
Summer 2005

STI Professional Development

Employee Manual



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This manual was last updated on July 5, 2005. Any subsequent changes made to the application will be discussed in the release notes that accompany each update.

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Getting Started

Logging In

To access the features of the STI PD system, you must first log in. To do this:

- Enter your *Username* and *Password* in the appropriate fields and then use the drop-list to select the LEA to which you belong.
- Click the **CLICK TO LOGIN** button when you are ready.

Please Login

Username:	<input type="text"/>
Password:	<input type="password"/>
LEA:	<input type="text" value="Tarrant City"/> ▼

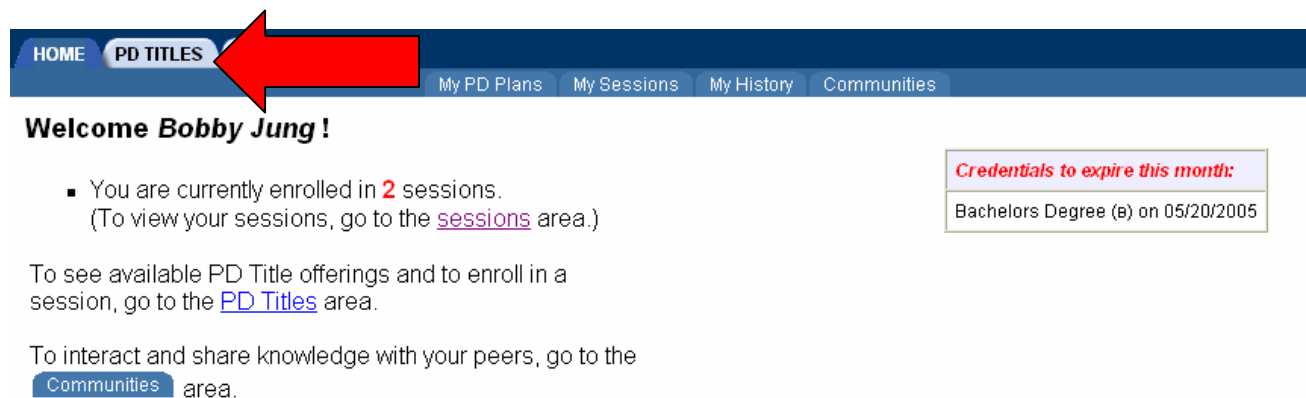


PD Titles Catalog

Searching PD Titles Catalog

Step 1

To begin your search for available Professional Development Titles, click on the *PD Titles* tab located on the menu bar. This will open up the *PD Titles* screen.



HOME **PD TITLES** My PD Plans My Sessions My History Communities

Welcome Bobby Jung!

- You are currently enrolled in **2** sessions.
(To view your sessions, go to the [sessions](#) area.)

