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

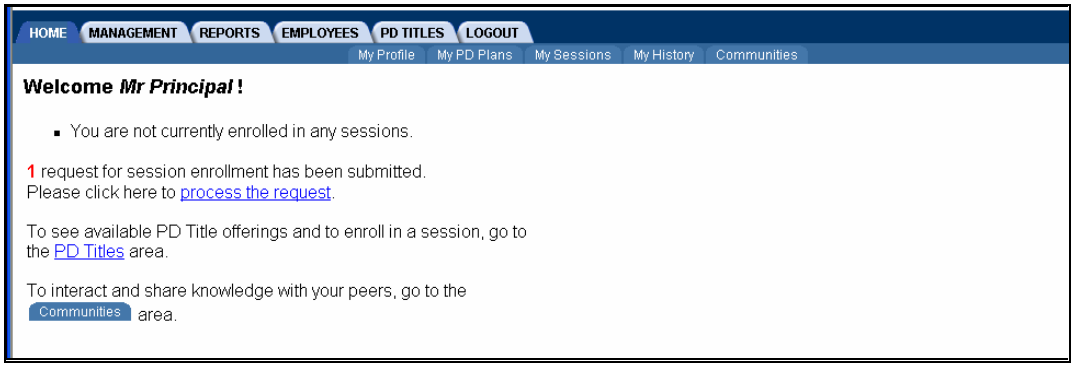
Logging In

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.

- 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

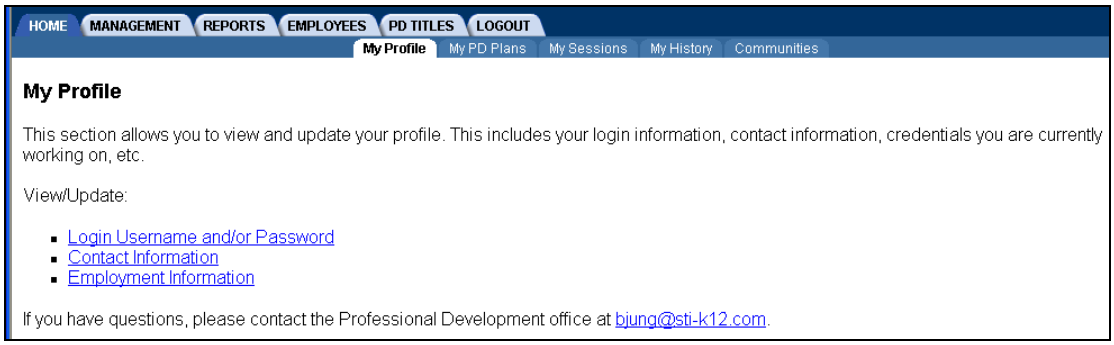
The *welcome screen* will appear after you log in. The workspace is organized by clickable tabs at the top of the window. Each tab has sub-tabs listed below the tab label.



Home Tab

My Profile: Editing User Profile

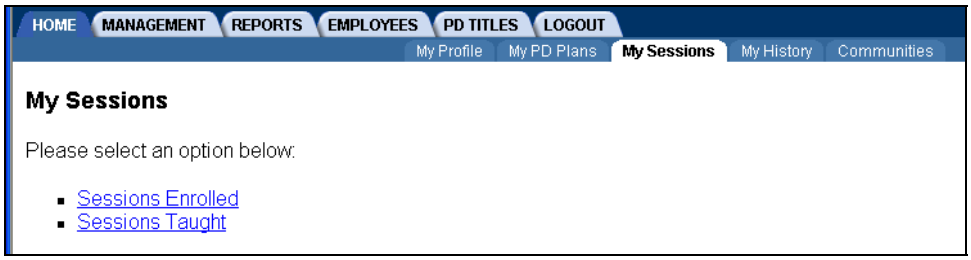
- **Step 1:** To view or edit your profile, click on the **My Profile** link on the menu bar under the *Home* tab.
- **Step 2:** Click on one of the three links available to view/edit your profile information.



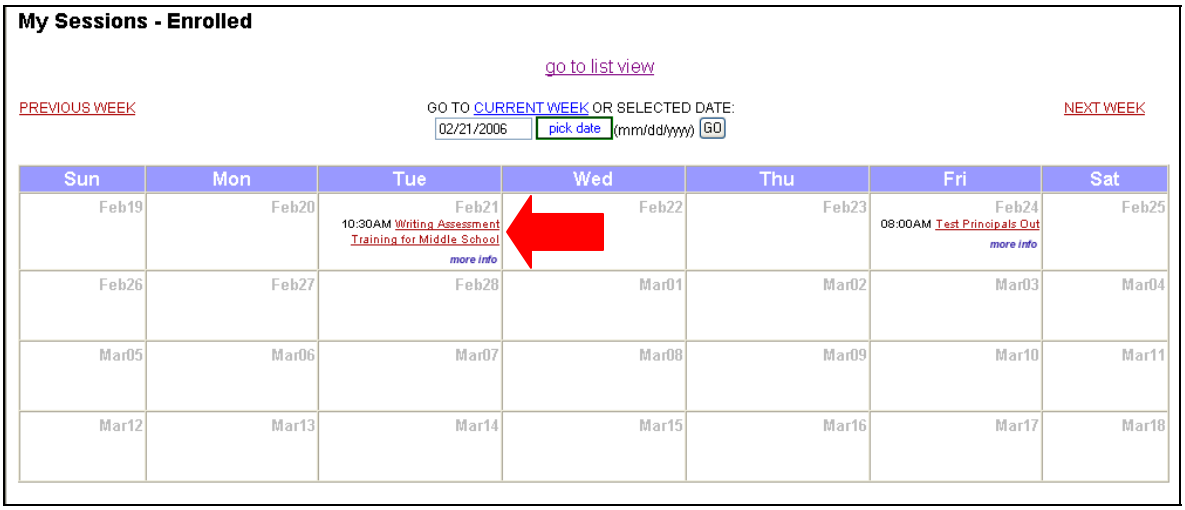
- **Step 3:** View or edit your information as desired. There are three options to choose from:
  - Login Username and/or Password: Allows you to change your login and/or password used to log in to the STI PD program.
  - Contact Information: Allows you to view/update your contact information such as 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

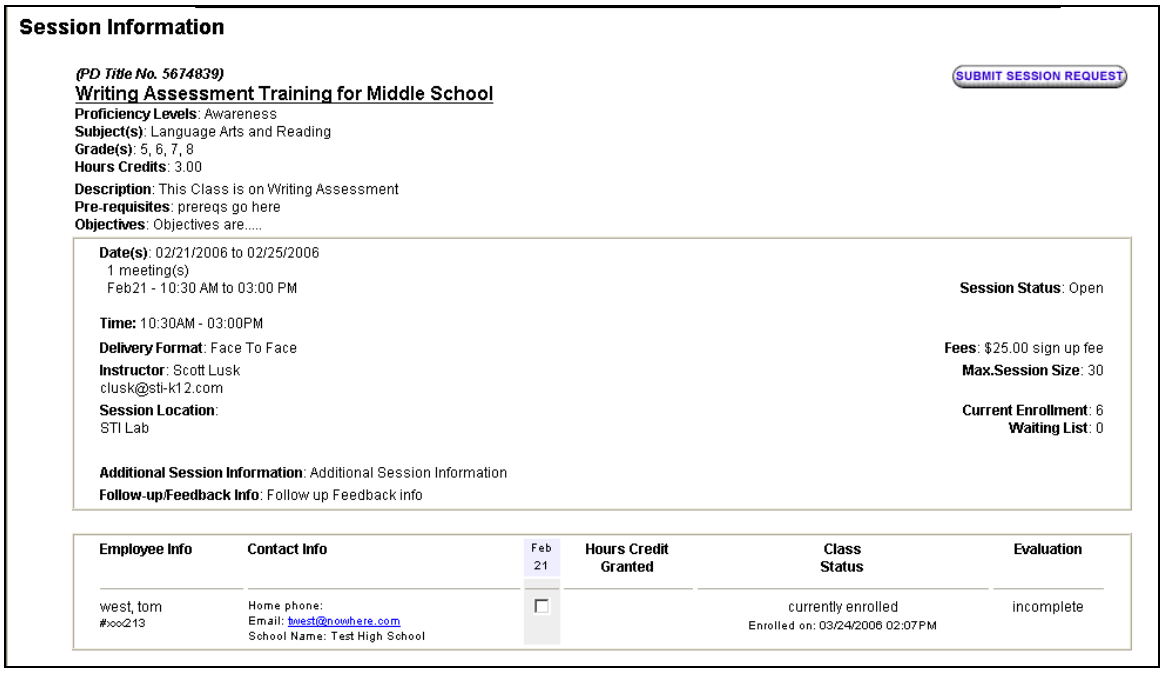
- **Step 1:** To View your schedule of sessions, click the **My Sessions** link on the menu bar under the *Home* tab.
- **Step 2:** Choose which session you wish to view: *Sessions Taught* (sessions that you are marked as the instructor of) or *Sessions Enrolled* (sessions you are enrolled in to attend).



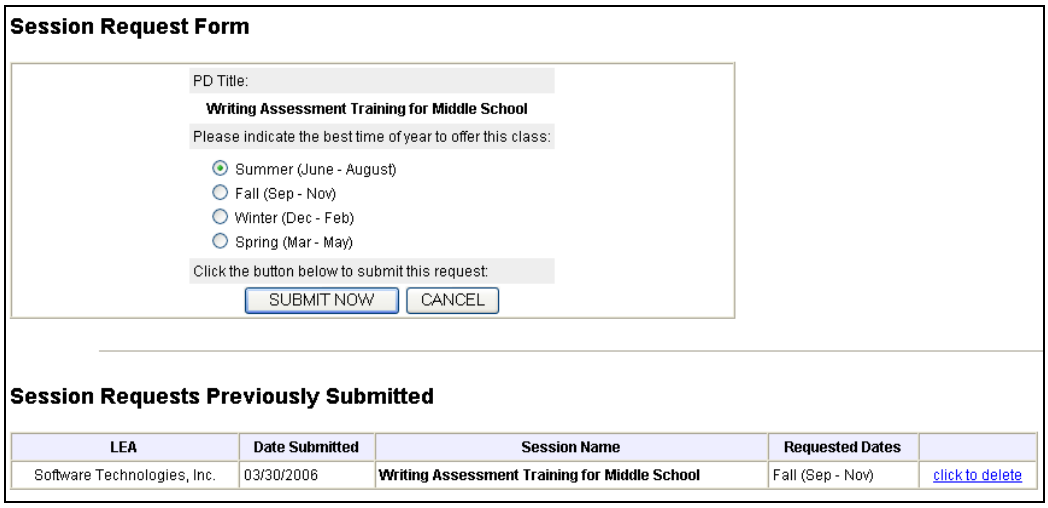
- **Step 3:** To view the details of a specific session in the calendar click on that session.



