
Winter 2008 School Year

STI PD AL

Principal User Manual

STI

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This document was last modified on February 25, 2009. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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Overview

Principals and STI PD

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

- Creating Announcements
- Managing Programs
- Approving Training Histories
- Managing PD Titles and Session Schedules
- Managing Employees at their locations
- Running Reports

Getting Started

Logging In

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



Please Login

Username:

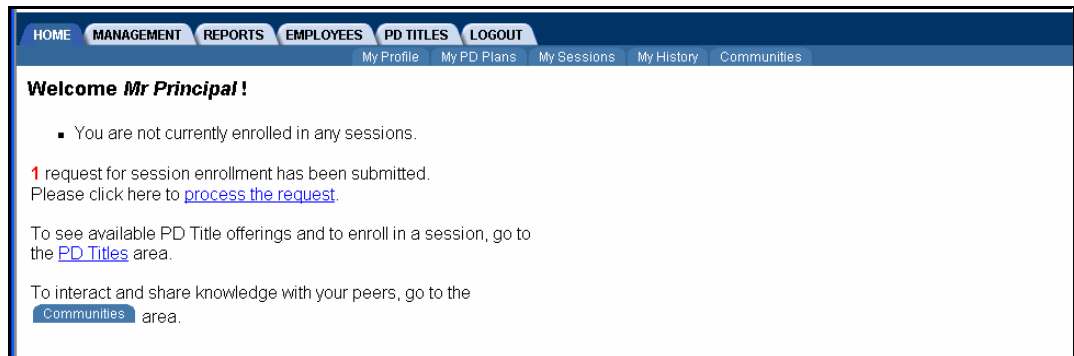
Password:

LEA: ▼

- Enter *Username* and *Password* in the appropriate fields. If there is an option to choose *LEA*, choose the appropriate LEA from the drop-down list.
- After entering the above information, click the **Click to Login** button to log in to the program.

Welcome Screen

The *welcome screen* will appear after you log in. The workspace is organized by clickable tabs at the top of the window. Each tab has sub-tabs listed below the tab label.



HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT

My Profile My PD Plans My Sessions My History Communities

Welcome Mr Principal !

- You are not currently enrolled in any sessions.

1 request for session enrollment has been submitted.
Please click here to [process the request](#).

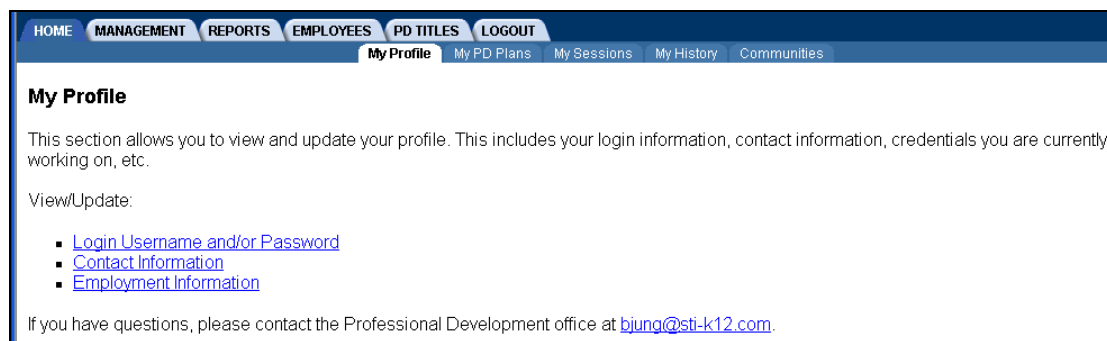
To see available PD Title offerings and to enroll in a session, go to the [PD Titles](#) area.

To interact and share knowledge with your peers, go to the [Communities](#) area.

Home Tab

My Profile: Editing User Profile

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



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

My Sessions: Viewing the Session Schedule Calendar

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

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

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

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

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

Session Information

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

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

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

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

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

Session Request Form

PD Title:
Writing Assessment Training for Middle School

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

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

Click the button below to submit this request:


Session Requests Previously Submitted

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

Note: You may also view any other session requests made previously. These can be deleted as well.

My History: Viewing Training History

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



Software Technology, Inc.
Administrative Software for Schools

[Privacy](#) [Feedback](#) [Help](#)

HOME
MANAGEMENT
REPORTS
EMPLOYEES
PD TITLES
LOGOUT

My Profile
My PD Plans
My Sessions
My History
Communities

My Training History

Pending Training History

Start Date

01/01/2005

-

End Date

05/31/2006

Filter by Date Range

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

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

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

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

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

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

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

Printable View

Training History Awaiting Approval

No training history submissions are pending.

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



Submit Training History

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

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

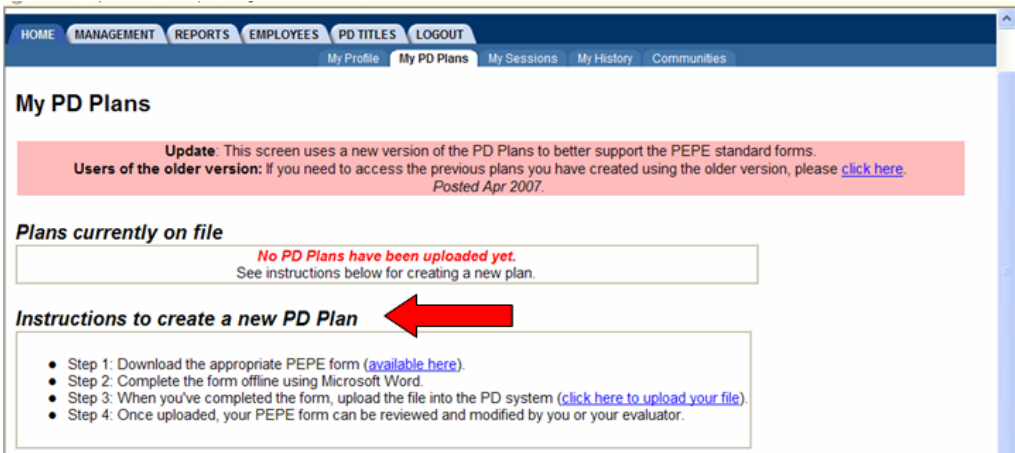
Note: These additional sessions will be added as *pending approval* items for your manager or principal to approve.