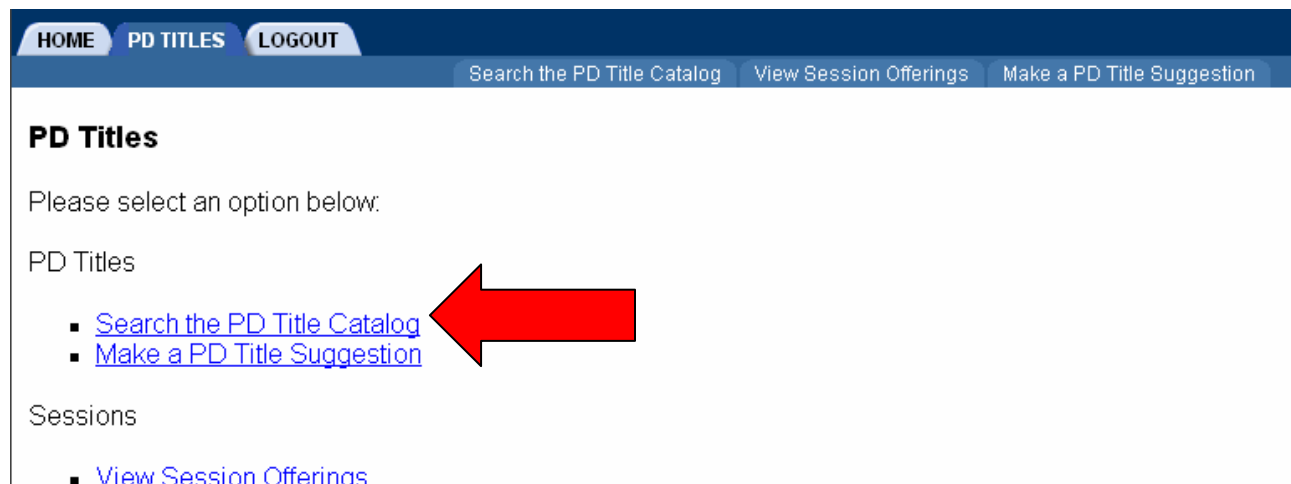
To see available PD Title offerings and to enroll in a session, go to the [PD Titles](#) area.

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

Credentials to expire this month:
Bachelors Degree (B) on 05/20/2005

Step 2

Click the **Search the PD Titles Catalog** link. This will bring up the search screen.



HOME **PD TITLES** **LOGOUT**

[Search the PD Title Catalog](#) [View Session Offerings](#) [Make a PD Title Suggestion](#)

PD Titles

Please select an option below:

PD Titles

- [Search the PD Title Catalog](#)
- [Make a PD Title Suggestion](#)

Sessions

- [View Session Offerings](#)

Step 3

Enter your search criteria in the data fields provided and click the **Search Now** button to proceed with the search.

- To view all PD Titles, leave the data fields blank.
- The search parameters may also be narrowed by checking the applicable content and/or grade level boxes.

Search PD Titles

Enter search criteria below (leave blank to find all PD Titles):

LEA: Tarrant City

PD Title:

Program Name:

PD Title Number:

Proficiency Levels:

Title Content:

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

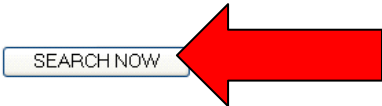
Mathematics Computer Education Business Art

Specific Grades:

PreK K 1 2 3 4 5 6 7 8 9 10 11 12 CC Other

Reference: [Reference helper](#)

To find PD Titles related to a particular Reference, enter the Reference code here. Click the "Reference helper" button if you need help finding a Reference code.



Step 4

All PD Titles matching your search criteria will be displayed. To view details of a session schedule or to enroll, click on the **VIEW SCHEDULE** link.

Note: To continue with your search, click the **Do Another Search** link located both at the top right hand corner and bottom of the screen.

Matching PD Titles

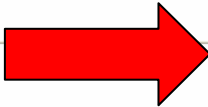
1 to 11 of 11 match(es)

2005-C100
AL Counseling Association Conference

Subject(s): Guidance
Proficiency Levels: Demonstration
Grade(s): K, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Fees:
 PD Title LEA: Tarrant City
 PD Title APPROVED:
 PD Title AUTHOR: ELIZABETH MCDAVID
 PROJECT LEADER: Alabama Counseling Assoc

[VIEW SCHEDULE](#)




Enrolling for a Session

Step 1

Click **VIEW SCHEDULE** link (located on your *Matching PD Titles* screen) for the session in which you wish to enroll (see previous page). A detailed schedule will be displayed. To enroll in a specific session, click the **ENROLL NOW** link.