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



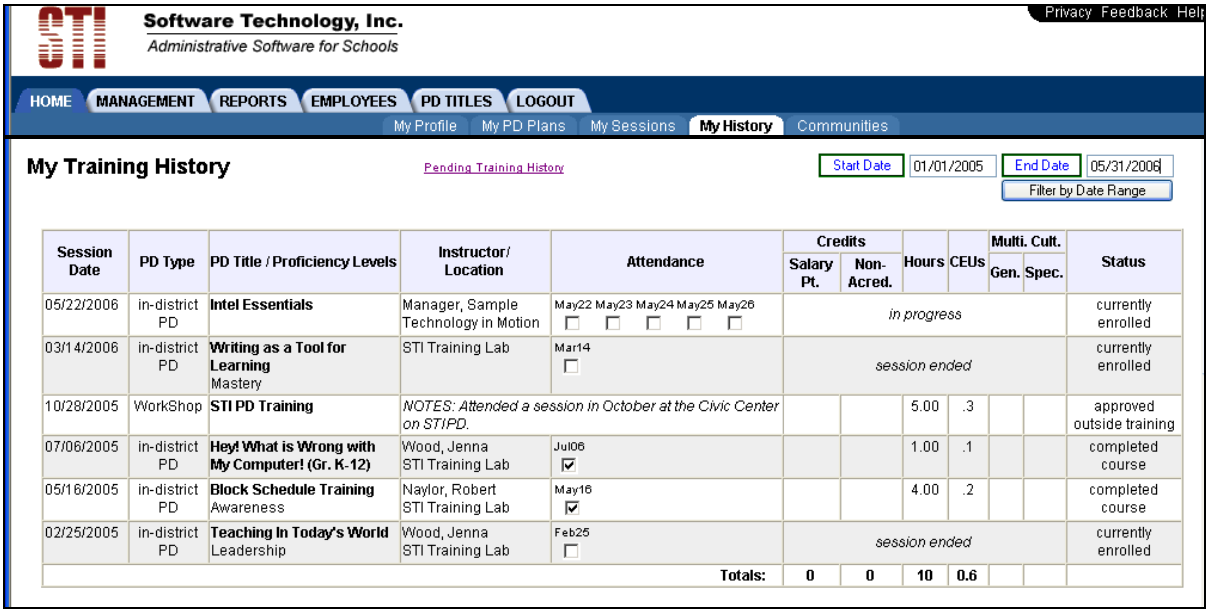
- **Step 4:** If you would like to indicate a time of year this session could be offered to better suit your needs, click on the **Submit Session Request** button in the top right corner of the *Session Information* screen.



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.

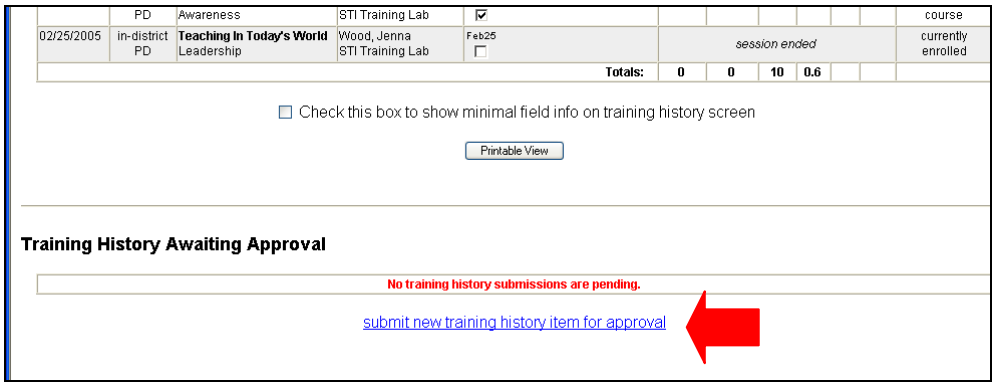


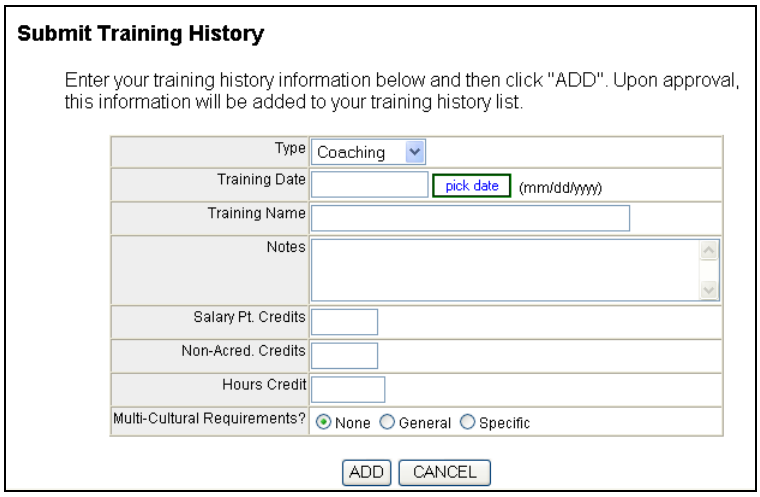
Note: The training history screen outlines the date, name and location of your training sessions. In addition, your proficiency level, attendance, point, credits and status are provided. To filter your history by date range, enter the desired dates in the *Start Date* and *End Date* fields and then click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

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

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

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





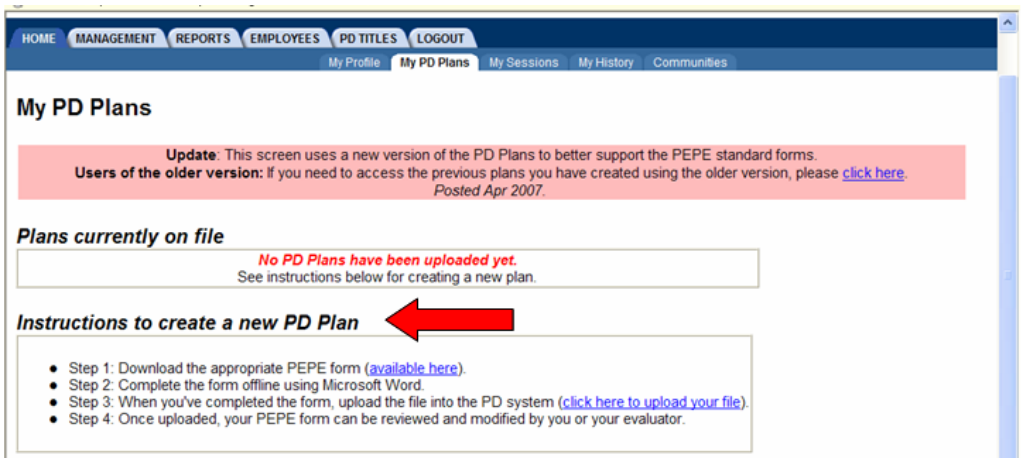
Note: These additional sessions will be added as *pending approval* items for your manager or principal to approve.

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

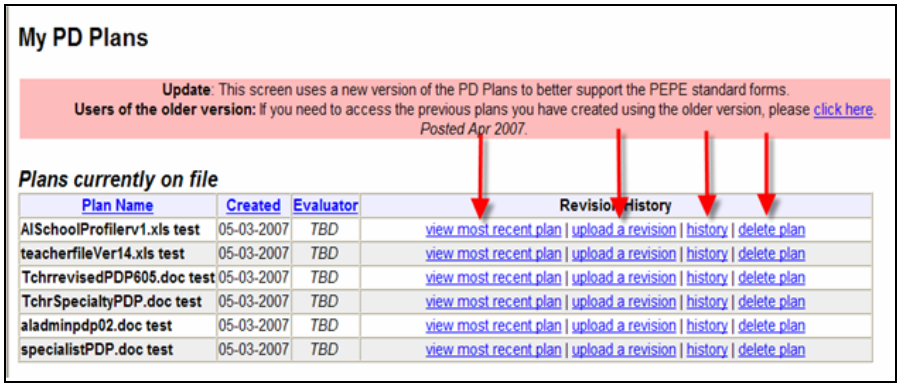
Follow the instructions on the screen to create a new PD Plan. See the red arrow below.



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

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

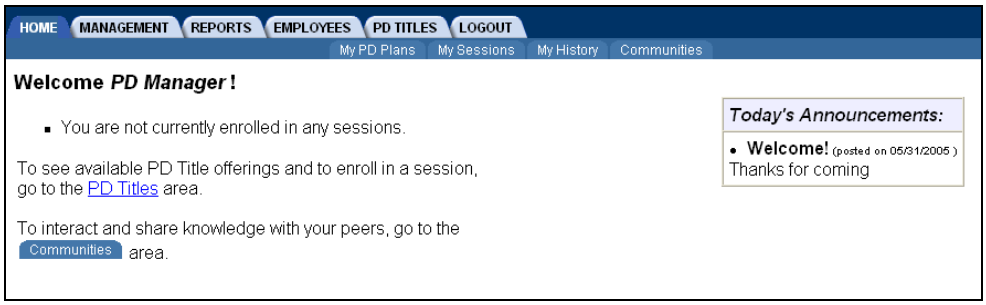
- **Delete plan**



Learning Communities

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

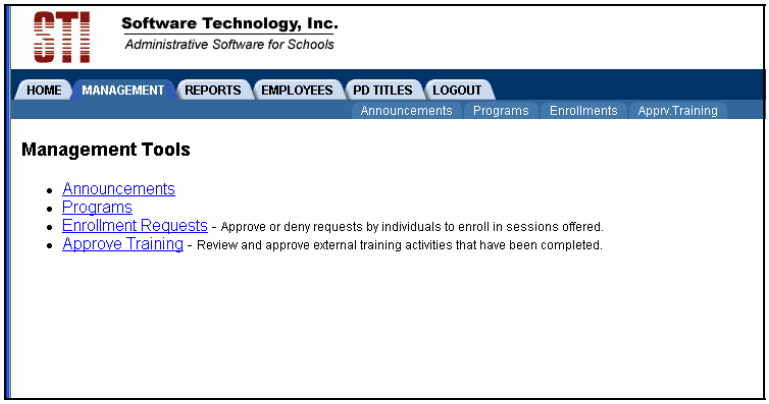
- Learning communities may be accessed from either **Communities** link.