My PD Plans: Creating PD Plans

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

Creating a New Professional Development Plan

Follow the instructions on the screen to create a new PD Plan. See the red arrow below.



Once a new plan has been created, users may access the following options:

- **View most recent plan**
- **Upload a revision**
- **History**

- Delete plan

My PD Plans

Update: This screen uses a new version of the PD Plans to better support the PEPE standard forms.
Users of the older version: If you need to access the previous plans you have created using the older version, please [click here](#).
 Posted Apr 2007.

Plans currently on file

| Plan Name | Created | Evaluator | Revision | History |
|----------------------------|------------|-----------|---------------------------------------|---|
| AlSchoolProfilev1.xls test | 05-03-2007 | TBD | view most recent plan | upload a revision history delete plan |
| teacherfileVer14.xls test | 05-03-2007 | TBD | view most recent plan | upload a revision history delete plan |
| TchrrevisedPDP605.doc test | 05-03-2007 | TBD | view most recent plan | upload a revision history delete plan |
| TchrSpecialtyPDP.doc test | 05-03-2007 | TBD | view most recent plan | upload a revision history delete plan |
| aladminpdp02.doc test | 05-03-2007 | TBD | view most recent plan | upload a revision history delete plan |
| specialistPDP.doc test | 05-03-2007 | TBD | view most recent plan | upload a revision history delete plan |

Learning Communities

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

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

HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT

My PD Plans My Sessions My History Communities

Welcome PD Manager!

- You are not currently enrolled in any sessions.

To see available PD Title offerings and to enroll in a session, go to the [PD Titles](#) area.

To interact and share knowledge with your peers, go to the [Communities](#) area.

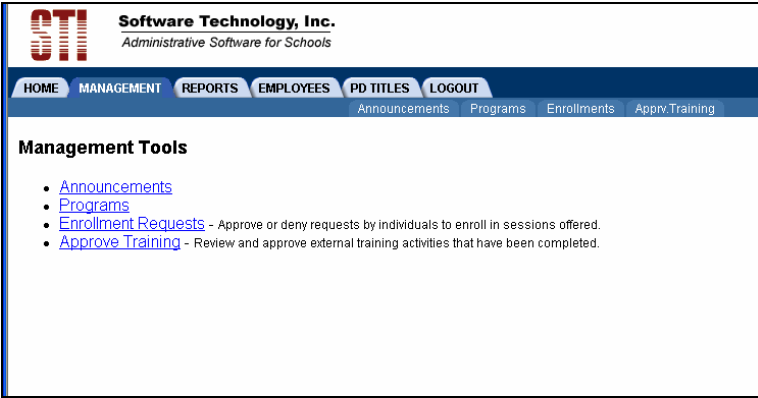
Today's Announcements:

- **Welcome!** (posted on 05/31/2005)
Thanks for coming

Management Tab

Management Tools

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

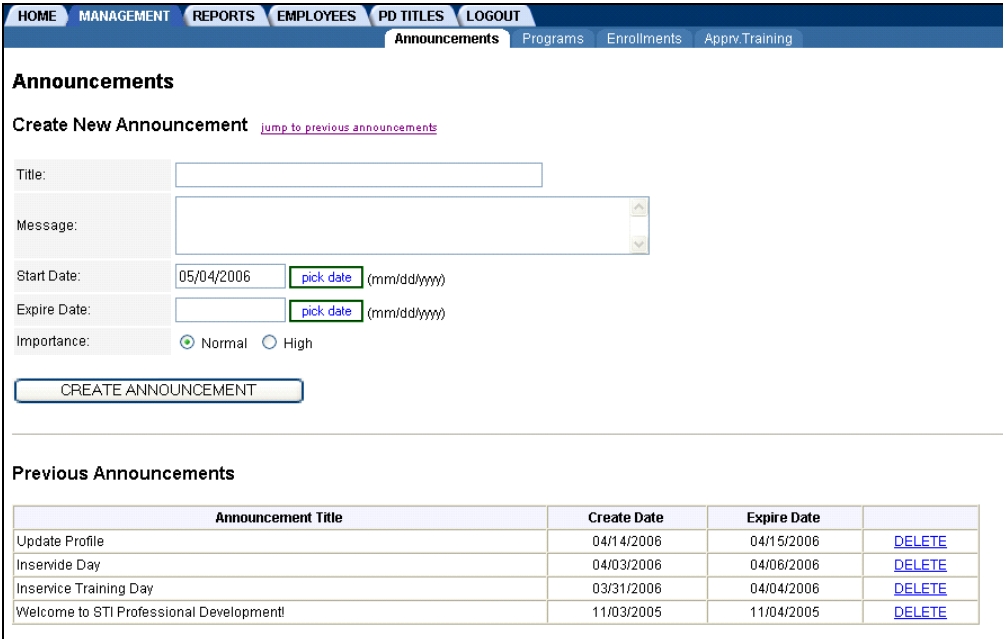


The screenshot shows the STI Software Technology, Inc. website. The header includes the STI logo and the text "Software Technology, Inc. Administrative Software for Schools". The main navigation menu has tabs for HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES, and LOGOUT. Below the PD TITLES tab, there are links for Announcements, Programs, Enrollments, and Apprv.Training. The Management Tools section is highlighted, listing the following options:

- [Announcements](#)
- [Programs](#)
- [Enrollment Requests](#) - Approve or deny requests by individuals to enroll in sessions offered.
- [Approve Training](#) - Review and approve external training activities that have been completed.