Session Schedule

Date(s): 05/27/2005 to 06/03/2005 4 meetings; May27 , May30 , Jun01 , Jun03	Session Status: Open
Time: 09:00AM - 11:00AM	Fees:
Delivery Format: Face To Face	Max.Session Size: n/a
Instructor: Bob Bittner bbittner@sti-k12.com	
Session Location: VIEW MAP Tarrant Board of Education 1318 Albama St. Tarrant, AL 35217 www.tarrant.k12.al.us (205) 849-3700	
Follow-up/Feedback Info:	
ENROLL NOW	



Step 2

You will be asked to confirm session enrollment. Be sure to verify details of the session. Additionally, if this session accepts online payments, then you need to complete the “Payment Information” fields. The PD system will also let you know if there are any conflicts with other sessions in your schedule. To continue enrolling for the session, click **Yes**. Click **Cancel** if you do not wish to enroll in this session.

Confirm Session Enrollment

You indicated that you want to enroll in this session:

PD Title	AL Counseling Association Conference
Start Date	05/27/2005
End Date	06/03/2005
Date(s)	4 meetings, May27. May30. Jun01. Jun03. Time: 09:00AM - 11:00AM
Location	VIEW MAP Tarrant Board of Education Tarrant, AL 35217 www.tarrant.k12.al.us (205) 849-3700
Please check the dates in which you will require a substitute.	Time: 09:00AM - 11:00AM <input type="checkbox"/> May27 <input type="checkbox"/> May30 <input type="checkbox"/> Jun01 <input type="checkbox"/> Jun03
Payment Information	Type <input type="radio"/> MasterCard <input type="radio"/> Visa Amount to Charge \$ <input type="text" value="35.00"/> Card Number <input type="text"/> Exp.Date <input type="text" value="01"/> / <input type="text" value="2005"/> Name of cardholder <input type="text"/> Billing address of cardholder Street <input type="text"/> City <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> (Up to 1000 characters) Comments <input type="text"/>

Warning, you have the following potential session date conflicts:

PD Title	Session Date	Session Time	Location
Hey! What is Wrong with My Computer! (Gr. K-12) (20)	05/27/2005	08:30AM to 02:30PM	Tarrant Alternative School

Please confirm you want to enroll in this session.

Step 3

When you have enrolled for the session, a confirmation screen will appear. Click **Close This Window** to exit.

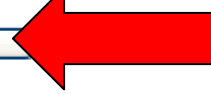
Congratulations, you have been successfully enrolled.

On 05/25/2005, you enrolled in the following session:

PD Title: AL Counseling Association Conference
Start Date: 05/27/2005
Time: 09:00AM - 11:00AM
Location: Tarrant Board of Education
Instructor: Bob Bittner (bbittner@sti-k12.com)

Your payment information was successfully submitted.

CLOSE THIS WINDOW

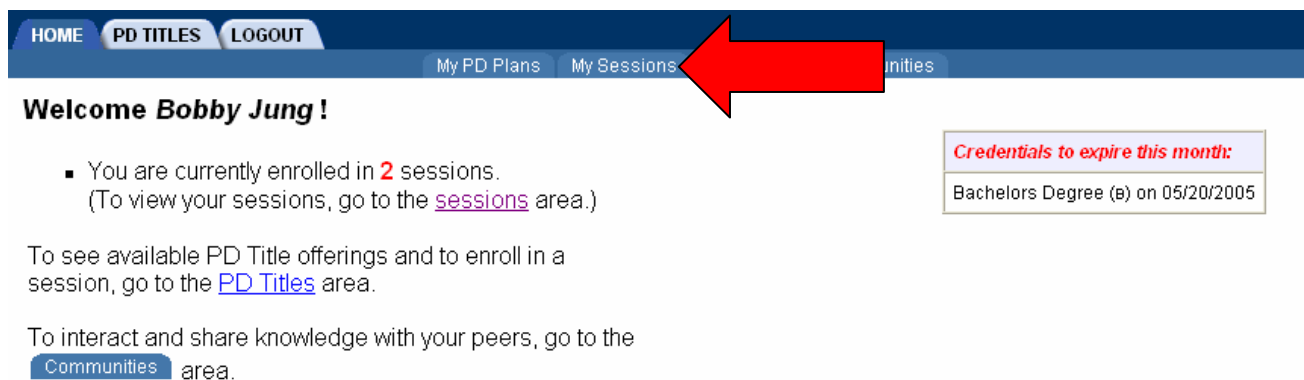


My Sessions

Viewing Session Schedule Calendar

Step 1

To view your schedule of sessions, click the **My Sessions** link located on the menu bar.



