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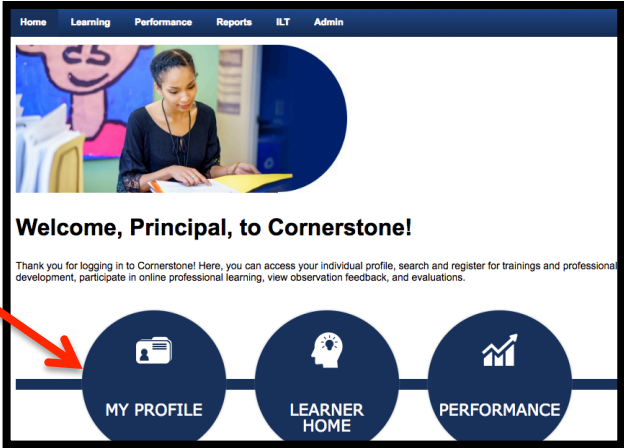


FOR SCHOOL ADMINISTRATORS A. Viewing teacher transcripts B. Recommending events to teachers

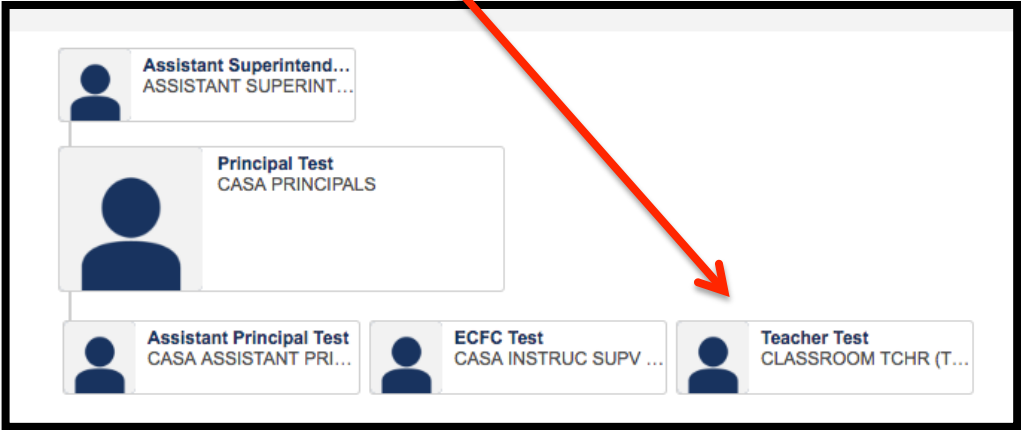
1. Follow the directions in STEPPER 1: LOGGING IN AND SEARCHING to access the system. You will land on the Welcome page.