Creating Announcements

To create an announcement, click the **Announcements** link or tab and perform the steps listed below. Your announcements may only be viewed by users who belong to your LEA.



The screenshot shows the STI website's Announcements page. The navigation menu is the same as in the previous screenshot, but the Announcements tab is selected. The page title is "Announcements".

Create New Announcement [jump to previous announcements](#)

Title:

Message:

Start Date: [pick date](#) (mm/dd/yyyy)

Expire Date: [pick date](#) (mm/dd/yyyy)

Importance: Normal High

Previous Announcements

| Announcement Title | Create Date | Expire Date | |
|--|-------------|-------------|------------------------|
| Update Profile | 04/14/2006 | 04/15/2006 | DELETE |
| Inservice Day | 04/03/2006 | 04/06/2006 | DELETE |
| Inservice Training Day | 03/31/2006 | 04/04/2006 | DELETE |
| Welcome to STI Professional Development! | 11/03/2005 | 11/04/2005 | DELETE |

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

Programs

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

Programs

Use this screen to manage your programs.
You may edit a program using the list below or you may click here to [create a new program](#).

Program List

| Program Name | Number | Sponsoring Dept. | Contact Info. | |
|-----------------------------|-----------|--|----------------------------------|----------------------|
| Microsoft Word | 5987 | Software Technology, Inc. | | EDIT |
| PDA-Support | 100000 | Software Technology, Inc. | | EDIT |
| Student Management | 987654321 | Teachers Assoc. Software Technology, Inc. | Rodney Rogers 877-844-0884 | EDIT |
| Technology in the Classroom | 123456789 | District Tech Department Software Technology, Inc. | Chris Glover 877-844-0884 | EDIT |
| The Art of Listening | 365464 | Information Services Software Technology, Inc. | Tim Murphy 251-666-2315 | EDIT |
| Webquests: The Quest is On! | 0001 | Technology in Motion, UNA Software Technology, Inc. | Dr. Katie Kinney 256.431.0224 | EDIT |

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

Enrollments

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

Note: This is applicable only for those users who have been flagged with *Enrollment Approval Required*. See the section "Edit Employee Profiles" on page 15 for more details.

| HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT Announcements Programs Enrollments Apprv.Training | | | | |
|--|--|----------------------------------|--------------------------------|--|
| Pending Requests for Session Enrollment Approval | | | | |
| Date Requested | Employee Info | PD Title Requested | Session Start Date/Location | |
| 05/04/2006 | Teacher, 1 <i>Test High School</i> • teacher1@anywhere.com • view/edit profile • training history list | #0001 Block Schedule Training | 05/05/2006 STI Training Lab | click here to process this request |

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

Process This Session Enrollment Approval Request

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

| | |
|-------------------------|--|
| Date Requested | 04/17/2006 |
| Request Type | Request for enrollment into session |
| Session Requested | #123456 Teaching In Today's World <i>Instructor: Manager, PD</i> <i>Location: STI Training Lab</i> |
| Session Date(s) | 11/14/2005 - 03/31/2006 02:00PM - 04:00PM |
| Requested By | Jones, Bobby <i>Test High School</i> |
| Select approval status | <input checked="" type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Pending |
| Enter comments (if any) | <div style="border: 1px solid gray; height: 30px;"></div> |

Approve Training

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

Step 1: Approve Employee Training History

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

Step 2: View Submitted Training History

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

Results of Employee Search

1 to 1 of 1 match(es) found
[\[GENERATE MAILING LABELS\]](#)

| Last Name | First Name | LEA | Employee# (if applicable) | Contact Info | Options |
|-----------|------------|---------------------------|------------------------------|---|---|
| Johnson | Bobby | Software Technology, Inc. | xx901 | email: email@emailme.com | view submitted training history (2 pending out of 3 total) |

[PRINT TRAINING FOR ALL USERS ABOVE](#)