Management Tab

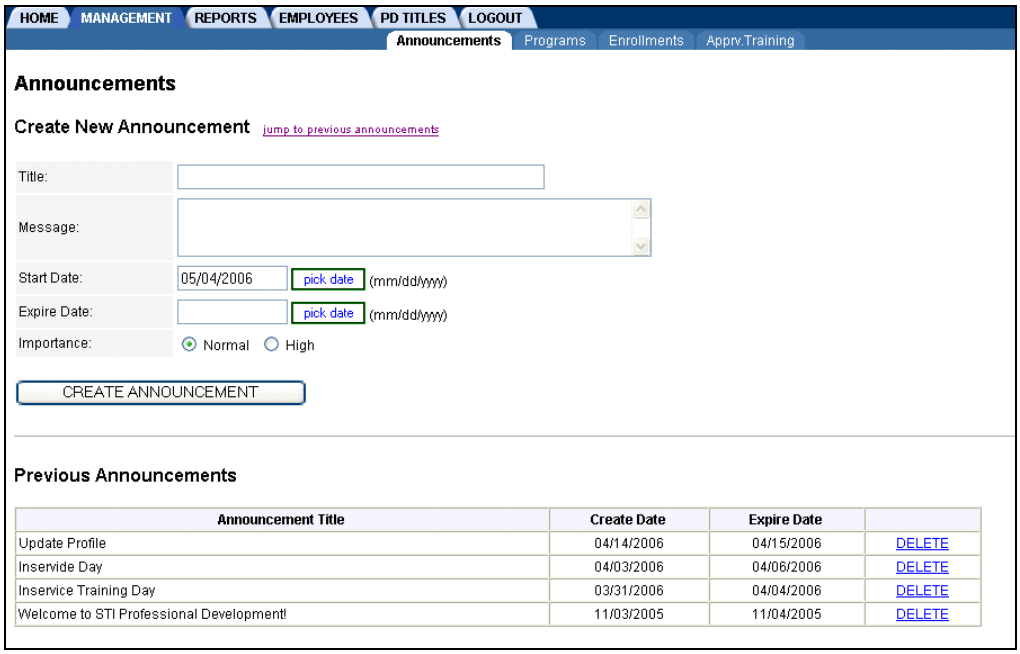
Management Tools

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



Creating Announcements

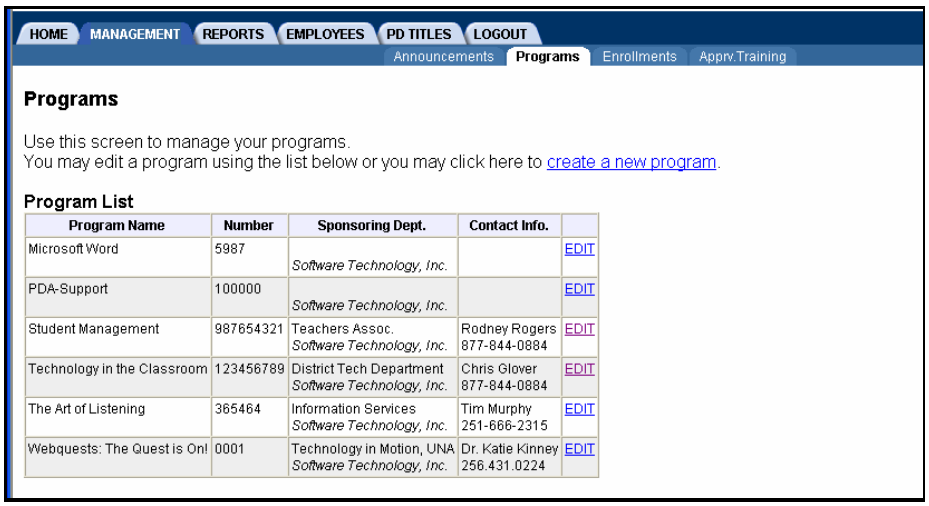
To create an announcement, click the **Announcements** link or tab and perform the steps listed below. Your announcements may only be viewed by users who belong to your LEA.



- 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.

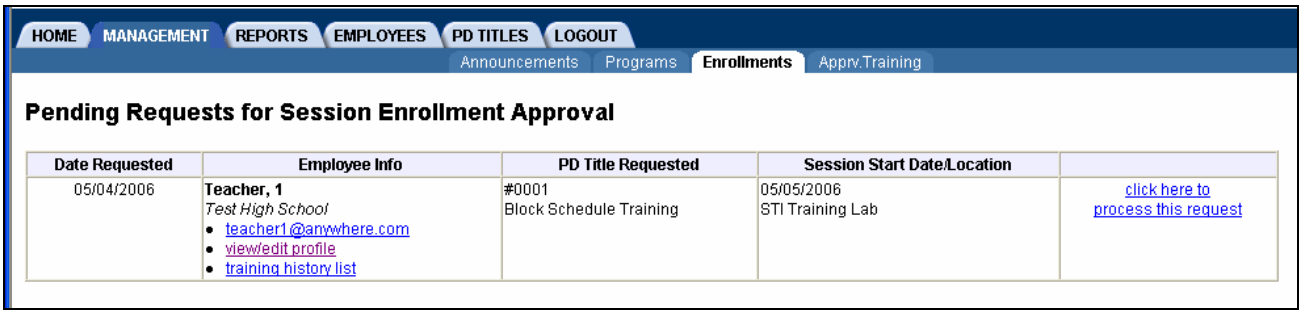


- Click **create a new program**.
- You may **EDIT** any existing programs from the program list.

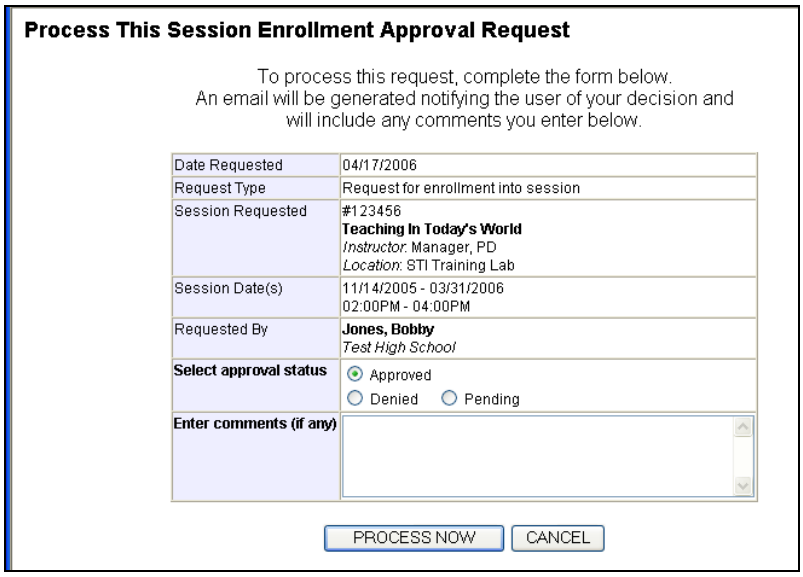
Enrollments

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.



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

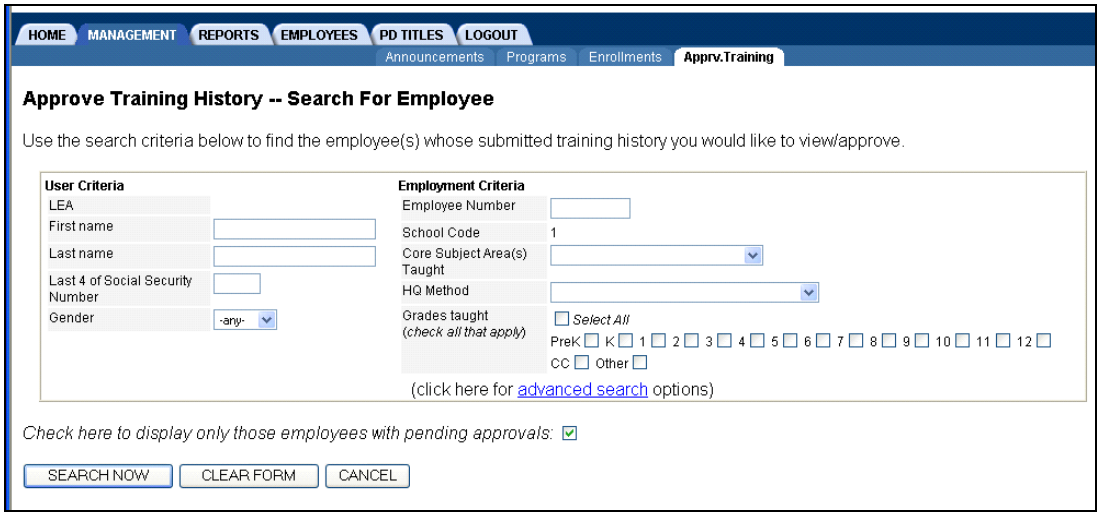


Approve Training

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

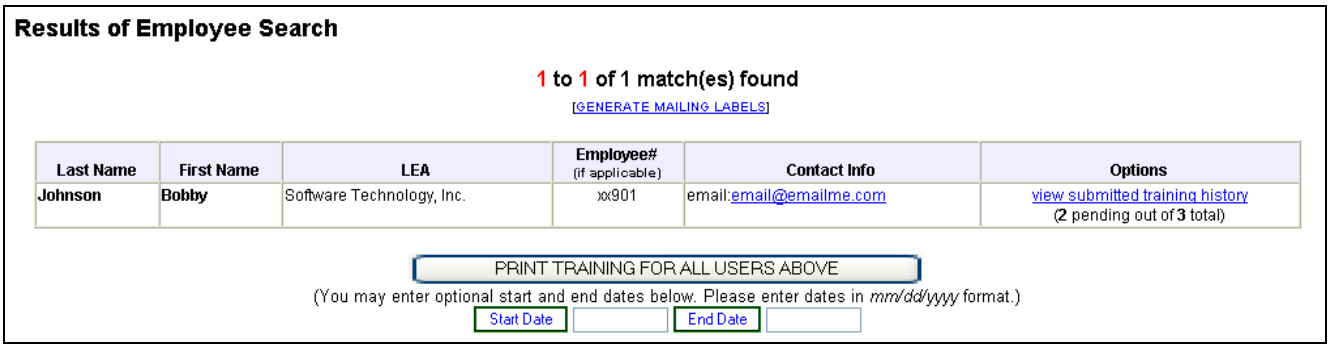
Step 1: Approve Employee Training History

The first step in this process is to search for employees. You may enter search criteria here or leave all fields blank to search for all. Please not that only employees who have submitted training history requests will appear in the search results.



