








DISTRICT AND SCHOOL COURSES

Life of a Course

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

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

Viewing and Managing Courses

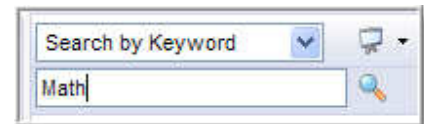
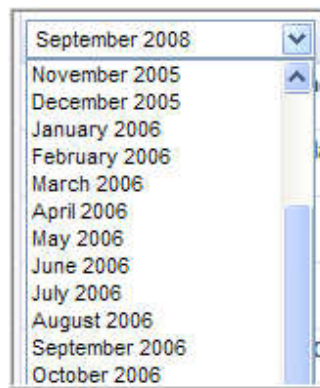
Under the *Manage* Tab on the left side of the screen, select Development Events.

Select Courses to see all district courses.

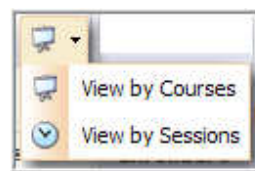


Narrow the course choices by choosing the month/year from the drop-down list.

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

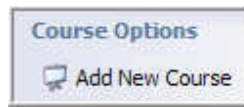


Change the view by selecting Courses or Sessions from the drop-down icon.



Creating a New Course

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



Select **New, empty course**.

OR

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

Create New Course

Would you like to create a new, empty course or copy content from an existing course?

- New, empty course
- Copy existing course

Enter course title and description.

Course Title

Enter the course title:


Enter the course description (optional):

Enter course dates and times.


Course Dates

Select the dates and times for the course. If this course will have multiple sessions, only set the dates for the first session:

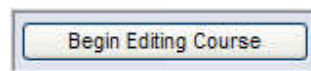
Start Date and Time:

End Date and Time:

Select **Begin Editing Course**.

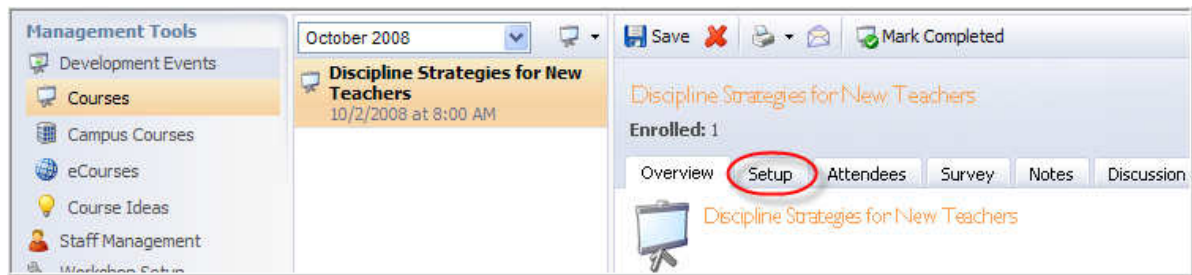


Editing Course Information

Setup Tab

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

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



Course Description

Title & Description

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

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

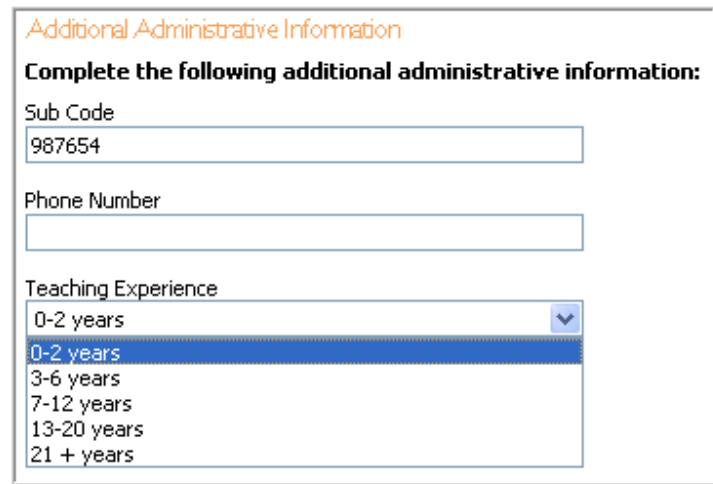
A Direct URL is displayed and can be used (copy and pasted) to send to staff members to register for a specific course.