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

Step 3: Approve Status

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

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

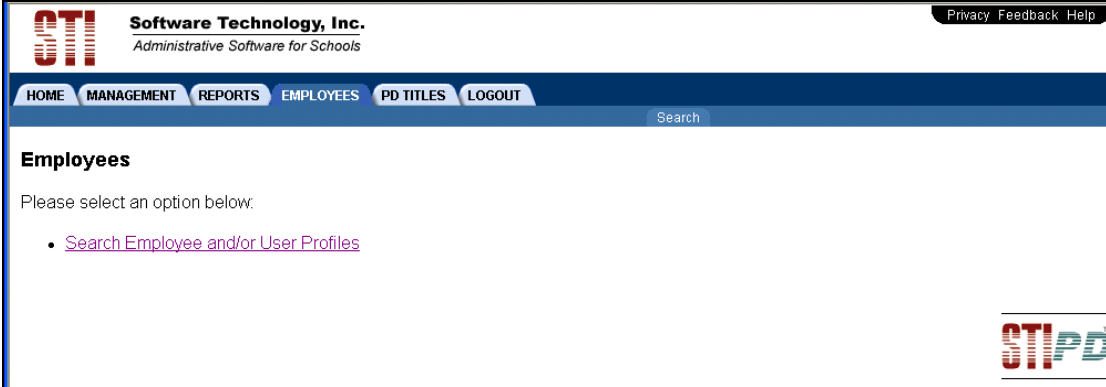
Submitted Training History

for *Bobby Johnson*

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

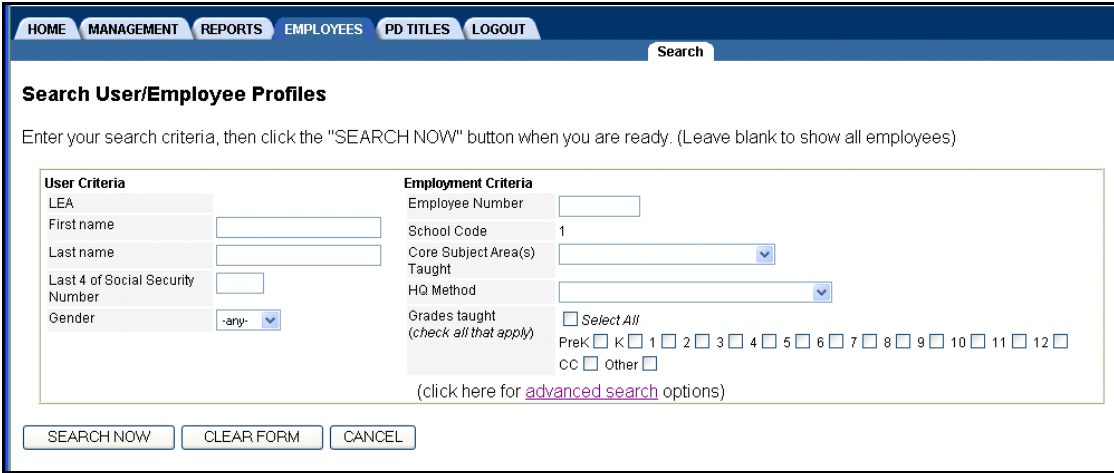
Employees Tab

Employee Options



Search for Employee Profiles

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



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

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

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

HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT Search

Results of User/Employee Search

1 to 1 of 1 match(es) found
[\[GENERATE MAILING LABELS\]](#)

| Last Name | First Name | LEA | Employee# (if applicable) | Contact Info | Options |
|-----------|------------|---------------------------|------------------------------|---|--|
| Lusk | Scott | Software Technology, Inc. | xxxx211 | email: clusk@sti-k12.com | view/edit profile training history reports training history list |

PRINT TRAINING FOR ALL USERS ABOVE
 (You may enter optional start and end dates below. Please enter dates in mm/dd/yyyy format.)

Edit Employee Profiles

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

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

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

* indicates required information

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

PD Titles Tab

PD Title Options

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

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

Searching the PD Title Catalog

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

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

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

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

Editing PD Title Information

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

Edit PD Title

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

Reference(s) [NETS.2](#) [NETS.3](#) [NETS.4](#)

Program(s) Student Management, Technology in the Classroom

PD Title

PD Title Number

Title Content Select All

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

Proficiency Levels Leadership

Specific Grades (check all that apply) Select All

PreK K 1 2 3 4 5 6 7 8

9 10 11 12 CC Other

Hours

PD Title Status

PD Title Approved Date (mm/dd/yyyy)

Project Leader

Fees (250 char. max)

Required Prerequisites **NONE**

To select multiple entries, hold down the CTRL key while making your selection(s).

ACS-003 - Beyond The Basal (Elementary Teachers) Morning Session (ALBERTVILLE CITY SCHOOLS)

ACS-004 - Beyond the Basal for Elementary Teachers (Afternoon Session) (ALBERTVILLE CITY SCHOOLS)

ACS-002 - Classroom Management (ALBERTVILLE CITY SCHOOLS)

ACS-005 - Collaboration and Inclusion (ALBERTVILLE CITY SCHOOLS)

001 - Institute (2006-2007) (ALBERTVILLE CITY SCHOOLS)

ACS-001 - Institute (2006-2007) (ALBERTVILLE CITY SCHOOLS)

ACS-008 - Introduction to Powerpoint II (Session 2) (ALBERTVILLE CITY SCHOOLS)

ACS-007 - Introduction to Powerpoint II (Session 1) (ALBERTVILLE CITY SCHOOLS)

ACS-009 - Microsoft Movie Maker and Video Editing (ALBERTVILLE CITY SCHOOLS)

Suggested Prerequisites

Description

Objectives

Adding a Session to a PD Title Record

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

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

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

Schedule a New Session

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

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

Copy and Use Information from a Previously Scheduled Session

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

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



Previously Scheduled Sessions

Date(s): 05/05/2006 to 05/26/2006
6 meeting(s)
May08 - 01:00 PM to 03:00 PM
May10 - 01:00 PM to 03:00 PM
May12 - 01:00 PM to 03:00 PM

Copy Session

New Session Form

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

Fill out the form according to each field provided.

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

- **Limit Enrollees to my schools/location:** This feature allows you to create a session that is offered only to the employees at your location. If you select this option, the program will note your location (such as the high school) and will only allow employees from that location to enroll in this session. This is generally used by Principals, not by PD Managers.
- In the last part of the form, you may attach **evaluations** to this session.

