Managing Professional Development with Broward's MyLearningPlan

MyLearningPlan®

Broward County Public Schools

Norms & Housekeeping

- Turn off or silence cell phones
- No email notification or alerts that ding
- Help your neighbor
- We will start, break, and end on time
- What's learned here, leaves here!

Managing Professional Development with Broward's MyLearningPlan

Topics:

1. Why are we here?
2. Terminology – Glossary of Terms
3. Logging into **MyLearningPlan**
4. LearningPlan Tab
    a) User Profile Update
    b) My Portfolio
    c) My Proposals
5. Catalogs
    a) SBBC Activities
    b) BVU & Public Activities
6. Proposal Process
7. Instructor Tab – Instructor Tools
    a) Re-offering an Activity (course request)
    b) Managing Activity Rosters
    c) Closing/archiving Activity
8. Questions and Answers

Why are we here?

http://www.broward.k12.fl.us/talentdevelopment/html/professional_development_support.html

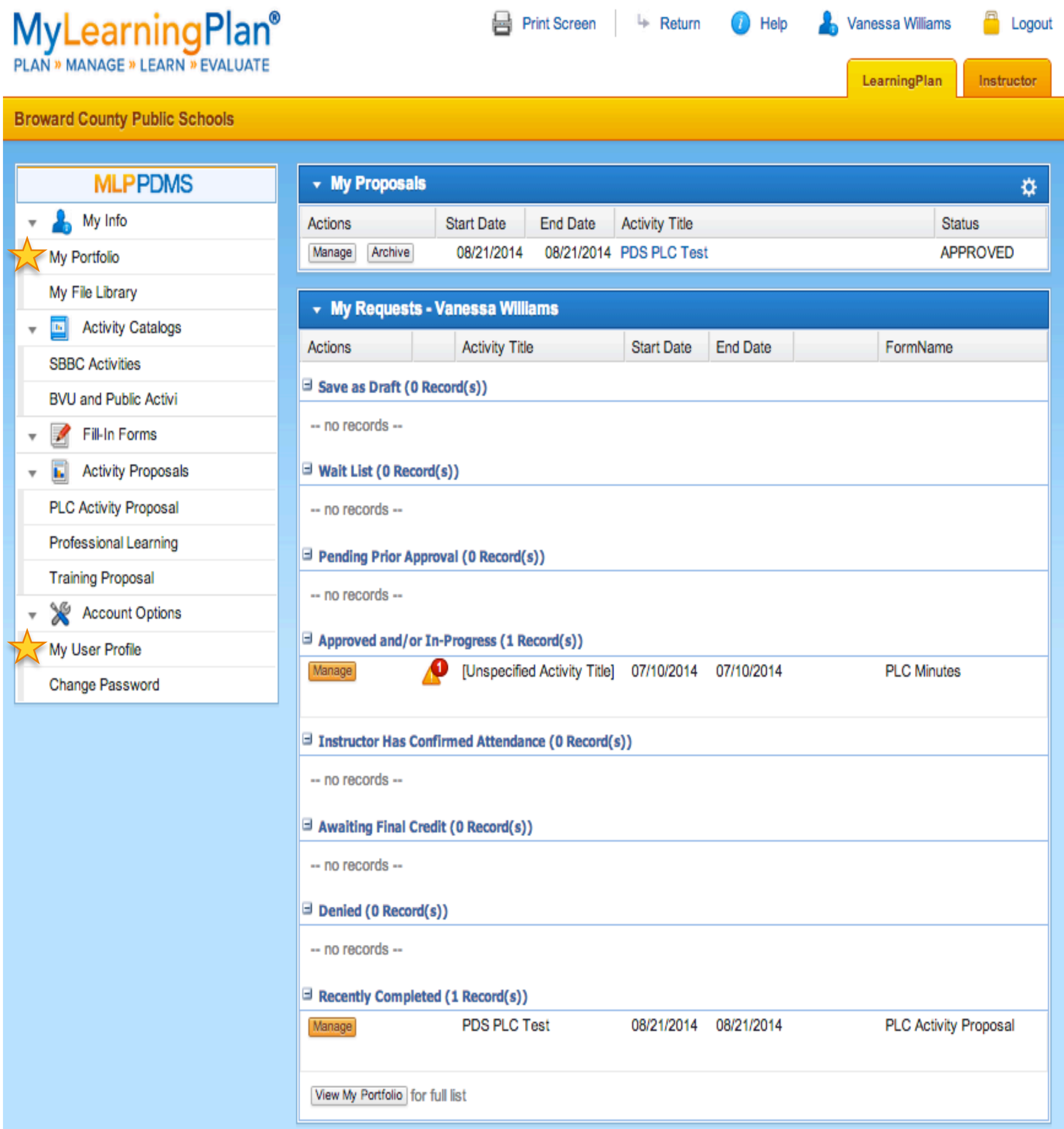
- Professional Development Support
- Florida Professional Development Standards
  - FL Statute 1012.98
  - Administrative Rule 6A-5.071
  - Broward County Public Schools Professional Learning System
- RFP – why we changed the system
  - User Friendly & intuitive
  - Email participants
  - Search easily for a course

MyLearningPlan allows users to search, register, and manage activities on a user-friendly, web-based platform that can be accessed anywhere, anytime.

New Terms

- My Portfolio
- Licensure
- Proposal & Activities
- Catalogs
- Instructor
- Archive
- Evaluation

Navigating the LearningPlan Tab



Navigating the LearningPlan Tab

Update your notifications, grades and groups on this screen. As SBBC employees, all other information on this screen is managed in ESS.

Charter schools manage their own information on this screen as the information is not maintained in SAP.

Email Notification Preferences

Pending Approval Notification	Yes	No
New Activity Notification	Yes	No
Approval Status Changes	Yes	No
Upcoming Activities Reminder	Yes	No
# days prior to ActivityStart Date (Max=14)	3	
TeamRoom Postings	Yes	No
HTML Formatted Message ?	Yes	No

Grade(s)

Grade

- PK
- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12
- Adult
- NA

Group(s)

Group(s)

- Administrators
- CTACE
- District
- ELA
- Elementary
- ESE
- ESOL
- Gifted
- Guidance/Counseling
- High
- Library
- Math
- Middle
- Non-instructional
- School Support (Coaches/Resource)
- Science
- Social Science
- STEM
- Substitute
- Technology

Finish

Save

My Portfolio (Inservice Record)

▾ **My Portfolio - VANESSA WILLIAMS**

Broward County Public Schools

▾ Transcript

View Instructional Transcript

View Full Transcript

Employee ID: 16342

▾ Completed:

Started	Completed	Title	Hours	Purpose(s)
2015-2016 (1 Record)				
07/28/2015	07/28/2015	IF Update Form	0.00	
2014-2015 (5 Records)				
01/26/2015	01/26/2015	testing workflow	0.00	
12/03/2014	12/03/2014	11.3 testing with CR	0.00	
12/03/2014	12/03/2014	2nd testing 11.3	4.00	
11/28/2014	11/28/2014	mtg. 10.31	0.00	
11/03/2014	11/03/2014	minutes 10.30	0.00	
2013-2014 (2 Records)				
10/11/2013	10/11/2013	Active Directory	4.00	Training (Participation Hrs)
10/11/2013	10/11/2013	FileMaker 10 Remote Administration	5.00	Training (Participation Hrs)
2012-2013 (1 Record)				
12/29/2012	12/29/2012	Introduction Administrative Eval System	18.00	Instructional Recertification
2011-2012 (9 Records)				
05/31/2012	05/31/2012	iObservation	4.00	Instructional Recertification
05/31/2012	05/31/2012	Teacher Leaders of Learning Domain I	24.00	Instructional Recertification
05/29/2012	05/29/2012	iObservation2	4.00	Instructional Recertification
04/22/2012	04/22/2012	PD Protocol Reviewer Training	16.00	Instructional Recertification
03/07/2012	03/07/2012	Tech Assistance for FSLA Plan for BCPS	0.00	Training (Participation Hrs)
03/06/2012	03/06/2012	FL School Leader Assesmnt Model Overview	0.00	Training (Participation Hrs)
01/31/2012	01/31/2012	SBBC FL Govt in the Sunshine Laws	5.00	Instructional Recertification
01/31/2012	01/31/2012	SBBC Florida Code of Ethics	5.00	Instructional Recertification
08/29/2011	08/29/2011	MPD for Course Organizers	12.00	Instructional Recertification

Click My Portfolio to view your transcript. Click Full Transcript. (The view defaults to *View By Purpose*)

My Portfolio (Inservice Record)

Relicensure Transcript

Broward County Public Schools

Transcript

View Instructional Transcript

View Full Transcript

Employee ID: 16342

Relicensure Points Summary: 88.00 + 0.00 (from Bank) = 88.00 points

Relicensure Period: 7/1/2011 to 6/30/2016

Update Expiration Date

Relicensure Hours/Credits

Completed	Activity Title (Component Number)	Delivery Method	Category	Points
12/29/2012	Introduction Administrative Eval System	Imported from SAP	Imported from SAP	18.00
05/31/2012	iObservation	Imported from SAP	Imported from SAP	4.00
05/31/2012	Teacher Leaders of Learning Domain I	Imported from SAP	Imported from SAP	24.00
05/29/2012	iObservation2	Imported from SAP	Imported from SAP	4.00
04/22/2012	PD Protocol Reviewer Training	Imported from SAP	Imported from SAP	16.00
01/31/2012	SBBC FL Govt in the Sunshine Laws	Imported from SAP	Imported from SAP	5.00
01/31/2012	SBBC Florida Code of Ethics	Imported from SAP	Imported from SAP	5.00
08/29/2011	MPD for Course Organizers	Imported from SAP	Imported from SAP	12.00
				88.00

Relicensure Hours (Remaining in Bank)

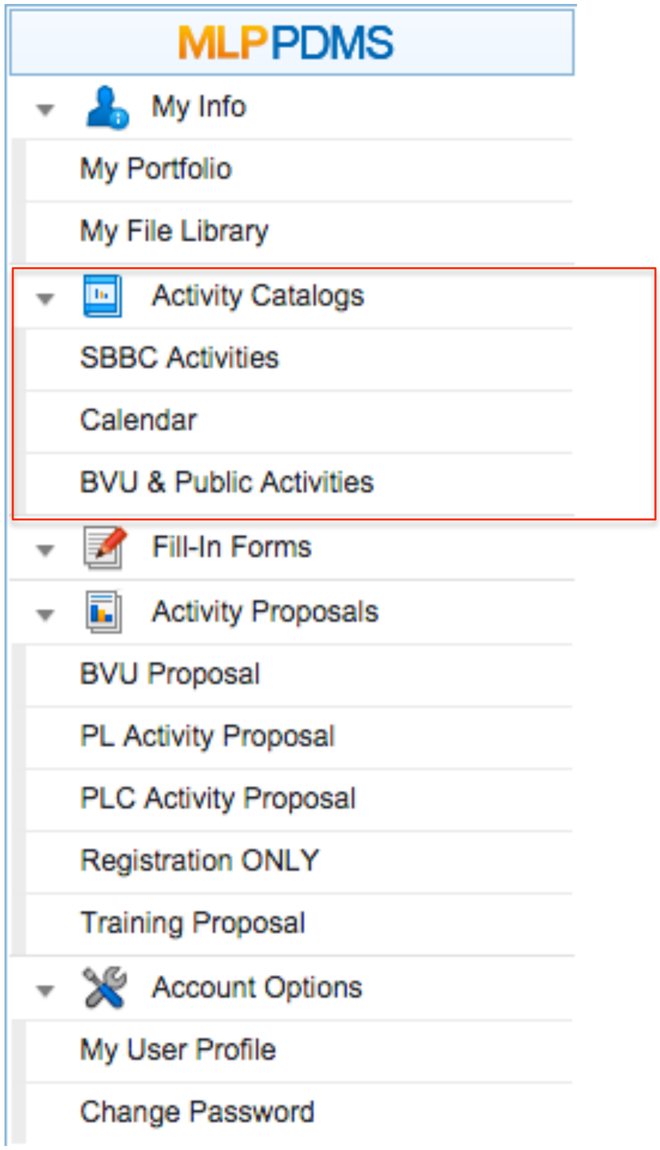
Action	Completed	Activity Title (Component Number)	Delivery Method	Category	Points
Redeem	12/13/2004	Esol Strategies/ Content Area Tch. 02/03	Imported from SAP	Bankable - ESOL	60.00
					60.00

Options

Back Download

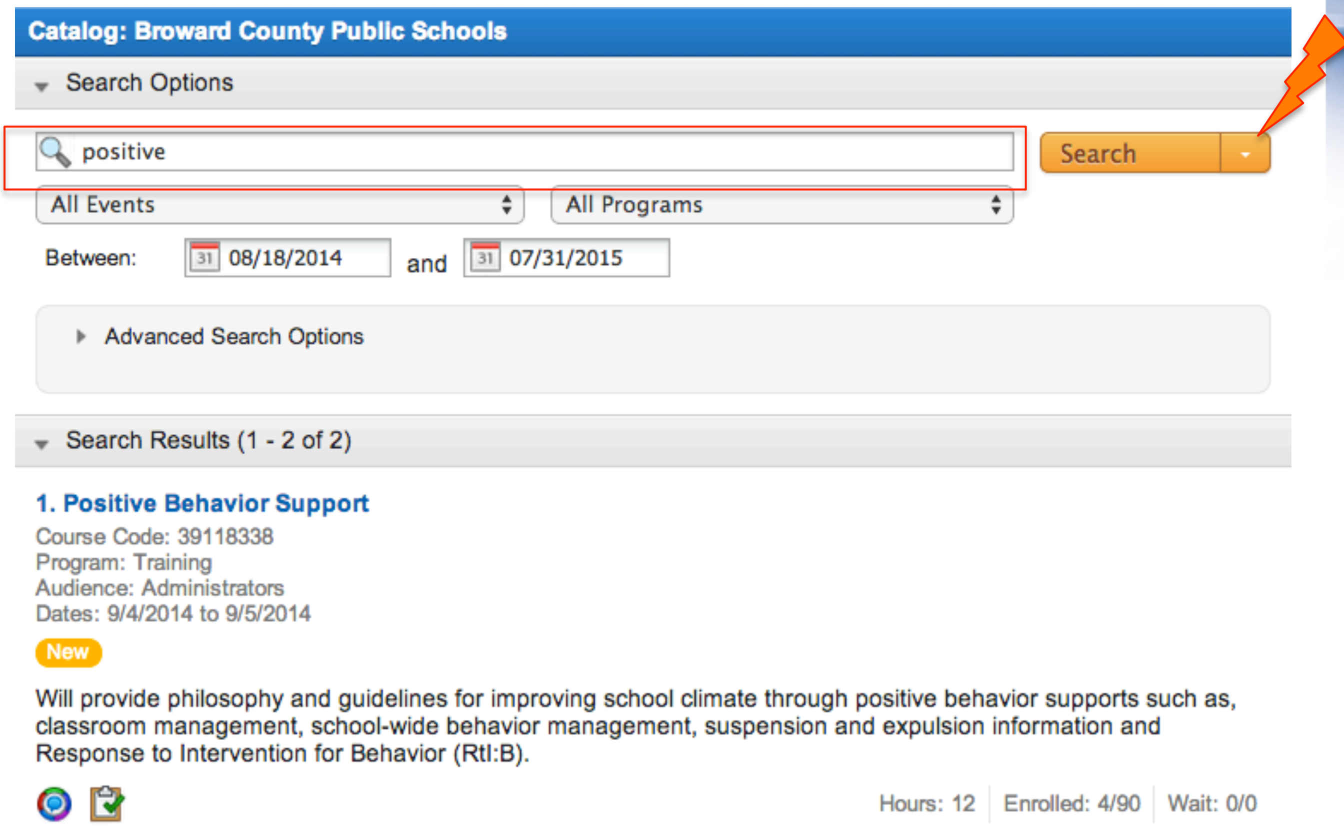
Instructional personnel should click View Instructional Transcript. This view allows the user to view the activities that are in the current recertification period.

