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Winter 2008-2009 School Year

**STI PD**

Employee User Manual

**STI**

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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This document was last modified on February 23, 2009. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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# Getting Started

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## 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.



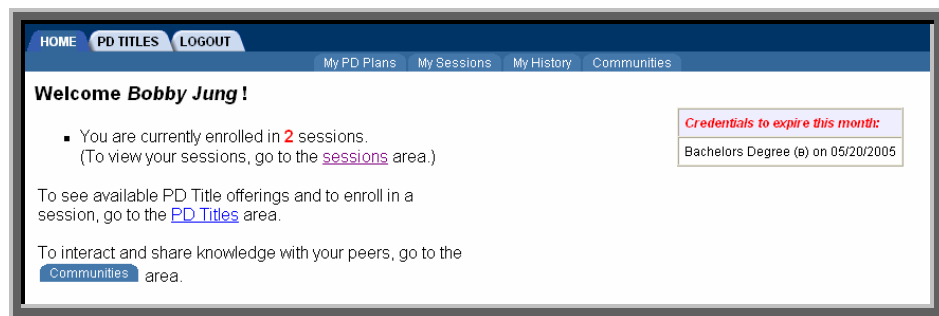
The screenshot shows a login form titled "Please Login". It contains three input fields: "Username:" with an empty text box, "Password:" with an empty text box, and "LEA:" with a dropdown menu showing "Tarrant City". Below these fields is a button labeled "CLICK TO LOGIN". A red arrow points to the right side of the "CLICK TO LOGIN" button.

# 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.



### Step 2

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



### 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.

The screenshot shows a web interface for searching PD titles. At the top, there are navigation tabs: HOME, PD TITLES, and LOGOUT. Below these are links for 'Search the PD Title Catalog', 'View Session Offerings', and 'Make a PD Title Suggestion'. The main section is titled 'Search PD Titles' and contains the instruction 'Enter search criteria below (leave blank to find all PD Titles):'. The form includes several input fields: 'LEA' (with 'Tarrant City' selected), 'PD Title', 'Program Name' (a dropdown menu), 'PD Title Number', and 'Proficiency Levels' (a dropdown menu). There are two sections of checkboxes: 'Title Content' with options like 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, and Art; and 'Specific Grades' with checkboxes for PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, CC, and Other. A 'Reference' field is also present with a 'Reference helper' button and a note: '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.' At the bottom right, there is a 'SEARCH NOW' button with a red arrow pointing to it from the right.

### 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.

The screenshot shows the results of a search for PD titles. The title is '2005-C100 AL Counseling Association Conference'. Below the title, it lists 'Subject(s): Guidance', 'Proficiency Levels: Demonstration', and 'Grade(s): K, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12'. On the right side, there is a 'Fees:' section with the following information: 'PD Title LEA: Tarrant City', 'PD Title APPROVED:', 'PD Title AUTHOR: ELIZABETH MCDAVID', and 'PROJECT LEADER: Alabama Counselling Assoc'. A red arrow points from the right side of the page to a 'VIEW SCHEDULE' link located to the right of the title.

# 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  
Time: 09:00AM - 11:00AM  
Session Status: Open

Delivery Format: Face To Face  
Instructor: Bob Blitner  
bbittner@tarrant.k12.tx.us  
Session Location: [VIEW MAP](#)  
Tarrant Board of Education  
1318 Alabama St  
Tarrant, AL 35217  
[www.tarrant.k12.tx.us](http://www.tarrant.k12.tx.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	<a href="#">VIEW MAP</a> Tarrant Board of Education Tarrant, AL 35217 <a href="http://www.tarrant.k12.tx.us">www.tarrant.k12.tx.us</a> (205) 849-3700

Please check the dates in which you will require a substitute.