HOME PD TITLES LOGOUT My PD Plans My Sessions Communities

Welcome Bobby Jung!

- You are currently enrolled in **2** sessions.
(To view your sessions, go to the [sessions](#) area.)

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

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

Credentials to expire this month:
Bachelors Degree (p) on 05/20/2005

Step 2

To view the details of a specific session, click on the appropriate session in the calendar.

My Sessions - Enrolled

[go to list view](#)

[PREVIOUS WEEK](#)

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

[NEXT WEEK](#)

05/25/2005 (mm/dd/yyyy)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May22	May23 08:30AM Hey! What is Wrong with My Computer! (Gr. K-12) more info	May24	May25 08:30AM Hey! What is Wrong with My Computer! (Gr. K-12) more info	May26	May27 08:30AM Hey! What is Wrong with My Computer! (Gr. K-12) more info 09:00AM AL Counseling Association Conference more info	May28
May29	May30 09:00AM AL Counseling Association Conference more info	May31	Jun01 09:00AM AL Counseling Association Conference more info	Jun02	Jun03 09:00AM AL Counseling Association Conference more info	Jun04
Jun05	Jun06	Jun07	Jun08	Jun09	Jun10	Jun11
Jun12	Jun13	Jun14	Jun15	Jun16	Jun17	Jun18

Note: For your convenience, this screen allows you to view different months, weeks or even days.

Step 3

You may submit a session request by clicking on the **SUBMIT SESSION REQUEST** button. You may also view your attendance and session status history. If you have not yet submitted your payment information for this session, or if your payment information has been declined, you may click on the **Submit** or **Re-submit** link under the *Payment Info* column in order to update your payment information. (This only applies if this session requires online payment information).

Session Information

(PD Title No. 2005-C100)

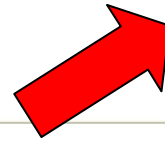
AL Counseling Association Conference

Proficiency Levels: Demonstration

Subject(s): Guidance

Grade(s): K, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

[SUBMIT SESSION REQUEST](#)



Date(s): 05/27/2005 to 06/03/2005
 4 meetings; May27 , May30 , Jun01 , Jun03
Time: 09:00AM - 11:00AM
Delivery Format: Face To Face
Instructor: Bob Bittner
 bbittner@sti-k12.com
Session Location: [VIEW MAP](#)
 Tarrant Board of Education
 1318 Albama St.
 Tarrant, AL 35217
www.tarrant.k12.al.us
 (205) 849-3700
Follow-up/Feedback Info:

Session Status: Open
Fees:
Max.Session Size: n/a

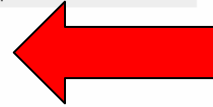
Employee Info	Contact Info	May	May	Jun	Jun	Payment Info	Class Status	Evaluation
		27	30	01	03			
Jung, Bobby #bobbyj	Home phone: (281) 888-2222 Email: bjung@sti-k12.com School Name: Tarrant Board of Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	submitted	currently enrolled click to withdraw Enrolled on: 05/25/2005 11:20AM	incomplete

Step 4

You may indicate when the session schedule would best suit your needs and also edit or delete any previous PD Titles requests you have submitted.

