all of the following:

- Enter and edit course content
- Review assessments and scores
- View time details for individual participants
- View filtered discussion board comments for participants
- Grant or deny credit



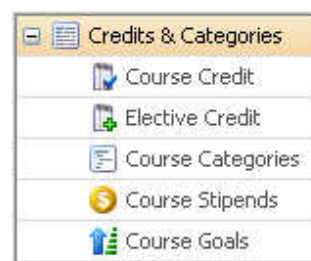
eCourse Content Authors

For eCourses, Content Authors are selected to enter and edit course content (chapters, topics and assessments) on the *Instructor/Author* Tab.



Credits & Categories

The sections of Elective Credit, Course Categories, Course Stipends, and Course Goals are the same as with courses and will not be duplicated in this section. Please refer to the section on District and School Courses.



Course Credit Values

Enter the credit values course attendees will earn for completing the eCourse. Inputting values for multiple credit types is acceptable.

Course Retake: Selecting this option will allow course attendees to retake the course if they fail to earn credit.

Scoring Credit:

- **Pass/Fail** – Based on course requirements, course instructor assigns either pass or fail to attendees.
- **Instructor Review Based on Grade*** – Instructor must review class participation/ requirements and give a score based on a passing percentage on objective questions in assessments. If passing percentage is met, credit will be earned.
- **Automatic Credit Based on Grade*** – Once course participants receive a passing percentage score on objective questions in assessments, credit is automatically earned.

* If one of these options is selected, a value of passing percentage needs to be entered in the box.

Course Credit Values

Enter credit values for completing this course:

Comp 08-09	0
District Credit	0
GT Credit	0
Tech Bucks	0
Technology	0

Course Retake

☐ Allow attendees to retake the course if they fail to earn credit

Scoring Credit:

Select the method to assign staff credit

☐ Instructor assigns pass/fail
☒ Instructor reviews and scores based on passing percentage
☐ System automatically grants credit based on passing percentage

The passing percentage on objective questions is:

70 %

Attendees

Attendees may enroll themselves or be entered by a Course Manager or Professional Development Administrator, the same as for District and School Courses.



This icon allows the Course Manager to sort the views of attendees.



Use the wrench icon to unenroll all attendees or grant all credit.

Good to Great: Becoming Highly Qualified

Enrolled: 4

Overview Setup Attendees Survey Notes Discussion

Enroll [Wrench Icon] [Bar Chart Icon] [Envelope Icon]

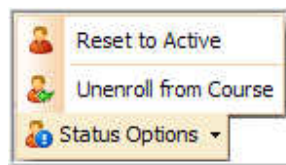
	Baldwin, Michael	Enrolled: 10/21/2008 at 4:01 PM
	Fennmore, Lauren	Enrolled: 10/21/2008 at 4:01 PM
	Newman, Victoria	Enrolled: 10/21/2008 at 4:01 PM
	Romalati, Daniel	Enrolled: 10/21/2008 at 4:01 PM

[Wrench Icon] Unenroll All Attendees

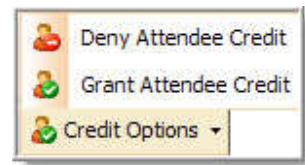
[Wrench Icon] Grant All Credit

Status and Credit Options

Once an attendee is highlighted, selecting **Status Options** allows the attendee to be reset to active status or be unenrolled from the course.



Once an attendee is highlighted, selecting **Credit Options** allows the Course Manager to deny or grant credit to the attendee.



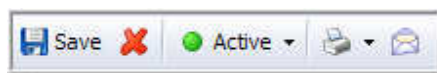
Right-Click Options


Once an attendee is highlighted, right-click to grant attendee credit, unenroll from the course, or view the staff development portfolio of the staff member.



The *Survey*, *Notes*, and *Discussion* Tabs are the same as in District and School Courses.

Additional Icons




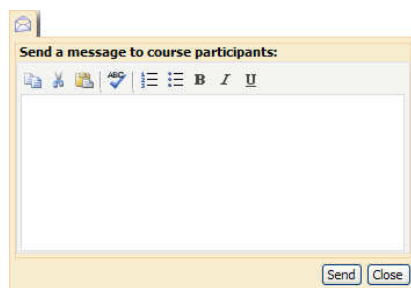
 **Save** – saves changes to the eCourse information.

Delete – removes eCourse from Workshop and removes all credit previously granted to attendees. Do Not delete eCourses unless you want all history and credit of that course to be removed permanently from Workshop.



 **Print Options** – same as for standard courses

 **Email Class** – opens an editor to compose an email message that will be sent to all attendees. Note: If the option "use mail client for email dialogs" is enabled under General Options Tab > Messaging, the email will not be sent by the server. Instead it will open your default email program and populate the "To:" field with the email address of every attendee. This will allow you to send the email as yourself instead of as the system."



eCourse Status

The eCourses are divided into active, draft, and archived states. Use the collapsible triangle to expand any of the lists.

Draft eCourses are newly created and can be authored and edited but are not available for registration.

Active eCourses are those that have been completed and are now ready for registration.

Archived eCourses no longer allow additional enrollment. The completion status of each attendee is retained, along with content; however no further staff will be able to register for this eCourse.

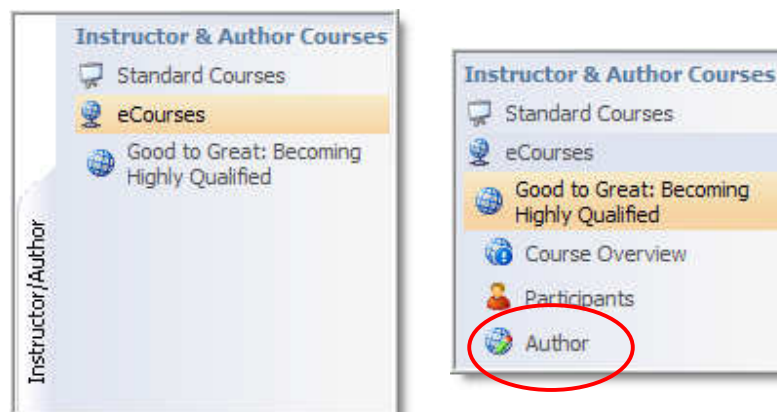


Authoring an eCourse

If designated as an Author of the eCourse, the staff member will be able to design and create content for the course.

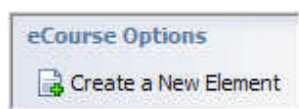
Select the course to display the Author button.

Note: If the Course Author is different from the Instructor, the author will only see the Author button and not the Overview and Participants buttons.



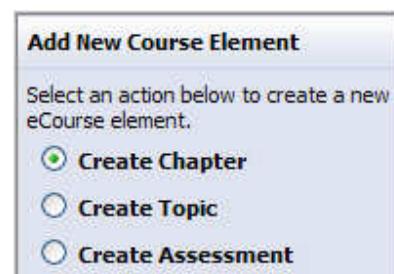
eCourse elements include chapters, topics, and assessments. Each chapter may contain numerous topics and assessments. However, a topic or assessment must be housed within a chapter and cannot stand alone.

Select Create a New Element to begin creating content within the eCourse.



Options for elements include

- Chapter
- Topic and
- Assessment



Chapter

Chapters are like chapters in a book. They can hold numerous topics and assessments.

Enter a title and description for the chapter.

The system automatically assigns Roman numerals to the chapters.

Save or Delete as needed.

Enter a title for the new chapter.

Title:

Topic




Enter a title for the topic. Associate the new element/topic with a previously created chapter.

Enter a title for the new topic.

Title:

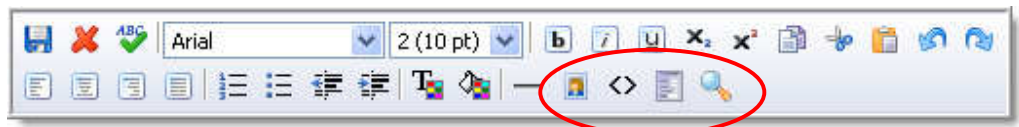
Add New Course Element

Select a chapter to associate with the new element:

-  Introduction
-  Goals
-  Learning to Learn

Editing Topics

Enter text into the space and modify the text using the various text editing tools on the toolbar. Hovering over any button provides help information. Topics can include text, hyperlinks, images, media files, documents, etc.



Additional Features



Insert/Modify Image – Browse for an image to upload to the topic page. Edit the text of the name of the file, the layout and spacing as needed. Upload to insert to the topic. The image size can be edited by using the handles.




Toggle HTML Source – Use this icon to view HTML code for the topic.

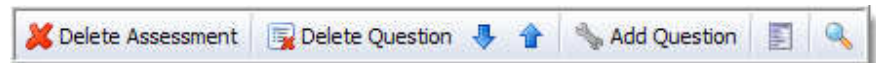


Topic Properties – Edit the topic title as needed. Upload and attach media files by browsing from the computer files and entering a title. These files can include PDF, word processing, spreadsheet, presentation, video, sound, etc., documents.



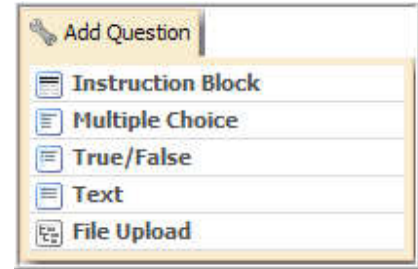

Topic Preview – Selecting this icon will open a Web preview of the topic.

Assessments



Add Question – To add a question, choose from the drop-down list of question types.

- **Instruction Block** for providing directions
- **Multiple Choice** (Graded by the system)
- **True/False** (Graded by the system)
- **Text** for fill-in-the-blank, short answer and essay questions
- **File Upload** to allow enrolled participants to upload an electronic document for the Course Author/Instructor to view. (Examples: presentation file, research paper, etc.)



Use the arrows to shift the order of selected questions within the assessment.



Assessment Properties – Edit the title as needed.

Choose between Practice (not graded) or Required Test for Credit (graded). Upload and attach media files by browsing from the computer files and entering a title. These files can include PDF, word processing, spreadsheet, presentation, video, sound, etc., documents.

Note: Course Instructors will only be able to view assessment results that are required for credit.

A form titled 'Assessment Properties'. It has three main sections: 1. 'Assessment Title:' with a text input field containing 'Quiz #1'. 2. 'Assessment Type:' with two radio buttons: 'Practice' (selected) and 'Required Test for Credit'. There is an 'Update' button to the right. 3. 'Assessment Media Files' section, which includes a 'Media File Title:' text input field, an 'Attach File:' section with a 'Browse...' button, and an 'Attach' button.

Assessment Preview – Selecting this icon will open a Web preview of the assessment.




Delete – removes a question or the entire assessment as needed.

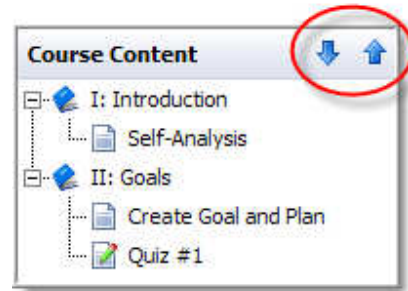
Copy Course Element

Select **Copy Course Element** to allow a choice of an existing course element to copy. Then specify a new title for that element.

A form titled 'Add New Course Element'. It contains the text 'Select an action below to create a new eCourse element.' followed by four radio button options: 'Create Chapter' (selected), 'Create Topic', 'Create Assessment', and 'Copy Course Element'.

