

SunGard - Professional Development

Participant's Guide

As a participant, you can register for courses, get on waiting lists for courses that are full, and check information associated with the courses. Also, when a course is completed you will be able to view the grade you received as well as fill out a course evaluation form.

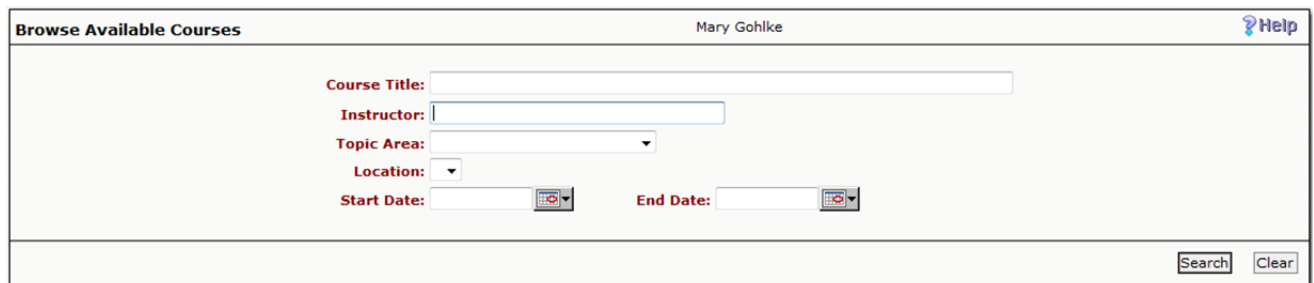
Go to <https://bizplus.stjohns.k12.fl.us/ifas7/ProfDev>

As a participant, you have five tabs to choose from.



Browse Courses

You can browse current courses by searching by any of the fields. If you are not sure the exact course title or how to spell the entire instructor's name, you can use an asterisk (*) as a wild card. (i.e. Math* if I was not sure if a course was Math101, Mathematics, etc. This search would bring up all courses that started with Math.) The Topic Area and Location Fields are drop downs for your search. After you have entered your search criteria, select search in the lower right hand corner.

A screenshot of a web form titled "Browse Available Courses" with the user name "Mary Gohlke" and a "Help" icon in the top right. The form contains several search fields: "Course Title:" with a text input field; "Instructor:" with a text input field; "Topic Area:" with a dropdown menu; "Location:" with a dropdown menu; "Start Date:" with a date picker; and "End Date:" with a date picker. At the bottom right of the form are "Search" and "Clear" buttons.

After selecting search, you will get a results screen. By selecting the Course Title, you will be given a more detailed description of the course with the option to register for that course.

Course Title	Start/End Date	Location	Instructor	Credits	Min	Max	Current
TERRORISM	1/1/0001 - 1/1/0001		AMY BLACK	0.0	0	0	0
CHEMICAL SAFETY	1/1/2009 - 4/2/2009		MARY	0.0	0	100	0
FIRE SAFETY	1/12/2009 - 1/14/2009		AMY BLACK	0.0	0	10	0
HOMICIDE	2/1/2009 - 3/1/2009		AMY BLACK	0.0	0	100	0
CRIME SCENE TRAINING	2/15/2009 - 3/16/2009		MARY	0.0	0	100	0
COMPUTER TRAINING	2/26/2009 - 2/27/2009		MARY	0.0	0	100	0
HOSTAGE	2/27/2009 - 2/28/2009		MARY	0.0	0	0	0
FLOODING EMERGENCY	2/28/2009 - 3/2/2009		AMY BLACK	0.0	0	100	0

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Within the Course Information, you will see if there are pre-requisites for that course. If you do you can scroll down to the Course Registration.

Course Information Mary Gohlke [? Help](#)

Course Title: TERRORISM
Description:
Course Duration: 1/1/0001 - 1/1/0001
Instructor: [AMY BLACK](#)

Schedule:
Syllabus:

Location:
Room:
Seat Hours: 0.0

Min Participants: 0
Max Participants: 0

Current Count: 0

Materials:
Credits: 0.0
Credits Date: 1/1/0001

Pre-Requisites
 No data available

Topic Area	Area Code	Area Description
	LIBRARY	LIBRARY

Requirements Met
 No data available

Class Date / Times
 No data available

By selecting I meet the Pre-requisites for the course, the rest of the screen will become accessible. Select Register in the lower right hand corner to be enrolled in the course.

Course Registration

Participant Cost: \$0

I meet the Pre-requisites for the course.
 I agree to pay course fees.

Deduct from my PayCheck
 Bill me
 Bill my Department
 Pay Now

Department:
 Credit Card Number:
 Expiry Date:

[Back](#) [Print](#)

You must select I meet the Pre-requisites for the course. Next select Register.

Professional Development Registration Confirmation TERRORISM		Participant Details:	
You have successfully registered for the course. Please find the details below. Clicking on the Print button will print the Registration Confirmation receipt.		ID:	MGOHLKE
		Name:	MGOHLKE
Registration Details:			
Registration No:	PR00100001		
Date/Time:	10/28/2009 12:03:00 PM		
Status:	Waiting		
Course Details:			
Course Id:	TERRORISM-1	Course Name:	TERRORISM
Course Title:	TERRORISM		
Course Duration:	1/1/0001 - 1/1/0001	Schedule:	
Instructor:	AMY BLACK	Contact:	dsa@sos.com
Location:		Room:	

You will receive a Registration Confirmation for the course which you may print option if needed.