Step 2: View Submitted Training History

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



Step 3: Approve Status

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

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

Submitted Training History

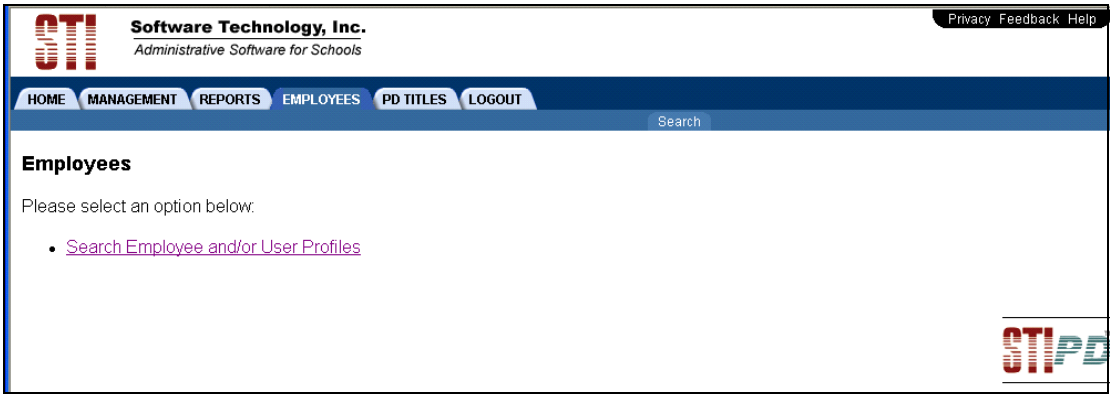
for *Bobby Johnson*

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

UPDATE APPROVED STATUS CANCEL

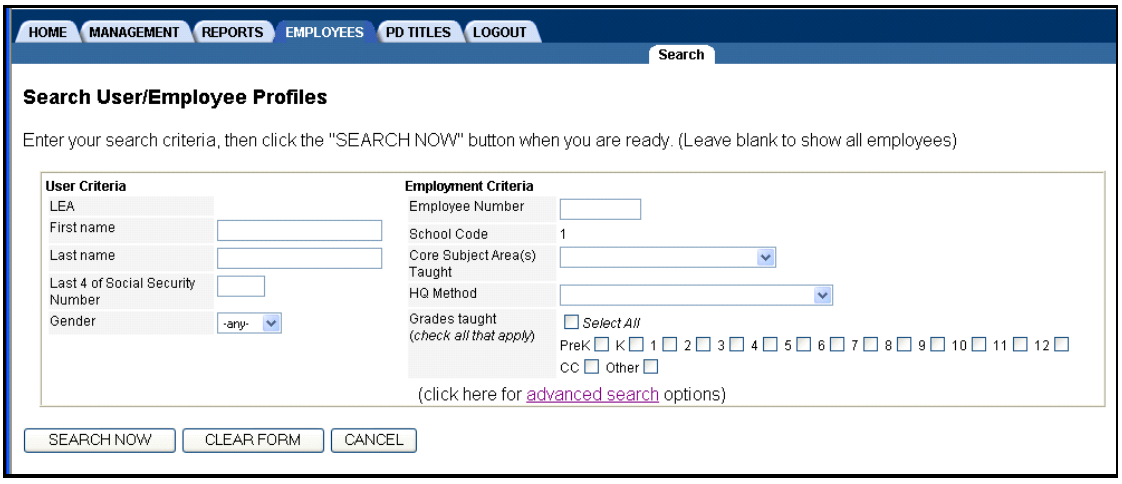
Employees Tab

Employee Options



Search for Employee Profiles

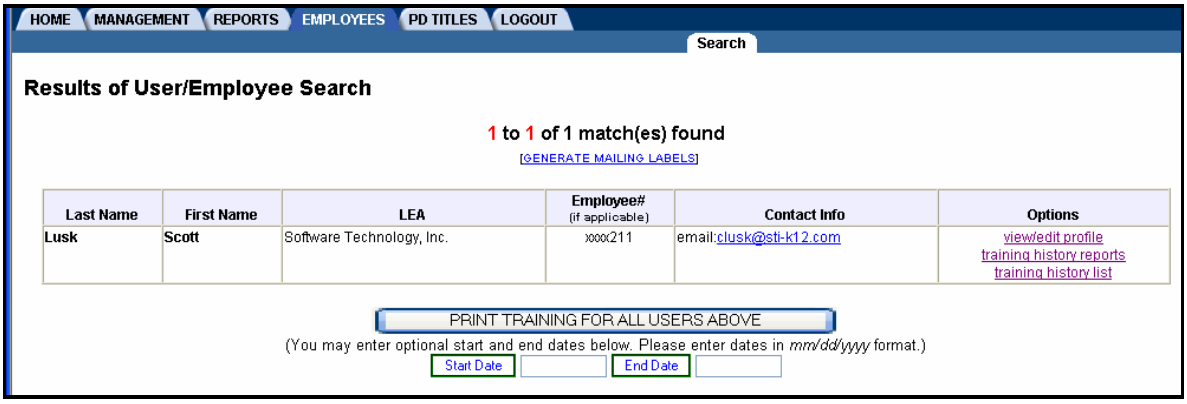
Enter search criteria in the spaces provided, or search for all by clicking the **Search Now** button with no criteria entered.



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

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

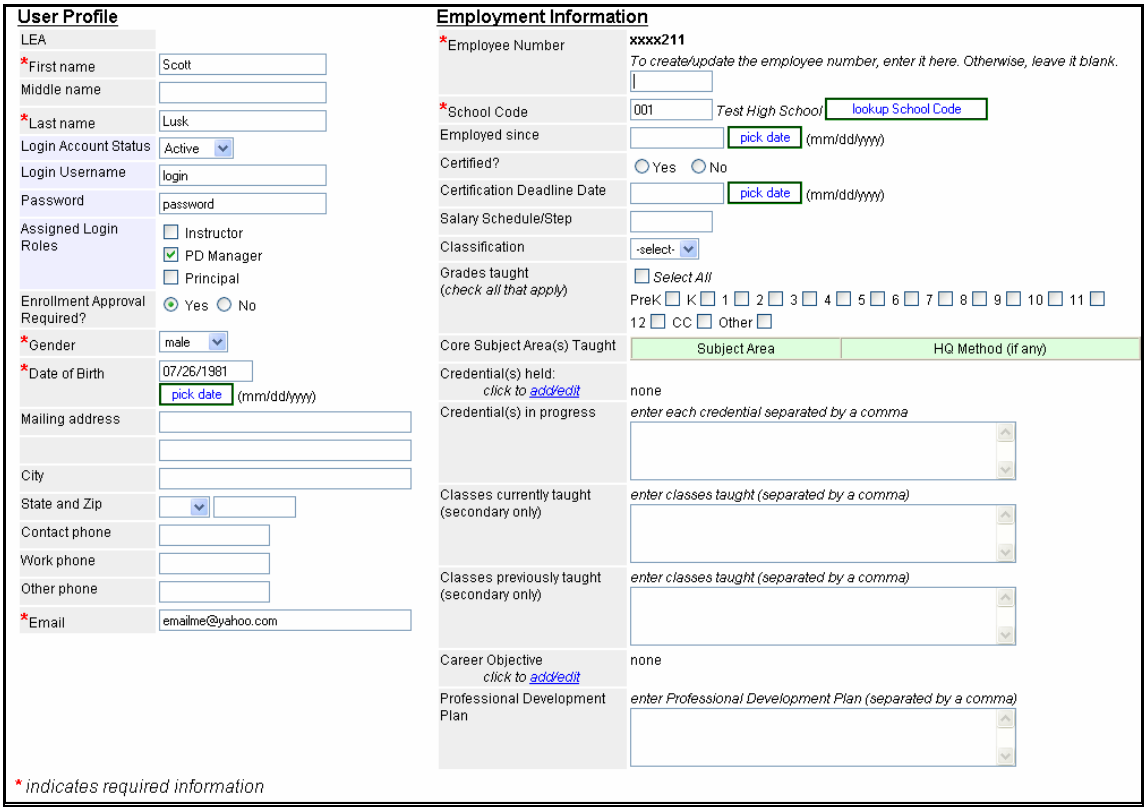
Also note that you may create a downloadable file that may be used to create mailing labels (using MS Word or similar word processing software). To do so, click the **GENERATE MAILING LABELS** link at the top of the list.



Edit Employee Profiles

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

- 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.



- **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.

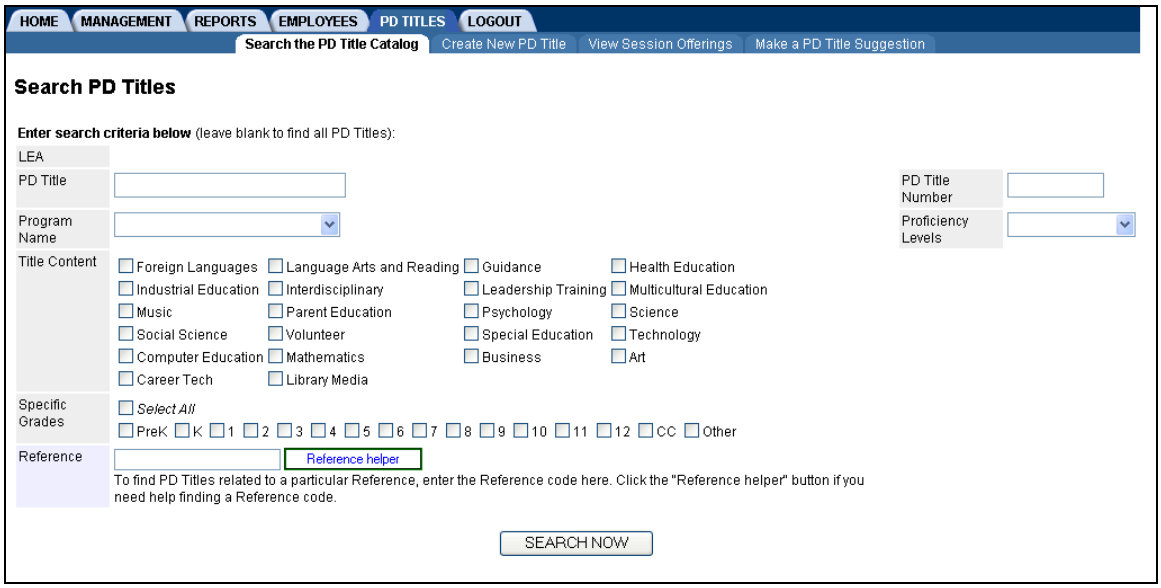
PD Titles Tab

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.