Moving Course Content

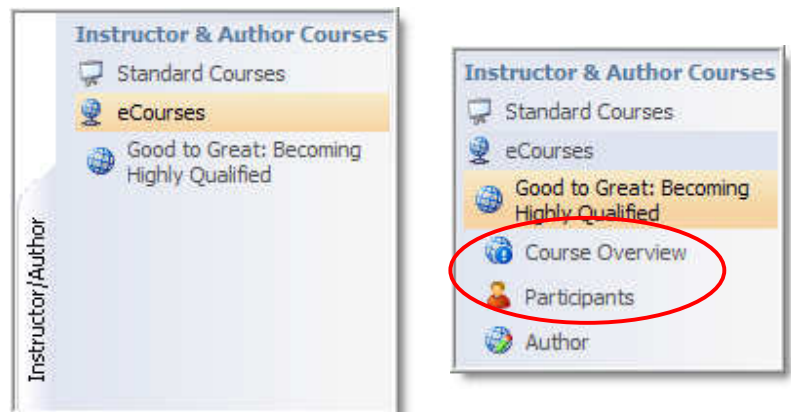
 eCourse elements can be shifted up and down between chapters using the blue up and down arrows.




Instructing an eCourse

If designated as an Instructor of an eCourse, additional Course Overview and Participants buttons are available.

Note: An Instructor is also able to create and edit course content and assessments.

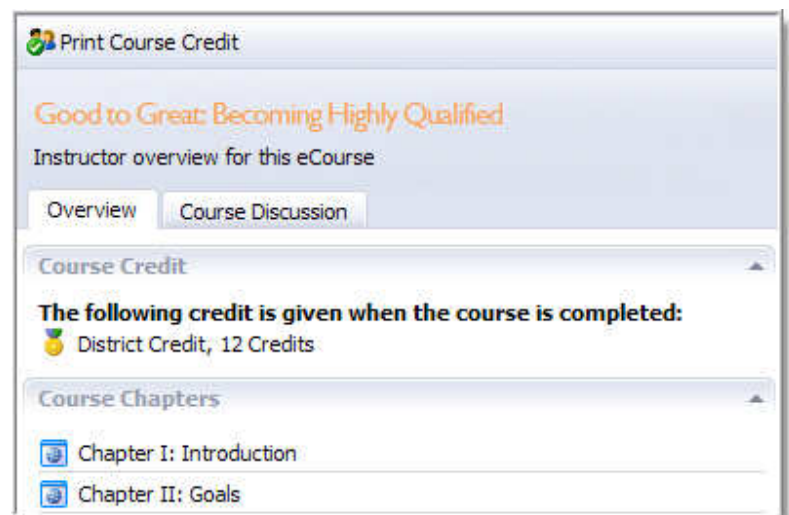


Course Overview

 The Overview Tab shows the credit that is granted for a completed course as well as the Course Chapters.

Selecting **Print Course Credit** will open a PDF document with a list of:

- eCourse Attendees
- Enrollment Date
- Enrollment Status
- Survey Completion Status
- Credit Earned



Course Discussion



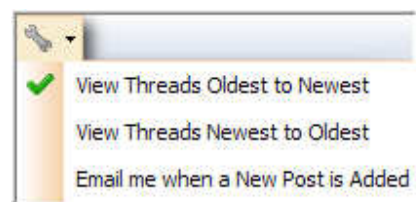
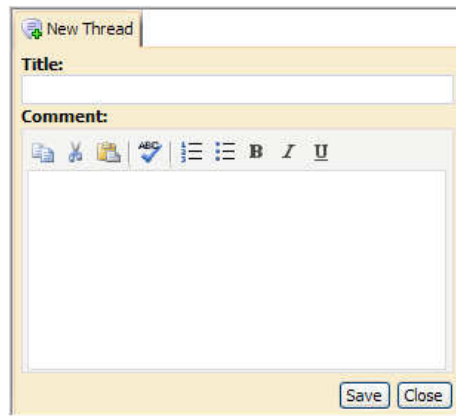
New Threads are created to begin a new topic of discussion. Attendees can reply to the thread or begin a new thread.



New threads and replies are clearly visible and can be sorted from oldest to newest or newest to oldest. The system can email the course creator when new discussion items are posted.



By selecting this icon, discussions can be opened in a new window.



Participants



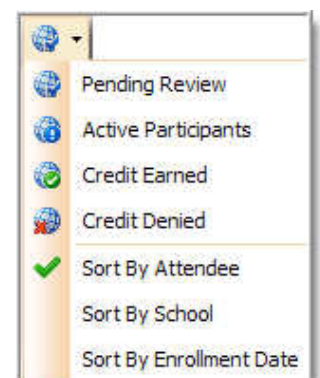
Instructors for an eCourse can view enrolled staff by their status in the eCourse. Choose which list of attendees/staff members to view by selecting the globe icon:

- Pending Review
- Active Participants
- Credit Earned
- Credit Denied



Each list can be sorted by:

- Attendee
- School
- Enrollment Date



Active Participants

Once a participant is highlighted, their eCourse participation details are viewable.

Once an attendee has requested credit, additional information appears.

Review eCourse Participant
Review the eCourse participant's information below.

Overview | Time Details | Staff Discussion

Attendee Information

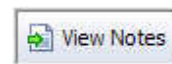
- Attendee:** Victoria Newman
- Schools:** Yellow Elementary
- Enroll Date:** 10/21/2008

Attendee Information

- Attendee:** Daniel Romalati
- Schools:** Yellow Elementary
- Score on Objective Questions:** 0% (The score does not meet the passing score of 70%)
- Enroll Date:** 10/21/2008
- Course Attempts:** 1

Notes

The Author/Instructor may also write notes by selecting the **View Notes** button on the right side of the top tool bar. Any notes written will be visible to the attendee.



Time Details

View Session Details allows the Author/Instructor to view dates and total time the course attendee was actively logged into the eCourse content by selecting each session.

Summary Sessions show the dates and times the eCourse attendee was logged into the course content.

Overview | Time Details | Staff Discussion

Session Information

View Session Details

Summary Sessions

- 10/29/2008, 0 hour(s), 6 minute(s), 19 second(s)
- 11/4/2008, 0 hour(s), 0 minute(s), 16 second(s)

Select Session: Ch II: Quiz #1

Quiz #1

Sessions:

- 11/4/2008 10:04:37 AM

Discussion

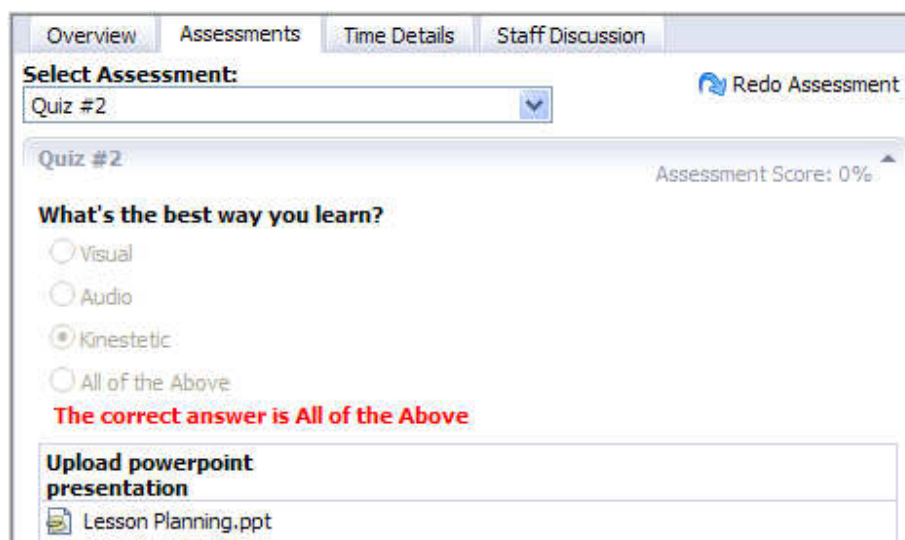
Staff Discussion – This tab lists only the discussion entries by that eCourse attendee.



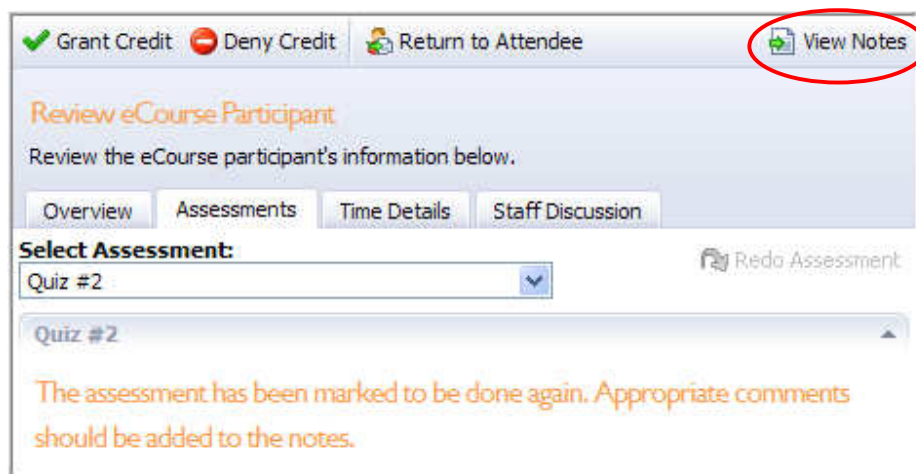
Pending Participants

Once a participant has requested credit after completing the eCourse, an Assessments tab will be available. Select the assessment from the drop-down menu to see the question set, the responses, and the percentage correct (if scored). Note: Only "required" assessments will be listed here.

In addition, any uploaded files from course participants will be available for viewing or downloading by the Author.



Redo Assessment - If a course attendee fails an assessment, the Course Author can allow them to redo the assessment. The Instructor should add notes for the attendee. Then select **Return to Attendee** to allow them to redo the assessment.



Assigning Credit

Grant or Deny Credit – The eCourse Instructor/Author may either grant or deny credit to the course attendee.



Staff Portfolios

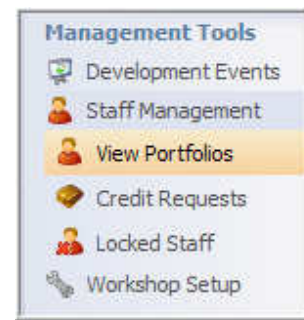
A **Staff Portfolio** is a collection of a staff member's professional development levels achieved, credits earned, workshop course registrations and state/national certifications.

Professional Development Administrators and Principals can view Staff Portfolios several ways.

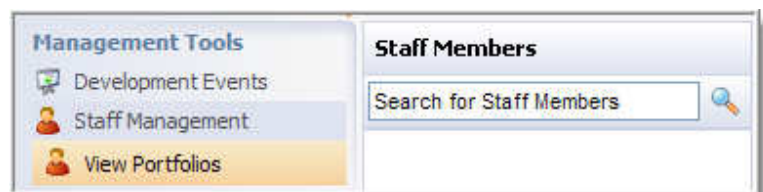
Viewing Staff Portfolios

Professional Development Administrator

Manage Tab >
Management Tools >
Staff Management >
View Portfolios



Enter a staff member's name and search to view that portfolio.



This view of a staff portfolio is the same for a principal and a staff member.

1. Portfolio Summary

- **District Professional Development Levels Earned** – display of any completed PD levels
- **Total credits earned to date** – sum of credits earned within the Workshop application since its initial implementation.

2. Certifications

– display of state certifications entered by the staff member. Staff members enter any new certifications earned.

3. Portfolio Entries

- **Credit Items** – summary of credits earned during the current staff development year.
- **Professional Development Events** – list of all registered district courses, requested outside credits, and status of credits earned for the current staff development year.
- **Earned Goals** – summary of district or school goals earned by attending courses associated with those goals.

Note: The beginning month for the professional development year is established in the Workshop General Setup on the Manage Tab.

4. Portfolio Entries from Previous Years

– includes credit item summary, professional development events and earned goals from previous years.