Catalogs



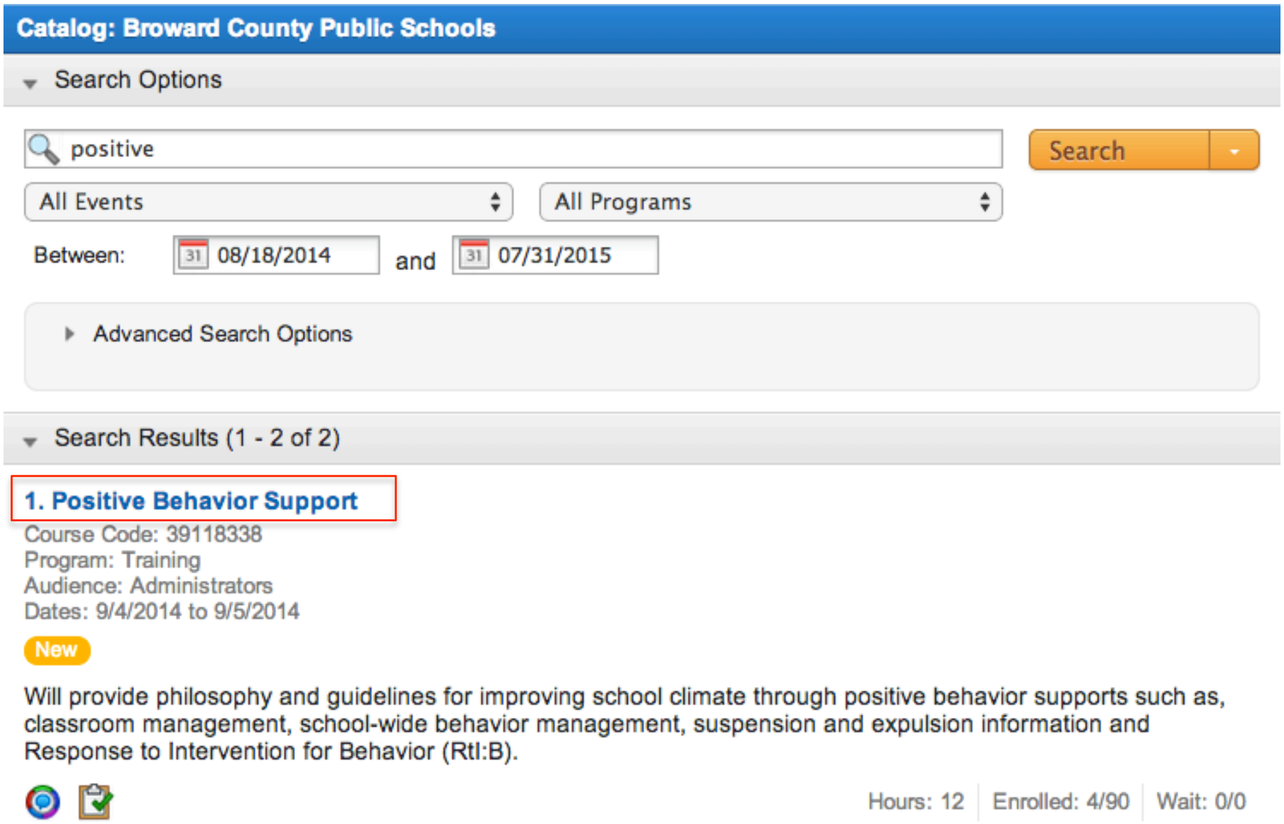
The two activity catalogs are SBBC Activities and BVU and Public Activities. The SBBC Catalog contains PLCs, credentials, and other activities that are for *internal users only*. The BVU and Public Catalog contains the all Broward Virtual University activities and other activities that external users would attend. This catalog also collects fees associated with an activity. The calendar view shows a month at a time. *Internal Users includes Charters and Title IIA Private Schools.

Registering for an Activity



1. To register for an activity, click the appropriate catalog.
2. In the search field, type the title. There are other selectors you can use to search for activities.

Registering for an Activity



3. Click the title of the activity.

Registering for an Activity

Activity Registration

Details

Positive Behavior Support

Course Code: 39118338
Program: Training
Audience: Administrators
Dates: 9/4/2014 to 9/5/2014

New

2 Meeting(s)

#	Date	Time	Location
1.	Thu Sep 4, 2014	9:00 am to 3:00 pm	Large Conference Room
2.	Fri Sep 5, 2014	9:00 am to 3:00 pm	Large Conference Room

Will provide philosophy and guidelines for improving school climate through positive behavior supports such as, classroom management, school-wide behavior management, suspension and expulsion information and Response to Intervention for Behavior (RtI:B).

Hours: 12 | Enrolled: 4/90 | Wait: 0/0

Instructors: AMARYLIS RIJOS (AMARYLIS.RIJOS@BROWARDSCHOOLS.COM)
Debra V. Rozsa

Registration Options: Sign Up Now

4. Click Sign Up Now. The notification for registration will be sent at midnight.

NOTE:
The registration option below will appear if the department has decided to control registration. The owner will need to approve all registrations. This option is managed from the Instructor tab, Edit Basic Details.

Registration Options: Request Approval

Submit a Proposal for a New Activity (Course Type)

1. Click on your LearningPlan tab.

2. In the Activity Proposal section on menu on the left, click on the link for the type of proposal being submitted (see below):

BVU:	Online class via Blackboard
PL Activity:	Professional learning activity that imparts inservice points used for instructional recertification purposes
PLC:	PLCs only – minimum of 20 hours in learning
Registration Only:	no inservice will be awarded or recorded.
Training:	Awards participation hours only. **Cannot** be used for instructional recertification.

3. The proposal form will appear on your screen.

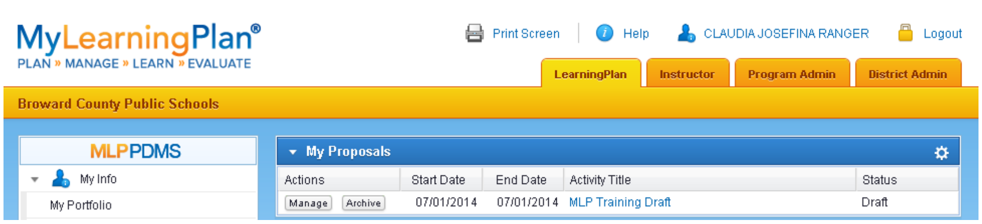
4. Complete all the fields on the proposal form.

   a) The proposal may be saved in draft form by scrolling to the bottom of the form and clicking on Save as Draft .

   b) The following messages will appear once successfully saved:

> Your request has **not** been submitted and has been saved as a draft. To complete the request, simply return to the LearningPlan tab and click the title of the request.

   c) In order to access the saved draft, click on your LearningPlan tab, the draft proposal will be listed under the My Proposals section.



   d) Click on **Manage** to continue working on the saved form or **Archive** to delete. NOTE: Once archived (delimit) it cannot be used.

Submit a Proposal for a New Activity (Course Type)

5. Once the form is completed, click **Submit** at the bottom of the form.

6. The form will then be routed through a workflow process for review and approval.

7. Your proposal submissions can be tracked in your My Proposals section on your Learning Plan tab, as shown below:

My Proposals

Actions	Start Date	End Date	Activity Title	Status
Manage Archive	11/20/2013	11/20/2013	Common Formative Assessments	APPROVED
Manage Archive	04/29/2014	04/29/2014	Grade 4 Literacy	Denied
Manage Archive	05/19/2014	05/19/2014	Common Core Math Grade 2	Final Approval - More Info
Manage Archive	10/21/2014	10/21/2014	Common Formative Assessments	PENDING

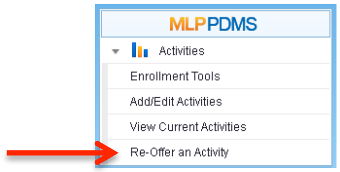
Note: the Status column indicates the status of a submitted proposal:

- **Approved** - proposal has been approved as an activity and available to be offered.
- **Denied** - proposal has been denied, it can no longer be edited or completed.
- **Pending** - proposal has been submitted and awaiting review by an approver.
- **Final Approval - More Info** - proposal has been sent back to you for more information before the approver will either approve or deny the proposal.
- **Other** – Call PDSS

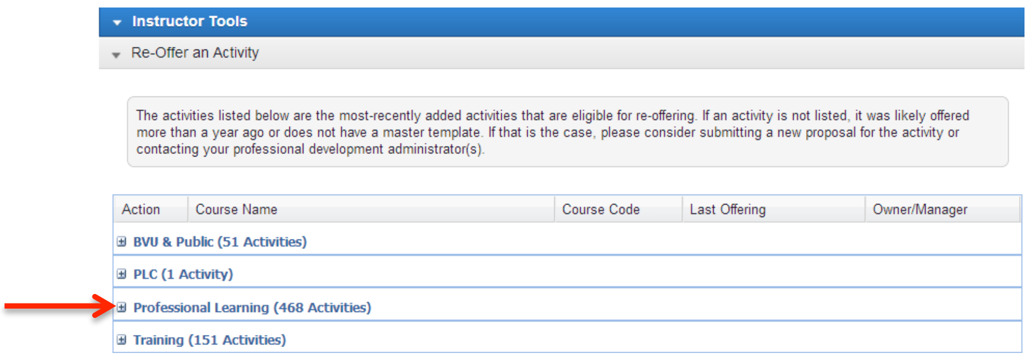
8. Once the proposal is approved, it is now an activity ready for registration.

Re-offering an Activity

1. To Re-Offer an approved activity (course type), click on your Instructor tab.
2. Click on the Re-Offer an Activity Link from the menu on the left.



3. There are four programs (volumes) to choose from: BVU & Public, PLC, Professional Learning and Training.

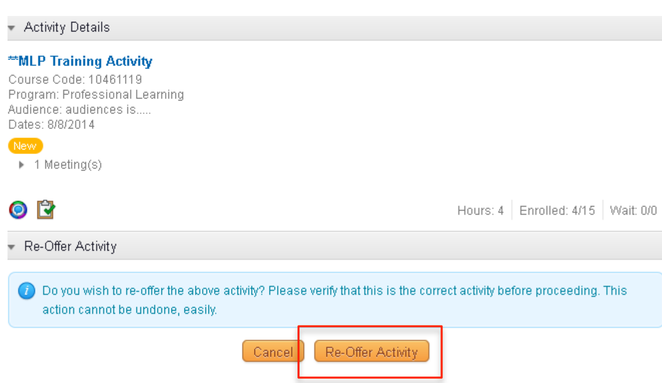


4. To view the available activities to re-offer, click on the plus sign next to the program name to open that section.

Professional Learning (468 Activities)

Re-Offer	* 21st Century Learning Design	39116882	7/1/2014	Not Specified
Re-Offer	* 21st Century SS CCSS Classroom	39117802	7/1/2014	Not Specified
Re-Offer	* ABE GED New Teacher to Adult Education	39117146	7/1/2014	Not Specified
Re-Offer	* Academic Achievement for ELLs	10568825	8/1/2014 to 8/4/2014	WebReg Admin

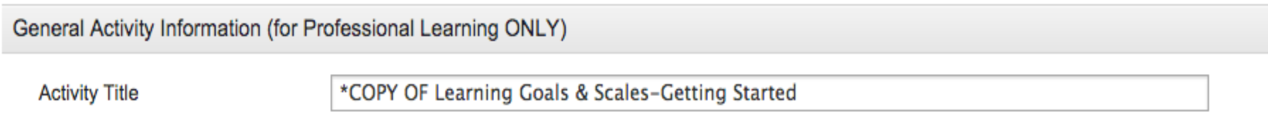
5. Click on the Re-Offer button next to the activity you would like to offer. Verify the activity details on the next screen before clicking on Re-Offer Activity. Click Cancel to return to the selection screen.



Re-offering an Activity

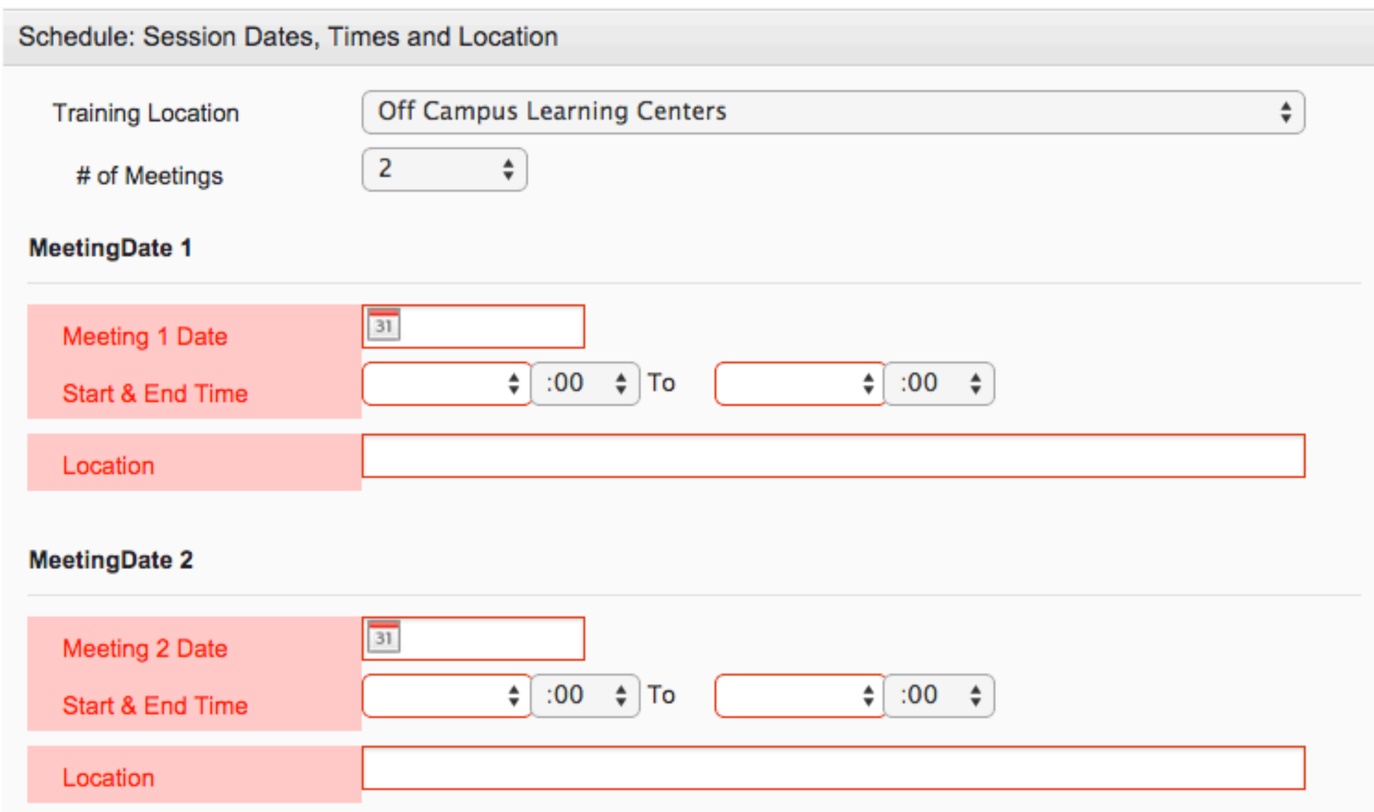
6. Complete the following sections of the form:

a. Remove *COPY OF and do ***not*** make any further changes to the title.