Searching the PD Title Catalog

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



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

Matching PD Titles

1 to 18 of 18 match(es)

0001
Block Schedule Training (Active)

EDIT PD TITLE
ADD SESSION
VIEW SCHEDULE

Subject(s): Guidance, Interdisciplinary, Special Education, Technology
Hours Credit: 4.00
Proficiency Levels: Awareness
Grade(s): 9, 10, 11, 12, CC, Other
Fees:
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.

PD Title LEA: *Software Technology, Inc.*
PD Title APPROVED: 03/16/2005
PD Title AUTHOR: Gary Faulkner
PROJECT LEADER:

ASU-Summit
CAREIC Professional Development Summit (Active)

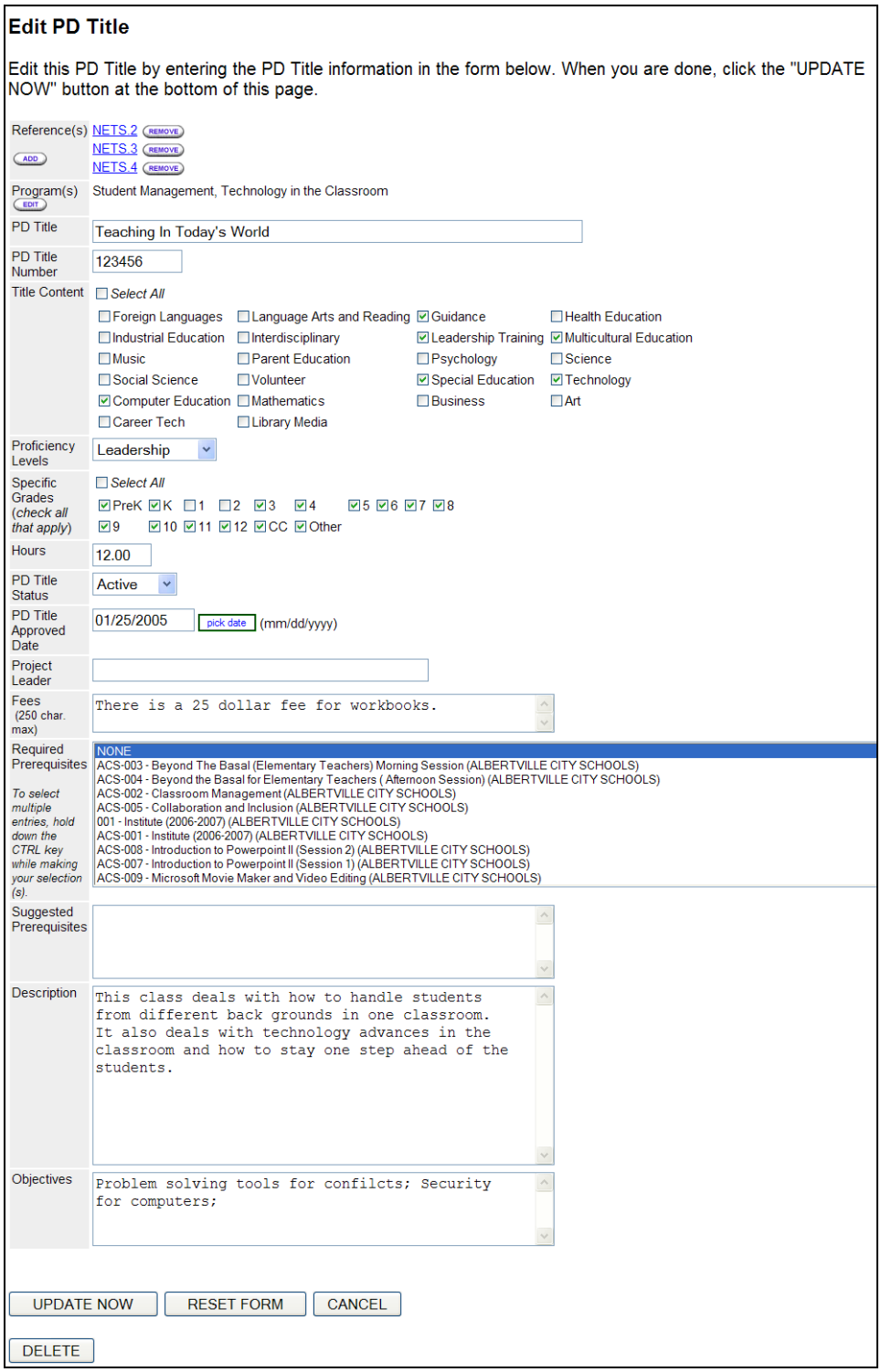
EDIT PD TITLE
ADD SESSION
VIEW SCHEDULE

Subject(s): Leadership Training
Hours Credit: 8.00
Proficiency Levels: Leadership
Grade(s): PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, CC, Other
Fees:
Description: Staff development planning retreat for the central Alabama region

PD Title LEA: *ALSDE*
PD Title APPROVED: 03/04/2006
PD Title AUTHOR: Shawndra Johnson
PROJECT LEADER: Dr. Evelyn Hodge, Inservice Center Director

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 REMOVE
NETS.3 REMOVE
NETS.4 REMOVE
ADD

Program(s) EDIT: Student Management, Technology in the Classroom

PD Title: Teaching In Today's World

PD Title Number: 123456

Title Content: Select All
- Foreign Languages
- Language Arts and Reading
- Guidance
- Health Education
- Industrial Education
- Interdisciplinary
- Leadership Training
- Multicultural Education
- Music
- Parent Education
- Psychology
- Science
- Social Science
- Volunteer
- Special Education
- Technology
- Computer Education
- Mathematics
- Business
- Art
- Career Tech
- Library Media

Proficiency Levels: Leadership

Specific Grades (*check all that apply*): Select All
PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, CC, Other

Hours: 12.00

PD Title Status: Active

PD Title Approved Date: 01/25/2005 pick date (mm/dd/yyyy)

Project Leader:

Fees (250 char. max): There is a 25 dollar fee for workbooks.

Required Prerequisites (*To select multiple entries, hold down the CTRL key while making your selection (s).*)
- NONE
- 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: This class deals with how to handle students from different back grounds in one classroom. It also deals with technology advances in the classroom and how to stay one step ahead of the students.

Objectives: Problem solving tools for confilcts; Security for computers;

UPDATE NOW | RESET FORM | CANCEL

DELETE

Adding a Session to a PD Title Record

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

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

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

Schedule a New Session

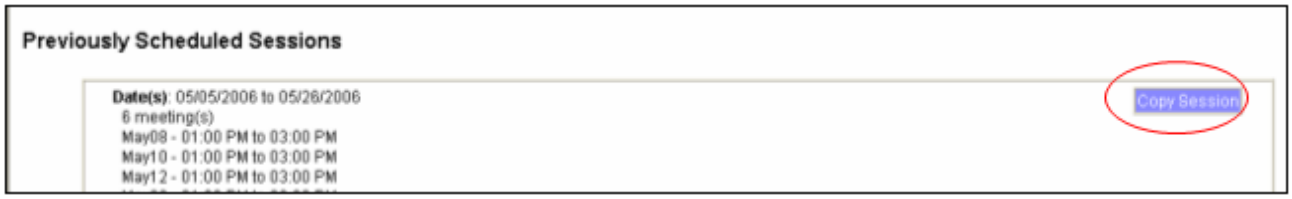
You may schedule a new session by clicking on an option below:

- 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.