Print
Registration Lock

1
Portfolio Summary for Gail Dinkelkamp

District Professional Development Levels Earned:
★ Bronze

Total credits earned to date:
★ GT Credit, 147.5 Credit(s)
Technology, 12 Credit(s)
Title 1, 10 Credit(s)
Texas SBEC CPE, 22 Credit(s)
Instructor Credit, 44.5 Credit(s)
Tech Bucks, 11.5 Credit(s)
District Credit, 103 Credit(s)
Comp 07-08, 33 Credit(s)
Comp 06-07, 6 Credit(s)

2
Certifications

★ Elementary Life-Earth Science (Lifetime Status)
★ Assistant Principal (Expires January 2009)
★ Elementary Earth Science (Expires March 2010)

3
Portfolio Entries from June 2008 to May 2009

Credit Items:
★ GT Credit, 3.5 Credit(s)
Technology, 6 Credit(s)
Title 1, 10 Credit(s)
Texas SBEC CPE, 10 Credit(s)
Instructor Credit, 24.5 Credit(s)
Tech Bucks, 2.5 Credit(s)

Professional Development Events:
Workshop Training, October 20, 2008
Survey Test, October 14, 2008 [Registered]
Test entry, October 13, 2008 [Request for Credit Denied]
Janet's Course, October 12, 2008 [Absent]
First Aid Training, October 9, 2008 [Registered]
Gradebook Preparation, October 2, 2008 [Registered]
Colin's Course of Testing 2, September 24, 2008
Michelle's Technology Course, September 19, 2008
Colin's Course of Testing, September 18, 2008
Colin's Course of Testing, September 18, 2008
NECC, July 2, 2008 [Request for Credit Denied]
Math Curriculum Writing, June 10, 2008 [Registered]
Curriculum Writing, June 5, 2008 [Registered]

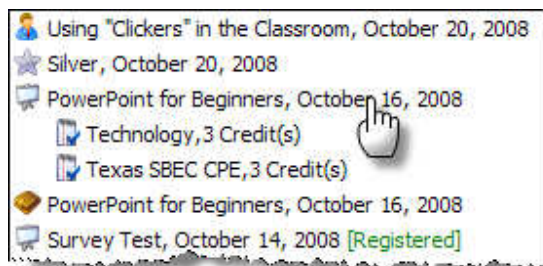
Earned Goals:
★ Colors ISD District Goals
Goal: 1.. Provide a safe, secure and orderly environment at school

4
Portfolio Entries from June 2007 to May 2008

Portfolio Entries from June 2006 to May 2007

Credit Earned per Course

By selecting a course title, the credits earned will appear beneath the course entry.



Print & Registration Lock



Print – displays a PDF document for printing.



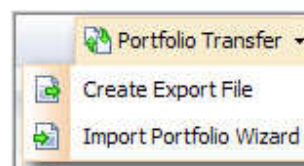
Registration Lock – this option can be used to manually lock a staff member from enrolling in courses.



Note: An automatic registration lock after a certain number of absences can be enabled on the Workshop General Setup on the Manage Tab.

Portfolio Transfer

When a staff member wants to transfer their eduphoria! Workshop portfolio, the district administrator may **Create Export File** to a .wxe file. This can be saved and taken (emailed) to another Workshop district.



Import Transfer Portfolio

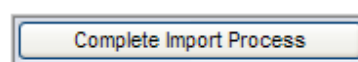
When a new staff member has a Workshop portfolio file to import, follow the Import Wizard.

Search for the staff member and select the name to open the portfolio. Select Import Portfolio Wizard.

Upload the .wxe file and make sure the names of the staff member are both correct.

Match the imported credit types with local and district credit types. Any credit types that are not matched will be ignored and therefore, not imported.

Select **Complete Import Process**.

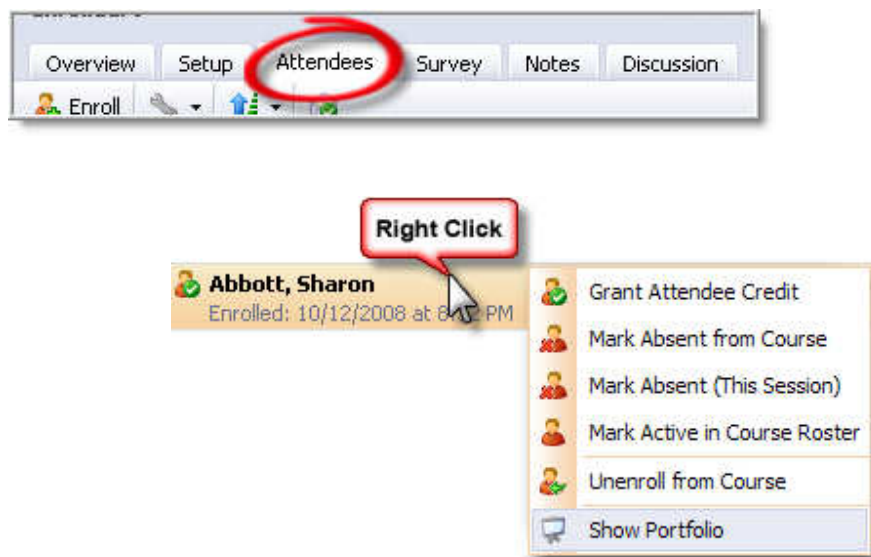
A screenshot of a "Load Import File" dialog box. It has a title bar and a main area. The main area contains the text "Select a file provided by another school district and click the upload button." Below this text is a text input field, a "Browse..." button, and an "Upload" button. Below the input field and buttons, there is a section with the following text: "Imported from: Eduservia", "Source Staff Name: Sharon Abbott", and "Local Staff Member: Sharon Abbott". At the bottom of the dialog box, there is a line of text: "If this is correct, click the next button at the bottom, right of the screen."A screenshot of a "Credit Type Matching" dialog box. It has a title bar and a main area. The main area contains the text "Match imported credit types with local district credit types. Credit types not matched will be ignored." Below this text, there are two columns: "Imported Credit Types" and "Local Credit Types". Under "Imported Credit Types", there are three rows: "District Credit", "Title 1", and "Technology". Under "Local Credit Types", there are three dropdown menus: the first is set to "District Credit", the second is set to "Do Not Import", and the third is set to "Do Not Import".

Viewing Staff Portfolios (other views)

Attendee Tab

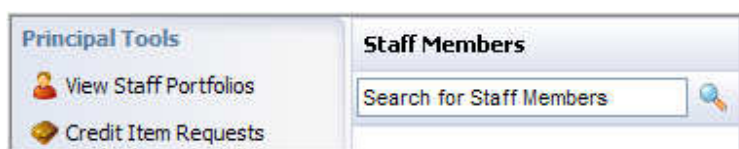
Professional Development Administrators have the option to view staff portfolios from the course *Attendees* Tab.

Right-click on an attendee's name for the option to show their portfolio.



Principals

On the *Principal* Tab, select View Staff Portfolios to search for a staff member's portfolio. This view of a staff portfolio is the same for the Professional Development Administrator and the staff member.



Staff Members

A staff members' portfolio view is similar to the Principal and Professional Development Administrator's view - with one exception. Staff members see the current certifications and courses in a list view.





The list allows staff members to make a selection of a certification or course and find more options.

A **certification** entry can be printed or deleted. For certifications that have expiration dates, staff members can print, delete, and edit the start and renewal dates. The credits that apply to earning that certification are also listed so the staff member is always aware of certification standing.



Portfolio Icons



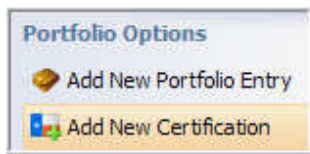
	District or School Course
	Portfolio Entry (Submitted for Approval for District Credit)
	Portfolio Entry (Not Submitted for Approval for District Credit)
	eCourse

Certifications (Texas only)

Add New Certification

Staff members enter their own certifications through their portfolio in Workshop.

In Portfolio Options, select Add New Certification.



Select a type of Texas certification to add to the portfolio. For multiple certifications, this process will need to be completed for each type of certification held.

Once the certification type is selected, click Next.

A screenshot of a software interface titled "Add New Certification". It prompts the user to "Select a certification below to add to your certification list:". Below this is a scrollable list of certification types, each preceded by a small icon. The list includes: All-Level Art, All-Level Learning Resources Specialist, All-Level Music, All-Level Physical Education, Assistant Principal, Counselor, Driver Education, Early Childhood Education, Early Childhood Education-Handicapped, Educational Diagnostician, Elementary Biology, Elementary Early Childhood Education, and Elementary Earth Science. The list is currently showing the first 12 items, with a scrollbar on the right.

Renewal Requirements

Does the certification need to be renewed? Select Yes or No.

A screenshot of a software interface titled "Renewal Requirements". It asks the question "Is this certification subject to SBEC renewal requirements?". There are two radio button options: "Yes, I will need to renew this certification" (which is selected) and "No, I met the requirements for a lifetime designation".

If YES is selected:

Next Renewal Date

Select the month and year when the certification needs to be renewed.

This date will be marked with the certification and is a good reminder for the staff member and administrators.

A screenshot of a software interface titled "Next Renewal Date". It prompts the user to "Select the month and year when this certification will need to be renewed:". Below this are two dropdown menus. The "Month:" dropdown is set to "October". The "Year:" dropdown is set to "2008".

Classification

Next, select how the certification is classified, noting the number of clock hours needed to fulfill the certification renewal.

Workshop will then keep track of the certifications and the number of credits (clock hours) earned to date for the renewal.

A screenshot of a software interface titled "Classification". It asks the question "How is this certification classified?". Below this is a list of radio button options, each followed by the number of clock hours required for renewal: Classroom Teacher (150 clock hours every 5 years), Counselor (200 clock hours every 5 years), Education Aide (0 clock hours every 5 years), Education Diagnostician (200 clock hours every 5 years), Librarian/Learning Resource Specialist (200 clock hours every 5 years), Master Teacher (200 clock hours every 5 years), Principal (200 clock hours every 5 years), Reading Specialist (200 clock hours every 5 years), and Superintendent (200 clock hours every 5 years).

Start and Renewal Dates can be modified as needed by the staff member.

Print Delete Certification Start Date Renewal Date

Secondary Mathematics
 Classification: Classroom Teacher, Renewal Dates:
 Start=April 2005 Renewal=April 2010
 150 CPE clock hours are required each 5 years

Visit www.sbec.state.tx.us for information regarding teacher certifications and renewal information.

CPE Credits

The following SBEC CPE credits were earned during the required renewal period:

- PowerPoint for Beginners**
October 16, 2008 (3 SBEC credit hours)
- Discipline Strategies for New Teachers**
October 13, 2008 (12 SBEC credit hours)
- Michelle's Technology Course**
September 19, 2008 (2 SBEC credit hours)

Total CPE Hours: 17

If NO is selected:

Select how the certification is classified.

For Texas Lifetime Certifications, it is simply noted in the staff member's portfolio.

Print Delete Certification Start Date Renewal Date

Elementary Self-Contained
 Classification: Classroom Teacher
 Lifetime Certification Status

Classification

How is this certification classified?

- ☐ Classroom Teacher
- ☐ Counselor
- ☐ Education Aide
- ☐ Education Diagnostician
- ☐ Librarian/Learning Resource Specialist
- ☐ Master Teacher
- ☐ Principal
- ☐ Reading Specialist
- ☐ Superintendent

Credit Item Requests

Staff members who attend non-district staff development, college courses, conferences (not using eduphoria! Workshop registration), etc., can add them manually to their workshop portfolio. If the staff member is not seeking district credit for the course, the entry will be added to their workshop portfolio.

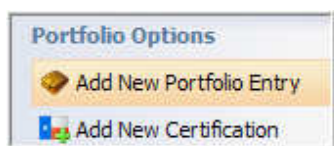
If the staff member is seeking district credit for the outside course, additional information is needed and approval is required. The District Professional Development Administrator sets the standards for how these new credit requests will be approved. (Note: *Workshop General Setup*)

Requesting Credit Items

New Portfolio Entry

Staff members enter their own course information through their portfolio in Workshop.

In Portfolio Options, select Add New Portfolio Entry.



Select the type of portfolio entry to be added.

New Portfolio Entry

What type of entry do you want to include in your portfolio?

☒ Outside workshop or conference

☐ Request for district professional development level

☐ College course

☐ Other

Note: Requests for District Professional Development Levels is explained under the Levels section of this manual.