Time: 09:00AM - 11:00AM

May27  
 May30  
 Jun01  
 Jun03

Payment Information

Type:  MasterCard  Visa

Amount to Charge: \$35.00

Card Number:  Exp. Date: 01 / 2005

Name of cardholder:

Billing address of cardholder:

Street:

City:  State:  Zip:

(Up to 1000 characters)

Comments:

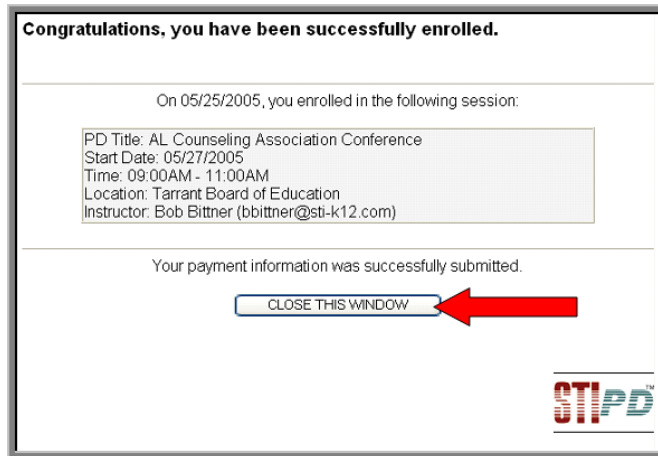
**Warning, you have the following potential session date conflicts:**

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 wish 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.

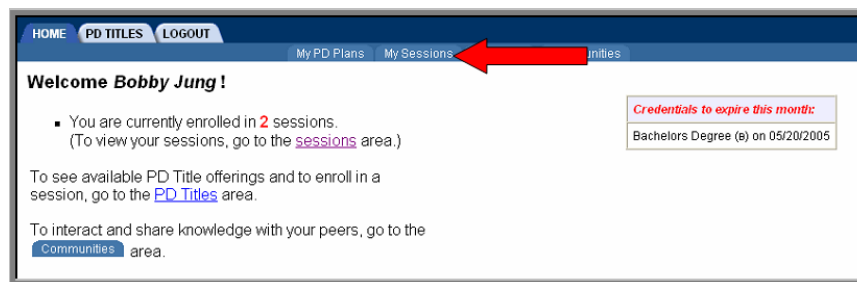


# My Sessions

## Viewing Session Schedule Calendar

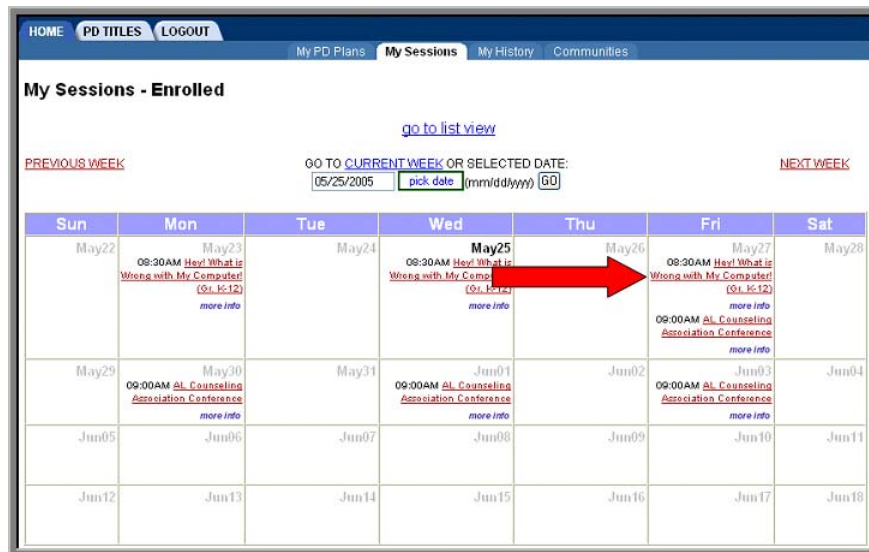
### Step 1

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



### Step 2

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



**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

**Date(s):** 05/27/2005 to 08/03/2005  
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.tx.us](http://www.tarrant.k12.tx.us)  
(205) 849-3700  
**Follow-up/Feedback Info:**

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

Employee Info	Contact Info	May 27	May 30	Jun 01	Jun 03	Payment Info	Class Status	Evaluation
Jung, Bobby #bobbyj	Home phone: (281) 888-2222 Email: <a href="mailto:bjung@tstx.k12.tx.us">bjung@tstx.k12.tx.us</a> School Name: Tarrant Board of Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	submitted	currently enrolled <a href="#">click to withdraw</a> 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:

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#### Session Requests Previously Submitted

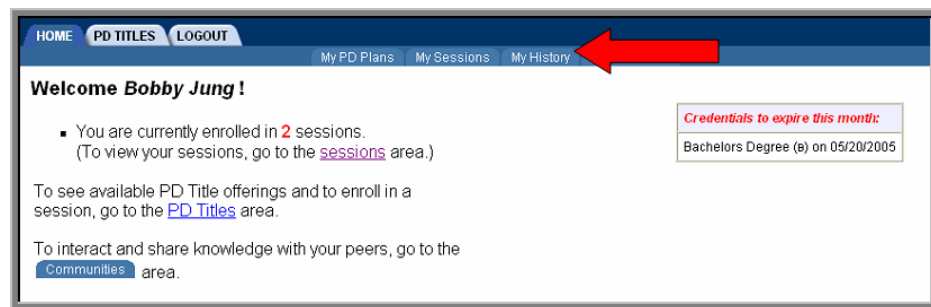
LEA	Date Submitted	Session Name	Requested Dates	
Tarrant City	05/25/2005	AL Counseling Association Conference	Summer (Jun - Aug)	<a href="#">click to delete</a>

# My Training History

## Viewing Training History

### Step 1

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



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).

The screenshot shows the 'My Training History' screen. At the top, there are links for HOME, PD TITLES, LOGOUT, My PD Plans, My Sessions, My History, and Communities. Below these links, there is a 'Start Date' field, an 'End Date' field, and a 'Filter by Date Range' button. A red arrow points to the 'Filter by Date Range' button. Below the filter fields, there is a table with the following data:


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	Blitner, Bob Tarrant Board of Education	May27 May30 Jun03 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	in progress		currently enrolled
05/23/2005	in-district PD	Hey! What is Wrong with My Computer! (Gr. K-12)	Blitner, Bob Tarrant Alternative School	May23 May25 May27 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	in progress		currently enrolled
05/20/2005	Coaching	Coaching 101	NOTES: Assist in developing coaching skills		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	<a href="#">modify</a> <a href="#">delete</a>

[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
Training Date	<input type="text"/> <a href="#">pick date</a> (mm/dd/yyyy)
Training Name	<input type="text"/>
Notes	<input type="text"/>
Hours Credit	<input type="text"/>



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

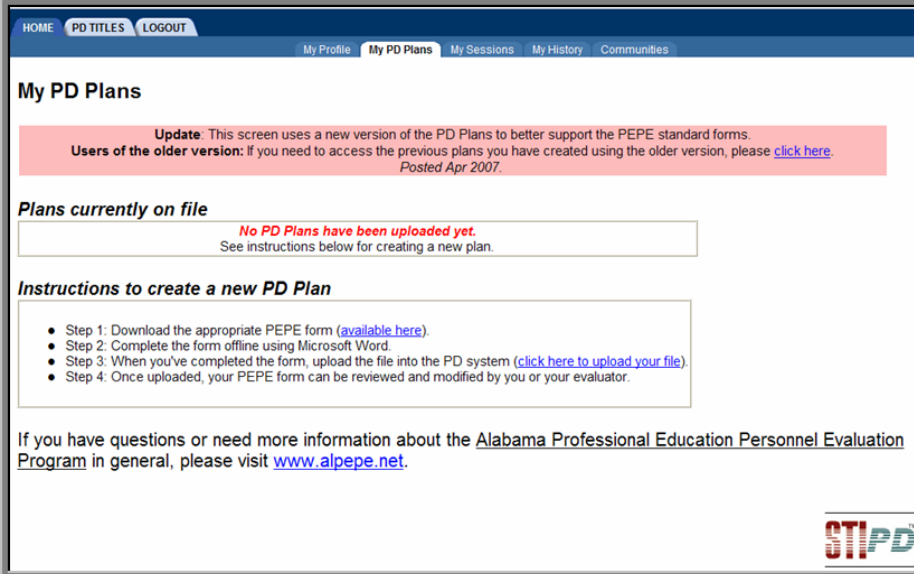
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# My PD Plans

## Creating a New PD Plan

### Step 1

To create a new PD Plan, follow the instructions to create a new PD Plan as shown below.