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

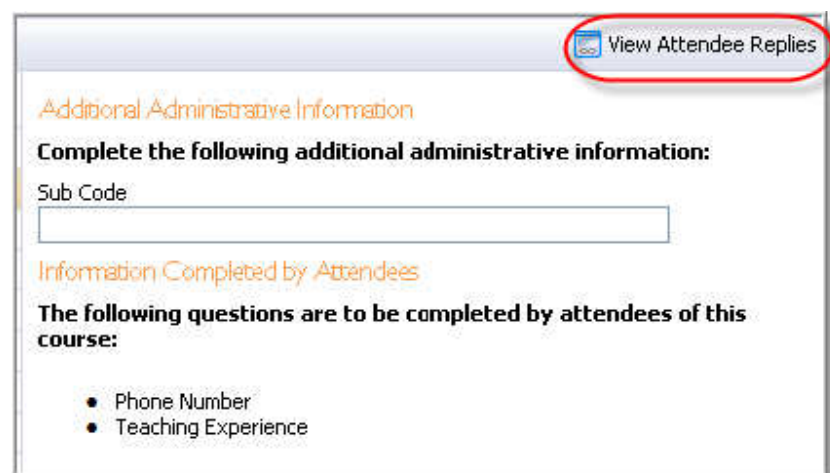
Additional Information

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

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



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



Sessions & Locations

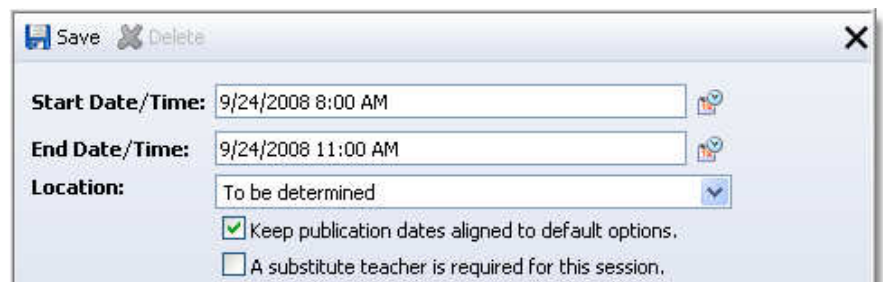


Start & End Date/Time – Edit the dates and times.

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

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

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



Report Tab Alert

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

Multiple Sessions



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



Add additional sessions

Save Delete

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

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

Location: To be determined

Keep publication dates aligned to default options.

A substitute teacher is required for this session.

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

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

Allowed Absences

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

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

Allowed Absences: 0

Change Allowed Absences:

0

OK Close

Sessions & Locations

Publication Dates


Instructors

Course Managers

Course Survey

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

Publication and Registration Dates

 Edit any dates and times.

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


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


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


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


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

Publication and Registration Dates

Publish in the course catalog on:
 

Enable staff members to register on:
 

Close staff registration on:
 

Enable the course survey on:
 

Hidden Course

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

Hide this course

Instructors

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

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

Grant the instructor the ability to take attendance.

Select Course Instructors:

<input type="checkbox"/>	Hale, Janie
<input type="checkbox"/>	Jackson, Kevin
<input checked="" type="checkbox"/>	Jones, Bobby
<input type="checkbox"/>	Kilgo, Mary
<input checked="" type="checkbox"/>	Link, Tara
<input type="checkbox"/>	Maxwell, Tim
<input type="checkbox"/>	Phillips, Sarah
<input type="checkbox"/>	Steele, Arlene
<input type="checkbox"/>	Winn, Alison

Instructor Options

Instructor credit earned for teaching this course:

Allow the instructor to take attendance

Course Managers

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

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

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

Course Managers

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

<input checked="" type="checkbox"/>	Baldwin, Michael	<input type="checkbox"/>	Jones, Bobby
-------------------------------------	------------------	--------------------------	--------------

Course Survey

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

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

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

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

Course Survey

A survey is required to receive course credit.