Enter a title and description of the type of portfolio credit request.

Entry Title

Enter a title for this entry:

Enter a description:

Enter the Start and End Dates, including times.

Entry Start Date

Enter the date when this entry began:

October 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Select the starting time for the entry:

08 : 30 AM

Entry End Date

Enter the date when this entry concluded:

September 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Select the ending time for the entry:

03 : 30 PM

If No is selected:

The entry will be added to the staff member's portfolio and no credit hours will be applied to the entry.

District Credit

Would you like to request district credit for this entry?

☐ Yes

☒ No

If YES is selected:

Enter the number of credits requested for each of the credit types for the out-of-district course.

For example, a teacher who attends a two-day Regional Service Center workshop in the summer for 14 hours might enter "14" for Comp 08-09 and "14" Texas SBEC CPE credit.

Multiple types of credits can be selected in the request.

Credit Types

Enter the value of district credit requested:

Comp 06-07	<input type="text" value="0"/>
Comp 07-08	<input type="text" value="0"/>
Comp 08-09	<input type="text" value="0"/>
District Credit	<input type="text" value="0"/>
GT Credit	<input type="text" value="0"/>
Tech Bucks	<input type="text" value="0"/>
Technology	<input type="text" value="0"/>
Title 1	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="0"/>

Include any comments about the credit request below:

Associate Goals

If district or school goals are achieved by attending the outside course, select the individual goals met by expanding the goals listed.

Associate Goals

To associate goals with this request, expand the items below and check the appropriate goals

☒

 Document: Colors ISD District Goals

☒

 Document: Blue Elementary - Campus Goals

Submit Request for Credit

Submit the request now OR wait until a later date so that modifications can be made and attachments can be added.

Submit Request for Credit


Would you like to submit your request for credit now or at a later time?

Submitting at later time will allow you to modify the information supplied in this wizard and add file attachments.

☐ Now

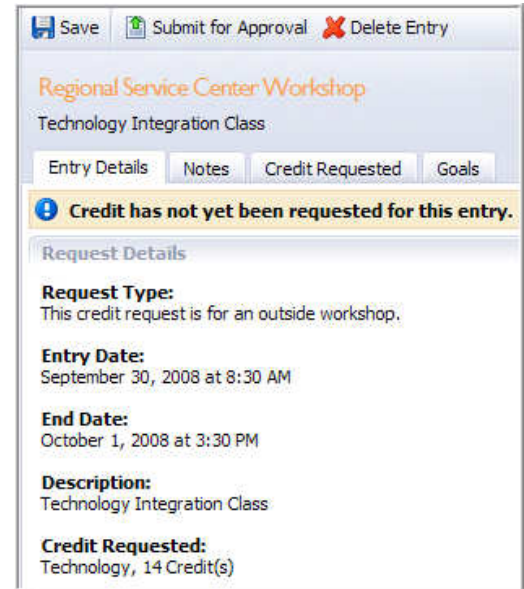
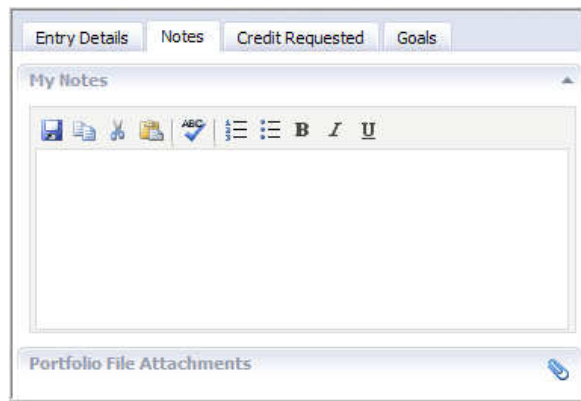
☒ At a later time, after I modify the entry

If a credit request is delayed until later, the staff member selects the entry from their portfolio to make modifications.

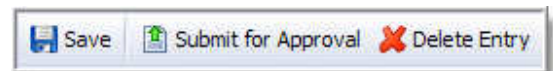
 Notes can be added to the request and attachments can be uploaded. Select the paperclip to upload electronic documents such as PDF files, Word documents, etc.

Credit types requested and associated goals can be modified also.

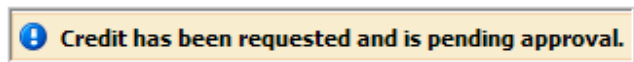
Save, or Delete as needed.



Once complete, the staff member selects **Submit for Approval**.



Status notes are added to the level request.



Approving or Denying Requests

Once submitted for approval, Professional Development Administrators or Principals need to view the requests.

To approve credit requests, navigate to the *Manage* Tab.

Manage Tab >
Management Tools >
Staff Management >
Credit Requests

The screenshot shows the 'Credit Item Requests' interface. On the left is a 'Management Tools' sidebar with options: Development Events, Staff Management, View Portfolios, Credit Requests (highlighted), Locked Staff, and Workshop Setup. The main area is titled 'Credit Item Requests' and shows a request for 'Abbott, Sharon' from 'Yellow Elementary' dated 'September 30, 2008'. On the right, there are buttons for 'Approve' and 'Deny Credit'. Below these, a 'Portfolio Credit Request for Sharon Abbott' is shown for a 'Regional Service Center Workshop, September 30, 2008'. A 'Request Details' section indicates the 'Request Type' is 'This credit request is for an outside workshop.'

For Principals, navigate to the *Principal* Tab and then Credit Item Requests

Select a staff member's name from the list of Credit Item Requests. The staff member's portfolio will appear along with the specific details of the request.

Districts may designate certain credit types to be approved by a certain staff member. That credit type has to be reviewed and approved first, before the entire credit request can be approved.

The screenshot shows the 'Credit Types' interface. On the left is a list of credit types: Comp 06-07, Comp 07-08, Comp 08-09, District Credit, GT Credit, Tech Bucks, Technology (highlighted), and Title 1. The main area is titled 'Credit Types' and has buttons for 'Save Credit Type' and 'Delete Credit Type'. Below these, there is an 'Edit Credit Type' section with a description: 'Enter the details for a credit type granted for various types of courses.' There are two tabs: 'General Options' and 'Credit Review'. The 'Credit Review' tab is active, showing a list of staff members to review. 'Romalati, Daniel' is listed. There are 'Add Staff' and 'Remove Staff' buttons at the bottom right.

For example, a district Technology Director, Daniel Romalati, has to review and approve technology credit requests first. Then the credit request moves to the staff member's principal for approval. Once approved by both administrators, credit will be awarded to the staff member.

District Credit	0
GT Credit	0
Tech Bucks	0
Technology	14
Title 1	0

This credit type is being reviewed.

As credit requests are being reviewed, the Professional Development Administrator has the rights to modify the credit items requested. Simply edit the values in the Credit Item section.

Either Approve or Deny the Credit. A text box will appear to create a note to the staff member explaining the credit decision.

Select Submit or finalize the request.

A message is emailed to the staff member explaining the status of the request.

Your request for credit for Silver has been approved by Bobby Jones. You can view this entry in your portfolio at <http://eduservia.schoolobjects.com/wshop>.

Once credit has been granted, the status note will be adjusted in the staff member's portfolio.

! Credit has been granted for this request. Comments: Congratulations!

If credit type changes were made by the credit reviewer, those changes will be noted along with any notes from the reviewer.

District Credit	<input type="text" value="0"/>
GT Credit	<input type="text" value="0"/>
Tech Bucks	<input type="text" value="0"/>
Technology	<input type="text" value="12"/>
Title 1	<input type="text" value="0"/>
Texas SBEC	<input type="text" value=""/>

✔ **This credit type has been approved by Daniel Romalati.**
Comments : You really should only receive 12 hours due to lunch.

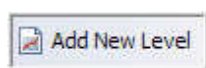
Professional Development Levels

Professional Development Levels (PD Levels) are stages that staff members can reach by completing specific staff development hours. The district designates which credit requirements staff members must achieve to reach a level. The district also decides if the completion of a level should be granted automatically or approved by a district staff member. When a staff member completes a staff development level, he or she will request approval of that level. Once approved, the new credit level will appear in the staff member's portfolio.

Setting Up PD Levels

Create New PD Level

To create a new level, select **Add New Level**.



Under the *General* Tab, enter a title, description and select an image to best represent the PD level.

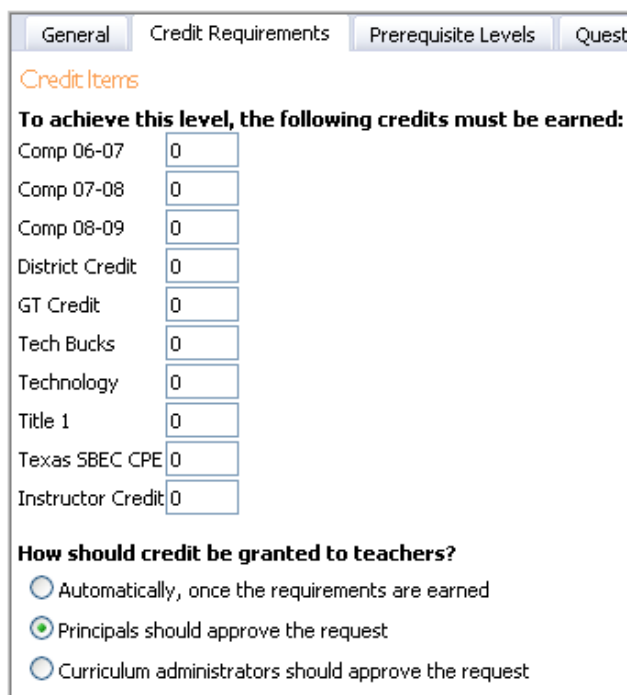
A screenshot of the "Edit Professional Development Level" form. The form has a title bar "Edit Professional Development Level" and a subtitle "Navigate the tabs below to edit information about a professional development level." Below the subtitle are five tabs: "General", "Credit Requirements", "Prerequisite Levels", "Questionnaire", and "Staff". The "General" tab is selected. The form content includes a section "Professional Development Level Details" with a "Title:" label and a text input field containing "Gold", and a "Description:" label and a text area. Below this is a "Program Image" section with the instruction "Select an image that best represents the professional development program level." and a "Set Image" button with a star icon.

Credit Requirements

Enter how many credits of each type must be earned for a staff member to be awarded this PD level. Requirements can include a combination of multiple credit types or just one credit type.

Select how credit should be approved and granted to staff members.

- Credit is automatically granted once the requirements are met.
- Principals should approve the request. Requests will be sent to staff member's respective principal.
- Professional Development Administrators should approve the request. All requests will be available for all PD Administrators to approve or deny.

A screenshot of the "Credit Requirements" form. The form has a title bar "Credit Requirements" and a subtitle "Credit Items". Below the subtitle is the instruction "To achieve this level, the following credits must be earned:". Below this is a table with two columns: "Credit Type" and "Credits". The table contains the following rows: "Comp 06-07", "Comp 07-08", "Comp 08-09", "District Credit", "GT Credit", "Tech Bucks", "Technology", "Title 1", "Texas SBEC CPE", and "Instructor Credit". Each row has a corresponding input field with the value "0". Below the table is a section "How should credit be granted to teachers?" with three radio button options: "Automatically, once the requirements are earned", "Principals should approve the request" (which is selected), and "Curriculum administrators should approve the request".

Prerequisite Levels

If staff members must complete one professional development level before completing another level, select the prerequisite level here.

General

Credit Requirements

Prerequisite Levels

Questionnaire

Staff

Prerequisite Professional Development Levels

Staff members must already hold one of these professional development levels to qualify for this level.

☐ Gold

☐ Bronze

Questionnaire

Once credit is earned for a PD level, a questionnaire might be required of staff members. Enter a question and select **Add Item**. Add additional items if needed. The item/question can be edited or removed.

General

Credit Requirements

Prerequisite Levels

Questionnaire

Staff

Staff Questionnaire

Enter any questions that should accompany a request to earn this level:

Add Item

Rate this program.

