PROFESSIONAL LEARNING: SUNGARD COURSE DEVELOPMENT & MANAGEMENT

Submit New Course

Instructors can create a new course by clicking on Submit New Course link. See also Course Definition in the next section.

Course Definition

On this screen the instructor can view scheduled and submitted courses along with the dates, location, current enrollment, and status. This screen also allows Instructor to **Add** new courses for future dates.

Course Definition					BONES CC, JOHN MAX			?Help
Current Courses	**Start Date**	**End Date**	**Location**				**Registered**	**Course Status**
Add + Vantage MR2	06/01/2011	06/01/2011	SUNGARD				0	Active
Experiencing Early American History	06/01/2011	06/05/2011	SUNGARD				2	Active
Library Media	02/01/2011	03/31/2011	SUNGARD				0	Active

🖨 Print   📄Add

To create a course from the Web, select **Add** in the lower right hand corner of the Course Definition screen.

Add Course	BONES CC, JOHN MAX	?Help

Course Name: _____   Course ID: _____   Status: Inactive
Title: _____
Instructor/Facilitator: BONES CC, JOHN MAX

Description: _____

Start Date: _____   **End Date:** _____   ☐ Require Evaluation
Min Participants: _____   **Max Participants:** _____   Count: 0   ☐ Allowed to Retake
Location: _____   Room: _____   Publish Type: Both
Schedule: _____

Material: _____

Pre-Requisites: _____

Employee Cost: $ _____   External Cost: $ _____
Term: _____   Seat Hours: _____
Course Type: _____   Grade Type: _____

Attach Syllabus:
Description: _____   Attachment: Test Doc
Local File: _____ Browse...

↵ Back   🖨 Print   💾Save ✕Cancel

When an instructor creates a course it is created in an Inactive status. The Professional Development Administrator (Tricia Herring) will review the course and mark the status as Active upon approval. Once this process is completed, the course will be Active online. Participants will be able to register for the course and the instructor will view it as Active in the Course Status column on the Course Definition screen.

The instructor enters all of the relevant information for the course definition. Required fields are:

- Course Name
- Title
- Description – *must provide the learning goal(s) for the activity and targeted audience for whom the professional learning is intended*
- Start Date
- End Date
- Min(imum) Participants
- Max(imum) Participants
- Location

After completing all required fields, select **Save.**

To navigate back to the Course Definition list page, select **Back** on the lower left hand of the screen.

To **edit** a course, click the course name link. This will advance to the screen where the instructor can make changes. After the changes are all made, select **Save** to record the changes.

On clicking **Save** the screen automatically moves the instructor to the Class Date/ Time tab when in **Add** mode. When not in Add mode, the Instructor can select the Class Date/Time tab to update Class Date/ Time details.

To create a new class, enter the date and time. Time can be entered in different formats.

Example: "10" or "10" or "10a" or "10aM" will be converted to "10:00 AM". Similarly, "10:00 PM" or "2215" or "1015p" or "1015pM" will be converted to "10:15 PM". The Duration and Alternate Location are optional, however when attendance hours are tracked and printed on the Transcript, make sure the Duration (in Hours) is provided. Select **Add** and continue until each class is defined.

Please Note: In-service points are based on attendance hours. Attendance hours are rounded down.
Example: A participant would receive 2 in-service points for attending a 2.5 hour in-service.

Assigning Points/Credits

To Add/modify credits for a course, select the **Course Credits** tab. Each credit will be listed here.

To add a new credit, select the credit type from the drop-down and enter credits. Select **Add** and continue until every credit(s) is defined. The screen will verify that no duplicate Credit Types are selected.

| Course Definition | Class Date / Time | Required Completed Course(s) | **Course Credits** | Miscellaneous |

Course Credits   BONES CC, JOHN MAX   ?Help

Course Name: AHCC
Title: Experiencing Early American History

Course Credits List

Credit Type	Credits	Credit Date	Credit Granting Institution			
GIFTED CREDITS	2.0	04/24/2011	NATIONAL INSTITUTE		Edit	Delete
PTSB	1.0	05/31/2011	SUNGARD		Edit	Delete

Create New Course Credit

Credit Type: [▾]   Credits: [   ]   Credit Date: [▦▾]   Credit Granting Institution: [▾]

Back   Print   Add   Cancel

Example: A participant would receive 2 in-service points for attending a 2.5 hour in-service.