Schedule a New Session

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

| | | |
|--|---|--|
| PD Title Number | 123456 Teaching In Today's World | |
| RIC Session# (Optional) | <input type="text"/> - <input type="text"/> | |
| Session Delivery Format | Face To Face <input type="button" value="v"/> | |
| First Session Date | <input type="text"/> | <input type="button" value="pick date"/> (mm/dd/yyyy) |
| Last Session Date | <input type="text"/> | <input type="button" value="pick date"/> (mm/dd/yyyy) |
| Session Start Time (applies only to "Face to face" formats) | <input type="text"/> | <input type="button" value="pick time"/> |
| Session End Time | <input type="text"/> | <input type="button" value="pick time"/> |
| Allow Online Enrollment? | Allows users to register for this class online. <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Funding Source(s) | check all that apply <input type="checkbox"/> Title I <input type="checkbox"/> Title II <input type="checkbox"/> Title VI <input type="checkbox"/> Title I <input type="checkbox"/> Local School <input type="checkbox"/> Grant | |
| Additional Session Information | <input type="text"/> | |
| Lead Instructor | My LEA <input checked="" type="radio"/> My region(s) <input type="radio"/> State-wide <input type="radio"/> TBD <input type="button" value="v"/> | |
| Other instructor(s) <i>To select multiple entries, hold down the CTRL key while making your selection(s).</i> | <input type="button" value="NONE"/> <input type="button" value="Adams, David"/> <input type="button" value="Dance, Dr. Bill"/> <input type="button" value="Daniels, Linda"/> <input type="button" value="Ennels, Peggie"/> <input type="button" value="Faulkner, Gary"/> <input type="button" value="Glover, Chris"/> | |
| Follow-up/Feedback Info | <input type="text"/> | |
| Session Location | <input type="text"/> | |
| Limit enrollees to my school/location? | <input checked="" type="radio"/> Yes, only allow users from my school/location to enroll. <input type="radio"/> No, allow enrollees from other schools/locations. | |
| Maximum Enrollment | <input type="text"/> (leave blank if there is no limit) | |
| Session Status | Open <input type="button" value="v"/> | |
| | Select Evaluation(s) | Evaluation Name |
| | Pre-enrollment: | - none - <input type="button" value="v"/> <input type="button" value="pick date"/> |
| | On completion: | - none - <input type="button" value="v"/> |
| | Follow-up 1: | - none - <input type="button" value="v"/> <input type="button" value="pick date"/> |
| | Follow-up 2: | - none - <input type="button" value="v"/> <input type="button" value="pick date"/> |
| Session Confirmation Message | <input type="text"/> | |
| Automatically send reminder emails? | Checking "yes" will cause a reminder email to be sent automatically to all participants 3 days before the start date. <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| <input type="button" value="ADD NOW"/> <input type="button" value="CANCEL"/> | | |

- LEAs:** This option shows a list of all available LEA's. Your LEA will be selected by default. You would select other LEA's for situations in which the session you are creating will have employees from other LEA's attending. Only employees in the selected LEA's will be able to enroll in a session.

| | | | |
|--|--|--|---|
| Limit enrollees to my school/location? | <input type="radio"/> Yes, only allow users from my school/location to enroll. <input checked="" type="radio"/> No, allow enrollees from other schools/locations. | | |
| LEAs (check all that apply) | <input type="checkbox"/> Select All | | |
| | <input type="checkbox"/> Alabama School for the Deaf | <input type="checkbox"/> Alabama School of Fine Arts | <input type="checkbox"/> Albertville City |
| | <input type="checkbox"/> Alexander City | <input type="checkbox"/> ALSDE | <input type="checkbox"/> Andalusia City |
| | <input type="checkbox"/> Anniston City | <input type="checkbox"/> Arab City | <input type="checkbox"/> Athens City |
| | <input type="checkbox"/> Attalla City | <input type="checkbox"/> Auburn City | <input type="checkbox"/> Autauga County |
| | <input type="checkbox"/> Baldwin County | <input type="checkbox"/> Barbour County | <input type="checkbox"/> Bessemer City |
| | <input type="checkbox"/> Bibb County | <input type="checkbox"/> Birmingham City | <input type="checkbox"/> Blount County |
| | <input type="checkbox"/> Boaz City | <input type="checkbox"/> Brewton City | <input type="checkbox"/> Bullock County |
| | <input type="checkbox"/> Butler County | <input type="checkbox"/> Calhoun County | <input type="checkbox"/> Chambers County |
| | <input type="checkbox"/> Cherokee County | <input type="checkbox"/> Chilton County | <input type="checkbox"/> Choctaw County |
| | <input type="checkbox"/> Clarke County | <input type="checkbox"/> Clay County | <input type="checkbox"/> Cleburne County |
| | <input type="checkbox"/> Coffee County | <input type="checkbox"/> Colbert County | <input type="checkbox"/> Conecuh County |

View Schedule

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

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

Session Information

(PD Title No. 123456) [SUBMIT SESSION REQUEST](#)

Teaching In Today's World

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

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

Session Schedule

Date(s): 11/14/2005 to 03/31/2006 [VIEW ROSTER](#) [EDIT](#)

5 meeting(s)
 Nov14 - 02:00 PM to 02:00 PM
 Dec05 - 02:00 PM to 02:00 PM
 Jan02 - 02:00 PM to 02:00 PM
 Feb06 - 02:00 PM to 02:00 PM
 Mar06 - 02:00 PM to 02:00 PM

Time: 02:00PM - 04:00PM

Delivery Format: Face To Face

Instructor: PD Manager
 each1teacherof1@yahoo.com

Session Location: [VIEW MAP](#)

STI Training Lab
 4721 Morrison Drive
 Sutile 200
 Mobile, AL 36609-3350
www.sti-k12.com
 (877) 844-0884

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

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

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

[ENROLL NOW](#)

View Roster: Managing a Session Roster

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

Session Roster - 74 enrollee(s)

[ADD A NEW STUDENT](#) [ADD MANY STUDENTS](#)
[PRINT SIGN-IN SHEET](#) [PRINT ROSTER](#) [PRINT CERTIFICATES](#)
[GENERATE MAILING LABELS: [HOME ADDRESS](#) [LOCATION ADDRESS](#)]

| Participant Info | Contact Info | Oct 16 | Hours Granted | Class Status |
|---|--|--------------------------|----------------------|----------------------|
| Sort Roster by: <input type="text" value="Employee Name"/> | <input type="button" value="EMAIL ENROLLEES"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

>>> Use for roster-wide updates >>>

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

- **Email Enrollees:** Allows you to send an e-mail to student(s) on this roster.

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

Roster-Wide Updates

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

The screenshot shows a navigation bar with tabs for 'Employee Info', 'Contact Info', and 'EMAIL ENROLLEES'. Below the tabs, there is a row of buttons: 'Nov 14', 'Dec 05', 'Jan 02', 'Feb 06', 'Mar 06', 'Hours Credit Granted', 'Payment Info', and 'Class Status'. A checkbox labeled '>>> Use for roster-wide updates >>>' is checked.