Edit Item

How would you describe the experience to someone else?

Remove Item

Staff

This tab allows district staff to manually award a PD level to staff members or groups.

To award a PD level, select Assign Level. Search for staff members individually by name or by groups of staff members.

Once selected, the level can be removed and the calendar can be used to adjust the date awarded.

General

Credit Requirements

Prerequisite Levels

Questionnaire

Staff

Staff Members Awarded

Awarded 11/2/2007

Admin, Intervention

Awarded 11/2/2007

Andrews, Lynn

Awarded 11/2/2007

Baskeyfield, Ronald

Awarded 11/2/2007

Benton, Debbie

Awarded 11/2/2007

Black, Angeles

Awarded 11/2/2007

Assign Level

Remove Level

Change Award Date

<

November 2007

>

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

General

Credit Requirements

Prerequisite Levels

Questionnaire

Staff

Staff Members Awarded

☒ View Staff Members

☐ View Groups

Click Here and Enter an Email Address or Staff Member's Name

Select Staff

Cancel Search

Save

Delete

Edit Professional Development Level

Navigate the tabs below to edit information about a professional development level.

General

Credit Requirements

Prerequisite Levels

Questionnaire

Staff

Staff Members Awarded

Newman, Victoria

Awarded 10/20/2008

Assign Level

Remove Level

Change Award Date

<

October 2008

>

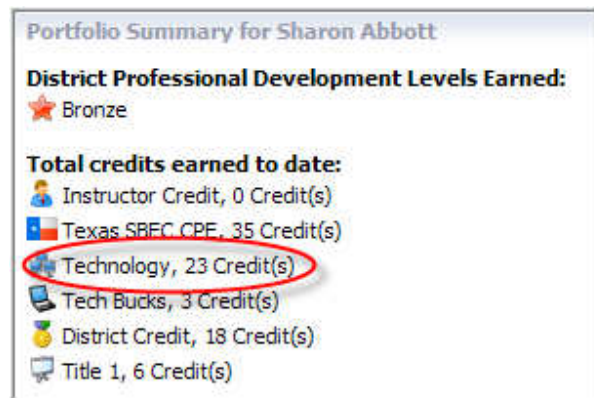
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Earning a PD Level

EXAMPLE

Teacher Sharon has earned 23 Technology credits. To reach the Silver PD level, she needs to earn a minimum of 20 credits. She now needs apply for that level by submitting a request.

Once a staff member has earned the minimum amount of credits to achieve a professional development level, he or she must apply for the PD level.



Portfolio Summary for Sharon Abbott

District Professional Development Levels Earned:

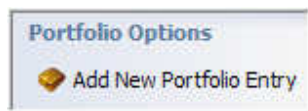
★ Bronze

Total credits earned to date:

- Instructor Credit, 0 Credit(s)
- Texas SBEC CPE, 35 Credit(s)
- Technology, 23 Credit(s)
- Tech Bucks, 3 Credit(s)
- District Credit, 18 Credit(s)
- Title 1, 6 Credit(s)

The staff member completes these steps during the PD level application process:

1. Under Portfolio Options, select Add New Portfolio Entry.



Portfolio Options

Add New Portfolio Entry

2. Select the "Request for district professional development level" button.
3. Select the PD level requested.



New Portfolio Entry Wizard

New Portfolio Entry

What type of entry do you want to include in your portfolio?

- ☐ Outside workshop or conference
- ☒ Request for district professional development level
- ☐ College course
- ☐ Other

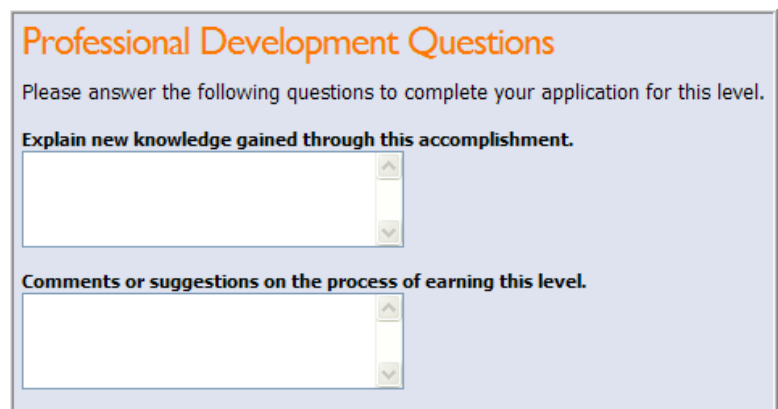


Professional Development Level Request

Which district professional development program level would you like to request?

- ☐ Gold
- ☒ Silver

4. Answer the questions to complete the application.



Professional Development Questions

Please answer the following questions to complete your application for this level.

Explain new knowledge gained through this accomplishment.

Comments or suggestions on the process of earning this level.

5. Submit the request now or at a later date. Delayed submission enables the requestor to make modifications and add attachments.


Submit Professional Development Level Request

Would you like to submit your request for credit now or at a later time? Submitting at later time will allow you to modify the information supplied in this wizard and add file attachments.

- ☐ Now
- ☒ At a later time, after I modify the entry

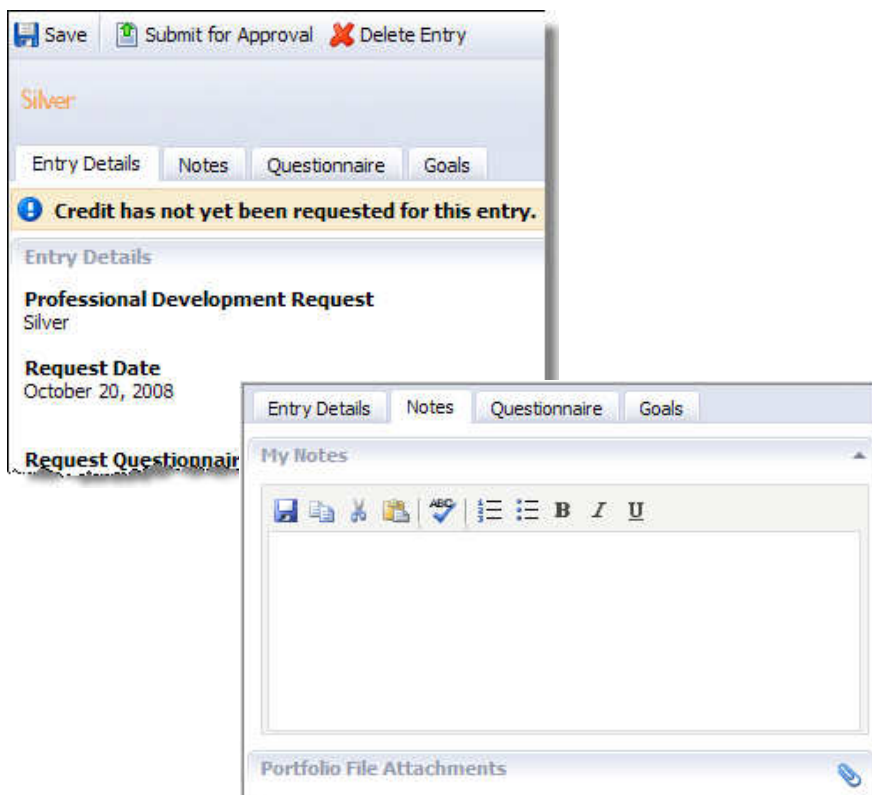
If a request is delayed, a staff member selects the PD level request from their portfolio.

Notes can be added and attachments can be uploaded as part of the request.

 Select the paperclip to upload electronic documents such as PDF files, Word documents, etc.

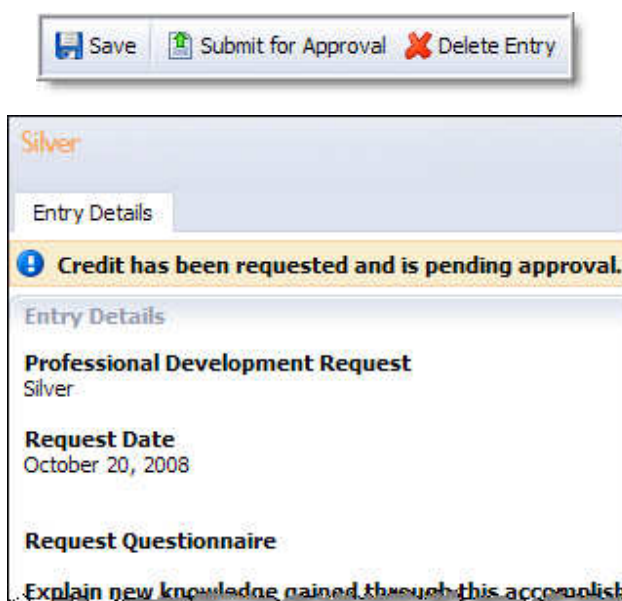
Questionnaire answers can be modified before submitting the request for approval.

Save, or Delete as needed.



Once updated and complete, the staff member selects **Submit for Approval**.

Status notes are added to the PD level request.



Once submitted for approval, Professional Development Administrators or Principals need to view the requests.

To approve Professional Development Level requests, navigate to the *Manage* Tab.

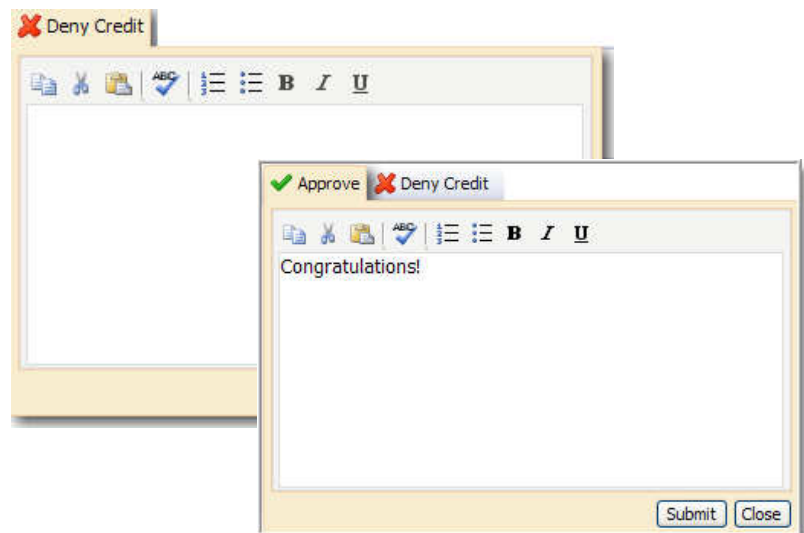
Manage Tab >
Management Tools >
Staff Management >
Credit Requests



Select a staff member's name from the list of Credit Item Requests. The staff member's portfolio will appear along with the specific details of the request.

Either Approve or Deny the credit request. A text box will appear to create a note to the staff member explaining the credit decision.

Select Submit to finalize the request approval or denial.



An email will be sent to the staff member explaining the status of the request.

Your request for credit for Silver has been approved by Bobby Jones. You can view this entry in your portfolio at <http://eduservia.schoolobjects.com/wshop>.

Once credit has been granted, the status note will be adjusted and comments will appear for the staff member in their portfolio.

Credit has been granted for this request. Comments: Congratulations!

If a staff member tries to create a PD Level request without earning the necessary credits, they will not be able to complete the request wizard.

Create Entry
There are no professional development levels available to apply for.



Report Tab Alert

Professional Development Levels Report – displays which PD levels staff members have earned or been awarded.

Choose between the different document views.

View levels by staff member – lists staff members and PD level(s) earned

View levels by staff members (include all staff members) – lists all staff members and PD level(s) earned or not earned

View staff members by level – lists PD level(s) and staff members who have earned each level

Choose All Levels or a specific Professional Development Level, and then filter by district or specific school.

This report will export to a PDF document.