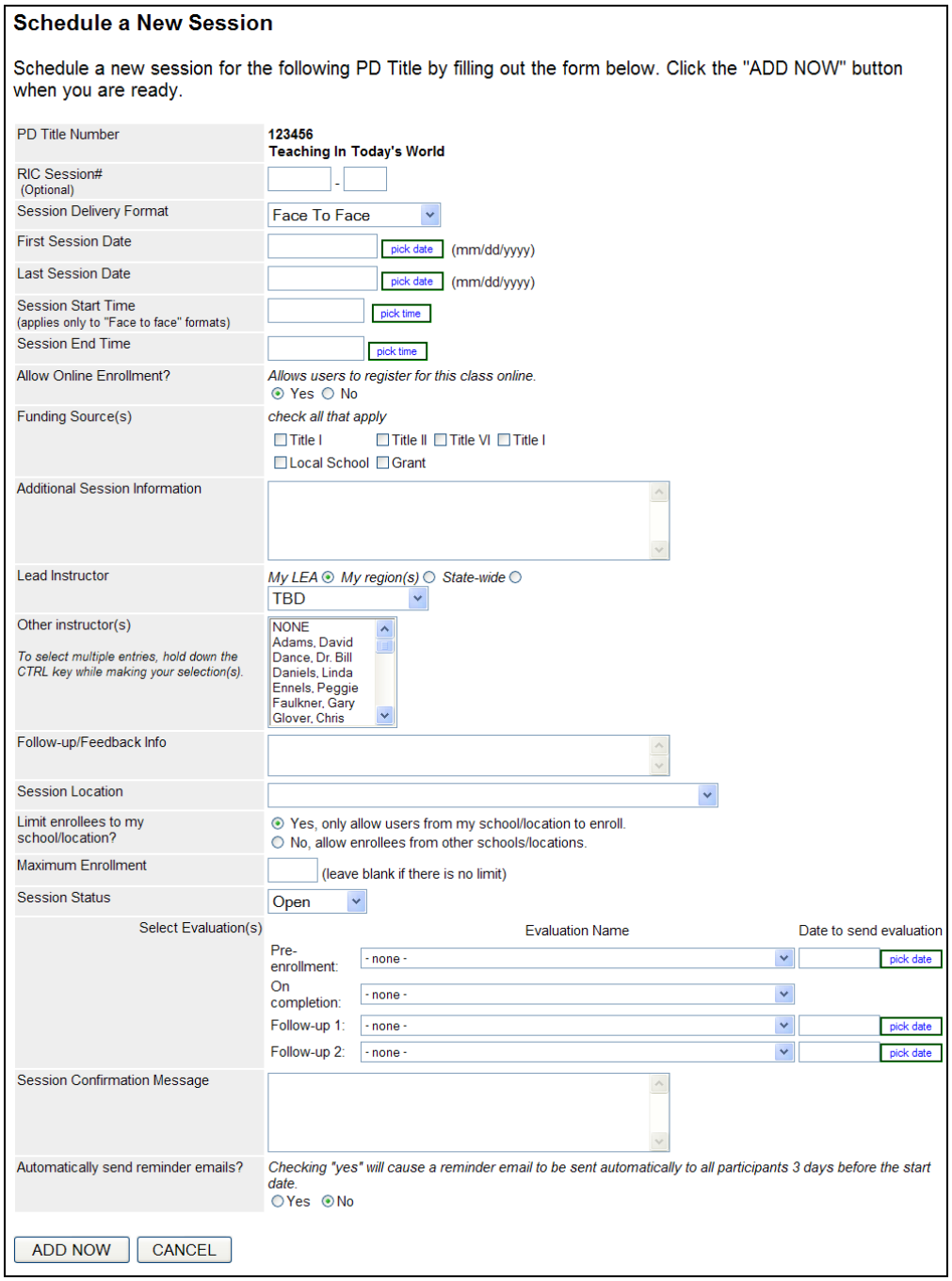
New Session Form

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.



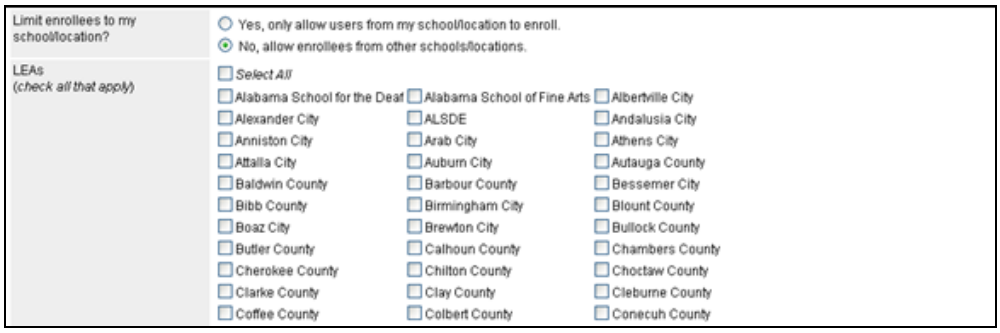
Schedule a New Session

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

ADD NOW CANCEL

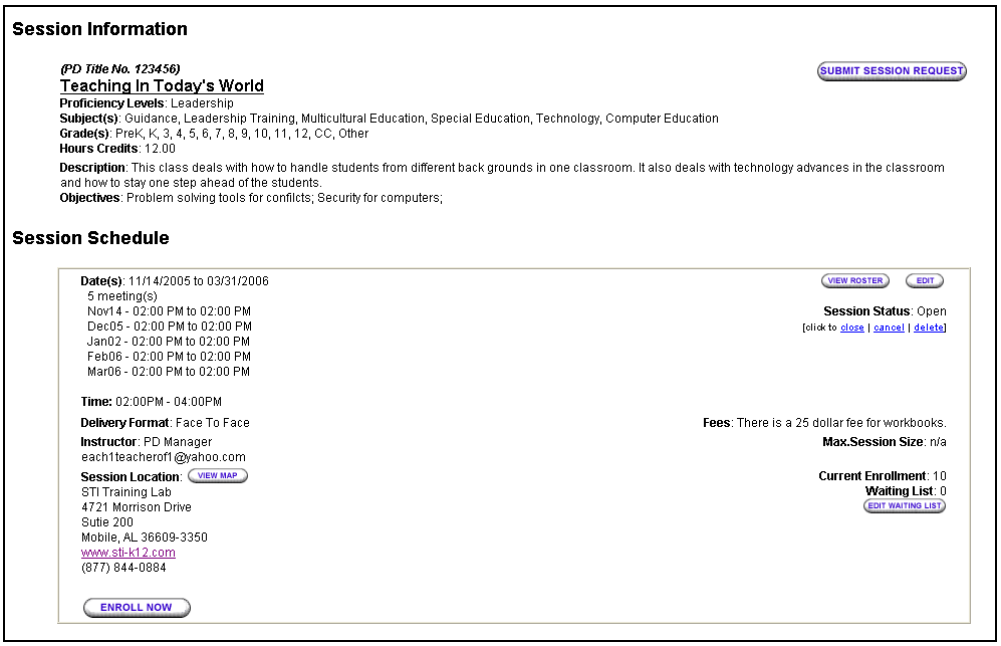
- **<u>LEAs</u>**: This option shows a list of all available LEA's. Your LEA will be selected by default. You would select other LEA's for situations in which the session you are creating will have employees from other LEA's attending. Only employees in the selected LEA's will be able to enroll in a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



View Schedule

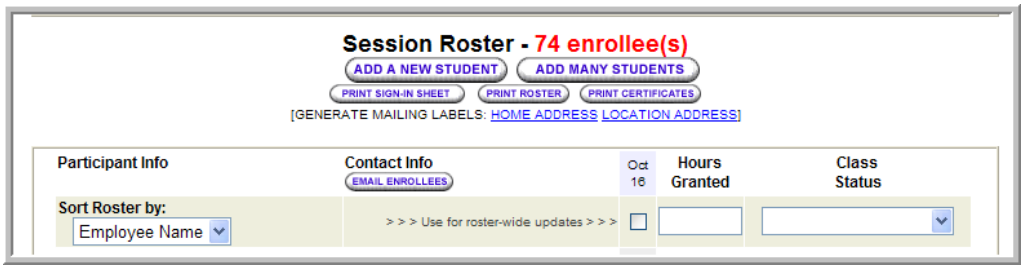
By clicking the **View Schedule** link for a PD Title, you will see a list of all sessions that have been scheduled for the selected PD Title. For each scheduled session, you may:

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



View Roster: Managing a Session Roster

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



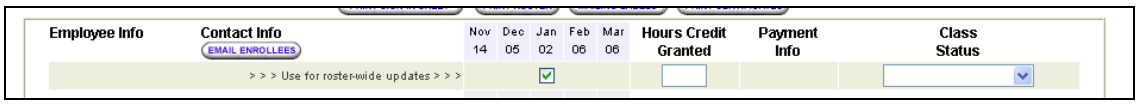
- You may mark attendance for an employee by selecting the checkboxes under each date that they attended
- You may enter the *Hours of Credit Granted* for each employee
- You may set a current class status for an employee such *as Currently Enrolled*, *Completed Course*, *Withdrew from Course* and *Dropped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

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

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

Roster-Wide Updates

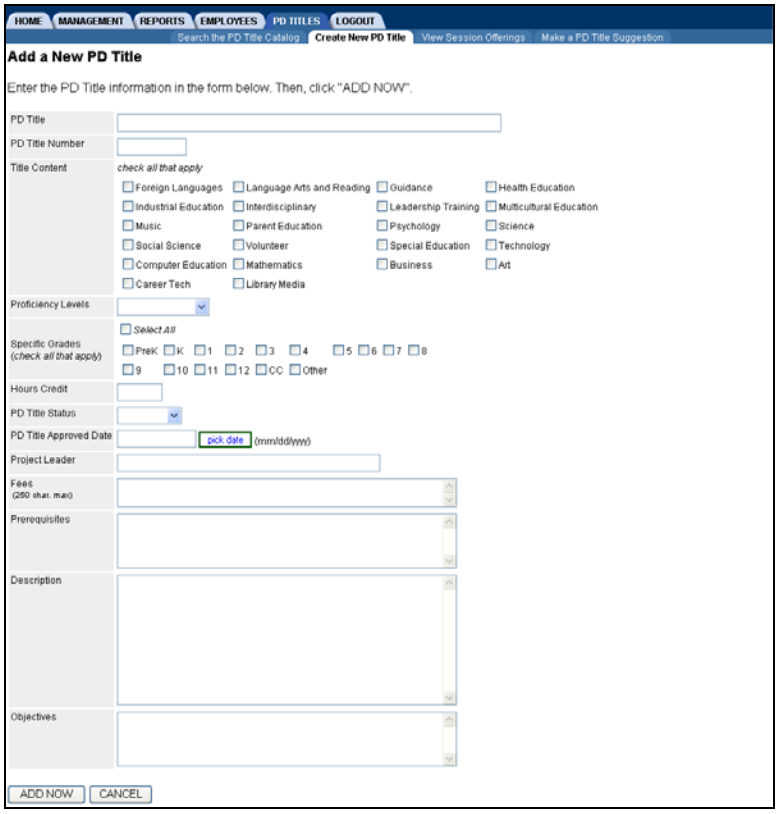
This area allows for changes to be made to entire roster at one time, without having to go to each student individually. This feature is located at the top of the roster.