Session Request Form

PD Title:
AL Counseling Association Conference
 Please indicate the best time of year to offer this class:
 Summer (June - August)
 Fall (Sep - Nov)
 Winter (Dec - Feb)
 Spring (Mar - May)
 Click the button below to submit this request:



Session Requests Previously Submitted

LEA	Date Submitted	Session Name	Requested Dates	
Tarrant City	05/25/2005	AL Counseling Association Conference	Summer (Jun - Aug)	click to delete




My Training History

Viewing Training History

Step 1

To view your training history, click the **My History** link located on your menu bar.



Welcome Bobby Jung!

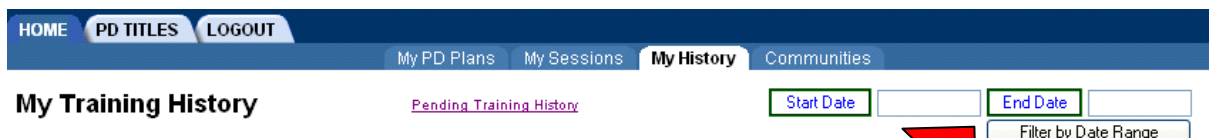
- You are currently enrolled in **2** sessions.
(To view your sessions, go to the [sessions](#) area.)

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

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

Credentials to expire this month:
Bachelors Degree (p) on 05/20/2005

The *My Training History* screen outlines the dates, names and locations of your training sessions. In addition, your proficiency level, attendance, points, credits and status for each session 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).



My Training History [Pending Training History](#)

Start Date: End Date:
Filter by Date Range

Session Date	Type	PD Title / Proficiency Levels	Instructor / Location	Attendance	Hours Credit	CEUs	Status
05/27/2005	in-district PD	AL Counseling Association Conference Demonstration	Bittner, Bob Tarrant Board of Education	May27 May28 Jun03 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>in progress</i>		currently enrolled
05/23/2005	in-district PD	Hey! What is Wrong with My Computer! (Gr. K-12)	Bittner, Bob Tarrant Alternative School	May23 May25 May27 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>in progress</i>		currently enrolled
05/20/2005	Coaching	Coaching 101	<i>NOTES: Assist in developing coaching skills</i>		3.00	.2	approved outside training

Step 2

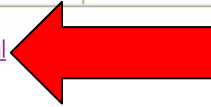
If you scroll down this screen, you may view and submit new training items for approval.

Click **submit new training history item for approval** to add items to be approved for your history.

Training History Awaiting Approval

Date	Type	Name	Notes	Hours Credit	
05/17/2005	Course	National Teacher Conference	2 day conference for new teachers.	8.00	modify delete

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



Step 3

Select any additional session(s) for training history and click the **Add** link to add the record. If you do not wish to add to the training history, click **Cancel**.

Submit Training History

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

Type	Coaching <input type="button" value="v"/>
Training Date	<input type="text"/> <input type="button" value="pick date"/> (mm/dd/yyyy)
Training Name	<input type="text"/>
Notes	<input type="text"/>
Hours Credit	<input type="text"/>



Note: These additional sessions will be added as pending approval items from your manager.

My PD Plans

Creating a New PD Plan

Step 1

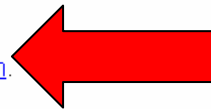
To create a new PD Plan, click the **create a new PD Plan** link on the main page.



My PD Plans

Use this area to view and update your PD Plans.

If you want to start a new PD Plan, click here to [create a new PD Plan](#).



ACTIVE

Name	Date Range	Type	Evaluator	
2005 PEPE Plan	Jan 2005 to Jan 2007	AL PEPE	TBD	view manage edit
2005 Growth Plan	Aug 2004 to May 2005	AL PEPE	TBD	view manage edit

Step 2

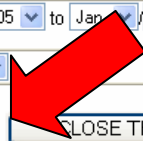
In the new screen that appears, complete the *Create New PD Plan* form and then click the **CREATE NOW** button to continue. If you change your mind at any point, click the **CLOSE THIS WINDOW** button to cancel and discard your information.

Note that for *Date Range*, you may select any range as long as the ending date is after the starting date. For *Status*, you should select **PENDING** if you plan to add information to this PD Plan later (such as Goals and Objectives).