General Activity Information (for Professional Learning ONLY)

Activity Title: *COPY OF Learning Goals & Scales-Getting Started

b. Select Training Location
c. Enter schedule. The last date in the schedule is the date the activity will be closed. Use 8am for the start and end time.
In the Location field type: *Activity Close Date*


Schedule: Session Dates, Times and Location

Training Location: Off Campus Learning Centers

# of Meetings: 2

MeetingDate 1

Meeting 1 Date: 31

Start & End Time: :00 To :00

Location

MeetingDate 2

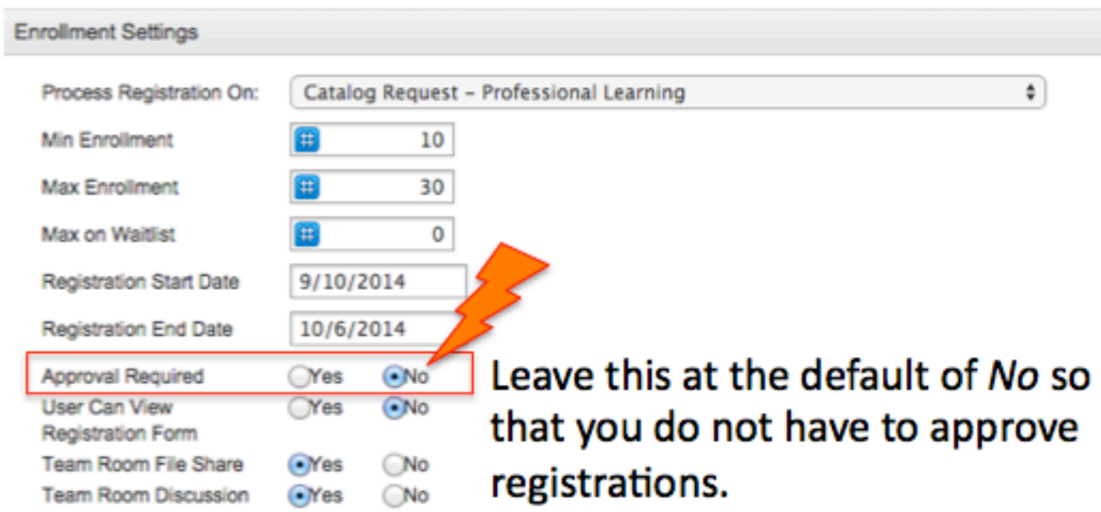
Meeting 2 Date: 31

Start & End Time: :00 To :00

Location

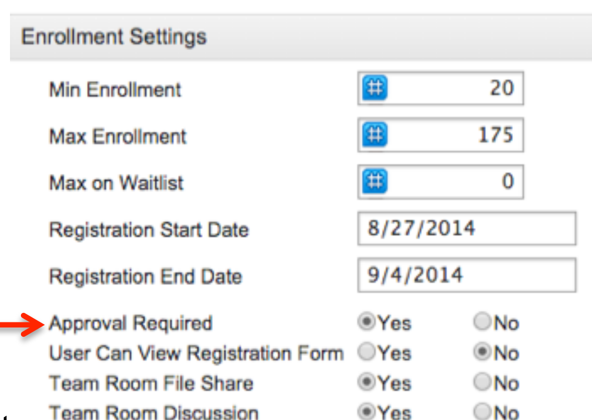
Re-offering an Activity

c. Enter capacity. Set Registration Start and End Dates. These dates will control when the activity is available for registration. If the course needs to be "locked", set the registration dates for a date in the past. Leave dates blank for registration to begin once the activity has been approved and registration will end on the start date listed in the schedule.



Leave this at the default of *No* so that you do not have to approve registrations.

The user will see Registration Options Sign Up Now



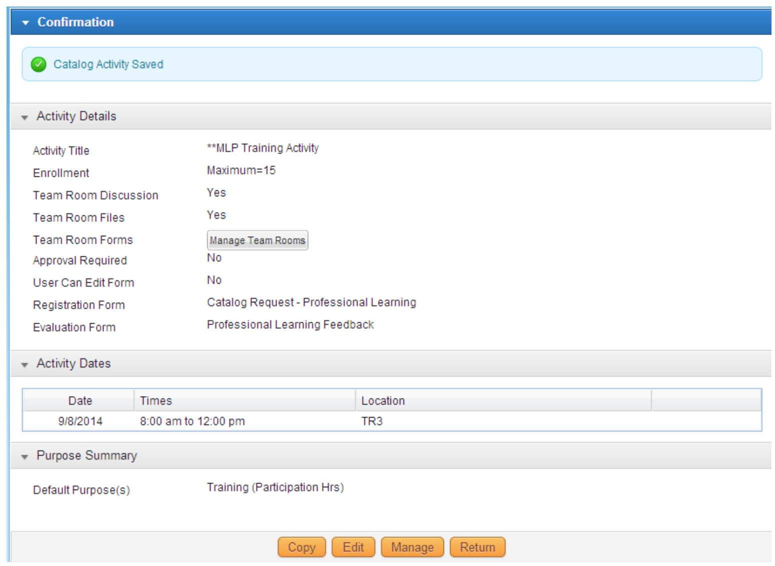
If Yes is selected, approval will be required by the Activity Organizer before registration will be processed.

The user will see Registration Options Request Approval

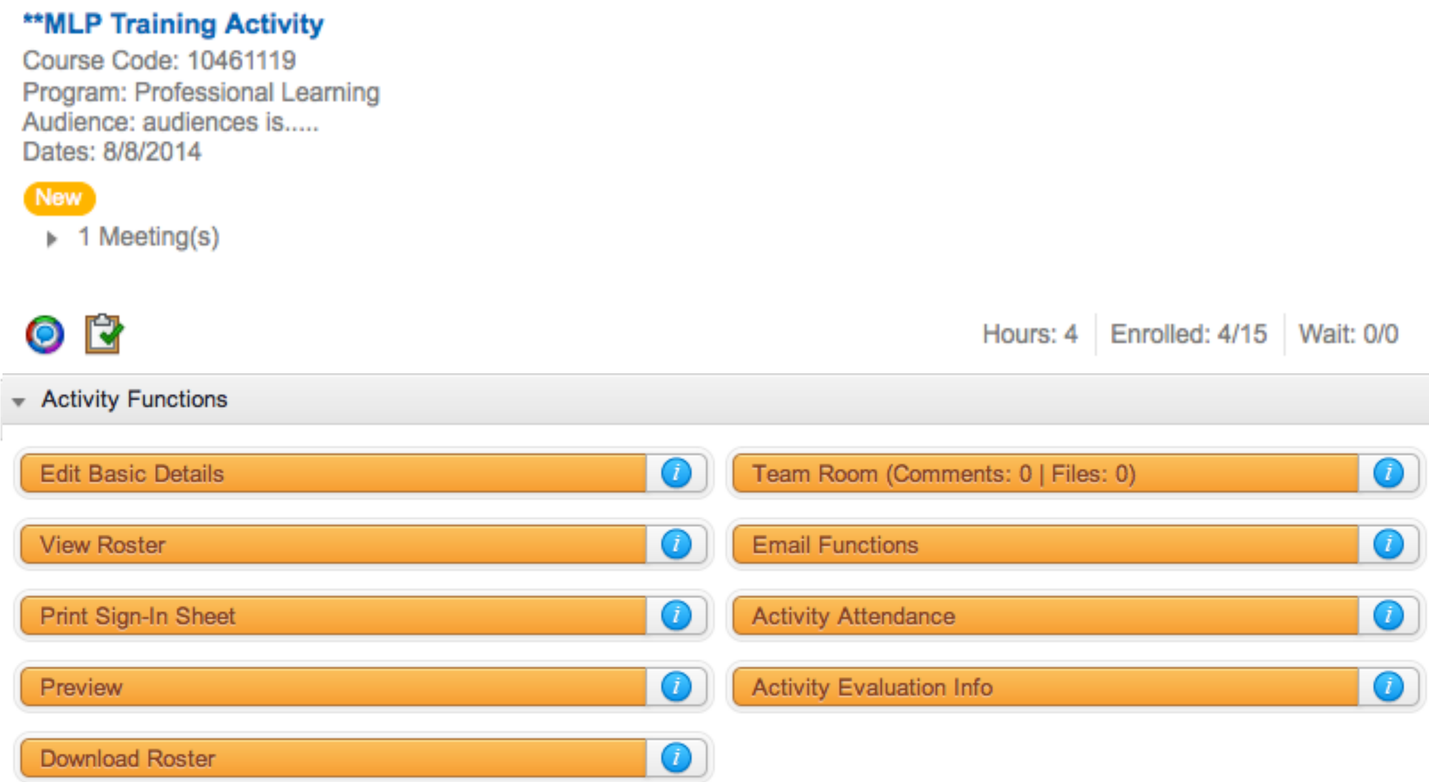
Re-offering an Activity

7. Click on SAVE at the bottom of the page.

8. This is your confirmation that the activity has been created.



Managing Activity Dashboard

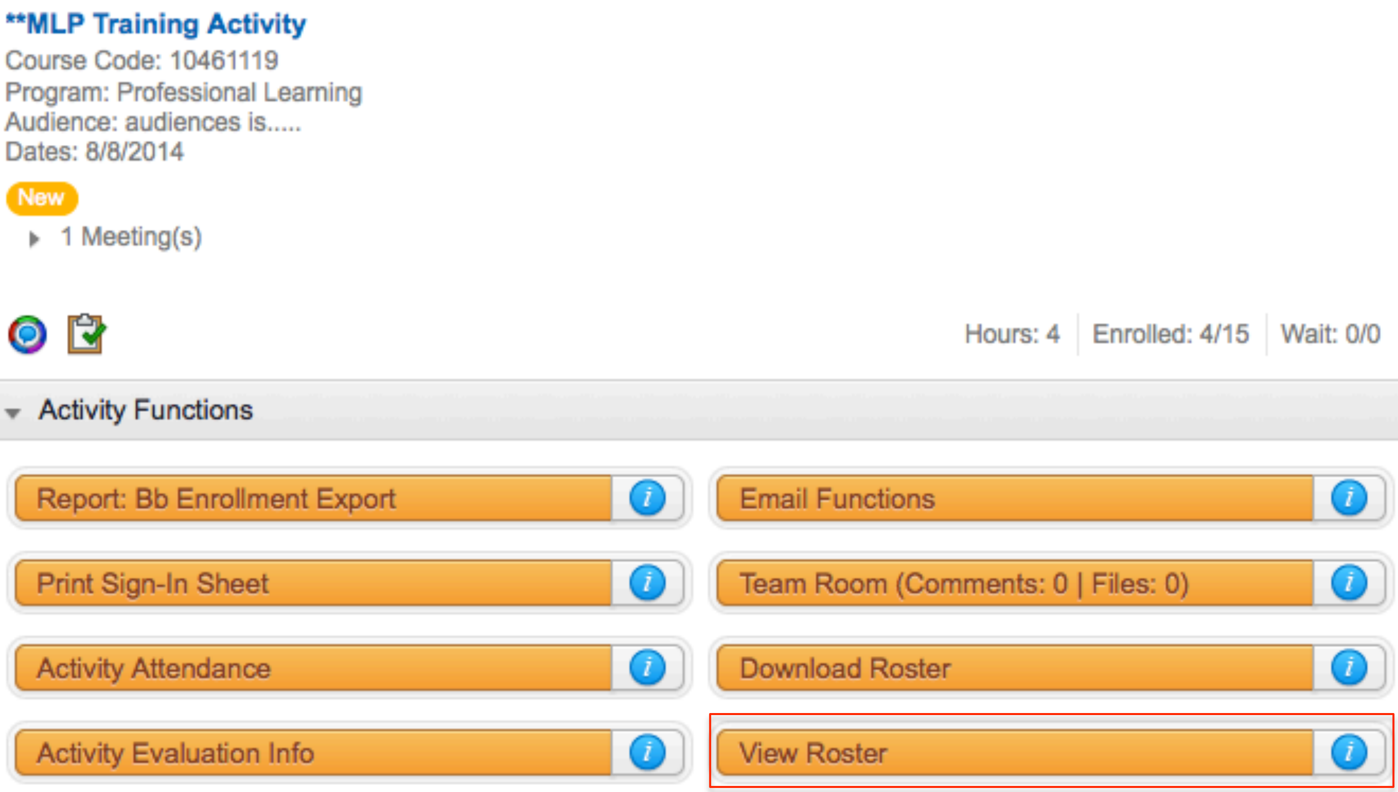


This is your activity dashboard. All functions for managing the activity would be completed here.

Team Room Activated

Required Evaluation (Appraisal)

Setting Default Roster Options



Setting Default Roster Options

Roster

#	Select	Name↑ Building	Approval Status	Employee ID	Evals	TR Forms	Comments	Hours Jul 1
1.		CANTOR, ELLEN Office Of Talent Development (	In Progress	24263				7
2.		FEE, BETHANY Professional Development Suppo	In Progress	39894				7
3.		Kent, Clark Professional Development Suppo	Final Approval					7
4.		Myers, Luna Professional Development Suppo	In Progress					7
5.		Williams, Vanessa Professional Development Suppo	In Progress	X16342				7
6.		WILLIAMS, VANESSA Professional Development Suppo	In Progress	16342			Initial Import	7

- Leave the default roster as is to ensure appropriate awarding of inservice credit. If the defaults are changed, proper functionality of the system can not be ensured.

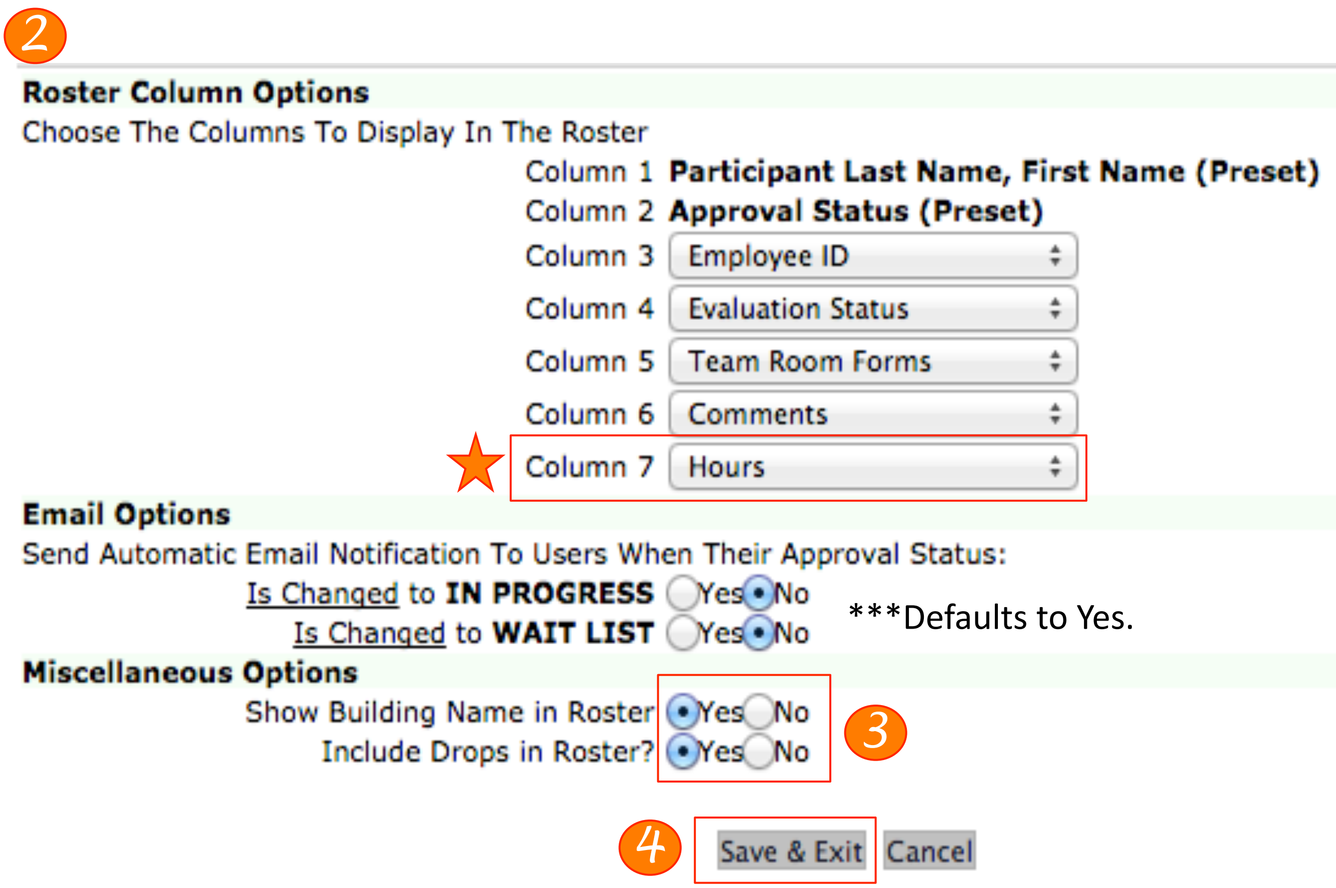
- The comments box is used to enter the reason why someone is denied credit from a course.