Create New PD Title

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

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

The screenshot shows the 'Add a New PD Title' form. It includes fields for 'PD Title', 'PD Title Number', 'Title Content' (with a grid of checkboxes for various subjects like Foreign Languages, Language Arts and Reading, Guidance, Health Education, etc.), 'Proficiency Levels' (with a 'Select All' checkbox), 'Specific Grades (check all that apply)' (with checkboxes for PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, CC, other), 'Hours Credit', 'PD Title Status', 'PD Title Approved Date' (with a 'pick date' button), 'Project Leader', 'Fees (USD char. max)', 'Prerequisite', 'Description', and 'Objectives'. At the bottom, there are 'ADD NOW' and 'CANCEL' buttons.

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

View Session Offerings

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

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

HOME
MANAGEMENT
REPORTS
EMPLOYEES
PD TITLES
LOGOUT

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

Session Offerings

[go to list view](#)

To view session information or enroll, click on the session name shown in the calendar below.

Show sessions created by: My LEA only All LEAs

[PREVIOUS WEEK](#)
GO TO [CURRENT WEEK](#) OR SELECTED DATE:
[NEXT WEEK](#)

05/31/2005
pick date
(mm/dd/yyyy)
GO

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|---|-------|---|-------|---|-------|
| May29 | May30 | May31 | Jun01 08:00AM Block Schedule Training more info | Jun02 | Jun03 08:00AM Block Schedule Training more info | Jun04 |
| Jun05 | Jun06 09:00AM Teaching In Today's World more info | Jun07 | Jun08 | Jun09 | Jun10 | Jun11 |
| Jun12 | Jun13 | Jun14 | Jun15 | Jun16 | Jun17 | Jun18 |
| Jun19 | Jun20 | Jun21 | Jun22 | Jun23 | Jun24 | Jun25 |

Update Global Session Confirmation

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

Global Session Confirmation Message

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

Edit the message below and then Click "UPDATE".

| | |
|-----------------|--|
| Message | You have been Enrolled in this session. |
| (500 char. max) | If you have any questions please contact your Professional Development Manager at pdmanager@email.com. |

Make a PD Title Suggestion

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

Note: This option is available for all employees.

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

The screenshot shows a web application interface with a dark blue header. The header contains navigation tabs: HOME, MANAGEMENT, REPORTS, EMPLOYEES, PD TITLES, and LOGOUT. Below the tabs is a secondary navigation bar with links: Search the PD Title Catalog, Create New PD Title, View Session Offerings, and Make a PD Title Suggestion (which is highlighted). The main content area is titled "PD Title Suggestion Form". Below the title is a paragraph of text: "In our continued efforts to improve the quality of the PD programs, we encourage you to submit your feedback and ideas on PD Titles you would like to see offered." The form itself is enclosed in a light gray border and contains three sections: 1. A text input field with the label "Enter an appropriate name for this PD Title:". 2. A larger text area with the label "Enter a PD Title description and whywhen you think it should be offered:". 3. A section with the label "Click the button below to submit this suggestion:" containing two buttons: "SUBMIT NOW" and "CANCEL".

Reports Tab

Report Options

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

The reports listed in the screen shot below may be generated from the *Reports* tab:



Login Report

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

Login Reports

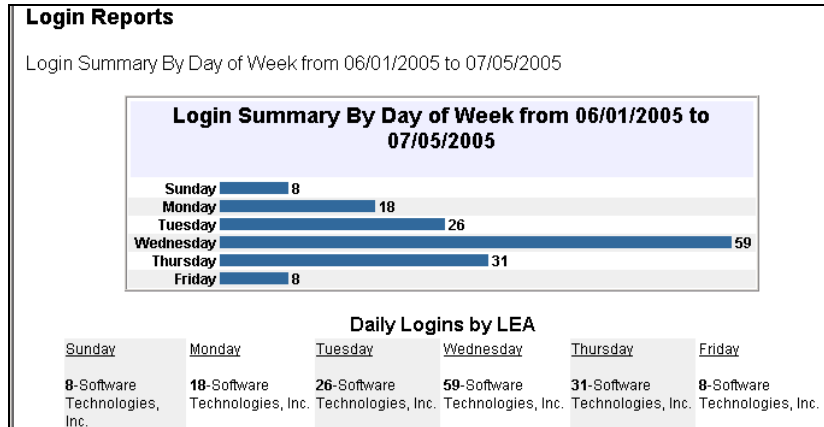
Choose the type of Login Report you would like to generate along with a date range and/or Sub-District to be include in the report. When you are ready, click "CREATE" to generate the report.

Report Type:

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

LEA

Sample Login Report



Enrollment Percentage Report

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

Enrollment Percentage Reports

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

Report Type: ▼

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

LEA:

Include classes with no "max.students" specified? ▼

The sample report shown below was generated by PD title.

Enrollment Percentage Report

Enrollment Percentages By PD Title from 06/05/2005 to 07/05/2005:

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

Instructors Report

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

Instructor Reports

LEA

Instructor Name First Last

Instructor's School Code [lookup School Code](#)

Title Content Previously Taught (check all that apply)

Taught ANY of the selected items.

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

This generated report displays our instructors.