The screenshot shows a web form for generating a report. It has three radio buttons under 'Document View': 'View levels by staff member' (selected), 'View levels by staff member (Include All Staff Members)', and 'View staff members by level'. Below these are two dropdown menus: 'Professional Development Level' set to 'All Levels' and 'Filter Campus' set to 'Entire District'. At the bottom is a large button with a printer icon and a green plus sign, labeled 'Submit Report'.

Shopping Cart

The Shopping Cart is an easy way to track rewards based on professional development. The cart is composed of a series of items with various details and costs for staff members to “buy” with their workshop “credits.” Items in the shopping cart typically are technology related, curriculum and lab equipment, or can be customized to meet a district’s unique incentives.

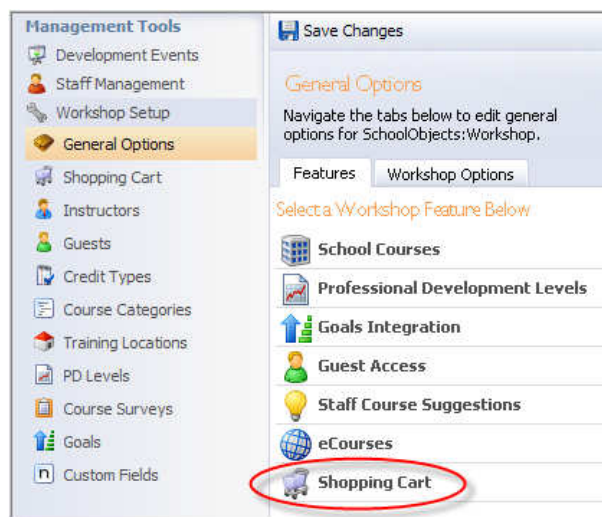
Shopping Cart Setup

Enable Shopping Cart Feature

Manage Tab >
Management Tools >
Workshop Setup >
General Options >
Features Tab

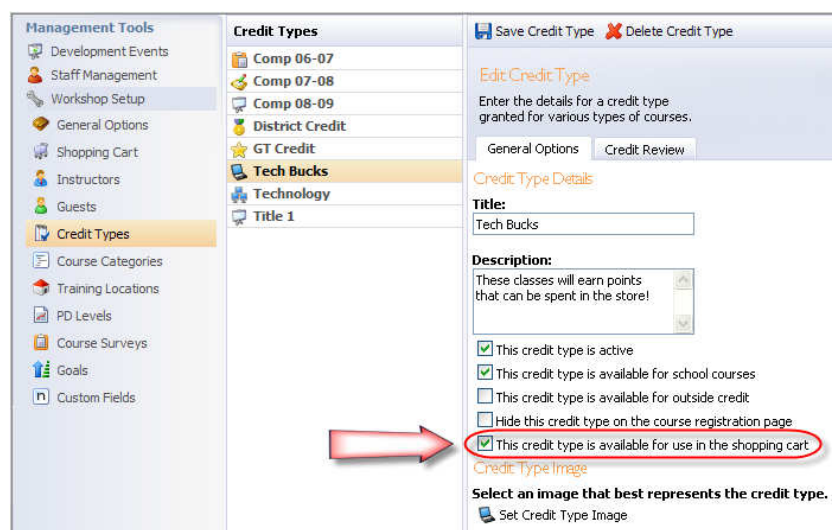
Confirm that the Shopping Cart Feature is enabled.

*Note: Unless noted as **[Disabled]** the feature is working and visible to district staff members.*



Create Shopping Cart Credit Type

When creating credit types, designate at least one that is available for use in the shopping cart.

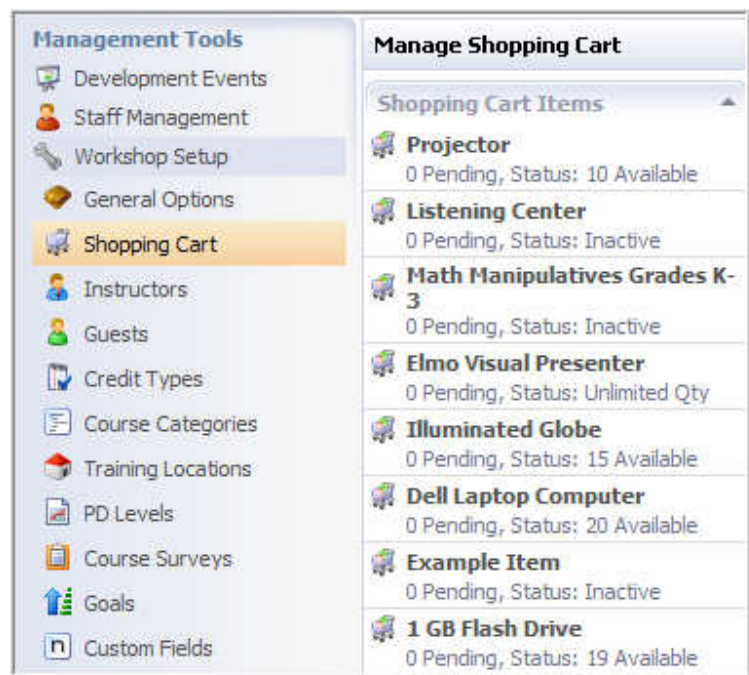


Note: More than one credit type can be used for the shopping cart in the system. However, do not use a credit type for the shopping cart that is also used for maintaining certification or professional development levels.

Managing Shopping Cart

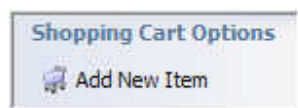
Manage Tab >
Management Tools >
Workshop Setup >
Shopping Cart

All of the Shopping Cart Items will be listed on this screen once entered.



Add New Shopping Cart Item

Select **Add New Item**.



Complete the Wizard with title, description, and initial quantity on hand. Select Next then Finish.

Repeat for all items in the inventory.

New Shopping Cart Item

To create a new shopping cart item, enter the details of the item below.

Item Title:

Description:


Initial Quantity On Hand:
 ☐ Do not track quantities

Item Details

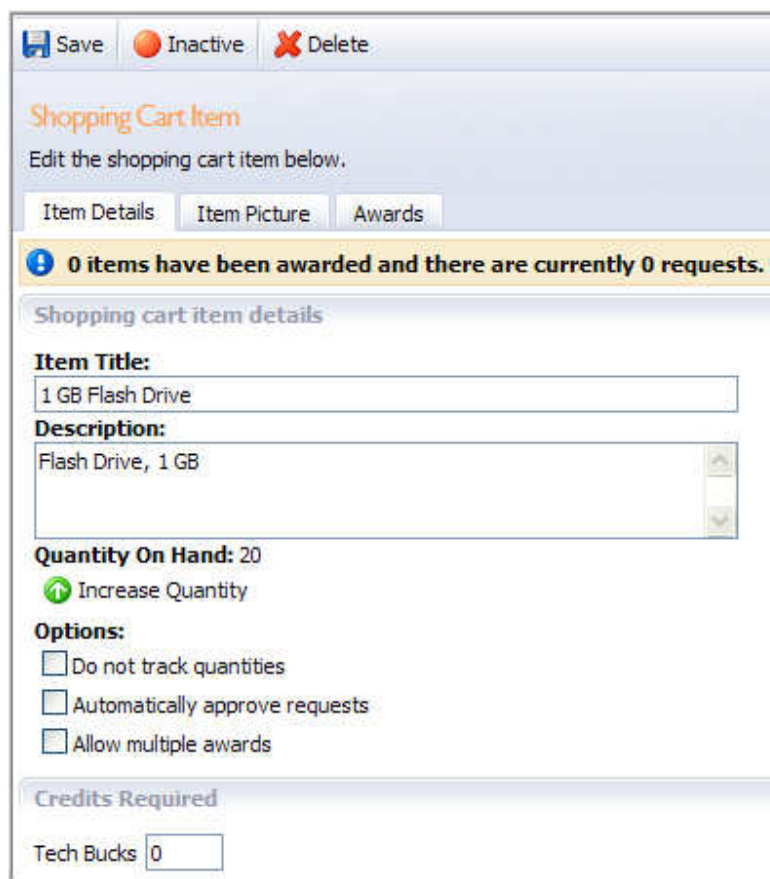
Edit title, description, and quantity as needed.

The *Item Details* Tab allows districts to:

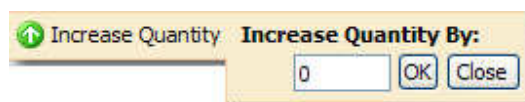
- **Disable quantity tracking** – if quantity is not relevant for items. (Example: Item is a “free substitute for a day.”)
- **Automatically approve requests** – if district level approval will not be required for the staff member to “buy” the item.
- **Allow multiple rewards** – if the same staff member is allowed to receive the award more than once.

 **Increase Quantity** – Click this button to increase the number of items in inventory.

Credits Required – Specify which credit types are required to purchase this item. Each credit type that is designated for the shopping cart will be displayed here. Each credit type displayed can have various values, and each value will have to be met in order to purchase the item.



The screenshot shows the 'Shopping Cart Item' edit form. At the top, there are buttons for 'Save', 'Inactive' (with a red circle icon), and 'Delete' (with a red X icon). Below these is the title 'Shopping Cart Item' and the instruction 'Edit the shopping cart item below.' There are three tabs: 'Item Details' (selected), 'Item Picture', and 'Awards'. A yellow banner states: '0 items have been awarded and there are currently 0 requests.' The 'Shopping cart item details' section includes: 'Item Title:' with a text box containing '1 GB Flash Drive'; 'Description:' with a text box containing 'Flash Drive, 1 GB'; 'Quantity On Hand: 20' with an 'Increase Quantity' button (green up arrow); and 'Options:' with three checkboxes: 'Do not track quantities', 'Automatically approve requests', and 'Allow multiple awards'. At the bottom, 'Credits Required' shows 'Tech Bucks' with a value of '0'.



The dialog box has a title bar with a green up arrow icon and the text 'Increase Quantity'. The main area contains the text 'Increase Quantity By:' followed by a text box with the value '0'. At the bottom right are 'OK' and 'Close' buttons.

Active/Inactive

Toggle this button to make the item available for staff to purchase from the cart or hide it from view.

Instead of deleting a shopping cart item when inventory is depleted, it is better to make it inactive in order to save records of prior awards.



A button with three icons: a floppy disk for 'Save', a green circle for 'Active', and a red X for 'Delete'.



A button with three icons: a floppy disk for 'Save', a red circle for 'Inactive', and a red X for 'Delete'.

Item Picture

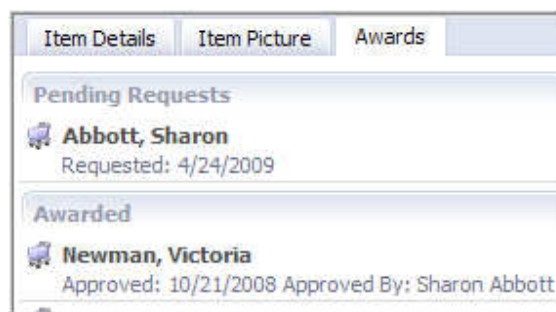
Browse for an image and upload it. This image will appear to staff members when shopping.

Note the image requirements for best results.



Awards

This tab shows a list of all **Pending** and **Awarded** items. Use this tab to approve pending awards if requests are not automatically approved.



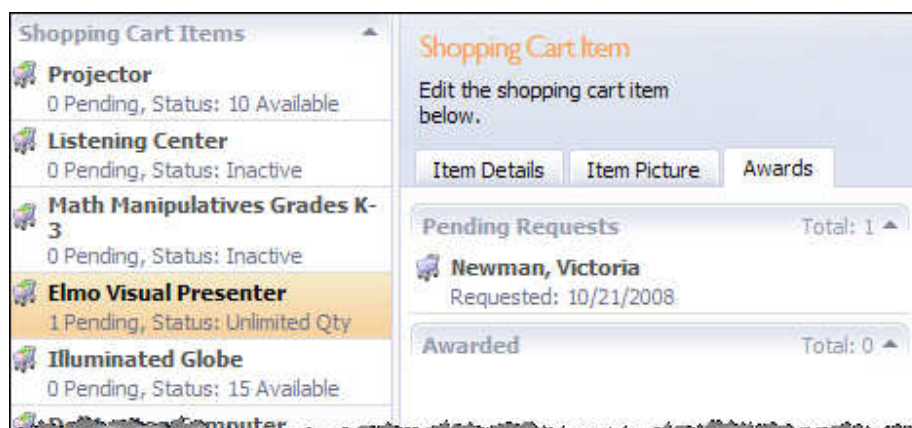
Award Review Process

The Professional Development Administrator will receive an email stating there is a pending request for a shopping cart item.