- Do *not* adjust the Hours column.

NOTE:
Initial Import means this course was a course type that was transferred from our legacy system. This phrase should be deleted when entering comments. Be sure to click Save.

Setting Default Roster Options

Click Change Settings to adjust the roster view.


2

Roster Column Options

Choose The Columns To Display In The Roster

Column 1 **Participant Last Name, First Name (Preset)**

Column 2 **Approval Status (Preset)**

Column 3 Employee ID

Column 4 Evaluation Status

Column 5 Team Room Forms

Column 6 Comments

Column 7 Hours

Email Options

Send Automatic Email Notification To Users When Their Approval Status:

Is Changed to **IN PROGRESS** Yes No

Is Changed to **WAIT LIST** Yes No

***Defaults to Yes.

Miscellaneous Options

Show Building Name in Roster Yes No

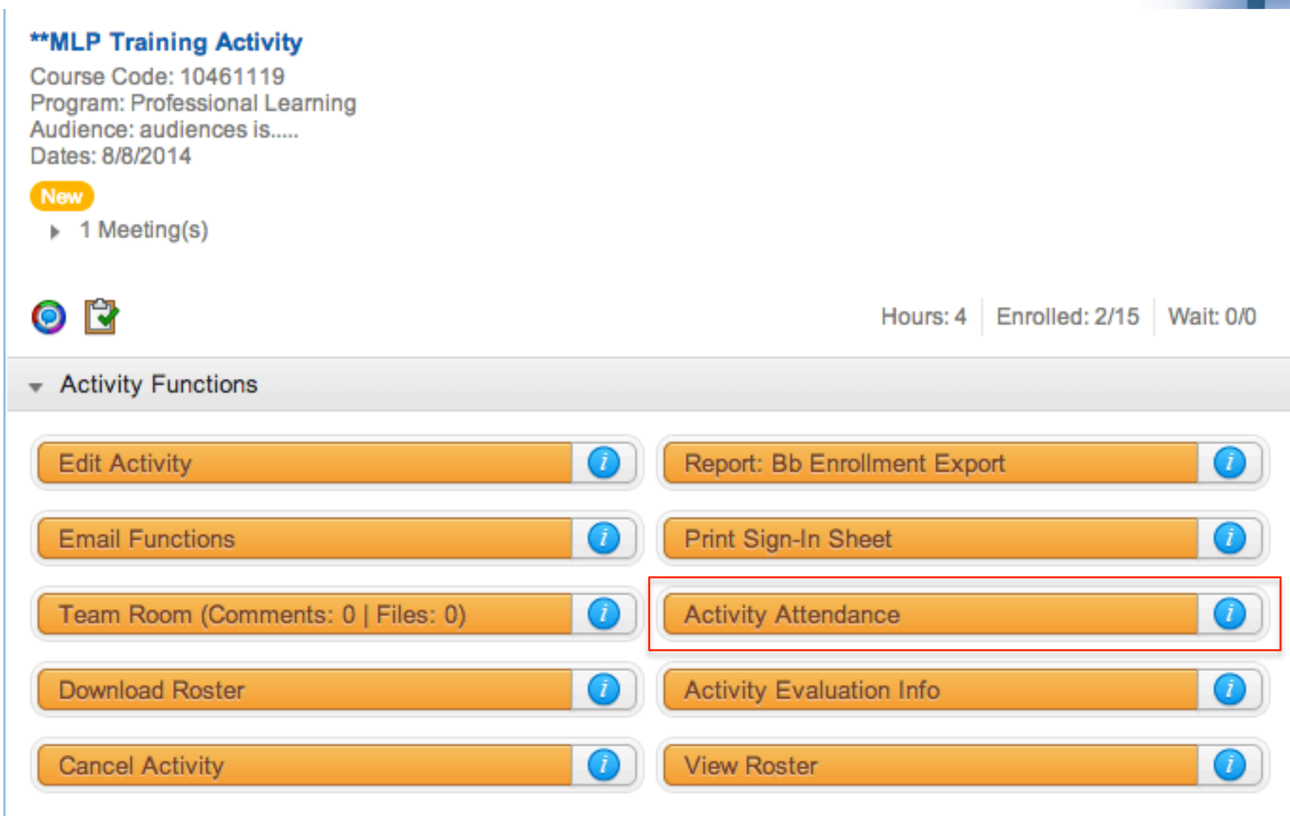
Include Drops in Roster? Yes No

3

4 Save & Exit Cancel

★ If the hours are not a column setting, proper inservice will not be awarded.

Enrolling a Participant



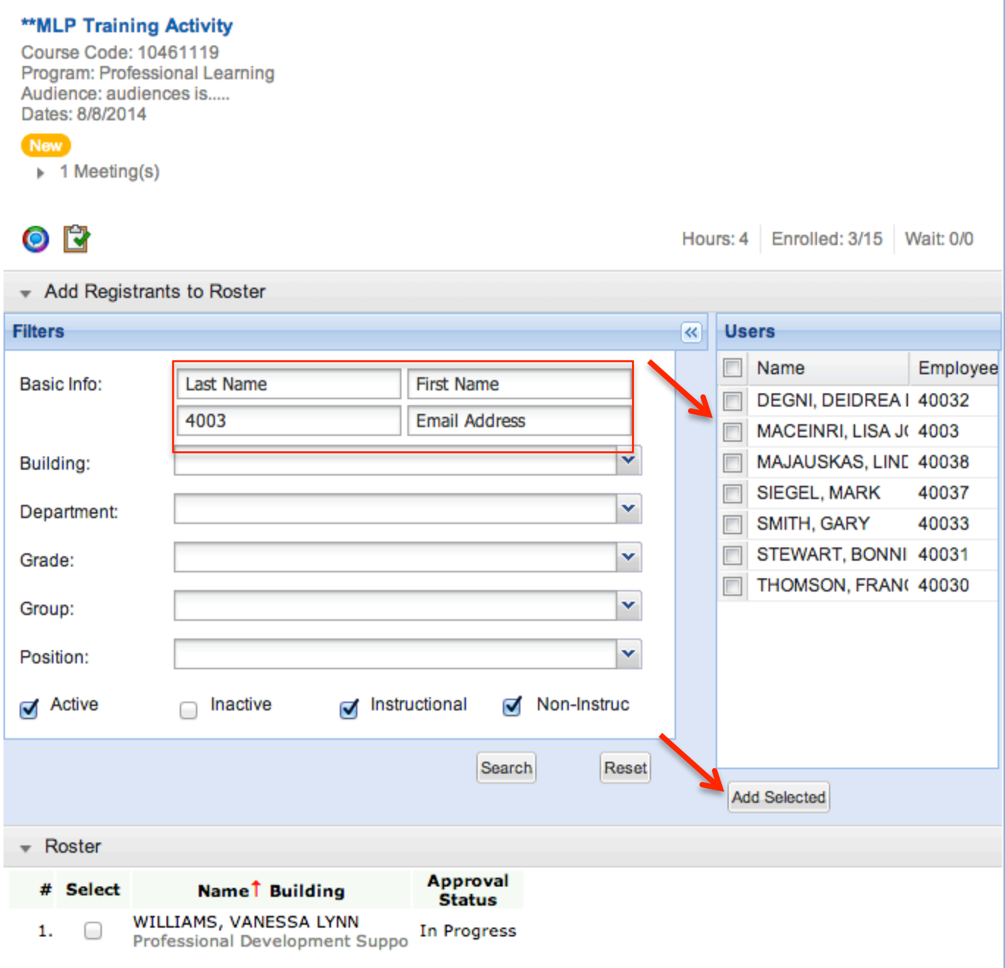
Use these steps to enroll participants *after the start date*:

From the Activity Dashboard, click Activity Attendance.

NOTE: Activity Organizer can Pre-register participants. Instructors can only add Participants to a roster after the activity has begun. To enroll participants before the activity, Activity Organizers will:

1. Click the District Admin tab
2. Click Enrollment Tools
3. Search for the activity, and select the appropriate activity
4. Click Pre-register from the Activity Functions

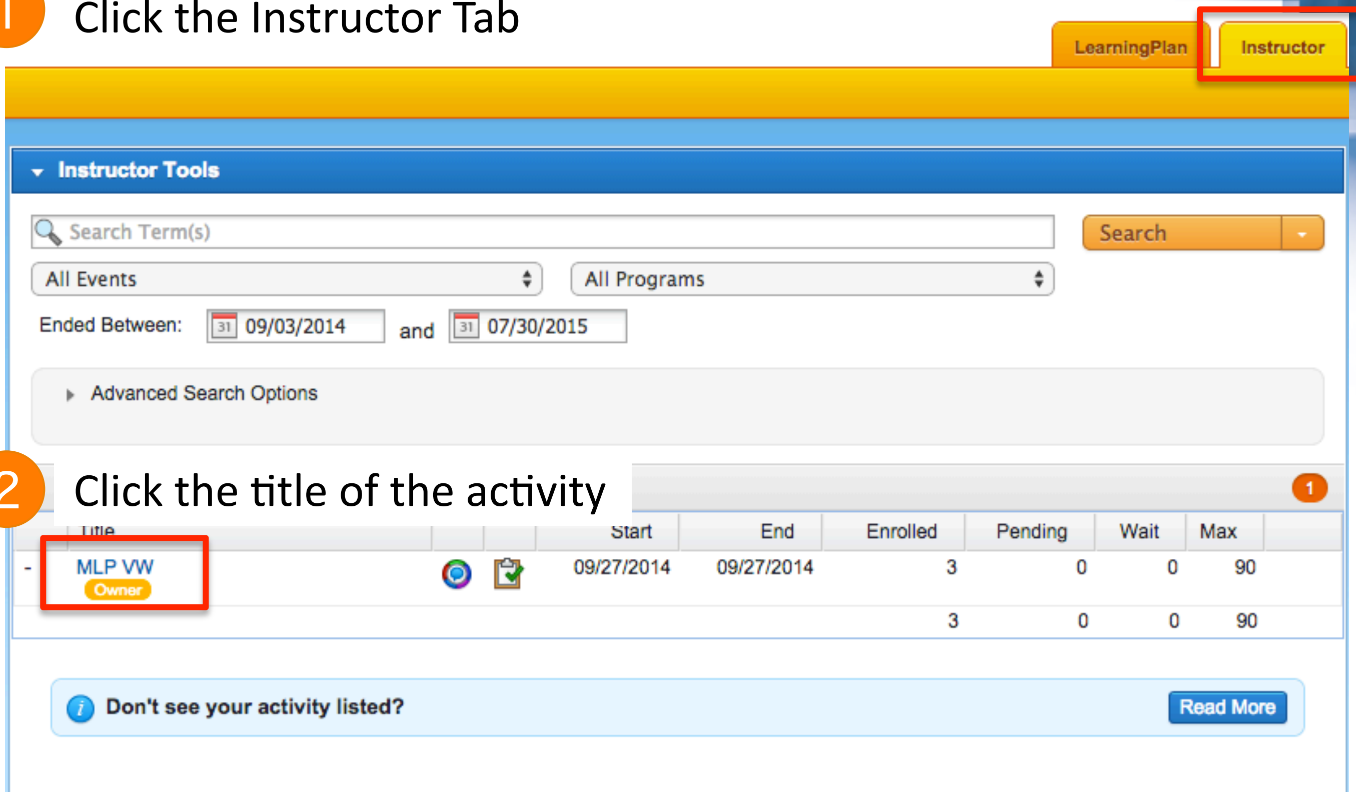
Enrolling a Participant



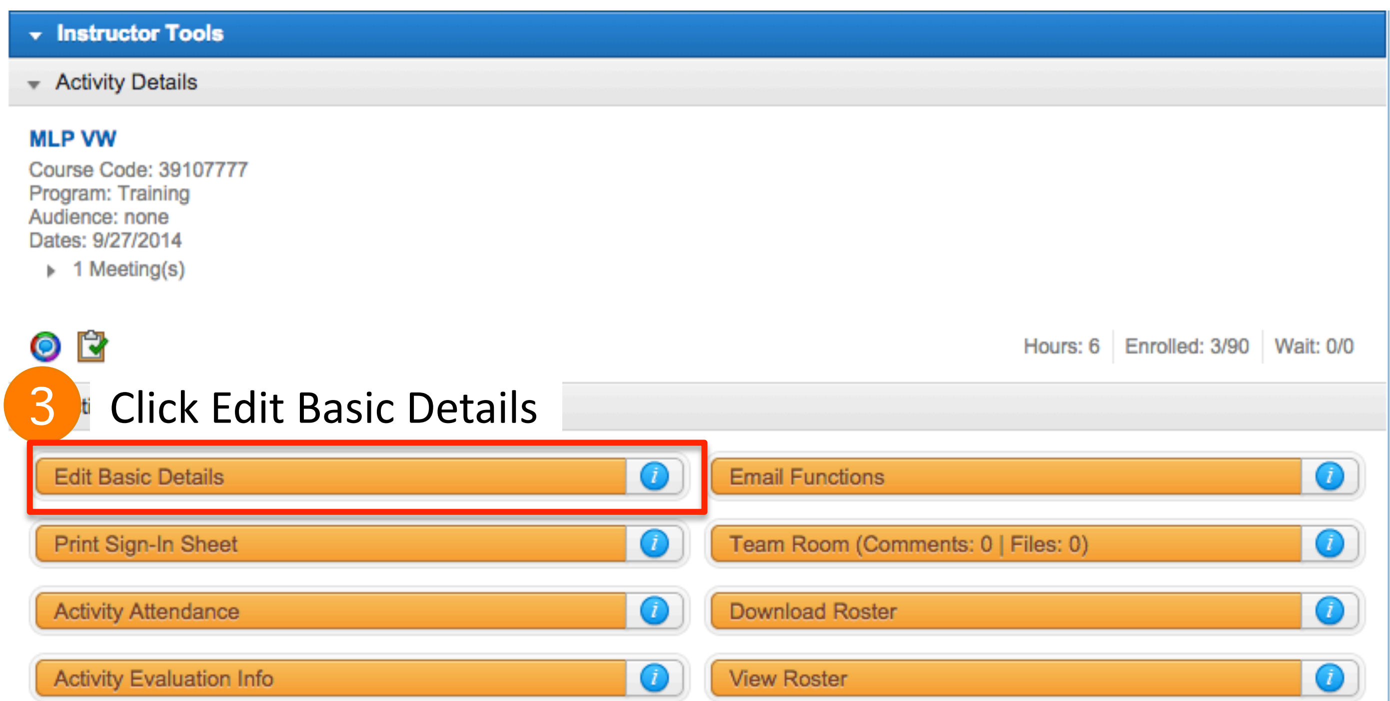
1. Enter the person’s last name or personnel number.
2. The names will populate in the window.
3. Place a check in the appropriate box.
4. Click Add Selected.