Instructor Report Results

The following instructors were found:

| Name | Location Info | Empl#/Email | Sessions Taught | Options |
|---|-----------------------|--|---|-----------------------------------|
| Faulkner, Gary <i>Software Technologies, Inc.</i> | Test High School #001 | xxxxxxx789 support@sti-k12.com | #0001] Block Schedule Training 06/01/2005 - 06/03/2005 @ STI Training Lab #7898654] Reading is Fundamental 02/25/2005 - 02/28/2005 @ Test High School | view/edit profile |
| Naylor, Robert <i>Software Technologies, Inc.</i> | Test High School #001 | x234 e1@nowhere.com | #0001] Block Schedule Training 05/16/2005 - 05/20/2005 @ STI Training Lab #0001] Block Schedule Training 05/16/2005 - 05/16/2005 @ STI Training Lab #0001] Block Schedule Training 05/16/2005 - 05/16/2005 @ STI Training Lab | view/edit profile |
| Wood, Jenna <i>Software Technologies, Inc.</i> | Test High School #001 | xxxxxxx987 support@sti-k12.com | #123456] Teaching In Today's World 02/25/2005 - 02/25/2005 @ STI Training Lab | view/edit profile |

Session Report

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

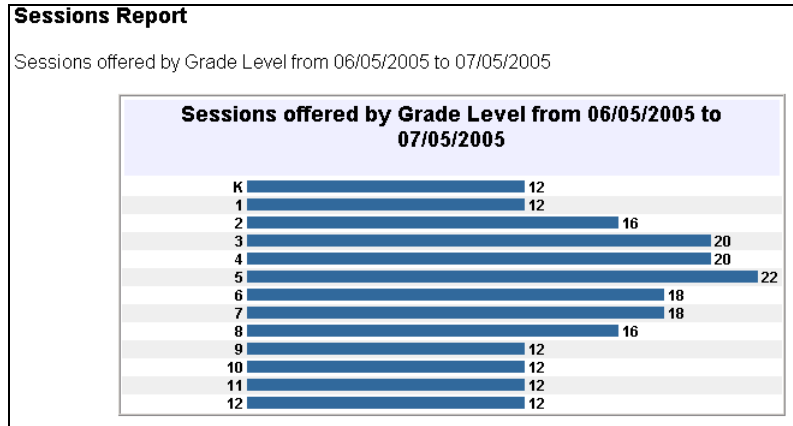
Session Reports

Report Type Grade Level

LEA

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

This generated report displays sessions offered by grade level.



PD Titles Report

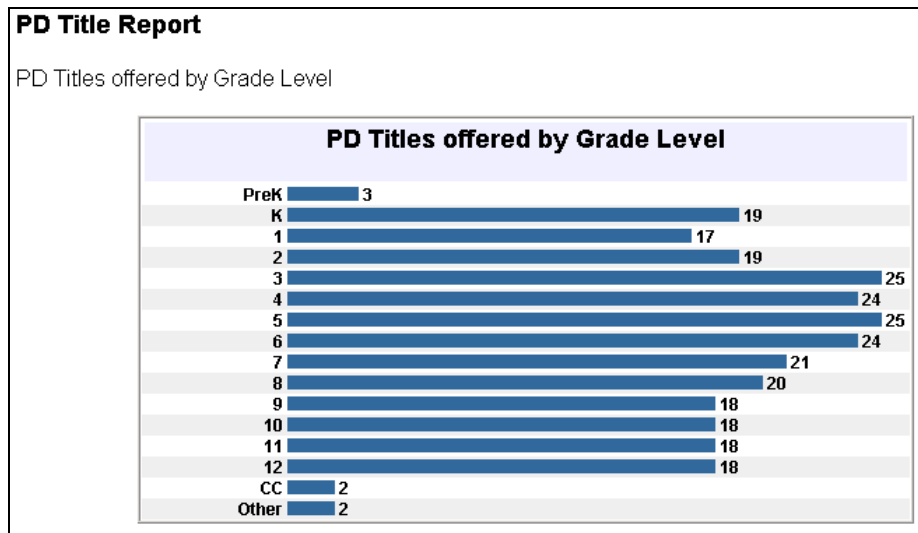
This report is used to list sessions offered over a date range and display them by grade level, proficiency levels, references, course subjects or taken by employees.

PD Title Report

Report Type:

LEA:

This generated report displays PD titles offered by grade level.



Substitute Report

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

Substitute Reports

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

LEA

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

Credential Expiration Report

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

[HOME](#) [MANAGEMENT](#) [REPORTS](#) [EMPLOYEES](#) [PD TITLES](#) [LOGOUT](#)

Credential Expiration Report

LEA

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

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

Credential Expiration Report

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

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

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

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

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

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

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

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

CLOSE THIS WINDOW

Uncertified Employees Report

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

Uncertified Employees Report

LEA:

Uncertified expiration in:

Uncertified Employees Report

There are 1 uncertified employees.

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

Average Hours Drill Down Report

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

Average Hours Drill-down Report

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

LEA

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

Average Hours Drill-down Report

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

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

Professional Development Hours Report

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

Professional Development Hours Report

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

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

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

LEA

Professional Development Hours Report

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

| LEA | Location | Employee | in-district PD Hours | Outside Hours | Total Hours |
|--|----------|----------|----------------------|---------------|-------------|
| No matching employees were found. | | | | | |

Completed Sessions Report

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

Completed Sessions Report

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

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

LEA

PD Title(s)
(select one or more)

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

Completed Sessions Report

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

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

| LEA | PD Title Info | Completion Date | Location | Employee | |
|-----------------------------|--|-----------------|------------------|-------------------------------|--|
| Software Technologies, Inc. | #119 Integrating Children's Literature Into Music! And Recorders, Recorders, Recorders... (Gr. K-5) | 06/14/2005 | Test High School | Bellum, Sarah #x345 | view/edit profile training history reports training history list |