FLDOE Survey Reporting Requirements

The **FLDOE Survey Requirements** can be found under the *miscellaneous tab*. Click the **Type** dropdown box for the Reporting Requirements. Once you have selected the Reporting Requirement, click the **Item** dropdown box to select the appropriate response. When you click **Add,** the requirement you just completed will be displayed under **Course Miscellaneous List**. Click the dropdown box to select the next requirement. Continue until you have completed all five requirements. The requirements and response choices are below:

1. Primary Purpose
   A. Add-on Endorsement
   B. Alternative Certification
   C. Florida Educators Certificate Renewal
   D. Other Professional Certificate/License Renewal
   E. Professional Skill Building
   F. W. Cecil Golden Professional Development program for School Leaders
   G. Approved District Leadership Development Program

2. Student Evaluation Method
   A. Results of District-developed/standardized student test
   B. Results of School/Teacher-constructed student test
   C. Portfolios of student work
   D. Observation of student performance
   F. Other performance assessment
   G. Did not evaluate student outcomes

3. Implementation Method
   M. Structured Coaching/Mentoring
   N. Independent Learning/Action Research related to training
   O. Collaborative planning related to training, including learning communities
   P. Participants Product related to training
   Q. Lesson Study Group
   R. Electronic – Interactive
   S. Electronic – non-Interactive

4. Learning Method
   A. Workshop
   B. Electronic, Interactive
   C. Electronic, non-Interactive
   D. Learning Community/Lesson Study Group
   F. Independent Inquiry (includes, for example, Action Research)
   G. Structured Coaching (May include one or small groups)

5. Evaluation Method
   A. Changes in classroom practices
   B. Changes in instructional leadership practices
   C. Changes in student services practices
   D. Other changes in practice
   Z. Did not evaluate staff outcomes

Course Attendance

This screen will list all current courses with an option to select Class Date/ Time as well as selecting the course name for course information.

By selecting Class Date/Time, an instructor can view each class separately.

To get a listing of all enrolled participants, select **Attendance** next to the day that you would like to record attendance.

Select the Attendance checkbox if the participant attended the training on the day selected. Enter any needed comments. On the lower left of the screen there is a **Select All** link; selecting this would put a check in each participant's attendance field. The instructor then has the ability to unselect the few that were not present. Selecting **Clear All** will erase all attendance check marks that were made.

Select **Save** to save the attendance for the class.

Complete Course

In order to complete a course, the instructor needs to mark a course as complete. When the course is setup with credits, the instructor needs to complete attendance and assign credits to the participants before completing the course.

A list of all **Active** students enrolled in a course can be viewed by selecting Complete Course from the Complete Course screen.

Attendance and Assign Credits columns show for each participant. The Assign Credits column will not be displayed if credits were not defined during the course set-up.

Assigned credits default based on global settings for Attendance.

- Attendance based: When the rule for this setting is satisfied, Participant is assigned default full credits based on his/her course attendance. Instructor can then adjust the credits based on participant's performance during the course.

The attendance column shows the ratio of classes and class attendance. For example, if a course had 2 classes and the participant was marked as "attended" for both classes, the value 2/2 is displayed (attended 2 out of 2 classes). If a participant only attended 1 class, the value 1/2 is displayed (attended 1 out of 2 classes). Whenever the participant does not have complete attendance, the attendance ratio is displayed in the color red.

Attendance and Credits based:

Complete Course				HERRING, PATRICIA H.				Help

Course Name: 7417001
Course Title: Domain 1 Marzano Training
Course ID: SJ0007900

Course Credits :

Type	Credits
CREDIT	12.0

Participant ID	Participant Name	Attendance		Credit Type	Assign Credits Credits
e002963	ANDREU, RITA RENEE	0/2	Hide Credits	CREDIT	0.0
e007657	BUELL, WHITNEY PRENTICE	0/2	Show Credits		
E001548	DIMARE, HELEN HAYNES	0/2	Show Credits		
e010862	FONSECA, GINA ROSALIE	0/2	Show Credits		
e006705	GITTO, NATALIE S	0/2	Show Credits		
e010821	JACKSON, MARQUEZ D	0/2	Show Credits		
e008402	KASTING, RONALD T.	0/2	Show Credits		
e008927	NASON, JODI RICKS	0/2	Show Credits		
e003433	POWERS, TWILA K.	0/2	Show Credits		
e010574	Strickland, Randall Jud	0/2	Show Credits		

Did you complete? ☐ Attendance ☐ Credits

Back		Print		Save	Cancel

Email Notification

An instructor can send out an email to participants by selecting the Email Notification tab. Within the screen, each course that is a current course will be listed. Selecting Email Notification next to the desired course will allow you to create an email.