Updating an Activity - Edit Basic Details

1 Click the Instructor Tab



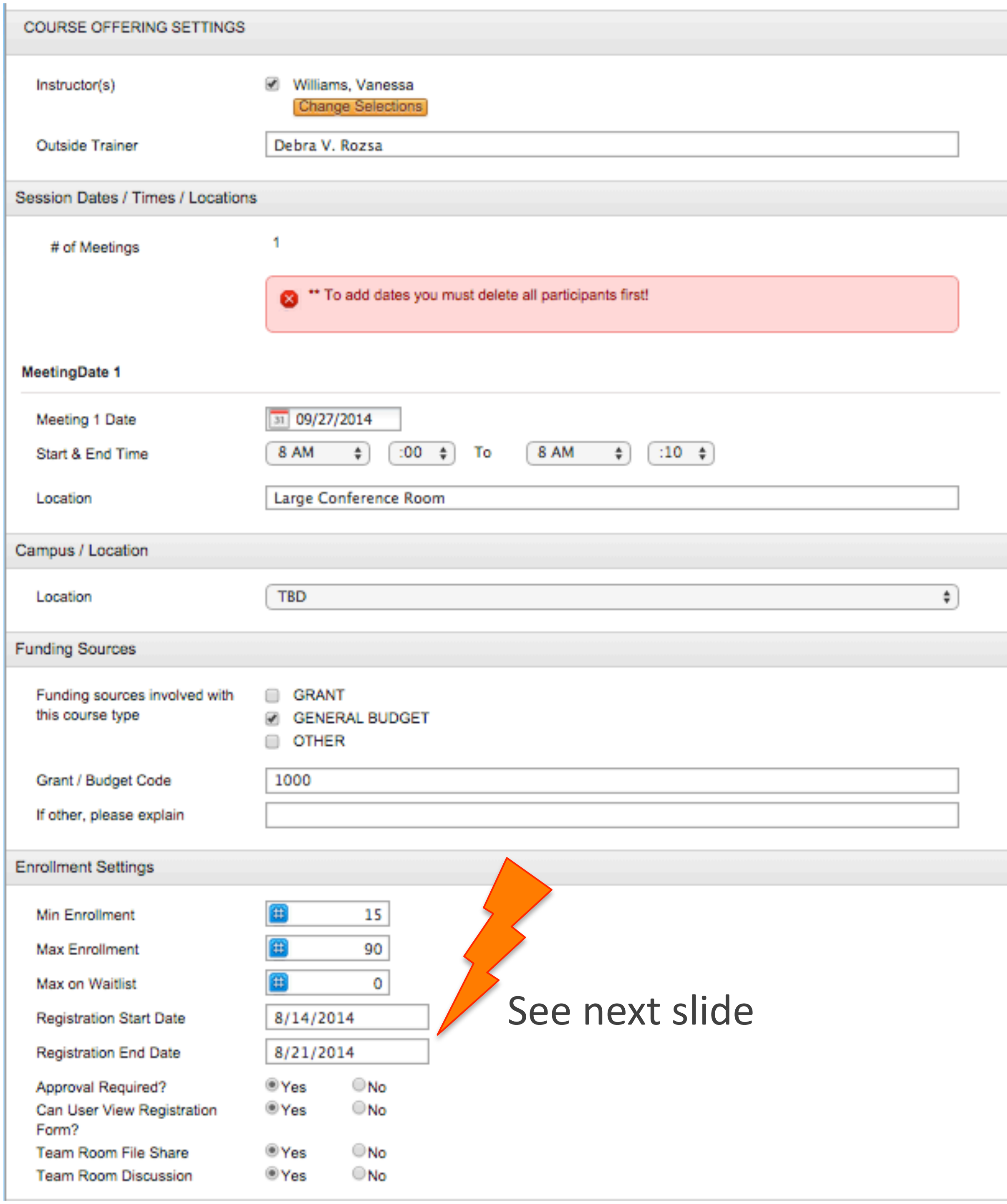
2 Click the title of the activity



3 Click Edit Basic Details

Changing an Activity - Edit Basic Details

4 Make changes as needed.


COURSE OFFERING SETTINGS

Instructor(s) — ☑ Williams, Vanessa — Change Selections

Outside Trainer — Debra V. Rozsa

Session Dates / Times / Locations

# of Meetings — 1

** To add dates you must delete all participants first!

MeetingDate 1

Meeting 1 Date — 09/27/2014

Start & End Time — 8 AM :00 To 8 AM :10

Location — Large Conference Room

Campus / Location

Location — TBD

Funding Sources

Funding sources involved with this course type — ☐ GRANT ☑ GENERAL BUDGET ☐ OTHER

Grant / Budget Code — 1000

If other, please explain

Enrollment Settings

Min Enrollment — 15

Max Enrollment — 90

Max on Waitlist — 0

Registration Start Date — 8/14/2014

Registration End Date — 8/21/2014

Approval Required? — ◉ Yes ○ No

Can User View Registration Form? — ◉ Yes ○ No

Team Room File Share — ◉ Yes ○ No

Team Room Discussion — ◉ Yes ○ No

See next slide

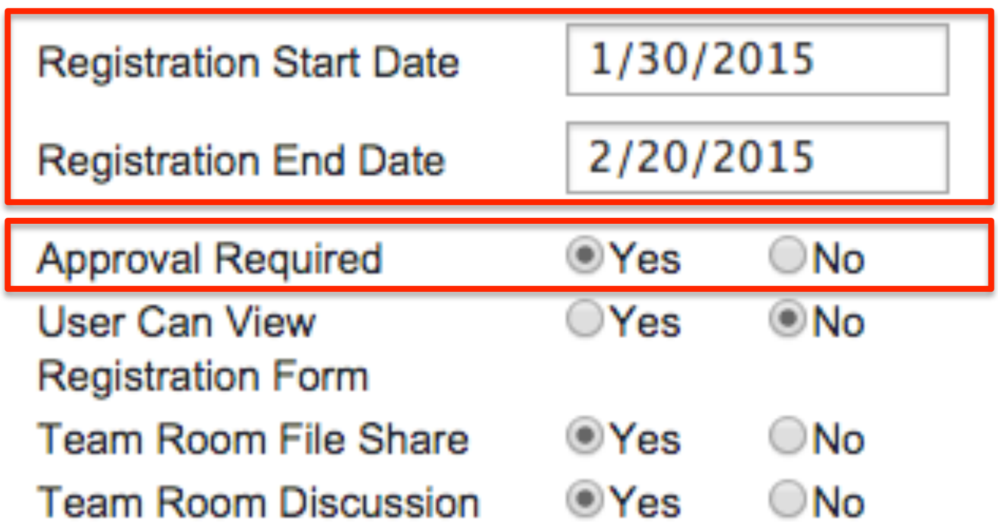
Changing an Activity - Edit Basic Details

A. If your activity can't be located in the catalog, check your Registration dates. Registration begins on the start date. Registration ends as of the date entered in the Registration End Date box.

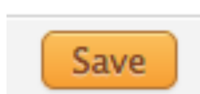
B. ONLY the *<u>Activity Organizer</u>* can edit Approval Required: If registration requires approval, check Yes. You must update the registration from *Needs Approval* to *<u>In Progress</u>*. If no approval is needed, ensure No is selected.

A

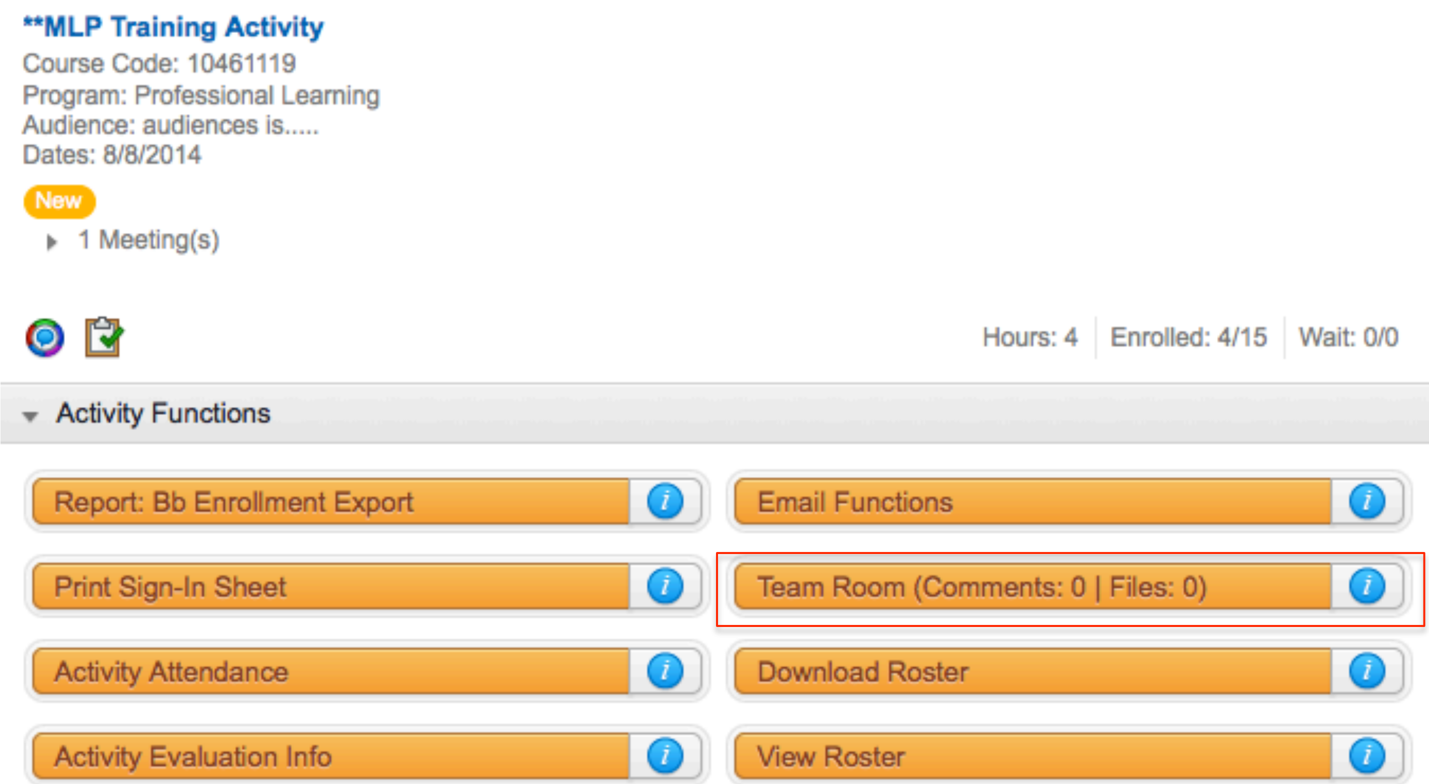
B



5 Click SAVE.



Managing & Participating in a Team Room



The Team Room has been designed to foster team learning for participants of an activity. The Team Room includes two parts: Discussion Threads and File Sharing. NOTE: Team Rooms are defaulted to be activated for every activity.

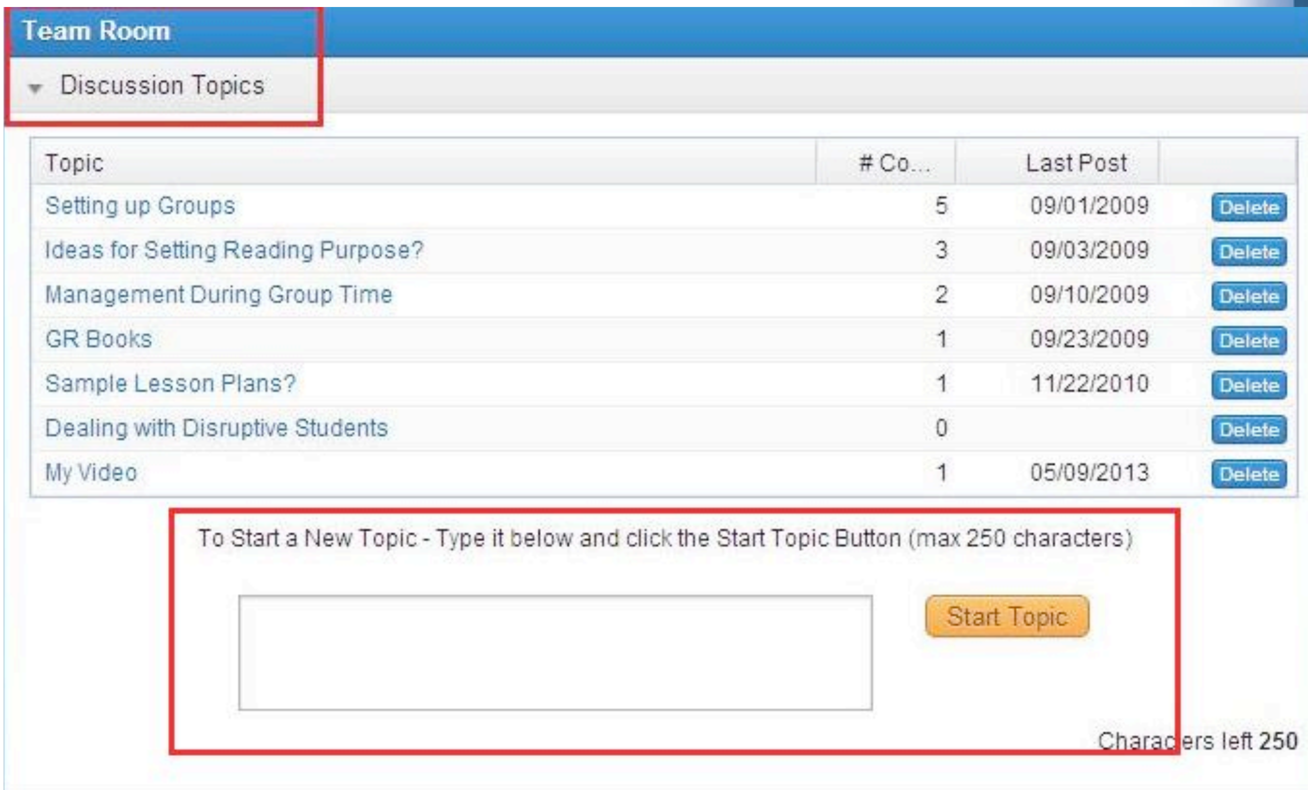
Use these steps to access the Team Room:

Click on Team Room.

Once in the Team Room, you can access either File Sharing or Discussions.

Note:
Activities can be set to have no Team Room, or have a Team Room with only File Sharing OR Discussions.
Training materials and documents can be uploaded to team rooms.
Team Rooms become available for participants when the activity starts.

Managing & Participating in a Team Room



Participating in Team Room Discussions

Use these steps to participate in Team Room Discussions:

Once in the Team Room click on a topic under discussion thread.