The screenshot shows a web application interface for 'My PD Plans'. At the top, there is a navigation bar with 'HOME', 'PD TITLES', and 'LOGOUT' buttons. Below this, a secondary navigation bar contains links for 'My Profile', 'My PD Plans', 'My Sessions', 'My History', and 'Communities'. The main content area is titled 'My PD Plans' and features a pink update notice: 'Update: This screen uses a new version of the PD Plans to better support the PEPE standard forms. Users of the older version: if you need to access the previous plans you have created using the older version, please [click here](#). Posted Apr 2007.' Below the notice, a section titled 'Plans currently on file' contains a message: 'No PD Plans have been uploaded yet. See instructions below for creating a new plan.' The 'Instructions to create a new PD Plan' section lists four steps: 1. Download the appropriate PEPE form ([available here](#)); 2. Complete the form offline using Microsoft Word; 3. Upload the file into the PD system ([click here to upload your file](#)); 4. Once uploaded, the PEPE form can be reviewed and modified by you or your evaluator. At the bottom, a note states: 'If you have questions or need more information about the Alabama Professional Education Personnel Evaluation Program in general, please visit [www.alpepe.net](http://www.alpepe.net).' The STI PD logo is visible in the bottom right corner of the interface.

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# Managing a PD Plan

## Step 1

Under *Plans currently on file*, the participant can view, upload, view history and delete plan.

HOME PD TITLES LOGOUT

My Profile My PD Plans My Sessions My History Communities

### My PD Plans

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

**Plans currently on file**

Plan Name	Created	Evaluator	Revision History
My PEPE Plan	07-02-2007	TBD	<a href="#">view most recent plan</a>   <a href="#">upload a revision</a>   <a href="#">history</a>   <a href="#">delete plan</a>

**Instructions to create a new PD Plan**

- Step 1: Download the appropriate PEPE form ([available here](#)).
- Step 2: Complete the form offline using Microsoft Word.
- Step 3: When you've completed the form, upload the file into the PD system ([click here to upload your file](#)).
- Step 4: Once uploaded, your PEPE form can be reviewed and modified by you or your evaluator.

If you have questions or need more information about the Alabama Professional Education Personnel Evaluation Program in general, please visit [www.alpepe.net](http://www.alpepe.net).

STI PD

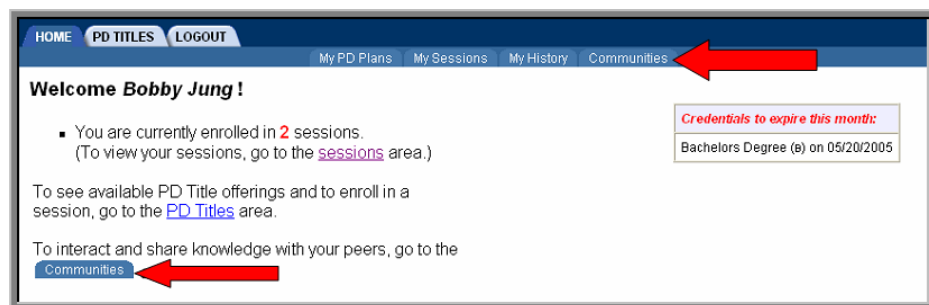
# Learning Communities

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## About Learning Communities

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

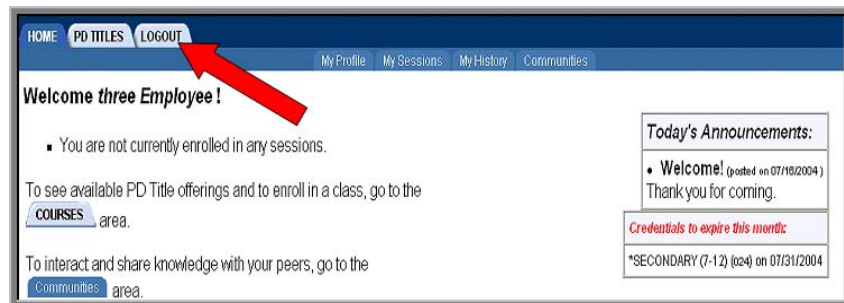
Learning communities may be accessed from either **Communities** link.



# 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.





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