Resources

Other Resources Available for STI PD

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

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

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

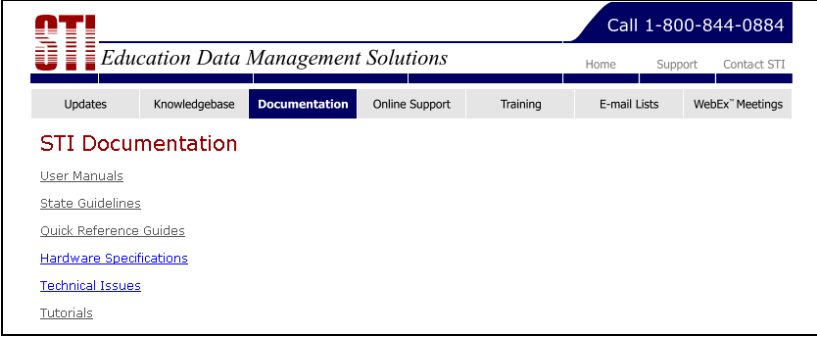
Knowledgebase

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

The screenshot shows the STI Knowledgebase Search interface. At the top left is the STI logo and the text "Education Data Management Solutions". At the top right is the phone number "Call 1-800-844-0884". Below this is a navigation bar with links for "Home", "Support", and "Contact STI". A secondary navigation bar includes "Updates", "Knowledgebase" (which is highlighted), "Documentation", "Online Support", "Training", "E-mail Lists", and "WebEx Meetings". The main content area features a "Knowledgebase Search" box with the following fields: "Search For:" with the text "locations", "Product:" with a dropdown menu set to "STIPD", and "Search In:" with three checked checkboxes: "Summary", "Text", and "Article#". At the bottom of the search box are two buttons: "Search Knowledgebase" and "Reset".

User Manuals and Quick Reference Guides

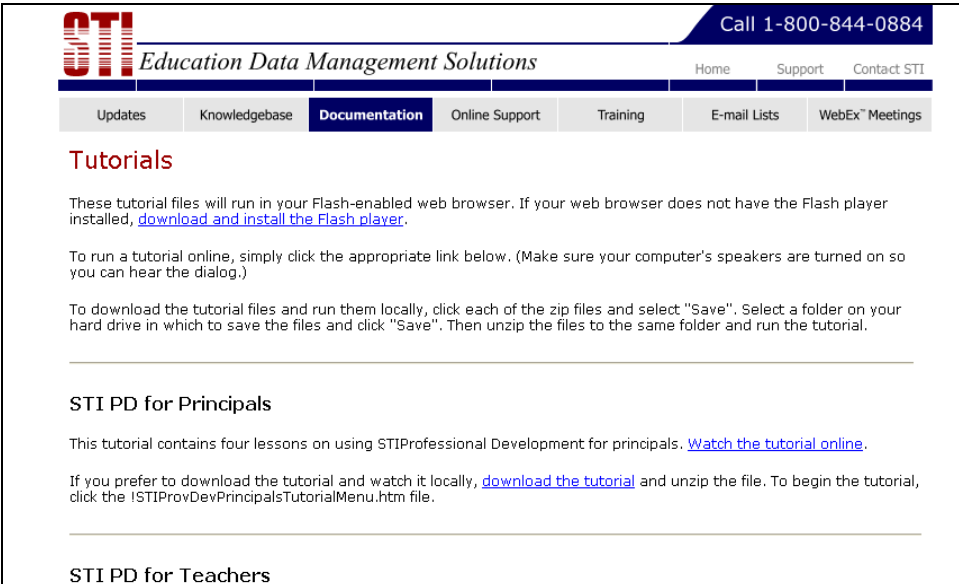
Click on **Documentation** and then select either the **User Manuals** or **Quick Reference Guides** links as desired.



The screenshot shows the top navigation bar of the STI Education Data Management Solutions website. The STI logo is on the left, and the text "Education Data Management Solutions" is in the center. On the right, there is a phone number "Call 1-800-844-0884" and links for "Home", "Support", and "Contact STI". Below the main header is a secondary navigation bar with tabs for "Updates", "Knowledgebase", "Documentation" (which is highlighted), "Online Support", "Training", "E-mail Lists", and "WebEx Meetings". Under the "Documentation" tab, there is a list of links: "User Manuals", "State Guidelines", "Quick Reference Guides", "Hardware Specifications", "Technical Issues", and "Tutorials".

Tutorials

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



The screenshot shows the "Tutorials" page on the STI Education Data Management Solutions website. The top navigation bar is identical to the previous screenshot. The "Documentation" tab is selected, and the "Tutorials" link is highlighted. The page content includes a heading "Tutorials" followed by a paragraph explaining that the tutorial files will run in a Flash-enabled web browser and providing a link to "download and install the Flash player". Below this, there are instructions on how to run a tutorial online and how to download and run them locally. The page is divided into sections for "STI PD for Principals" and "STI PD for Teachers". The "STI PD for Principals" section contains a paragraph about the tutorial's content and a link to "Watch the tutorial online", followed by instructions on how to download and run the tutorial locally. The "STI PD for Teachers" section is currently empty.

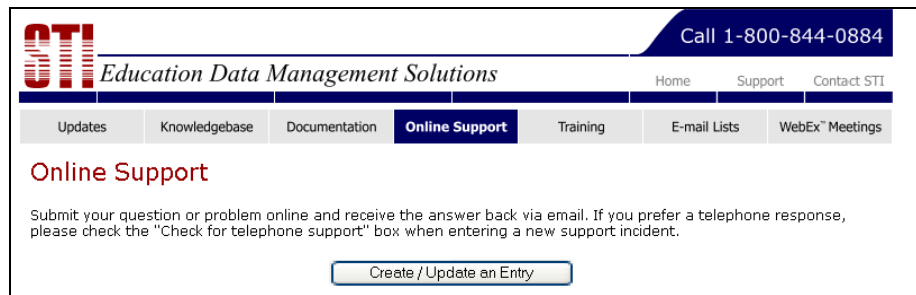
Support

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

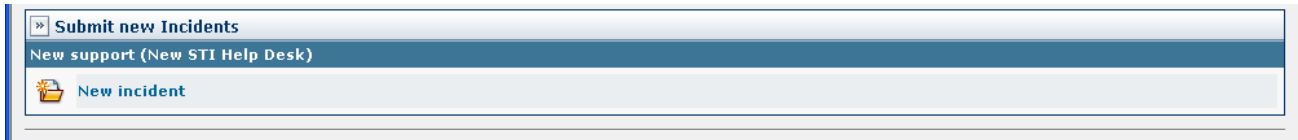
Online Support

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

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



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



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