A. VIEWING A TEACHER'S TRANSCRIPT

2. Click the blue circle labeled, MY PROFILE.

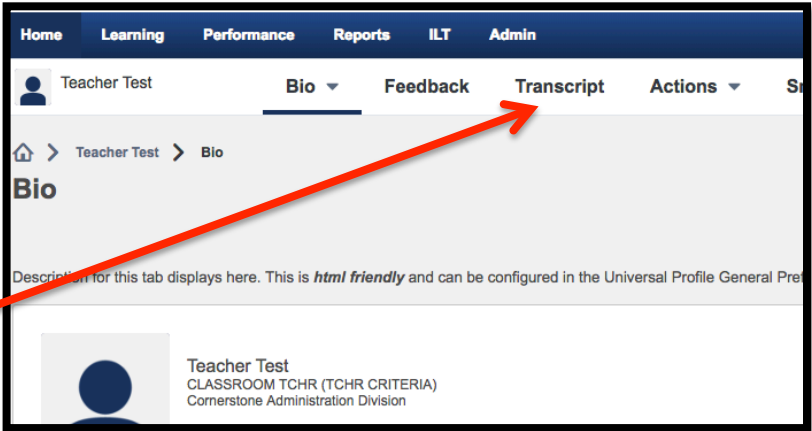


3. This will take you to your PROFILE page. Scroll to the bottom to see the people you supervise.

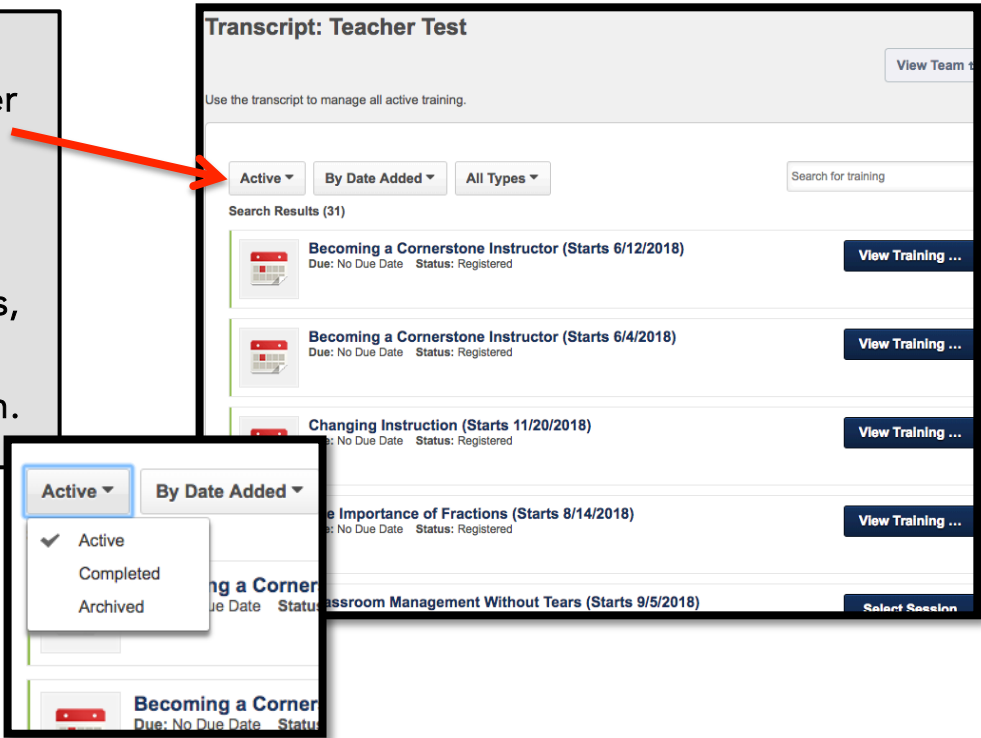


STEPPER 9: VIEWING TEACHERS' TRANSCRIPTS AND RECOMMENDING EVENTS.

4. Click on a teacher's name to be taken to his/her profile page. Click TRANSCRIPT from the white menu bar at the top of the page.



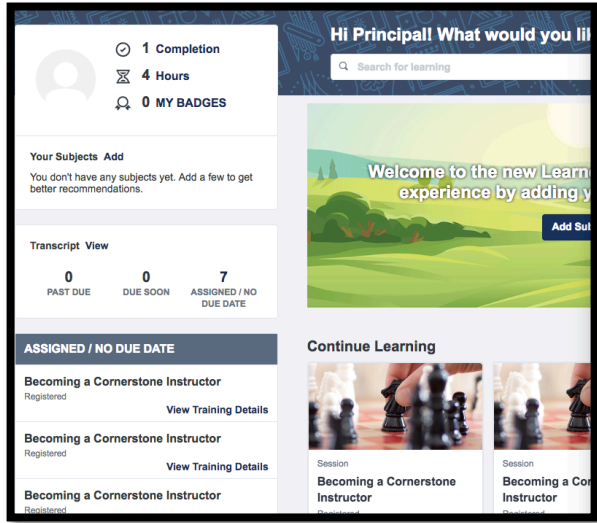
5. This will show you the events the teacher is registered for, is waitlisted for, or withdrawn from. To see completed events, click the down arrow on the ACTIVE button.