Create New PD Title

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

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

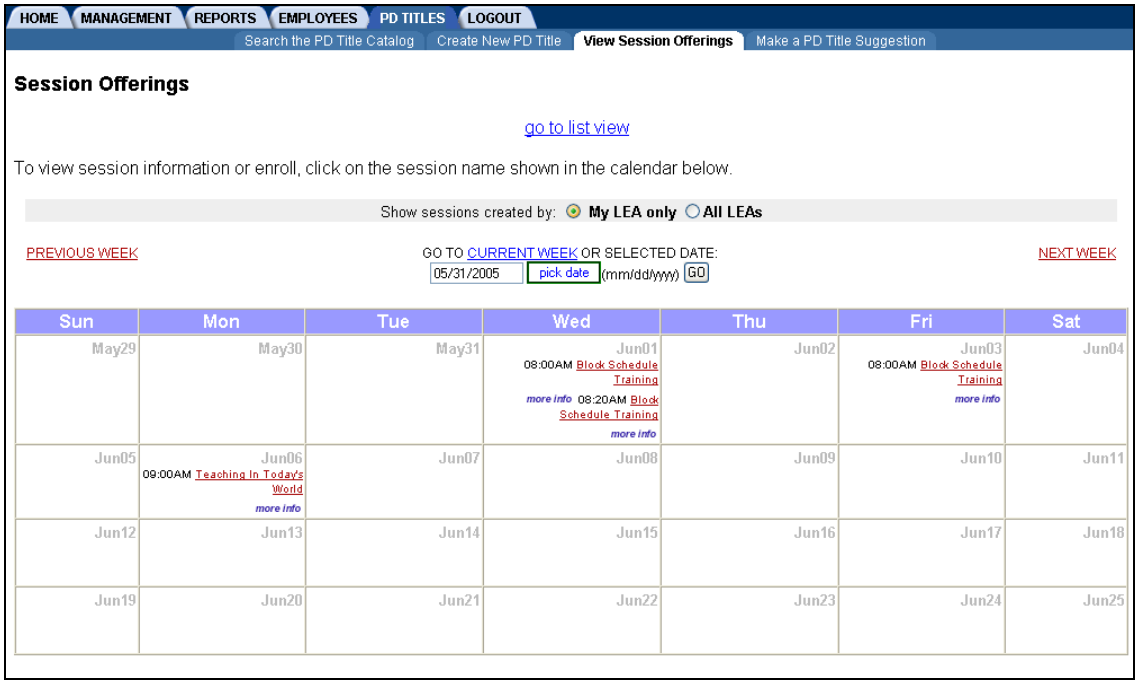


Note: When you first create a PD Title, you do not have the option to attach Programs or References. This may be done after the PD Title has been created by editing the PD title.

View Session Offerings

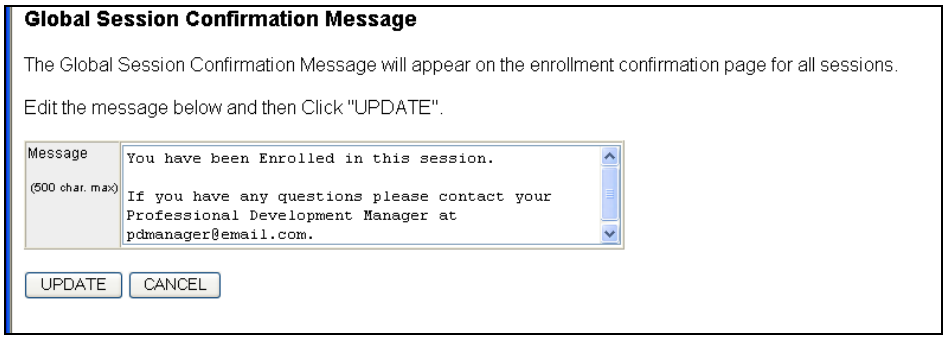
Session offerings may be shown in either *Calendar* or *List* view. Click on the desired class to edit session information or to enroll in that class.

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



Update Global Session Confirmation

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

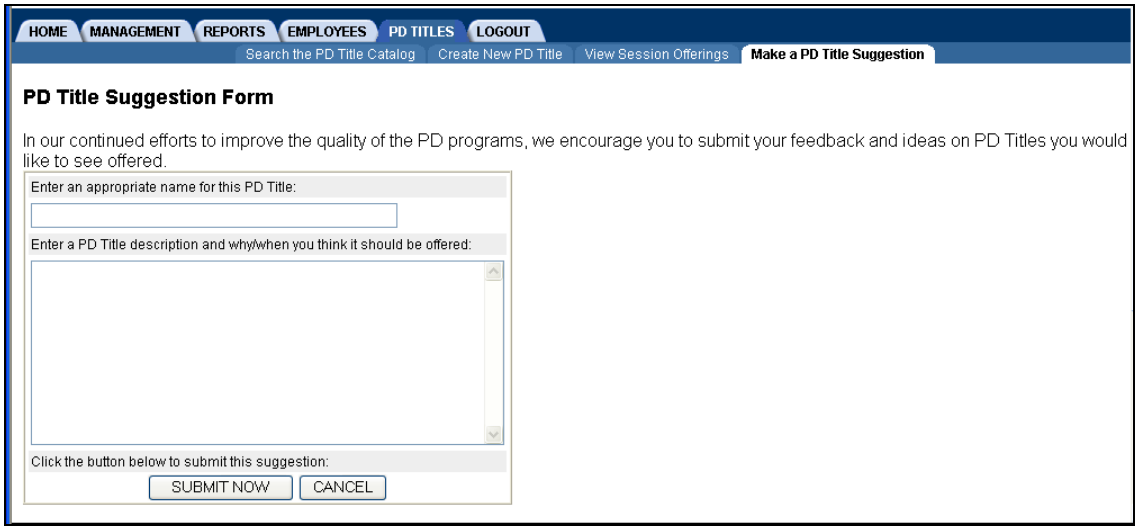


Make a PD Title Suggestion

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

Note: This option is available for all employees.

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

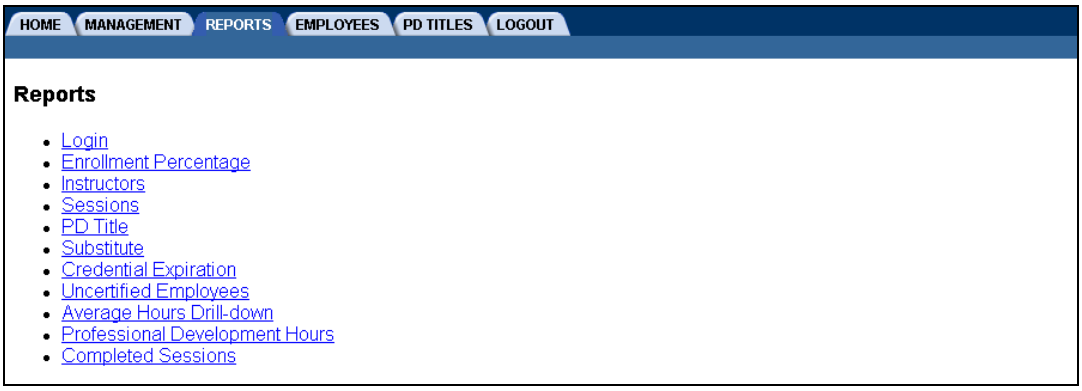


Reports Tab

Report Options

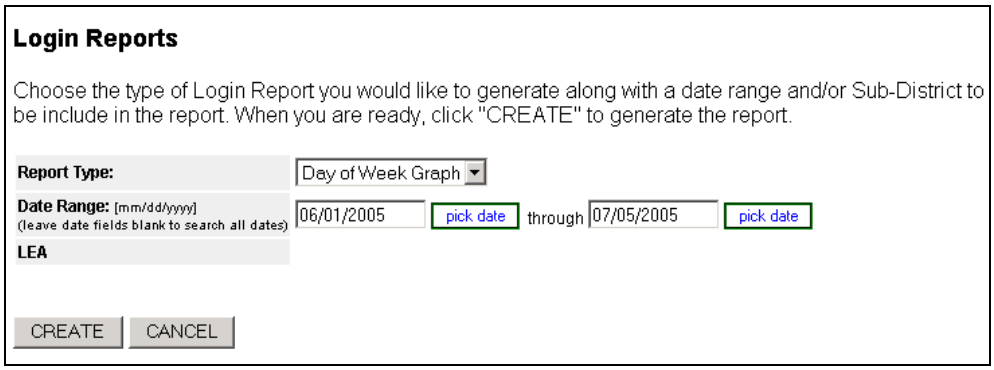
You may find that the *Reports* tab will be the most useful feature for tracking Professional Development for employees.

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



Login Report

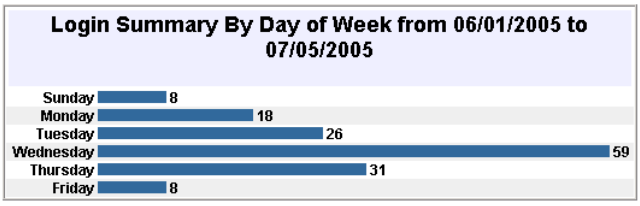
This report is used track the number of logins that have occurred during a specific time range. Enter the date range in the fields and click **CREATE** to view the report.



Sample Login Report

Login Reports

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



Daily Logins by LEA

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

Enrollment Percentage Report

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

Enrollment Percentage Reports

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

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

CREATE CANCEL

The sample report shown below was generated by PD title.

Enrollment Percentage Report

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

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

Instructors Report

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

Instructor Reports

LEA	
Instructor Name	First [ ] Last [ ]
Instructor's School Code	[ ] lookup School Code
Title Content Previously Taught (check all that apply)	☐ Foreign Languages ☐ Language Arts and Reading ☐ Guidance ☐ Health Education ☐ Industrial Education ☐ Interdisciplinary ☐ Leadership Training ☐ Multicultural Education
Taught ANY of the selected items.	

This generated report displays our instructors.

Instructor Report Results

The following instructors were found:

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

Session Report

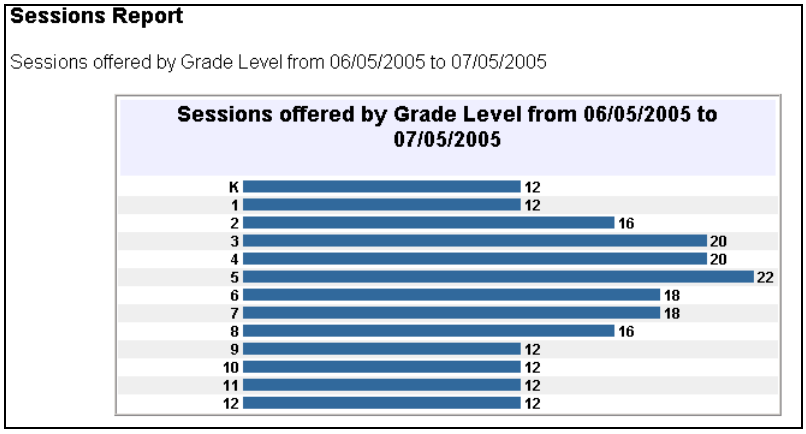
This report is used to list sessions offered over a date range and display them by grade level, instructors, proficiency levels, references or course subject.

Session Reports

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

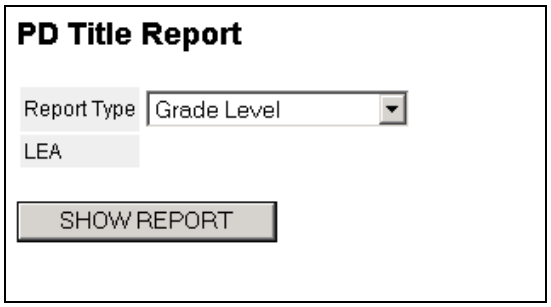
CREATE RESET

This generated report displays sessions offered by grade level.