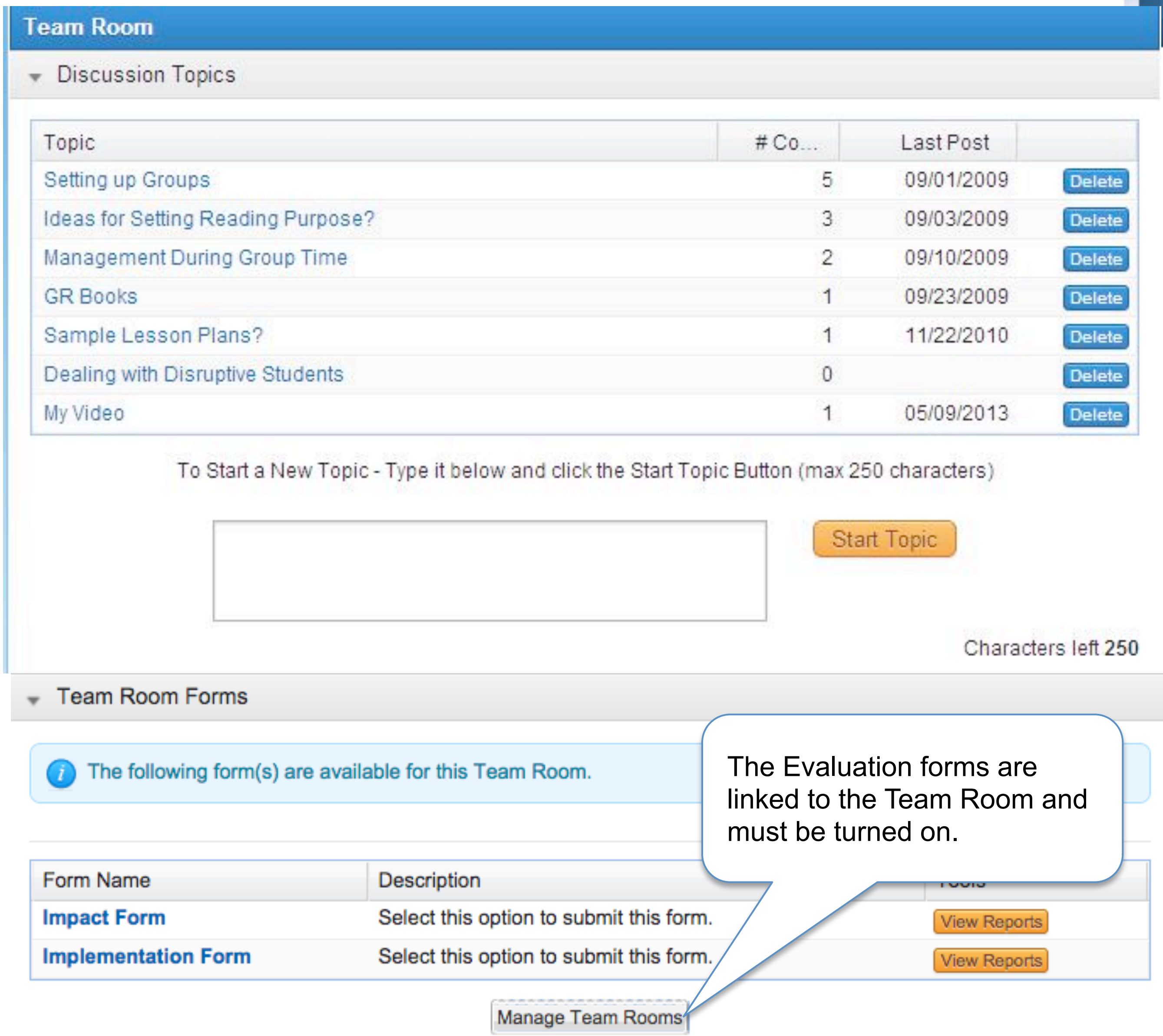
The comments are listed in the order they were added.

Type your comment in the box below the existing comments. The maximum length for the comment is 2048 characters (including punctuation and spaces). Click the Add button when complete.

To delete a comment, click on the "X" icon next to the comment. Note: You can only delete comments that you add.

To add a New Discussion Thread from the Team Room, type the title of the comment in the Start Topic box. The title will appear on the Topic List with 0 comments. You can then click on the title to add a comment.

Managing & Participating in a Team Room



Team Room

Discussion Topics

Topic	# Co...	Last Post	
Setting up Groups	5	09/01/2009	Delete
Ideas for Setting Reading Purpose?	3	09/03/2009	Delete
Management During Group Time	2	09/10/2009	Delete
GR Books	1	09/23/2009	Delete
Sample Lesson Plans?	1	11/22/2010	Delete
Dealing with Disruptive Students	0		Delete
My Video	1	05/09/2013	Delete

To Start a New Topic - Type it below and click the Start Topic Button (max 250 characters)

Start Topic

Characters left 250

Team Room Forms

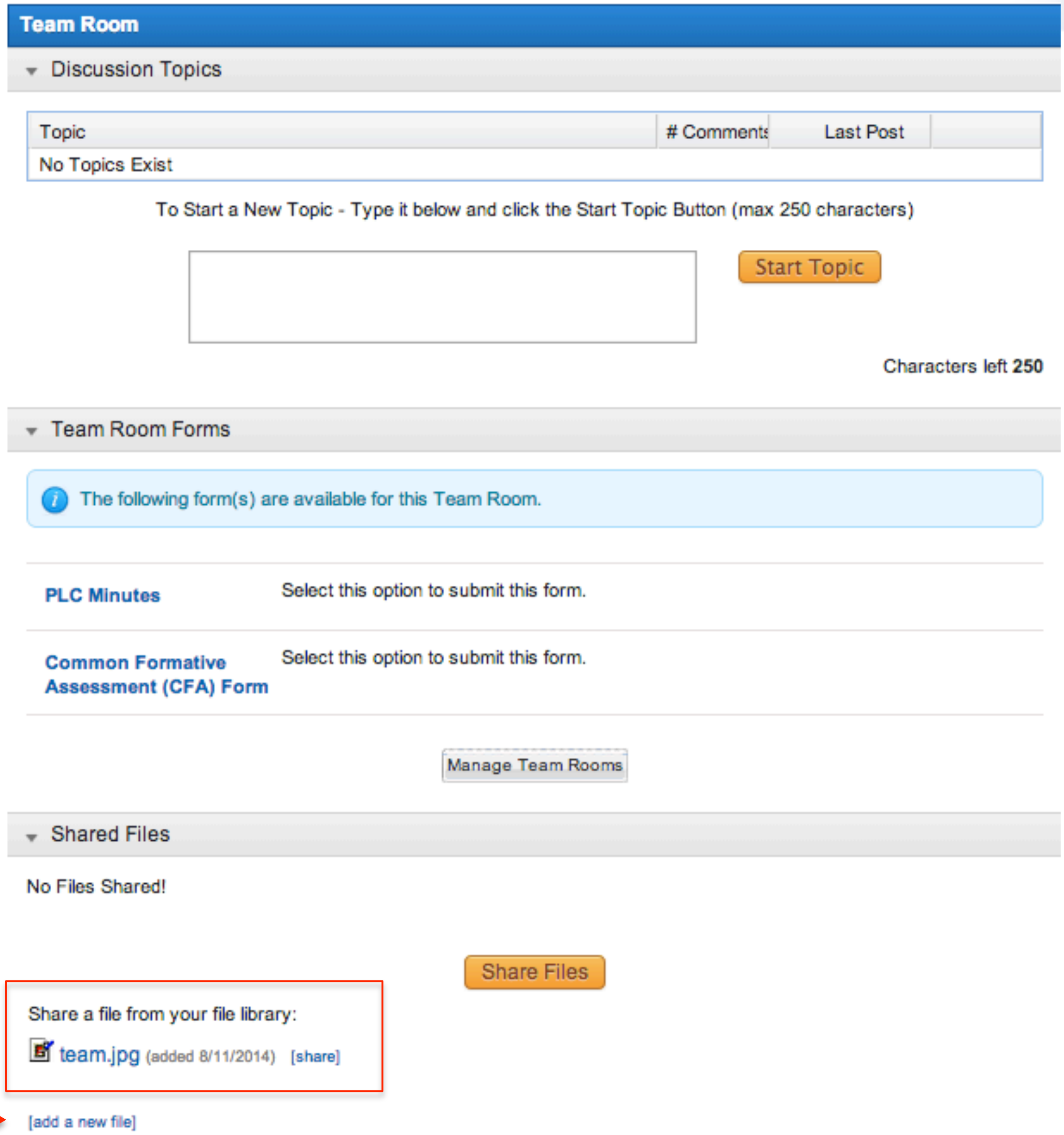
The following form(s) are available for this Team Room.

Form Name	Description	Tools
Impact Form	Select this option to submit this form.	View Reports
Implementation Form	Select this option to submit this form.	View Reports

Manage Team Rooms

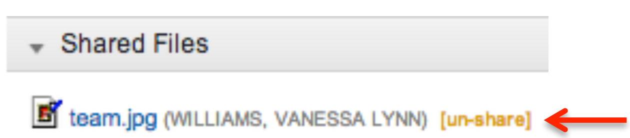
The Evaluation forms are linked to the Team Room and must be turned on.

Managing & Participating in a Team Room

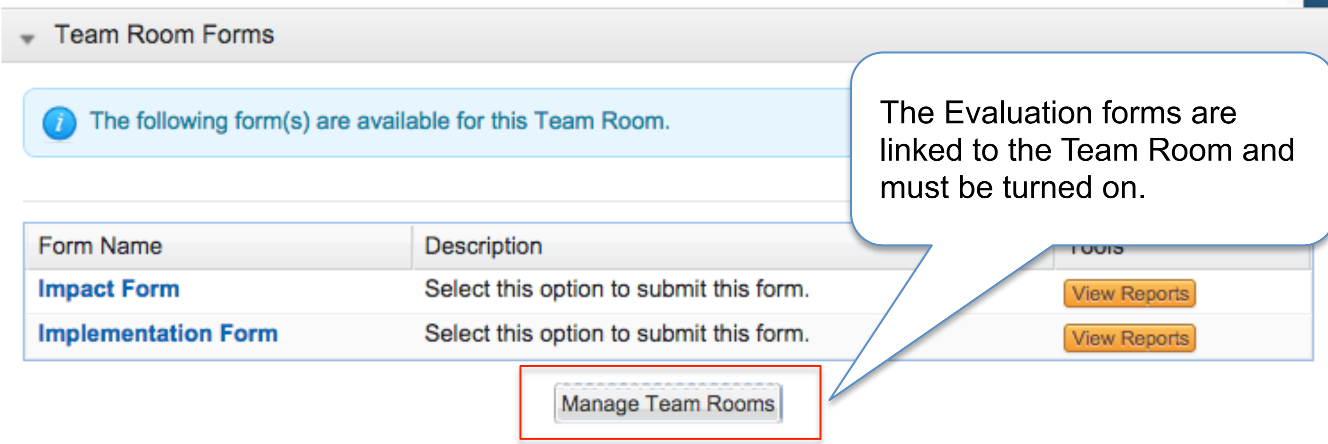


Once you have uploaded a file to My File Library, you can add it to your Team Room to share with other activity participants.

Click Add a New File
Click Share.
You can un-share the document by clicking un-share.



Managing Evaluations in the Team Room



The Evaluation forms are linked to the Team Room and must be turned on.

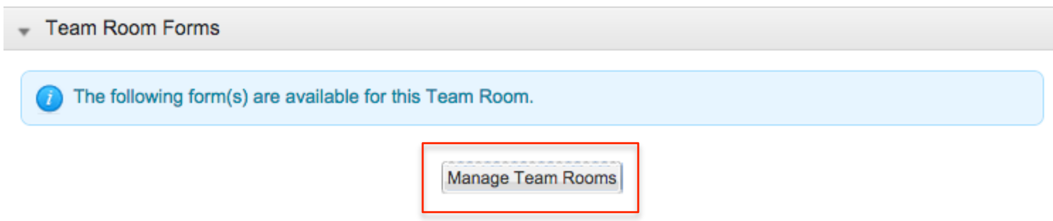
Why?
Professional learning providers have voiced the difficulty in gathering the data needed in order to measure the effectiveness of their courses. In response, we have worked with MLP in order to facilitate the process of collecting data to analyze at the end of the year. These evaluations are available, but are not mandatory, if your program has another evaluation data collection method in place.

How?
IMPLEMENTATION FORM - will be available through the activity's Team Room, designed to gather each participant's implementation data.
IMPACT FORM - will be available through the activity's Team Room, designed to gather each participant's impact data.

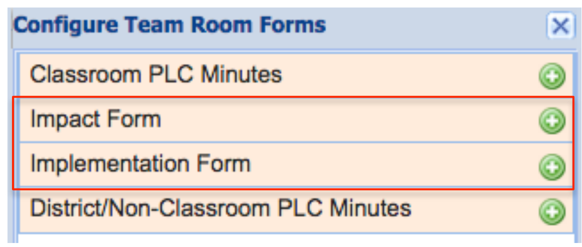
We are working with MLP to create a report that will allow professional learning providers to pull this information for end of year analysis.

Managing Evaluations in the Team Room

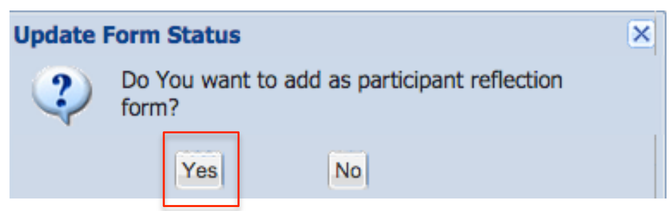
1 Click Manage Team Rooms



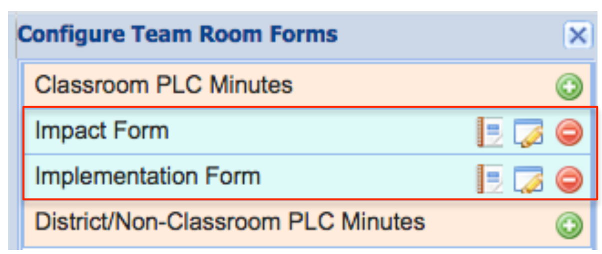
2 Click the green plus next to these two forms



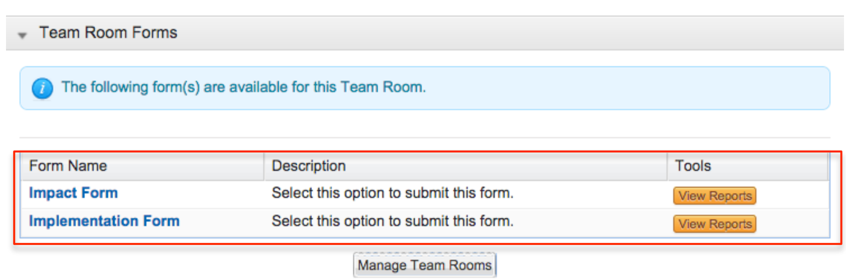
3 Click Yes to turn the form on



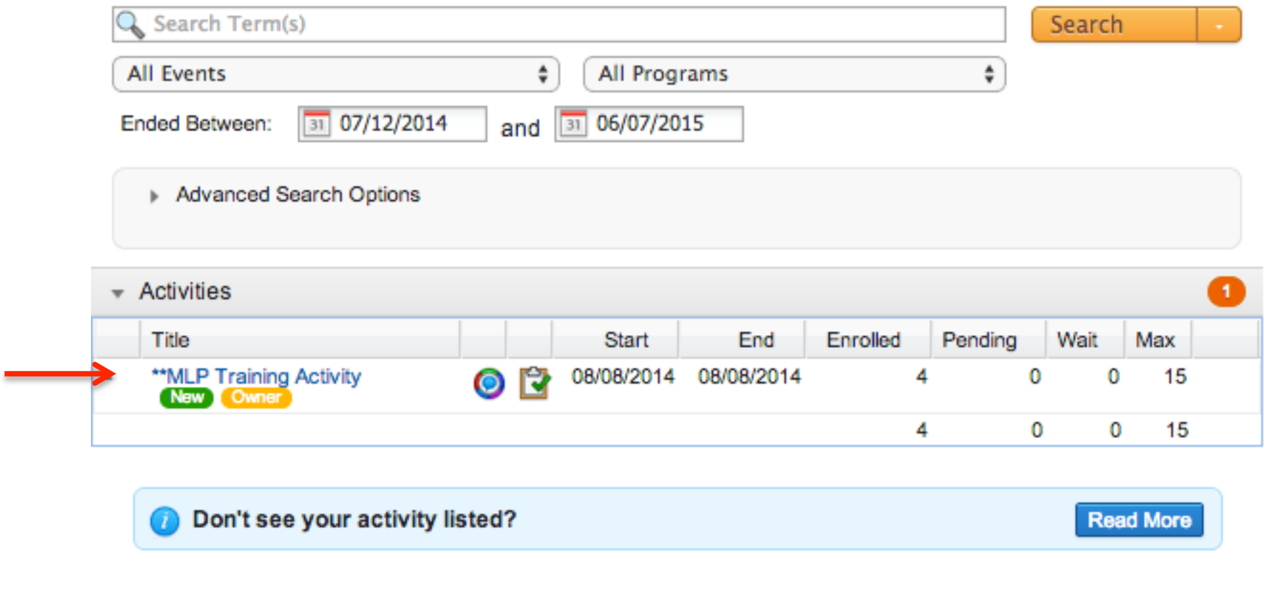
Forms are now active. Do not turn on any other forms.