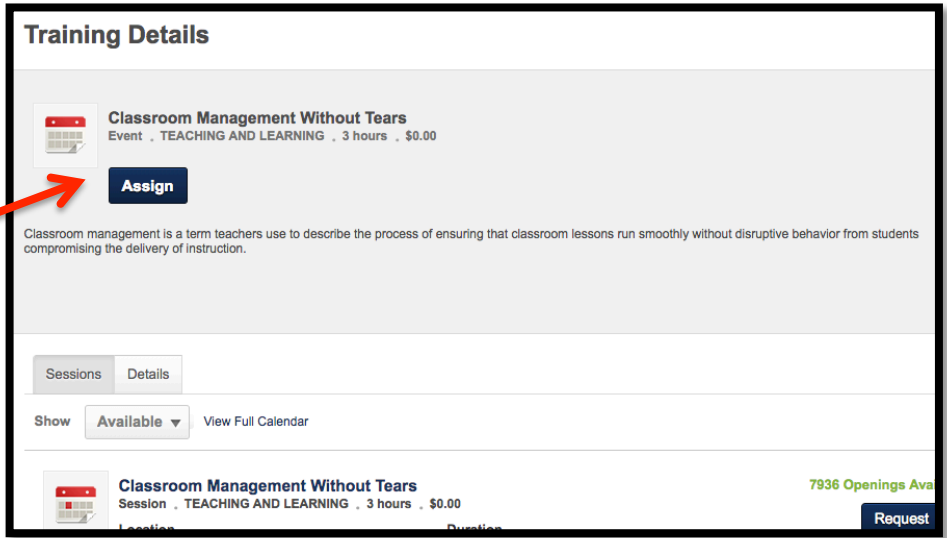
STEPPER 9: VIEWING TEACHERS' TRANSCRIPTS AND RECOMMENDING EVENTS.

B. RECOMMENDING PROFESSIONAL DEVELOPMENT

1. Hover over the LEARNING tab and select LEARNER HOME. You will be taken to this page. If you know which event you want to recommend, type it in the search box and select it. If not, you can use one of the search paths described in STEPPER 1.




2. Once you are on the TRAINING DETAILS page for the selected event, click the ASSIGN button at the top.




STEPPER 9: VIEWING TEACHERS' TRANSCRIPTS AND RECOMMENDING EVENTS.

3. You will be taken to the ASSIGN TRAINING page. You will see your subordinates listed at the bottom of the page. Check the box next to the teacher you are recommending the event to or use the check all box at the top. Click the submit button.

Assign Training

 **Classroom Management Without Tears**
Event , TEACHING AND LEARNING , 3 hours , \$0.00




Select Session



Due Date 

Add a Comment

Automatically register users

Users who have the training already in their transcript are not included in this assignment

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	 Assistant Principal Test		0	None	
<input type="checkbox"/>	 ECFC Test		0	None	
<input type="checkbox"/>	 Teacher Test		1	Not Started	

Select an Indirect Subordinate  Select a User from a Cost Center I App... 

Indirect Subordinates	Language Equivalency	Assignment History	Current Status
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Cancel **Submit**

STEPPER 9: VIEWING TEACHERS' TRANSCRIPTS AND RECOMMENDING EVENTS.

The screenshot shows a teacher's dashboard with the following elements:

- Header:** "Hi Teacher! What would you like to learn today?" with a search bar "Search for learning".
- Left Sidebar:**
 - Profile icon, 5 Completions, 8 Hours, 0 MY BADGES.
 - Your Subjects Edit:** Climate and Culture, Danielson Framework, Early Literacy, English Language Arts, Instructional...
 - Transcript View:** 0 PAST DUE, 0 DUE SOON, 3 ASSIGNED / NO DUE DATE.
 - ASSIGNED / NO DUE DATE:**
 - Becoming a Cornerstone Instructor (Registered) - View Training Details
 - Becoming a Cornerstone Instructor (Registered) - View Training Details
 - Changing Instruction (Registered) - **Red arrow points to this item.**
- Main Content Area:**
 - Continue Learning:** Three cards for "Becoming a Cornerstone Instructor" and "Changing Instruction" sessions, each with "View Training Details" links.
 - Inspired by Your Subjects:** "No Suggestions Found" with "Add Subjects" link.

4. When the teachers who are assigned events go to their LEARNER HOME page, they will see a list of the events that have been recommended by their principal.