Current Enrollment

This screen will list all courses that you are currently enrolled in.

Current Enrollment		Mary Gohlke		? Help	
Course Title TERRORISM	Start/End Date 1/1/0001 - 1/1/0001	Instructor AMY BLACK	Evaluation	Drop Course	
Print					

From **Course Title** you can view the detailed Course Information including Instructor and Syllabus information.

Instructor Information		Mary Gohlke		? Help	
Instructor Name: AMY BLACK					
Contact Number:					
Email ID:					
Current Courses No data available			Prior Courses		
			Prior Courses	Start/End Date	
			FIRE SAFETY	1/12/2009 - 1/14/2009	
			HOMICIDE	2/1/2009 - 3/1/2009	
			FLOODING EMERGENCY	2/28/2009 - 3/2/2009	
Back		Print			

From **Evaluation** you can access the Course/Instructor Evaluation survey.

Course Evaluation		Mary Gohlke		? Help	
Course Name: TERRORISM		Course Title: TERRORISM			
Description:					
Number	Question	Response			
1	HOW WOULD YOU RATE THE TRAINING?	2	Edit		
2	RATE THE INSTRUCTORS KNOWLEDGE OF THE TOPIC.		Edit		
Evaluation Response					
Question: RATE THE INSTRUCTORS KNOWLEDGE OF THE TOPIC.					
Rating: <input type="text" value="5"/>					
Back		Print		Save X Cancel	

From **Drop Course**, you can complete the steps to remove yourself from the selected Course.

The Drop Course process first displays the detail Course Information to verify you have selected the correct course to drop. You're then presented with dialogue to positively indicate that you are dropping the course. Once you click **Drop Course** within the Course Cancellation area, you are immediately removed from the Course. If the Course has not begun and there is a Wait List of registrations, the next Participant in line will be immediately confirmed. The Drop Course action and change from Wait List to Confirmed Registration are sent via email notification.

Course Information		Mary Gohlke	Help
Course Title: TERRORISM			
Description:			
Course Duration: 1/1/0001 - 1/1/0001		Schedule:	
Instructor: AMY BLACK		Syllabus:	
Location:		Min Participants: 0	Current Count: 1
Room:		Max Participants: 5	
Seat Hours: 0.0			
Materials:		Credits: 0.0	Credits Date: 1/1/0001
Pre-Requisites No data available			
Topic Area			
Area Code	Area Description		
LIBRARY	LIBRARY		
Requirements Met No data available			
Class Date / Times No data available			
Course Cancellation			
<input type="checkbox"/> Are you sure you want to drop this course?			
Back	Print	Drop Course	

Along with an email confirmation, the following Drop Course Confirmation will be immediately displayed to you upon the system verification that all drop course processes have successfully completed.

Professional Development Drop Course Confirmation			
TERRORISM			
<i>You have been successfully unregistered for the course. Please find the details below. Clicking on the Print button will print the Registration Confirmation receipt.</i>			
Drop Course Details:		Participant Details:	
Drop Course Confirmation No:	PD00100001	ID:	MGOHLKE
Registration No:	PR00100001	Name:	MGOHLKE
Date/Time:	10/28/2009 1:31:47 PM		
Status:	Dropped		
Course Details:			
Course Id:	TERRORISM-1	Course Name:	TERRORISM
Course Title:	TERRORISM		
Course Duration:	1/1/0001 - 1/1/0001	Schedule:	
Instructor:	AMY BLACK	Contact:	dsa@sos.com
Location:		Room:	

Prior Enrollment

This view displays a one line summary of previous courses completed. Links are provided to the detail Course Information, Instructor Information and provides the ability to print your completion certificate one time if you received a passing grade.

Prior Enrollment		Mary Gohlke	? Help	
Course Title	Start/End Date	Instructor	Grade	Print Certificate
FLOODING EMERGENCY	10/1/2009 - 10/26/2009	AMY BLACK	A	
Print				

The Print Certificate option is only available after the Participant successfully completes the Course and fills out the Evaluation if required. The ability to print the certificate is a onetime option. If there is a printer problem and/or you need to reprint the Certificate, the Professional Development Administrator can reset the Certificate for reprinting.

Wait List

If you register for a course that is at the max participants, you will be put on a waiting list. The waiting list is created when you try to register for a course. If a participant withdraws from a course, the people on the waiting list will automatically get put into the course.

Wait List		Mary Gohlke	? Help	
Course Title	Start/End Date	Instructor	Capacity	List Position
TERRORISM	1/1/0001 - 1/1/0001	AMY BLACK	0	1
Print				

Notice in the example that the capacity is set to zero. It also shows where you are at in the list. In this example, you are the first on the wait list.

Personal Information

This view displays your current Name, Address, Phone and Email information on file.

Employee Personal Information		MARY GOHLKE	? Help	
Name				
Employee Name:	<input type="text" value="MARY GOHLKE"/>			
Employee ID:	<input type="text" value="E00019"/>			
Address				
Address Line 1:	<input type="text"/>			
Address Line 2:	<input type="text"/>			
City:	<input type="text"/>	State:	<input type="text" value="CALIFORNIA"/>	
Zip:	<input style="width: 100px;" type="text" value=" - "/>			
Email:	<input type="text" value="mary.gohlke@sungardps.com"/>			
Privacy Level:	<input type="text"/>			