Create New PD Plan

Complete the form below to create a new PD Plan. Click the "CREATE NOW" button when you are ready.

Plan Type	AL PEPE
Plan Name	(Enter a name meaningful to you) <input type="text"/>
Position	(Optional: Enter your job at the time of this plan) <input type="text" value="Teacher"/>
Date Range	Jan 2005 to Jan 2005
Status	PENDING
<input type="button" value="CREATE NOW"/> <input type="button" value="CLOSE THIS WINDOW"/>	



Your new PD Plan will appear in your list of PD Plans. It is now available for you to either manage or edit as necessary.

Managing a PD Plan

Step 1

Click on the **manage** link to begin managing the goals and objectives of your PD plan.



My PD Plans

Use this area to view and update your PD Plans.
If you want to start a new PD Plan, click here to [create a new PD Plan](#).

ACTIVE	Name	Date Range	Type	Evaluator	
	2005 PEPE Plan	Jan 2005 to Jan 2007	AL PEPE	TBD	manage edit
	2005 Growth Plan	Aug 2004 to May 2005	AL PEPE	TBD	manage edit

PENDING	Name	Date Range	Type	Evaluator	
	2005 Personal Growth Plan	Jan 2005 to Dec 2005	PERSONAL	TBD	view manage edit

Step 2

On the *Manage This PD Plan* screen that opens, you may create a new PD Plan Area by clicking the **new area** link.

Note: If you have previously created PD Plan areas, they will also be listed on this screen.

Manage This PD Plan

(PERSONAL PD Plan) 2005 Personal Growth Plan	Jan 2005 to Dec 2005
Teacher Jung, Bobby	Evaluator TBD

PD Plan Area(s) [create here to create a [new area](#)]

None have been created yet.

CLOSE THIS WINDOW

Step 3

Select the area *Type* and give it a name that is meaningful to you. Also, you may: enter the *PD Related Goals & Objectives*; add *Goals & Objectives by Reference(s)*;

enter any *Proposed Activities*; add *Proposed PD Title(s)*; enter a *Time Line*; enter the appropriate *Assessment Method(s)*; and add any *Progress Check Dates*.

When you are done, click the **SAVE** button on the right side of the screen.

Otherwise, you may **CANCEL** your changes or completely **DELETE** the area.

Manage This PD Plan

(PERSONAL PD Plan) 2005 Personal Growth Plan	Jan 2005 to Dec 2005
Teacher Jung, Bobby	Evaluator TBD

PD Plan Area(s) [create here to create a [new area](#)]

Area	Prof.Dev Related Goals & Objectives	Goals & Objectives by Reference (s)	Proposed Activities	Proposed PD Title (s)	Time Line	Assessment Method(s)	Progress Check Dates	
Type: <input type="text"/> Name: <input type="text"/>	<input type="text"/>	Click to Add	<input type="text"/>	Click to Add	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> <input type="button" value="DELETE"/>



Learning Communities

About Learning Communities

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

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

HOME **PD TITLES** **LOGOUT** My PD Plans My Sessions My History **Communities**

Welcome Bobby Jung!

- You are currently enrolled in **2** sessions.
(To view your sessions, go to the [sessions](#) area.)

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

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

Credentials to expire this month:
Bachelors Degree (B) on 05/20/2005

Closing the Program

Logging Out

You may log out anytime during your session. To log out, simply click the **Logout** link located on the menu bar.



Welcome three Employee !

- You are not currently enrolled in any sessions.

To see available PD Title offerings and to enroll in a class, go to the **COURSES** area.

To interact and share knowledge with your peers, go to the **Communities** area.

Today's Announcements:

- **Welcome!** (posted on 07/16/2004)
Thank you for coming.

Credentials to expire this month:

*SECONDARY (7-12) (024) on 07/31/2004

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