Course Email Notification			BONES CC, JOHN MAX			?Help
Current Courses	**Start Date**	**End Date**	**Location**	**Registered**	**Course Status**	
Add + Vantage MR2	06/01/2011	06/01/2011	SUNGARD	0	Active	Email Notification
Experiencing Early American History	06/01/2011	06/05/2011	SUNGARD	2	Active ➡	Email Notification
Library Media	02/01/2011	03/31/2011	SUNGARD	0	Active	Email Notification
Social Studies	01/01/2011	01/01/2011	SUNGARD	0	Completed	Email Notification

Print

You can compose an email and send it directly from the Web to all registered participants. Selecting Email in the lower right corner of the screen will send the email out to all registered participants.

By default all participants are selected to receive the email notification. The instructor can un-check (or re-check) the participants from the Active Participant List to determine who needs to receive the email notification.

After composing the email text, click **Email** to submit the email notification to the workflow engine for emailing the selected participants.

Email communications can be sent to participants when the course is in Active or Completed status.

Email Notification	BONES CC, JOHN MAX	?Help

Course Name: AHCC
Course Title: Experiencing Early American History

To: All Selected Participants

Cc: ASHWINI.BHANDARY@SUNGARD.COM;

Bcc:

Subject: AHCC - Information.

Active Participant List:
- ☑ **Select All**
- ☑ Cha, Jackie
- ☑ STOWE, BRENDA

Back   Print   Email   Cancel

Current Courses

Current Courses will list all courses that are open for enrollment with a Course Status of **Active** or **Inactive**. The courses can be sorted by clicking on the column headers.

Current Courses	Course Status	Start Date	End Date	Location	Min	Max	Registered	
Add + Vantage MR2	Active	06/01/2011	06/01/2011	SUNGARD	1	2	0	Cancel Course
Experiencing Early American History	Active	06/01/2011	06/05/2011	SUNGARD	1	10	2	Cancel Course
How to learn New online PD system	Active	10/01/2011	10/31/2011	SUNGARD	1	2	0	Cancel Course
Library Media	Active	02/01/2011	03/31/2011	SUNGARD	2	20	0	Cancel Course

BONES CC, JOHN MAX — Help

Print

Selecting the course name will give the course definition. This area reflects the information that was entered on the Course Definition screen.

If a professional learning offering (course) has more than one event (class), the instructor is able to view each class associated with the course independently.

Course Information   BONES CC, JOHN MAX   ?Help

Course Title: Experiencing Early American History

Description: This is a 5 day Field Study trip to visit sites in the Richmond Virginia area with historical significance to either the American Civil War or the American Revolution.

Course Duration: 06/01/2011 - 06/05/2011   Schedule: Monday, travel. Tuesday, Richmond. Wednesday, Williamsburg

Instructor/Facilitator: BONES CC, JOHN MAX   Syllabus:

Location: Room: CRYSTAL

Publish Type: Both (Employee & External Participants)   Course Type: CERTIFICATED

Require Evaluation: No   Allowed to Retake: No

Min Participants: 1   Max Participants: 10

Registered Participants: 2

Seat Hours: 0.0   Term: FALL

Grade Type: ABCDEF

Materials: Historical fiction novel of choice that is set during either the Civil War or Revolution. Change of clothes, basic toiletries, walking shoes, a camera, spending money (as desired), and a photo id.

Pre-Requisites: Previous participation in AHCC opportunities AND a signed positivity pledge.

Credits

Credit Type	Credits	Credit Date	Credit-granting Institution
GIFTED CREDITS	2.0	04/24/2011	NATIONAL INSTITUTE
PTSB	1.0	05/31/2011	SUNGARD

Required Completed Course(s)
No Required completed courses defined.

Topic Area
No Topic Area defined for the course.

Proficiency Goals
No Proficiency defined for the course.

Miscellaneous
No Miscellaneous defined for the course.