Select a survey for this course:

District Survey

SBEC Override

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

Linked Courses

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

Select Linked Courses

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

email test (3/28/08)

Curriculum Writing (6/5/08)

Book Study (9/19/08)

Microsoft Word Class (9/19/08)

Kindergarten Reading Strategies (9/22/08)

Microsoft PowerPoint (9/22/08)

Course Restrictions

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

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

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

Course Restrictions

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

Campuses & Departments

Blue Elementary Orange Middle School White Intermediate

Colors Administration Purple Elementary Yellow Elementary

Green Elementary Red High School

District Position

Teacher Principal/VP Other

Paraprofessional Superintendent/Asst. Supt.

Grade Levels Taught

Credits & Categories

Course Credit

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

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

Decimal values are also allowed.

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

Course Credit Values

Enter credit values for completing this course:

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

Elective Credit

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

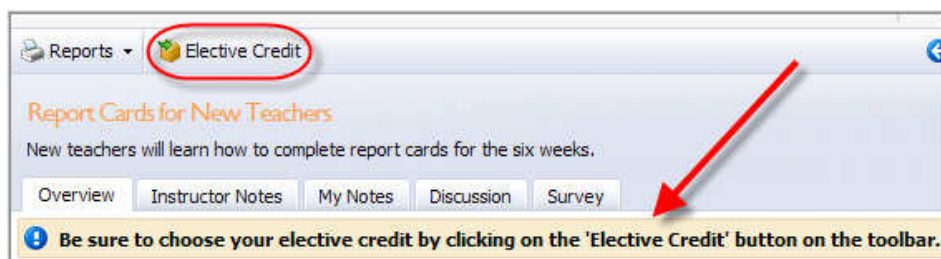
Choose from the drop-down window how many credits to be allowed as elective credit.

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

Elective Credit

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

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



Elective Credit

Select 1 items below for elective credit:

- Technology (1 credits)
- Title 1 (1 credits)

Course Categories

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

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

Select Course Categories

Select categories for browsing courses:

Assessment

Language Arts

Social Studies

Differentiated Learning

Math

Technology

Fine Arts

Science

Course Stipends

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

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

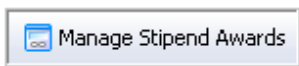
If no stipends are involved in the course, simply leave the values at \$0.00.

Options

Stipends can be awarded to attendees when credit is earned.

OR

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



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

Printing the Spreadsheet will export the following data:

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

Instructor Stipends

Instructor Stipend:

Attendee Stipends

Attendee Stipend:

Award the attendee stipend when credit is earned

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

Award the attendee stipend when credit is earned

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

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

Print Spreadsheet

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



Report Tab Alert

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

Course Goals

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

Any number of goals can be selected.

Select Goals

Select goals associated with this course:

- Document: Colors ISD District Goals
 - Goal 1.: Provide a safe, secure and orderly environment at school and at school-sponsored events for staff, students, parents and patrons of the Colors ISD.
 - Goal 2: Continue to infuse technology into teaching and learning in meaningful ways to improve student achievement.
 - Goal 3: Achieve an exemplary District rating in Texas with each campus achieving a rating above academically acceptable and meeting No Child Left Behind standards.