4 Refresh your browser page to view the forms.



Managing Activity Attendance



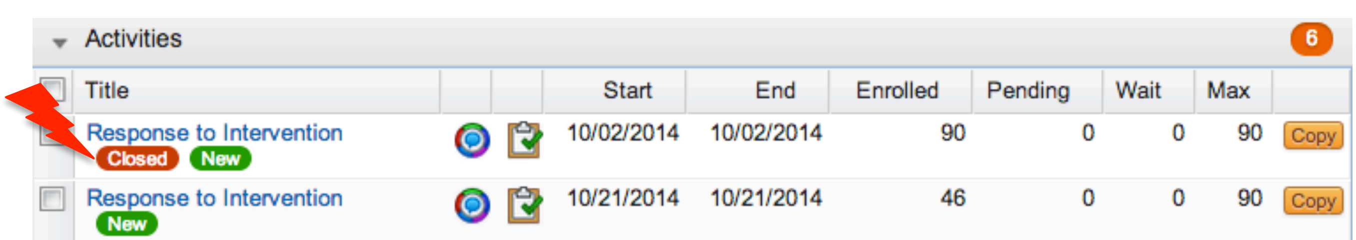
Use these steps to Mark Attendance:

1. Go to the Instructor tab along the top of the screen.

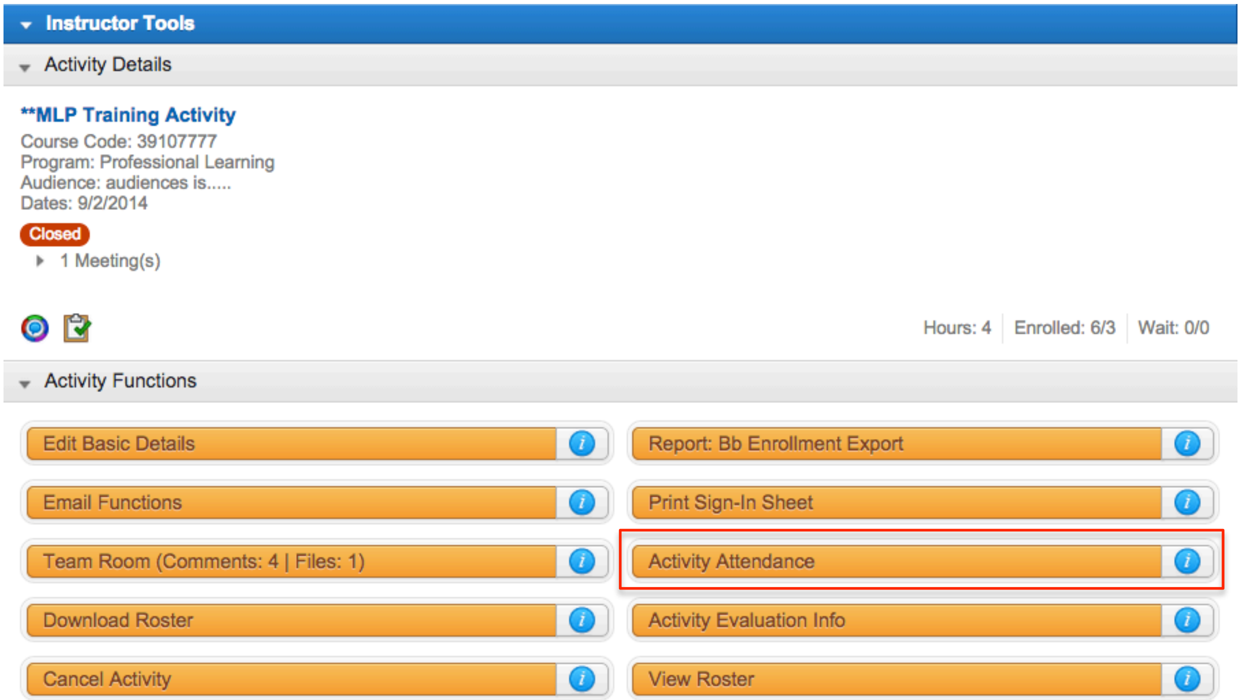
2. Use the available search tools to locate the activity. If the activity cannot be found, you are not listed as the instructor. Contact your PL Provider.

3. Click the title of the activity.

NOTE:
Once an activity has reached capacity, it will be "closed". The activity is now closed for registration.



Managing Activity Attendance

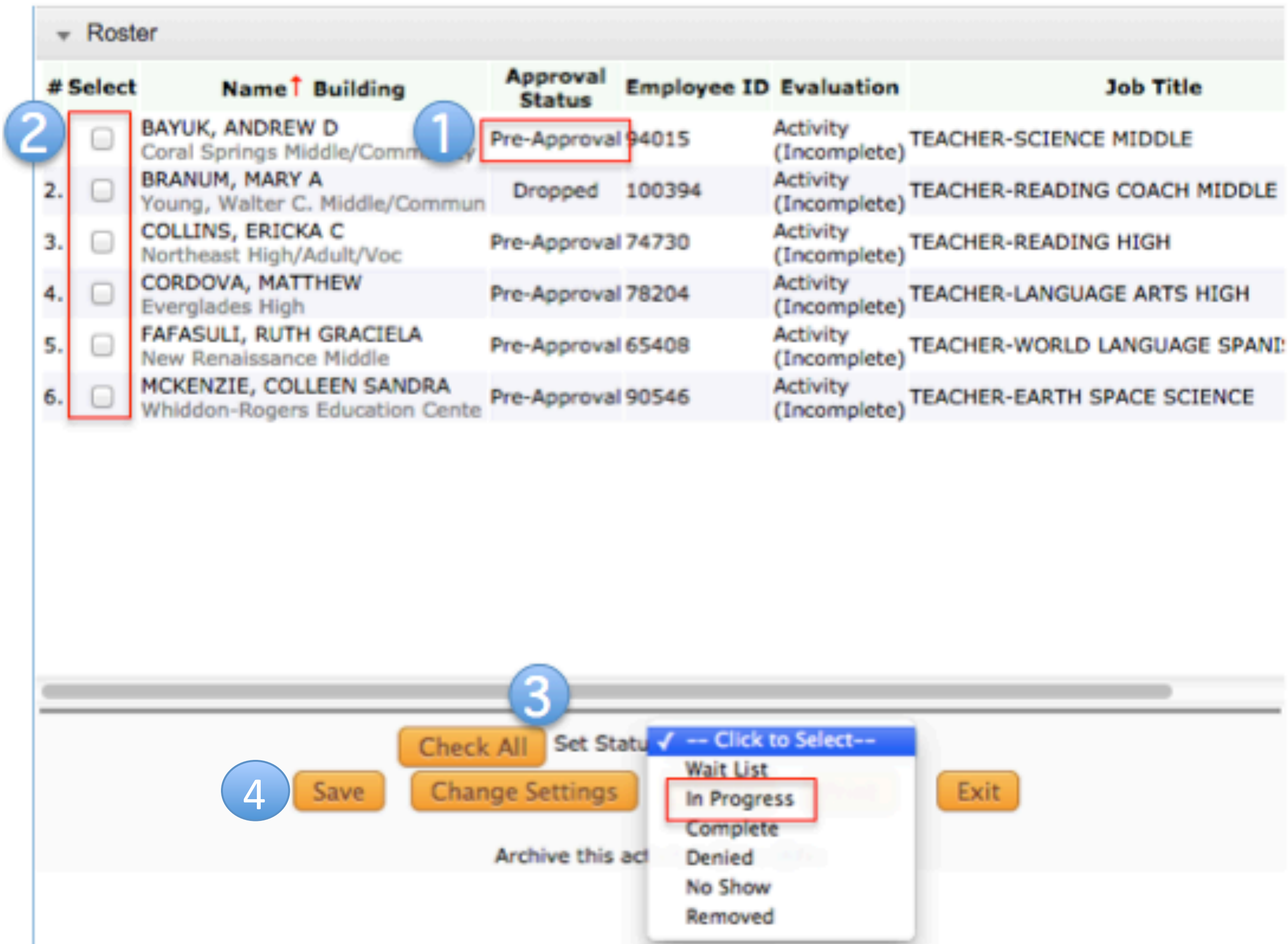


1. Click the Activity Attendance link on the dashboard to update attendance. The Activity Attendance screen will show a list of registrants.

NOTE: If the start date has not arrived, only the Activity Organizer can change a user's status.

Updating Status from Pre-Approval to In Progress

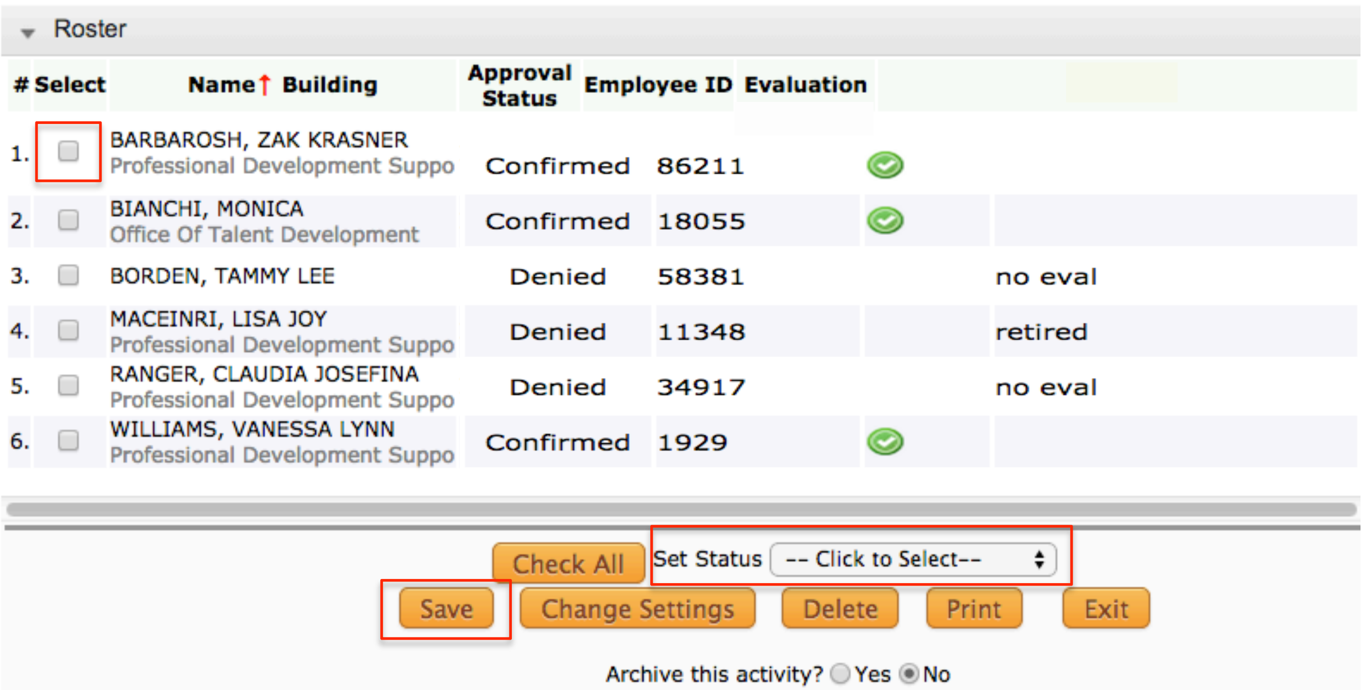
If you are requiring approvals for registration, follow these steps to update the user's status from Pre-Approval to In Progress.



For all the activities that have pending registrations, the *Activity Organizer* would go to *Pre-register* (if the start date has not arrived), select the names that say Pre-Approval, and click In Progress in the Set Status drop down.

Click SAVE.

Managing Activity Attendance

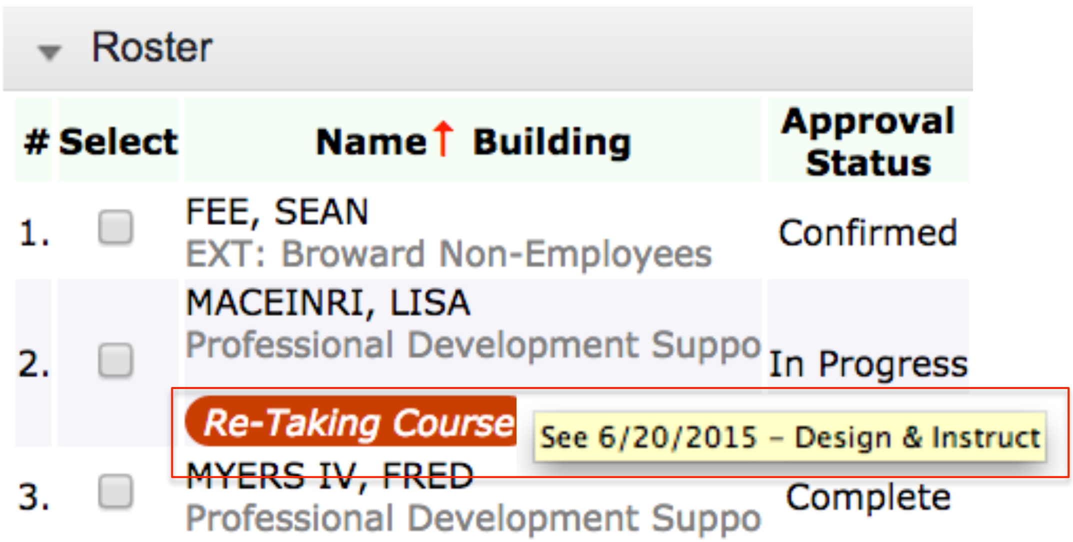


NOTE:
You will update the status of the participant to indicate:
<u>*Complete*</u> - completed all course requirements, will receive credit
No show
Denied – did not complete evaluation, did not attend all sessions, did not complete implementation activity. Person will not receive credit.
*****NO ONE can be in Confirmed status when an activity is archived!**

To set the participant's status:
2. Click in the check box next to the participants' names (or click Check All at the bottom of the screen).
3. Click on the Set Status drop-down list and select the appropriate option.
4. Click on the Save button. You must click save between each change in status.