Class Date / Time

Date	Time	Duration (Hours)	Instructor/Facilitator of Record	Alternate Location	
06/01/2011	10:00 AM	02.00	BONES CC, JOHN MAX		Attendance
06/02/2011	01:00 PM	02.00	BONES CC, JOHN MAX		Attendance
06/03/2011	12:45 PM	05.00	BONES CC, JOHN MAX		Attendance
06/04/2011	04:00 PM	01.00	BONES CC, JOHN MAX		Attendance
06/05/2011	01:00 PM	02.00	BONES CC, JOHN MAX		Attendance

Registered Participants

Participant ID	Name	Grade
BRENDA	STOWE, BRENDA	
JACK	Cha, Jackie	

Waiting List Participants

Participant ID	Name	Grade
00000022	SWAROOP, MURALIDHAR BANGALORE	

◄ Back   Print

Selecting Attendance next to the class, will give the instructor an attendance record.

Class Attendance   BONES CC, JOHN MAX   ?Help

Course Name: AHCC   Course Id: 000105
Course Title: Experiencing Early American History
Instructor/Facilitator Name: BONES CC, JOHN MAX
Class Date: 06/01/2011   Class Time: 10:00 AM   Class Duration (Hours): 2.00
Class Location:

Participant ID	Participant Name	Attendance	Comments
JACK	Cha, Jackie	Absent	
BRENDA	STOWE, BRENDA	Absent	

◄ Back   🖨 Print

To navigate back, select **Back** in the lower left hand corner of the screen. You may also print the Course Information by selecting **Print**.

Current Courses   BONES CC, JOHN MAX   ?Help

Current Courses	Course Status	Start Date	End Date	Location	Min	Max	Registered	
Add + Vantage MR2	Active	06/01/2011	06/01/2011	SUNGARD	1	2	0	Cancel Course
Experiencing Early American History	Active	06/01/2011	06/05/2011	SUNGARD	1	10	2	Cancel Course
How to learn New online PD system	Active	10/01/2011	10/31/2011	SUNGARD	1	2	0	Cancel Course
Library Media	Active	02/01/2011	03/31/2011	SUNGARD	2	20	0	Cancel Course

🖨 Print

Selecting the **Cancel Course** link from the list page will advance to the Course Cancellation screen. This screen shows the course information and provides option to cancel the course.

Select the check box before the question, "Are you sure you want to cancel this course?" and click **Cancel Course** button to cancel a course. When a course is canceled notification is sent to the Professional Development Administrator, the Instructor/Facilitator of the course and the registered participants.

Miscellaneous

Miscellaneous Type	Miscellaneous Item	Comments
UTILITIES/EQUIP	Projector	Please provide a projector.

Class Date / Time

Date	Time	Duration (Hours)	Instructor/Facilitator of Record	Alternate Location	
11/11/2010	10:00 AM	02.00	A, SAPTHAGIRI		Attendance
11/11/2010	03:00 PM	01.50	A, SAPTHAGIRI		Attendance

Registered Participants

Participant ID	Name	Grade
BRENDA	STOWE, BRENDA	

Waiting List Participants

Participant ID	Name	Grade
VICKIW	W, VICKI	

Course Cancellation

☐ Are you sure you want to cancel this course?

🔙 Back   🖨 Print   Cancel Course

An instructor can view cancelled courses listed in Current Courses until the course start date occurs.

Current Courses	BONES CC, JOHN MAX							❓Help

Current Courses	Course Status	Start Date	End Date	Location	Min	Max	Registered	
Add + Vantage MR2	Active	06/01/2011	06/01/2011	SUNGARD	1	2	0	Cancel Course
Experiencing Early American History	Active	06/01/2011	06/05/2011	SUNGARD	1	10	2	Cancel Course
How to learn New online PD system	Cancelled	10/01/2011	10/31/2011	SUNGARD	1	2	0	
Library Media	Active	02/01/2011	03/31/2011	SUNGARD	2	20	0	Cancel Course

🖨 Print

Prior Courses

Prior courses identifies all courses that the instructor has taught (**Done**) and for which grades/credits have been assigned (**Completed**).

Prior Courses							
Prior Courses	**Course Status**	**Start Date**	**End Date**	**Location**		**Min**	**Max**
Biology	Done	01/01/2011	01/01/2011	SUNGARD		1	2
Social Studies	Completed	01/01/2011	01/01/2011	SUNGARD		1	1

BONES CC, JOHN MAX

?Help

Print

Select the course name to view detailed course information.

Select **Print** in the lower middle of the screen to print the information. To navigate back to Prior Courses, select **Back** in the lower left hand corner.