Report Tab Alert

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

NCLB

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



Report Tab Alert

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

Core Academic Subject:

Mathematics

Duration (in hours):

0

Time Period (in days):

0

Attendees Tab

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

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

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

Multiple Sessions

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

Enrolling Attendees

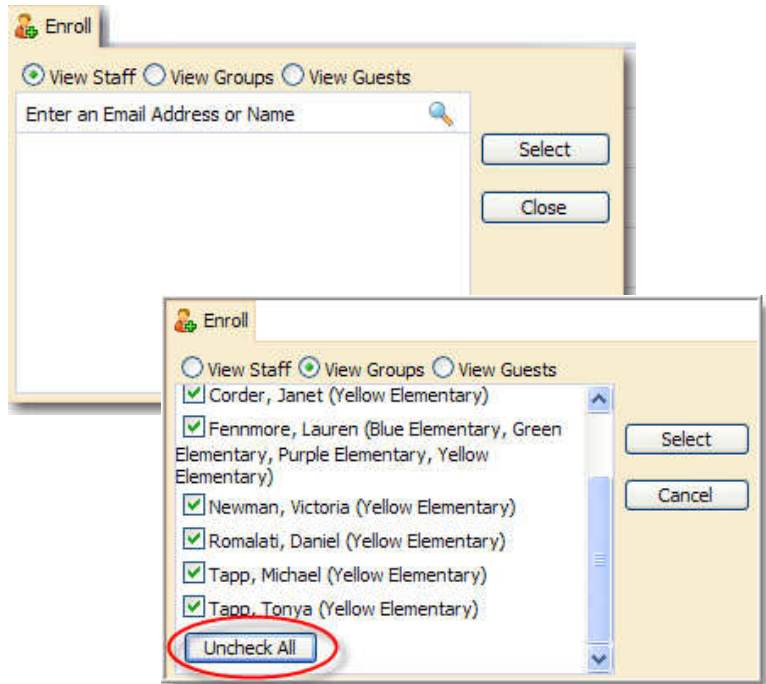
In addition to having staff members register for a course, Course Managers can also enroll attendees on this tab.



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

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

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



Options



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



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

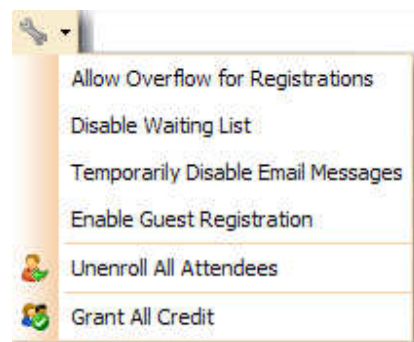
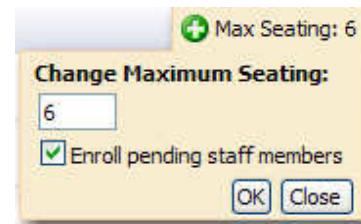
Disable Waiting List – Checking this option allows a course to be capped and prevents a waiting list from being formed. However, any attendee manually enrolled in the course by an administrator will be entered on a waiting list.

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


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

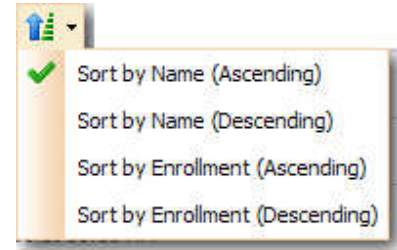
Un-enroll All Attendees – Clicking this option will automatically un-enroll all attendees at one time.

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




Sorting Views

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



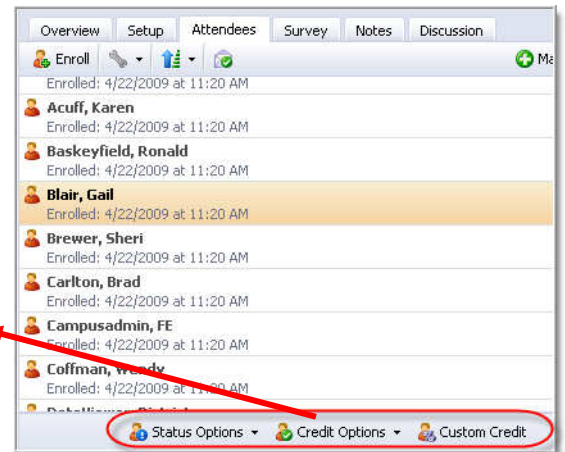
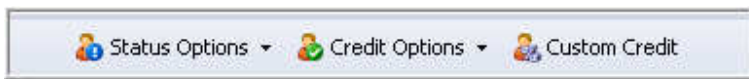
Messaging Options