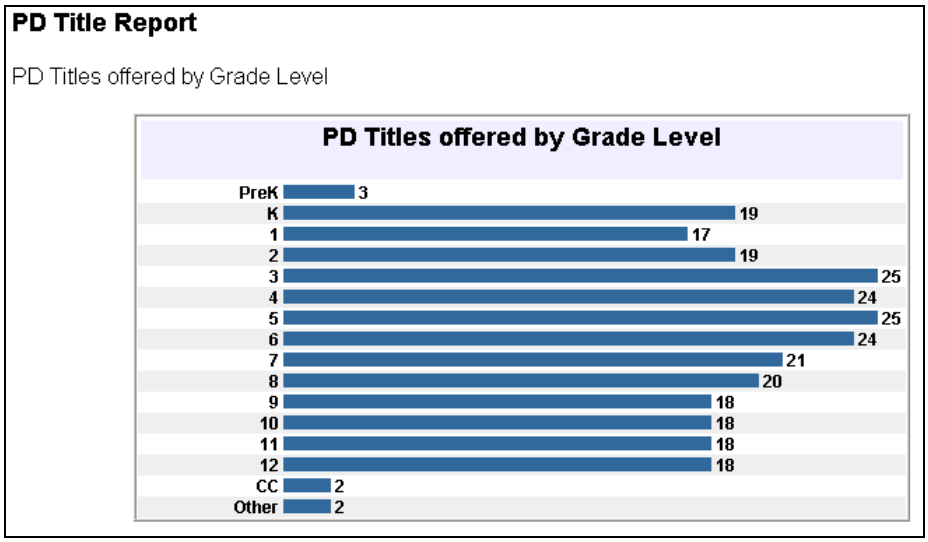


PD Titles Report

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

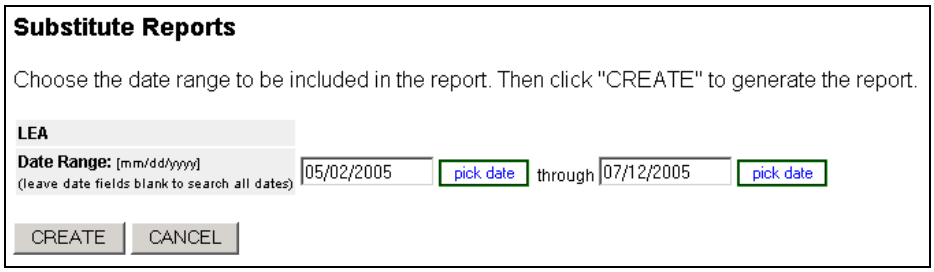


This generated report displays PD titles offered by grade level.



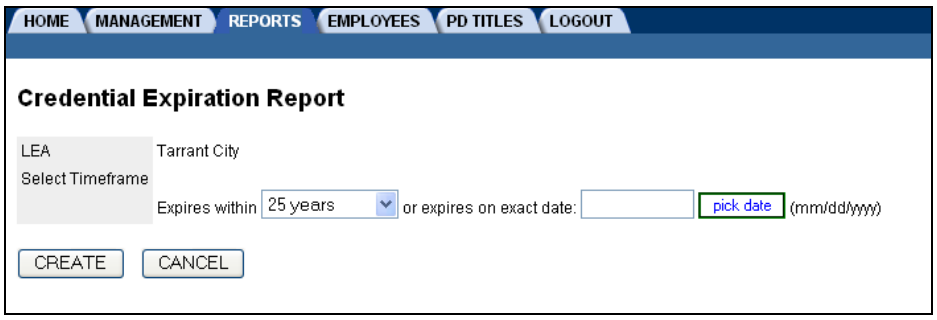
Substitute Report

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

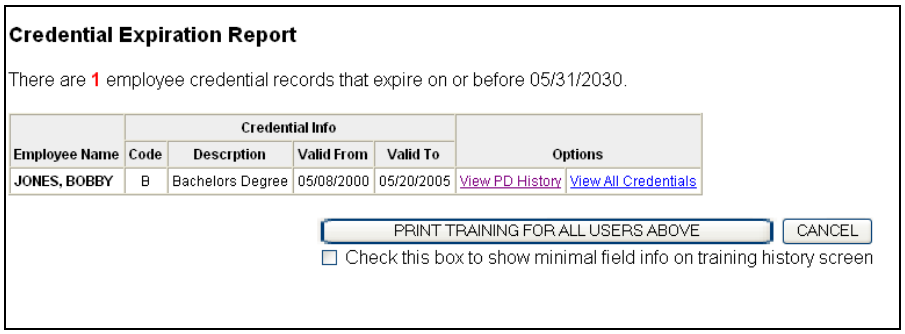


Credential Expiration Report

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



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



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

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

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

Start Date 05/08/2000 End Date 05/20/2005

Filter by Date Range

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

CLOSE THIS WINDOW

Uncertified Employees Report

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

Uncertified Employees Report

LEA

Uncertified expiration in All Uncertified

CREATE CANCEL

Uncertified Employees Report

There are 1 uncertified employees.

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

Average Hours Drill Down Report

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

Average Hours Drill-down Report

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

LEA

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

CREATE CANCEL

Average Hours Drill-down Report

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

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

Professional Development Hours Report

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

Professional Development Hours Report

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

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

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

LEA

CREATE CANCEL

Professional Development Hours Report

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

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

Completed Sessions Report

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

Completed Sessions Report

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

Date Range: [mm/dd/yyyy] (leave date fields blank to search all dates) 06/01/2005 pick date through 07/05/2005 pick date

LEA

PD Title(s) (select one or more)

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

CREATE CANCEL

Completed Sessions Report

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

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

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

Resources

Other Resources Available for STI PD

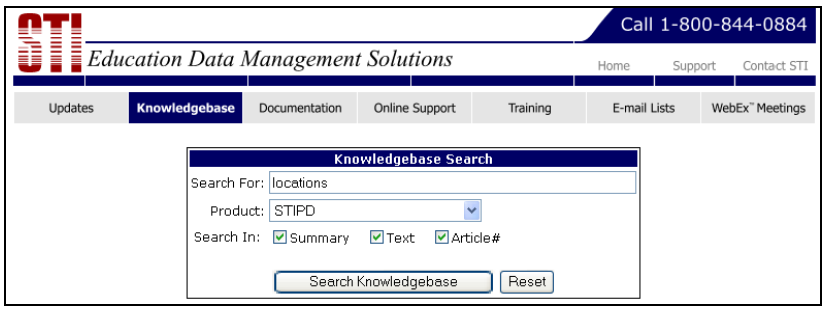
Other resources available for STI PD provide information on the program that users may download at any time. These resources include:

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

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

Knowledgebase

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

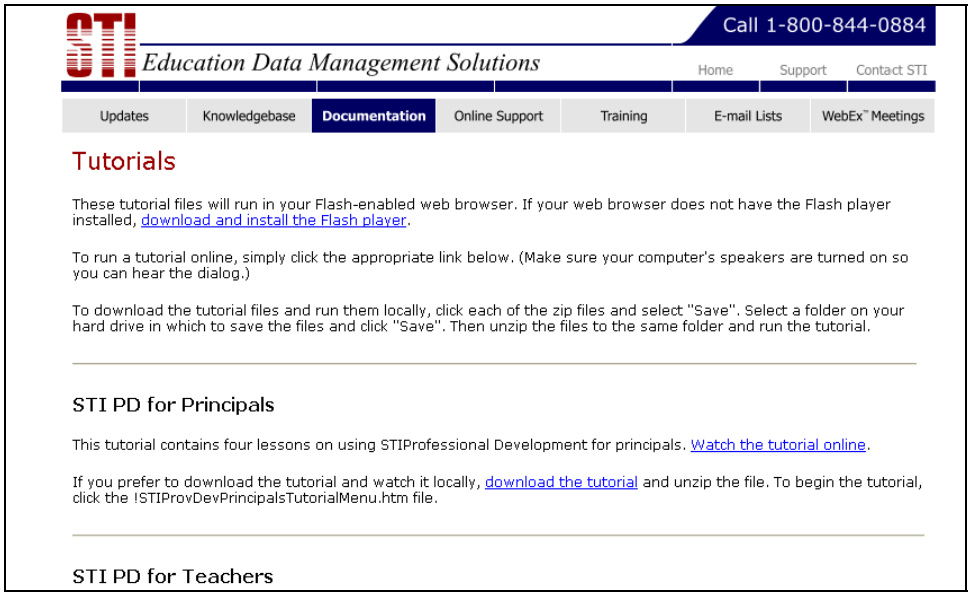


User Manuals and Quick Reference Guides

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

Tutorials

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



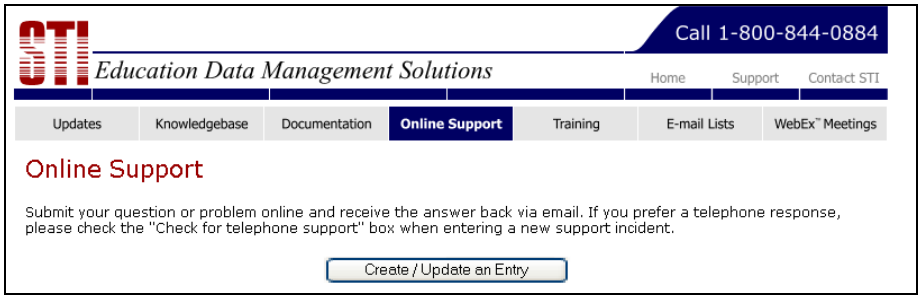
Support

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

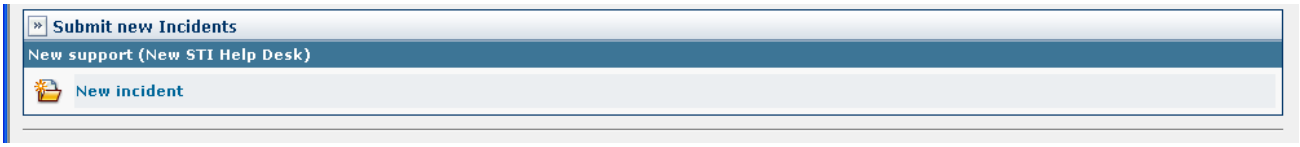
Online Support

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

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



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



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