Manage Tab >

- Management Tools >
- Workshop Setup >
- Shopping Cart >

The number of pending items awaiting approval will be listed along with all other shopping cart items. Select the item with any pending requests.



Approve or Return Items

If Approved:

The shopping cart credits will be deducted from the staff member's account.

The item will then be moved to **Awarded Status** for the district view and the staff member view.

If Returned:

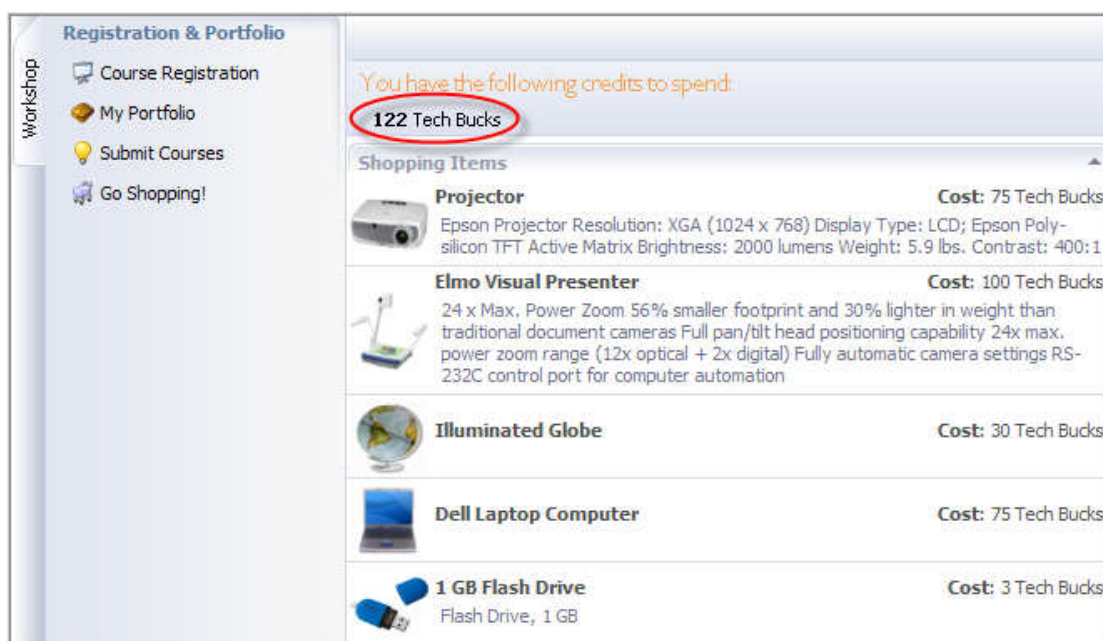
The shopping cart credits for that item will not be deducted from the staff member's account.

The request will then be removed from the pending requests.




Go Shopping!

Staff members select the “Go Shopping!” option on the *Workshop* Tab. A list of active shopping items, descriptions and costs are visible. Also, a total number of Shopping Cart credits earned will appear here.




Select an item to order to see if enough credits are available.

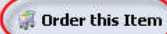
Select **Order this Item** to request the “purchasing” of the item.

**Elmo Visual Presenter**
24 x Max. Power Zoom 56% smaller footprint and 30% lighter in weight than traditional document cameras Full pan/tilt head positioning capability 24x max. power zoom range (12x optical + 2x digital) Fully automatic camera settings RS-232C control port for computer automation

Cost: 100 Tech Bucks

**Elmo Visual Presenter**
24 x Max. Power Zoom 56% smaller footprint and 30% lighter in weight than traditional document cameras Full pan/tilt head positioning capability 24x max. power zoom range (12x optical + 2x digital) Fully automatic camera settings RS-232C control port for computer automation

To order this item, you will need the following credits:
Tech Bucks: 100 credits (You will have 22 credits remaining after ordering this item)




The request will be submitted and the staff member will be informed once the request has been reviewed.

If a staff member attempts to order an item and does not have enough credits to purchase it, the **Order this Item** button will not be active.

Or, if the item has a limit of one per person (Allow multiple rewards option in Workshop Setup), a message will appear that the staff member cannot request more than one of the item.

To order this item, you will need the following credits:
Tech Bucks: 75 credits (You will need **53** credits to purchase this item)
You need more credits to purchase this item.



Reports

The *Reports* Tab is available to Professional Development Administrators and Principals in the Workshop application. Reports are categorized into Administrative reports, Staff reports, and Analysis and Export reports. A district option also exists for many reports, allowing district wide reports to be easily generated. These reports are used to help optimize and improve performance.

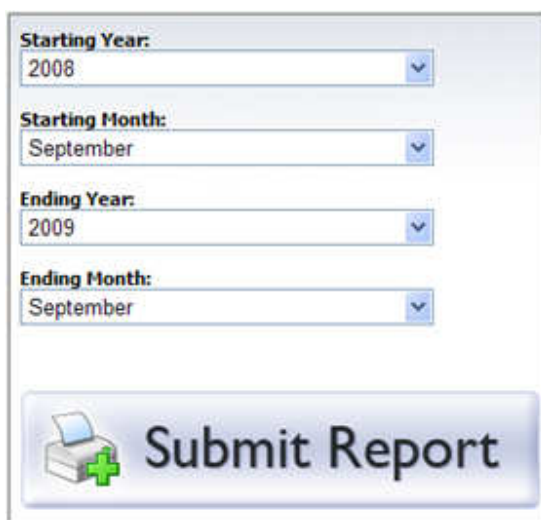
NCLB Report

This report includes staff development statistics to assist with NCLB reporting.

Select starting year and month as well as ending year and month, and then click Submit Report.

This report will export to a PDF document.

Note: This report is only available to PD Administrators.



Catalog Body Report

This report will export your existing courses into a printable catalog.

Select the types of events to include in the report, and then specify the starting/ending year and month.

Specific course information can be selected to include in the report. Once completed, click Submit Report.

This report will export to Microsoft Word to enable course catalog creation.

Note: This report is only available to PD Administrators.



Guest Enrollment Report

This report displays enrollment information for guests attending in-district staff development courses.

Enter start and end date to create report.

This report will export to a PDF document.

Note: This report is only available to PD Administrators.



A screenshot of the 'Guest Enrollment Report' form. It features two date input fields: 'Start Date' with the value '9/29/2008' and 'End Date' with the value '9/29/2009'. Each field has a small calendar icon to its right. Below the date fields is a large blue button with a printer icon and a green plus sign, labeled 'Submit Report'.

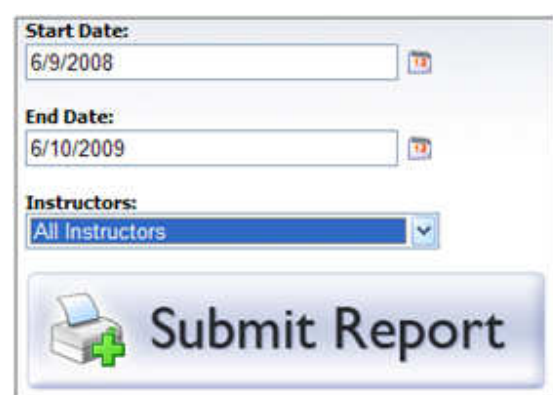
Instructor Course Report

This report displays courses by instructor, date and instructor credit earned.

Enter start and end date as well as the choice of *All Instructors* or only one specific instructor.

This report will export to a PDF document.

Note: This report is only available to PD Administrators.



A screenshot of the 'Instructor Course Report' form. It includes 'Start Date' (6/9/2008) and 'End Date' (6/10/2009) fields with calendar icons. Below these is an 'Instructors' dropdown menu currently set to 'All Instructors'. At the bottom is a large blue 'Submit Report' button with a printer icon and a green plus sign.

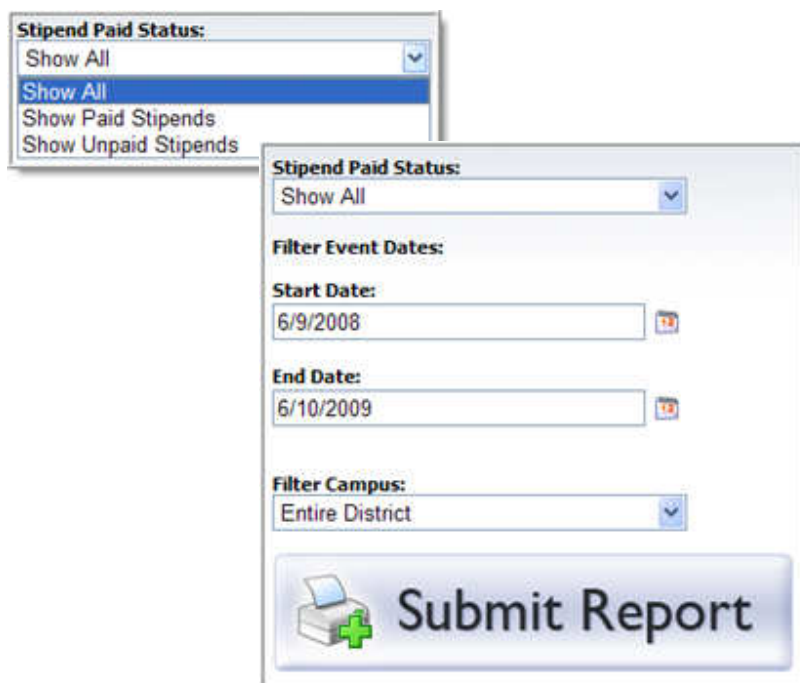
Stipend Report

This report generates a spreadsheet of staff stipend data earned from course participation.

Select stipend paid status, start and end date, and filter by school if desired.

This report will export to Excel.

Note: This report is only available to PD Administrators.



A screenshot of the 'Stipend Report' form. It features a 'Stipend Paid Status' dropdown menu with options: 'Show All', 'Show All', 'Show Paid Stipends', and 'Show Unpaid Stipends'. Below this is a 'Filter Event Dates' section with 'Start Date' (6/9/2008) and 'End Date' (6/10/2009) fields, each with a calendar icon. There is also a 'Filter Campus' dropdown menu set to 'Entire District'. At the bottom is a large blue 'Submit Report' button with a printer icon and a green plus sign.

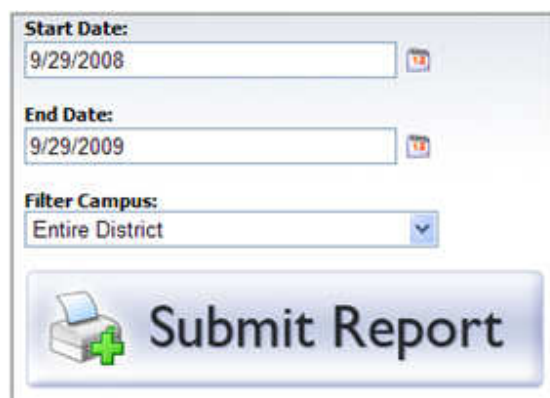
Enrollment Report

This report displays upcoming enrollments for given dates and schools.

Enter start and end date and filter by entire district or a specific school.

This report will export to a PDF document.

Note: This report is only available to PD Administrators and Principals (only for staff associated with his/her school).