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

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

Attendee Options

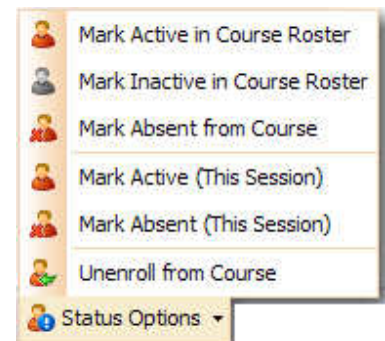
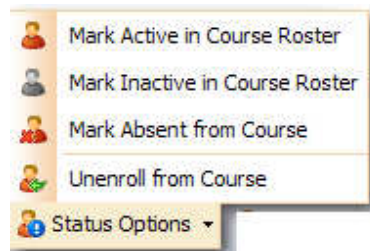
First select an attendee, and the new option bar will appear at the bottom of the screen.



Status Options

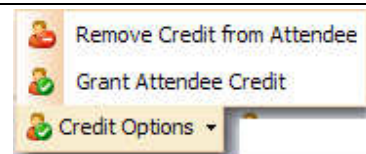
Selecting **Status Options** will allow the instructor or manager to change the status of the attendee to Active, Inactive, Absent, or Unenroll from the course.

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



Credit Options

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



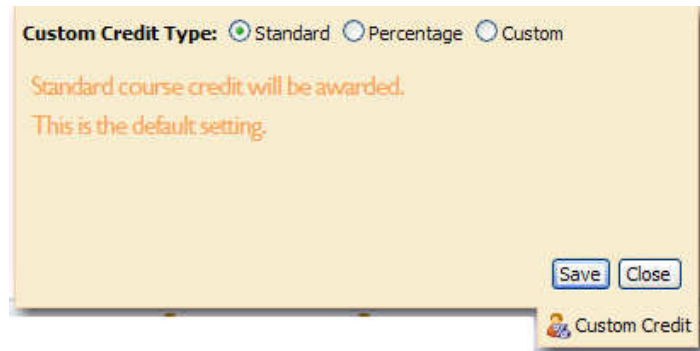
Custom Credit Options

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

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

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

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

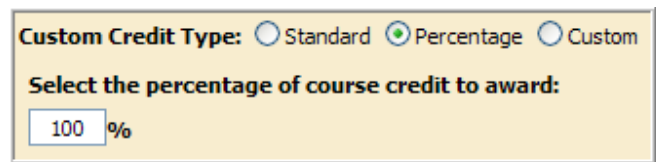


Custom Credit Type: Standard Percentage Custom

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

Save Close

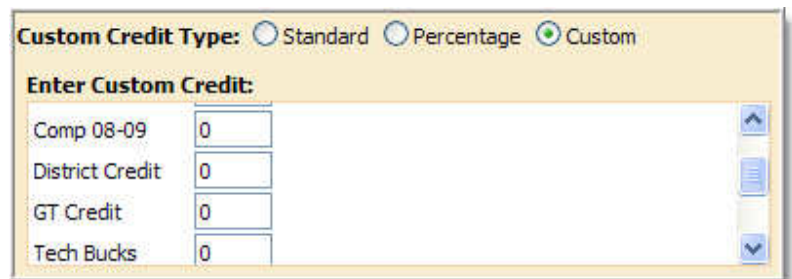
Custom Credit



Custom Credit Type: Standard Percentage Custom

Select the percentage of course credit to award:

100 %



Custom Credit Type: Standard Percentage Custom

Enter Custom Credit:

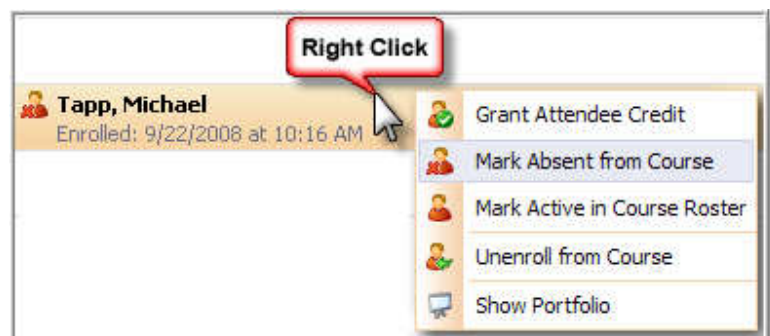
Comp 08-09	0
District Credit	0
GT Credit	0
Tech Bucks	0

Right-Click Options

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

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

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



Survey Tab

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

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

The screenshot shows the 'Survey' tab for a course titled 'New Reading Strategies Class'. It indicates that 4 students are enrolled. The interface includes navigation tabs for Overview, Setup, Attendees, Survey, Notes, and Discussion, along with a 'Print Survey' button. The survey content includes an open-ended question about course helpfulness with three responses, a Likert scale question about instructor knowledgeability with a summary table, and a question about instructor kindness with a summary table.

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

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

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


The instructor was kind and patient.

	Responses	Percentage
Yes	3	100%
No	0	0%

Notes Tab

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


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

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


The screenshot shows the 'Instructor Notes' window. It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, and text color. The note content reads: 'Bring Strategies Binder to class. Dress is casual!'. At the bottom right, there is a 'Notes Visible' checkbox which is currently unchecked. Below the notes area is a 'Course File Attachments' section with a paperclip icon and a list containing 'Class Agenda_Strategies.doc'.

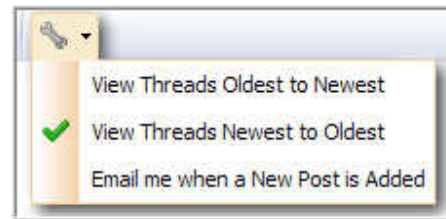
Discussion Tab

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

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

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


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





Additional Icons

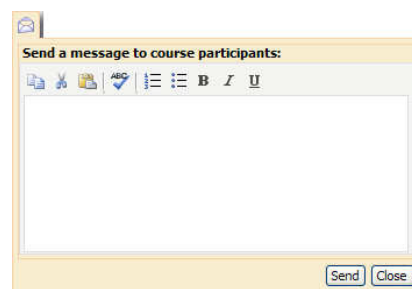


 **Save** – saves changes to the course information.

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

 **Print Options** – additional details follow

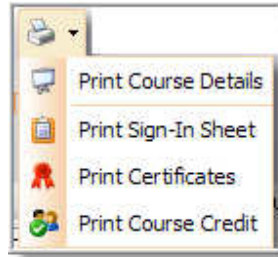
 **Email Class** – opens an editor to compose an email message that will be sent to all attendees. Note: If the option "use mail client for email dialogs" is enabled under General Options Tab > Messaging, the email will not be sent by the server. Instead it will open your default email program and populate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



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

Print Options

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



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

Sign-In Sheet Wizard

The sign-in sheet wizard enables you to provide special notes for a course, include a special column, such as SSN, for attendees to complete and indicate whether or not to include reserve enrollments.

Add Special Notes:

Add Special Column:

Add Second Column:

Sign-In Sheet Wizard

Would you like to include attendees that are registered with pending status?

Yes No

Include blank signature lines at the bottom of the sign-in sheet.

Print Sign-In Sheet

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

Certificate Report Wizard

The Certificate Report Wizard will generate certificates suitable for printing with most special certificate papers or as a stand-alone report.