NOTE: Indicate on the sign in sheet and in the comments box on the roster the reason a person was cancelled or denied credit.

Managing Activity Attendance

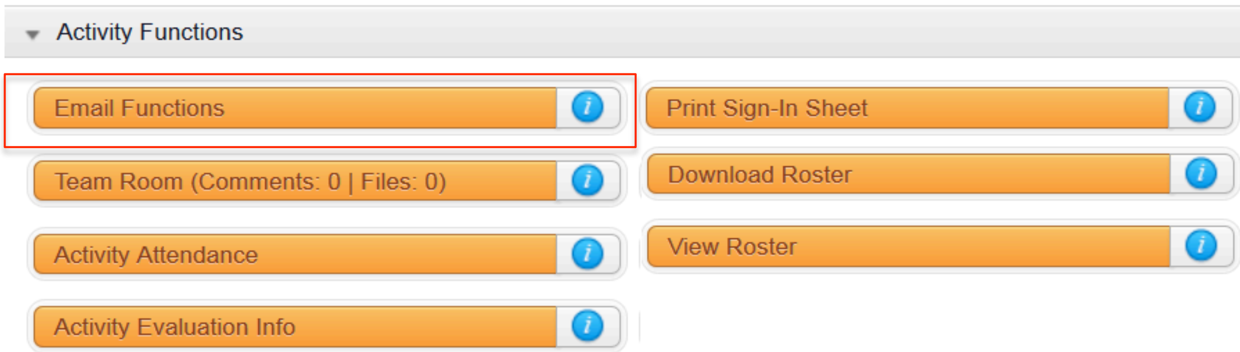


Re-taking Course tag:

Hover over the tag, and it will show the class the user is registered or received credit. **No one can receive duplicate credit for a course.** Deny credit with a reason if they have already received credit or remove the user from the *other* course.

*****NO ONE can be in Confirmed status when an activity is archived!**

Sending an Email



Sending an Email to All Participants

This function facilitates you to send all or selected participants an email from MyLearningPlan.

Note: This communication tool relies on the accuracy of each recipient's email address. There may be occasions where the selected recipient will not receive the email because their account's email is not configured correctly. This email is sent immediately and not with the nightly email broadcast.

1. Go to the Instructor tab along the top of the screen.

2. Use the available search tools to locate the activity.

3. Click the Email Functions link under the Activity Functions section.

Sending an Email

3. Review the list of registrants and select email recipients (see below). Note that some names will not be selectable. These individuals have not added their email address to their User Profile. Click all registrants that should receive the email message.

4. Select the appropriate boxes if you would like to send a copy of the message to all instructors listed for the activity and/or yourself.

5. Optional: If you would prefer to use your own personal email, select the Export Addresses button to automatically open your email program and insert the selected addresses into the "To" field. This is useful if/when you would like to add an attachment to an email.

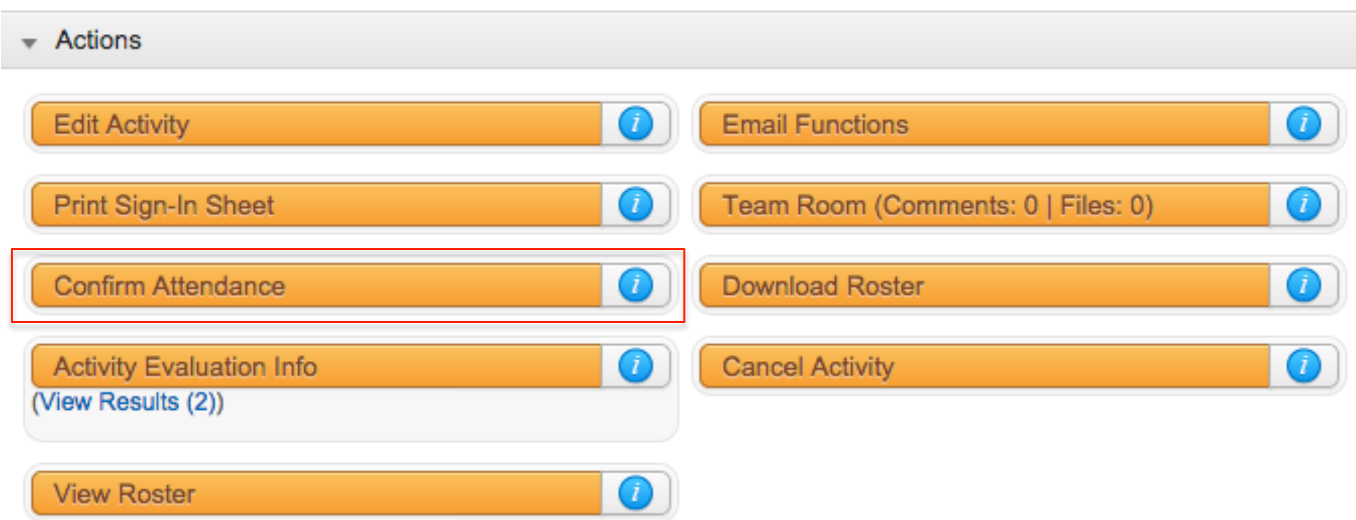
6. Click the Send Email button when complete.

Closing/Archiving an Activity

NOTE:

Before you close/archive an activity:

1. Have the sign in sheet available
2. Be sure all participants have been cancelled if they haven't completed the evaluation. Note on the sign-in sheet and in the comments section in the MLP Roster the reason the person is being cancelled
   A. Denied - did not complete the evaluation
   B. Denied - did not attend all sessions
   C. Denied - did not complete implementation activity
3. Set status for "In Progress" participants to Complete if they are to receive credit.

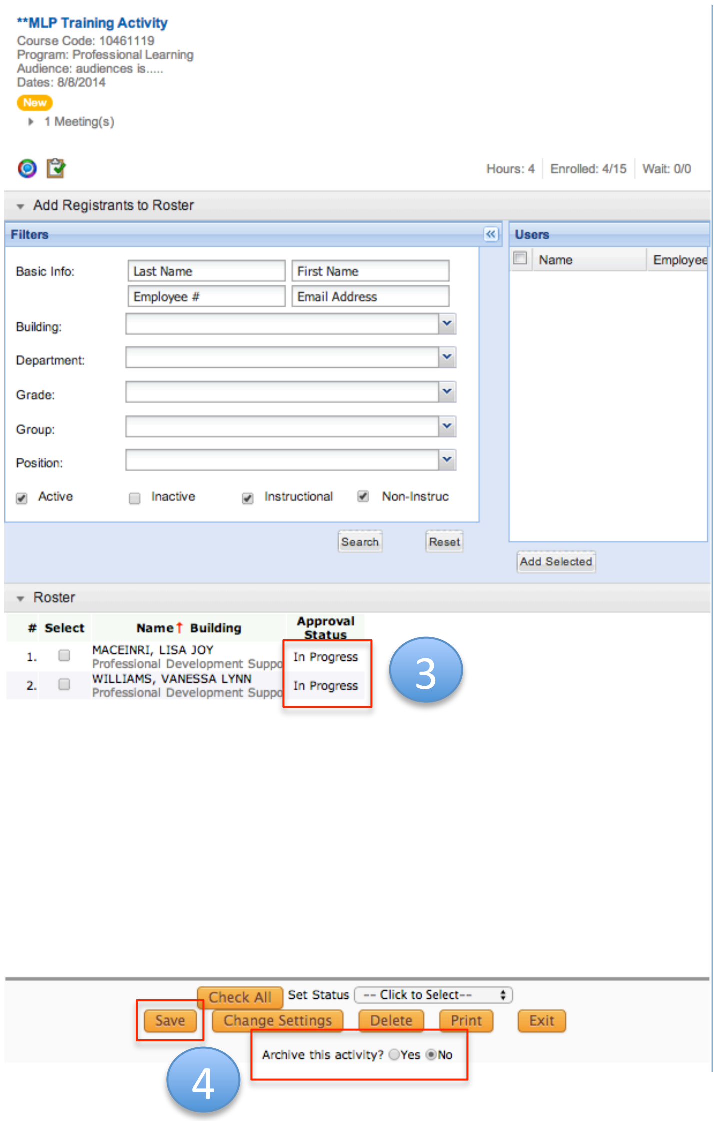


1. Access your Instructor tab. Locate you activity.

2. Select the activity from the list by clicking on the title.

3. Click Confirm Attendance.

Closing/Archiving an Activity

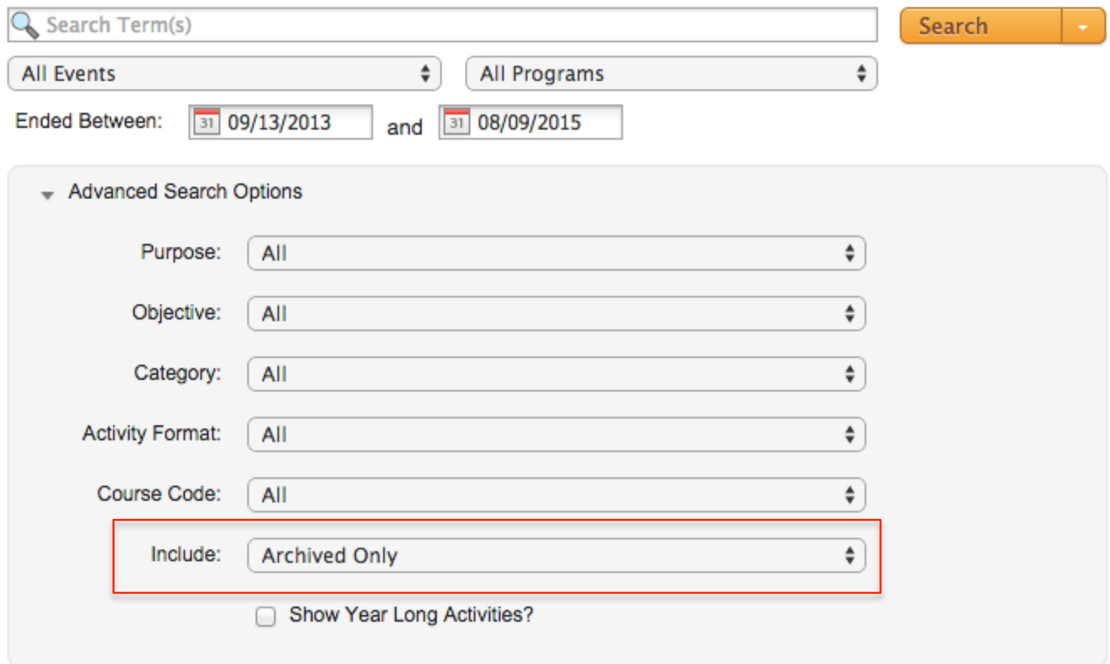


3. Set the status for the participants…denied, no show, or completed. All *In Progress* status must be changed before the activity can be completed (closed).

4. Click YES next to Archive this activity & SAVE. You will not be able to make further changes. Contact mlp@browardschools.com for changes after the activity has been archived.

NOTE:
Follow all SBBC business practices and processes for denying and awarding activity credit. All activity requirements must be completed before credit is awarded. Including the ***Evaluation column*** which must say ***Complete***. Inservice records are created immediately.

Activity Evaluation (Appraisals) Info



Participants will now complete the evaluation form titled Professional Learning Feedback. It is a Level 1 evaluation and is designed to gather information about the instructor, the facilities, the materials, etc.

Viewing an Activity's Evaluation Results

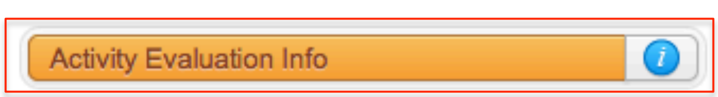
Using this tool, Instructors can view the Evaluation results submitted by the participants in their activities.

Use these steps to View an Activity's Evaluation Results:

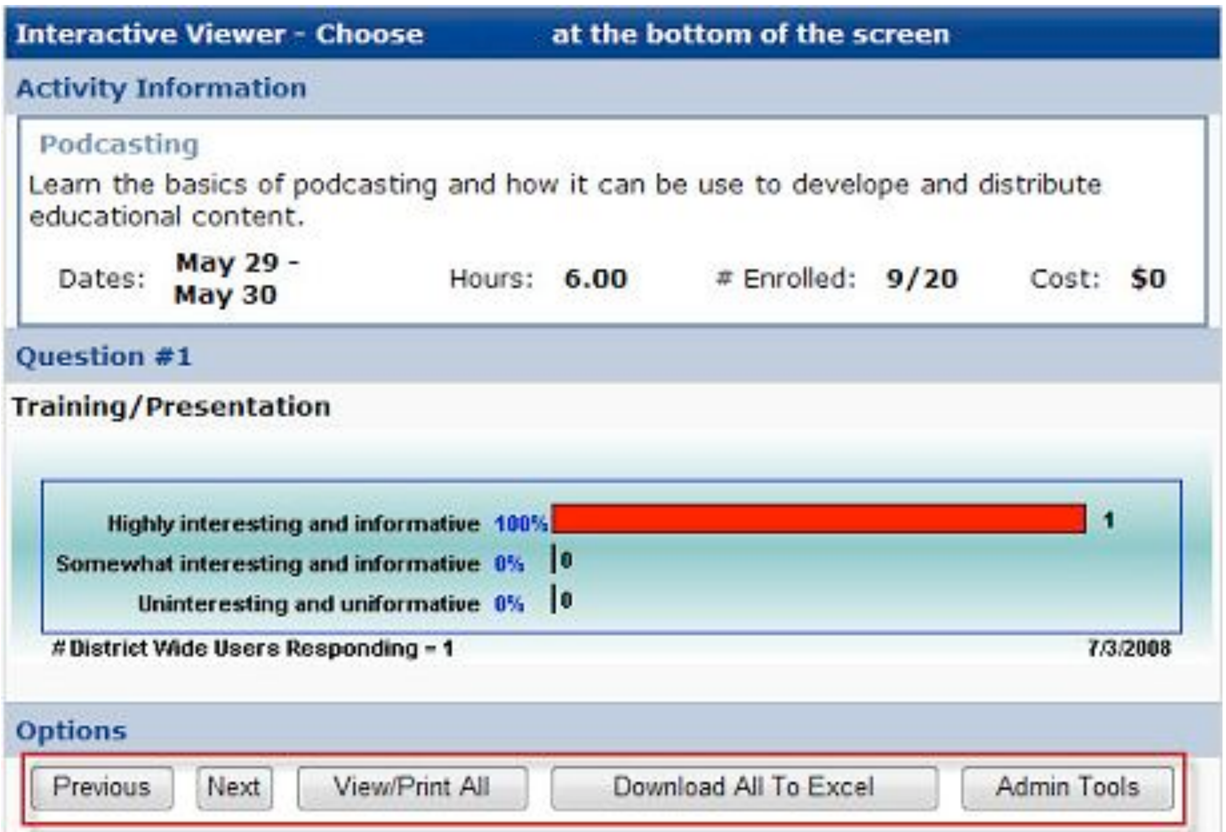
1. Click the Instructor tab along the top of the screen.

2. Click Advanced Search Options. Click Include: Archived Only. Click the appropriate activity.

3. Click on the Evaluation Info link. Then click View Results.



Activity Evaluation (Appraisals) Results



4. Navigate through the Evaluation questions using the buttons on the bottom (Next, Previous).

5. Click View/Print All to view all of the question responses on one page.

6. Click Download All to Excel to download the results to pdf.

NOTES