The screenshot shows a web form for generating an Enrollment Report. It includes three input fields: 'Start Date' with the value '9/29/2008', 'End Date' with the value '9/29/2009', and a 'Filter Campus' dropdown menu currently set to 'Entire District'. Each date field has a small calendar icon to its right. At the bottom of the form is a large blue button with a printer icon and a green plus sign, labeled 'Submit Report'.

Staff Credit Report

This report displays earned credits by staff member or credit type.

Choose from the different document views.

View credits by staff member – displays individual staff members with their credits listed by type

View credits by staff member, including event titles – displays individual staff members with their credits listed by type and event title

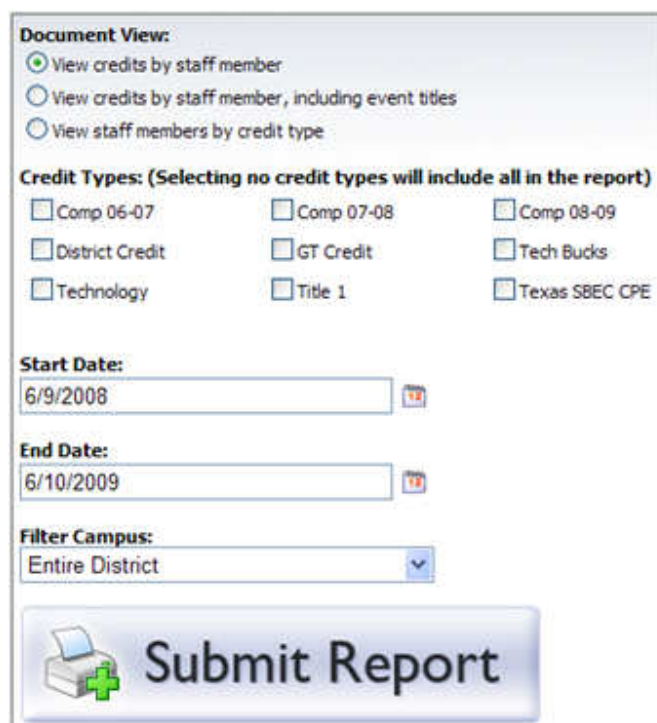
View staff members by credit type – displays a credit type and all the staff members with the number of credits earned for that type

Select the credit types to include, but selecting no credit types will include all in the report.

Enter start and end date and filter by entire district or a specific school.

This report will export to a PDF document.

Note: This report is only available to PD Administrators and Principals (only for staff associated with his/her school).



The screenshot shows a web form for generating a Staff Credit Report. It starts with a 'Document View' section containing three radio buttons: 'View credits by staff member' (selected), 'View credits by staff member, including event titles', and 'View staff members by credit type'. Below this is a 'Credit Types' section with the instruction '(Selecting no credit types will include all in the report)'. It contains nine checkboxes arranged in a 3x3 grid: 'Comp 06-07', 'Comp 07-08', 'Comp 08-09', 'District Credit', 'GT Credit', 'Tech Bucks', 'Technology', 'Title 1', and 'Texas SBEC CPE'. The bottom section includes 'Start Date' (6/9/2008), 'End Date' (6/10/2009), and a 'Filter Campus' dropdown (Entire District), each with a calendar icon. A large blue 'Submit Report' button with a printer icon is at the bottom.

Goals Report

This report displays district goals data assigned to course and portfolio events.

Choose from the different document views.

View course by goals – lists district or school goals and the courses that meet those goals

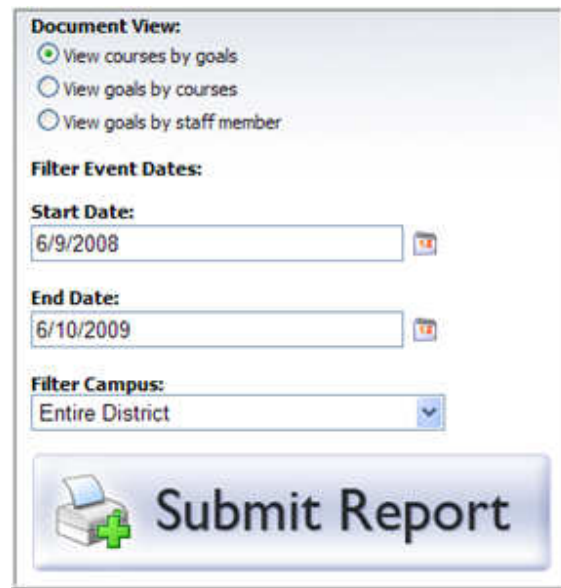
View goals by courses – lists the courses and the goals met by those courses.

View goals by staff member – lists staff members, then goals (with counts) that have been met by courses attended

Enter start and end date and filter by entire district or a specific school.

This report will export to a PDF document.

Note: This report is only available to PD Administrators and Principals (only for staff associated with his/her school).



The screenshot shows a web form for generating a Goals Report. It includes three radio buttons under 'Document View': 'View courses by goals' (selected), 'View goals by courses', and 'View goals by staff member'. Below this is a 'Filter Event Dates' section with 'Start Date' (6/9/2008) and 'End Date' (6/10/2009) text boxes, each with a calendar icon. A 'Filter Campus' dropdown menu is set to 'Entire District'. At the bottom is a large blue button with a printer icon and the text 'Submit Report'.

Professional Development Levels Report

This report displays which PD levels staff members have earned or been awarded.

Choose from the different document views.

View levels by staff member – lists staff members and PD level earned (only staff who have earned a level)

View levels by staff members (Include All Staff Members) – lists all staff members and PD levels earned or not earned

View Staff Members by Level – lists individual PD levels and staff members who have earned each level

Choose All Levels or a specific Professional Development Level, and then filter by district or specific school.

This report will export to a PDF document.

Note: This report is only available to PD Administrators and Principals (only for staff associated with his/her school).



The screenshot shows a web form for generating a Professional Development Levels Report. It includes three radio buttons under 'Document View': 'View levels by staff member' (selected), 'View levels by staff member (Include All Staff Members)', and 'View staff members by level'. Below this is a 'Professional Development Level' dropdown menu set to 'All Levels'. A 'Filter Campus' dropdown menu is set to 'Entire District'. At the bottom is a large blue button with a printer icon and the text 'Submit Report'.

Staff Certification Report

This report displays staff certifications and their expiration dates, when applicable.

Choose from the different document views.

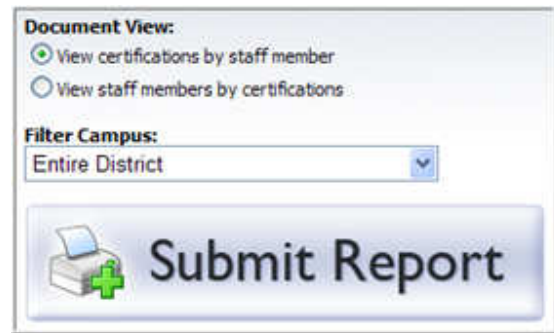
View certifications by staff member – lists each staff member and the certifications each holds

View staff members by certifications – lists each type of certification and the staff members who hold that type

Choose entire district or specific school.

This report will export to a PDF document.

Note: This report is only available to PD Administrators and Principals (only for staff associated with his/her school).



The form for the Staff Certification Report includes a 'Document View' section with two radio buttons: 'View certifications by staff member' (selected) and 'View staff members by certifications'. Below this is a 'Filter Campus' dropdown menu set to 'Entire District'. At the bottom is a large blue button with a printer icon and a green plus sign, labeled 'Submit Report'.

Staff Absence Report

This report displays a list of absences for each staff member within a given time period.

Enter start and end date and filter by entire district or a specific school.

This report will export to a PDF document.

Note: This report is only available to PD Administrators and Principals (only for staff associated with his/her school).



The form for the Staff Absence Report includes a 'Start Date' field with '9/29/2007' and a calendar icon, an 'End Date' field with '9/29/2008' and a calendar icon, and a 'Filter Campus' dropdown menu set to 'Entire District'. At the bottom is a large blue button with a printer icon and a green plus sign, labeled 'Submit Report'.

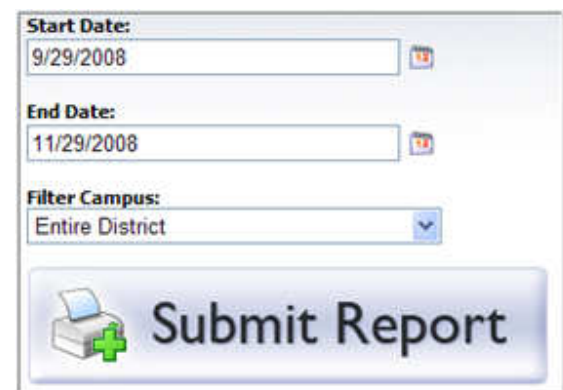
Substitute Report

This report displays registered staff members and dates of courses that have been designated as requiring a substitute teacher.

Enter start and end date and filter by entire district or a specific school.

This report will export to a PDF document.

Note: This report is only available to PD Administrators and Principals (only for staff associated with his/her school).



The form for the Substitute Report includes a 'Start Date' field with '9/29/2008' and a calendar icon, an 'End Date' field with '11/29/2008' and a calendar icon, and a 'Filter Campus' dropdown menu set to 'Entire District'. At the bottom is a large blue button with a printer icon and a green plus sign, labeled 'Submit Report'.

Course Spreadsheet Export

This report allows managers to export customizable reports based on selected fields and filters.

Use Report Fields to select information about the course, attendance, credit, category, and goals. Any combination of the above can be selected.

Use Filter Items to narrow down the report by time period, course type, credit type, course category, and school.

Export will generate a report in Excel format.

Reset will clear all fields and filter items to generate a new report.

Note: This report is only available to PD Administrators.

Select fields and filter criteria below to export course information to a spreadsheet.

 Export

Report Fields

- Course Fields**
- Attendance Fields
- Credit Fields
- Category Fields
- Goals Fields
- Filter Items

Course Fields

- ☒ Title
- ☐ Description
- ☐ Prerequisites
- ☐ Start Date
- ☐ End Date
- ☐ Instructors
- ☐ Course Type
- ☐ Guest Enabled
- ☐ Survey Required

 Reset

Report Fields

 Filter Items

- Course Dates (Required)**
- Course Types
- Credit Types
- Course Categories
- Schools

Select a start and end date to filter (Not applicable for eCourses)

Start Date: 

End Date: 

Staff Spreadsheet Export

Similar to the Course Spreadsheet Export, this report will allow you to customize an Excel export containing staff information.

Use the Report Fields section to specify information about the staff member, their attendance, credit earned, categories of courses taken, and goals earned.

Use Filter Items to narrow down the report by event dates, staff profile information, district group membership, credit type of credit earned, and school.

Export will generate a report in Excel format.

Reset will clear all fields and filter items to generate a new report.

Note: This report is only available to PD Administrators.

Select fields and filter criteria below to export staff information to a spreadsheet.

Report Fields

- Staff Fields
- Attendance Fields
- Credit Fields
- Category Fields
- Goals Fields
- Filter Items

Staff Fields

- ☒ Last Name
- ☒ First Name
- ☐ Staff ID
- ☐ Campus List
- ☐ Email Address
- ☐ Username
- ☐ Bilingual Status

Filter Items

- Event Dates
- Staff Profile
- District Groups
- Credit Types
- Schools

Export

Reset

Enrollment Statistics Report

This report displays enrollment data, grouped by course categories or credit types, for a specific date range.

Choose from the different document views.

View all enrollment data – lists all courses within the specified date range including:

- Course date
- Max seating
- Active staff
- Pending staff
- Absent staff
- Attendance percentage

View enrollment data by credit types – displays the above information but organizes the courses by credit type granted.

View enrollment data by categories – displays similar information but organizes by course categories.

Note: This report is only available to PD Administrators.

Document View:

- ☒ View all enrollment data
- ☐ View enrollment data by credit types
- ☐ View enrollment data by categories

Filter Event Dates:

Start Date: 6/9/2008

End Date: 6/10/2009

Submit Report