Select a print format:

Print to PDF

Print to Word

Certificate Report Wizard

Select certificate options:

Show Document Borders

Show Instructor Signature Line

Show Instructor's Electronic Signature

Show District Logo

Print Certificates

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

School Courses

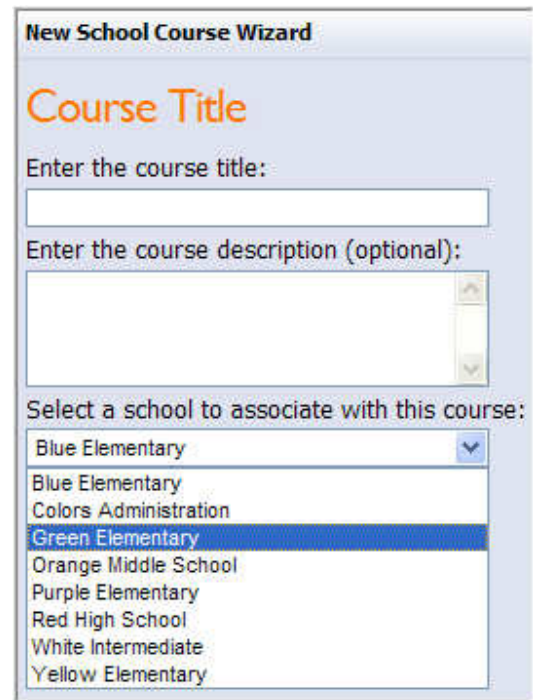
A school course is an event created specifically for one school within a district. This might include staff meetings, school-based trainings and staff development, etc. A school course is created and edited the same way a regular course is with a few exceptions. *Note:* A school course, which is already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

Creating a NEW School Course

Add the course title and course description which is optional.

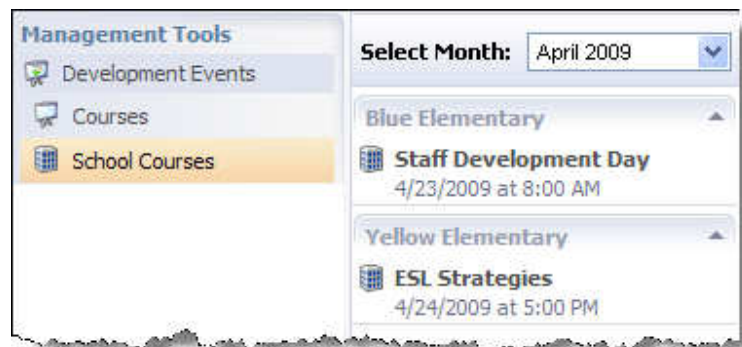
Select the school from the drop-down menu.

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



The screenshot shows a web form titled "New School Course Wizard". It has three main sections: 1. "Course Title" with a text input field and the label "Enter the course title:". 2. "Enter the course description (optional):" with a larger text area and the label "Enter the course description (optional):". 3. "Select a school to associate with this course:" with a dropdown menu. The dropdown menu is open, showing a list of schools: Blue Elementary, Blue Elementary, Colors Administration, Green Elementary (highlighted), Orange Middle School, Purple Elementary, Red High School, White Intermediate, and Yellow Elementary.

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



Course Ideas



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

Manage Tab >
Management Tools >
Development Events >
Course Ideas



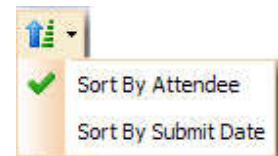
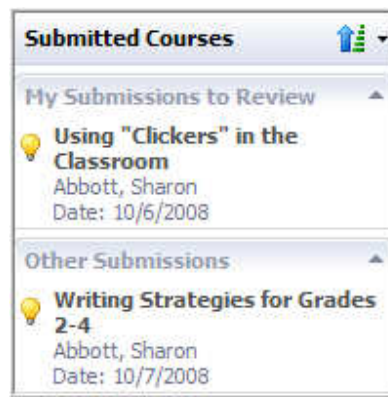
Submitted Courses

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

Sorting



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



Reviewing Submissions

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

Updates to the information can be made on this screen.



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



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



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

Course Information

General Course Information

Course Title:
Using "Clickers" in the Classroom

Description:

Prerequisites/Requirements:

Location:
Admin Computer Lab

This course should be approved by:
Jones, Bobby

Date & Time

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

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

Categories

Select Course Categories

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

