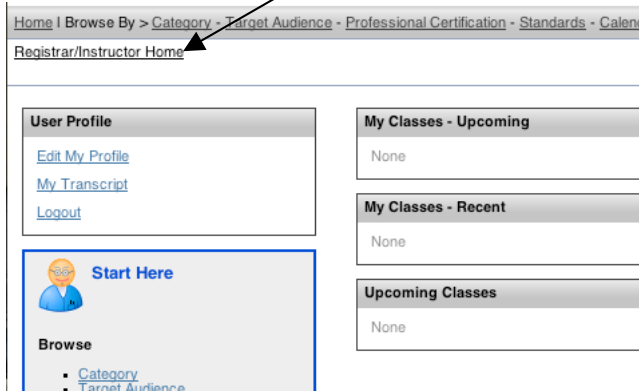


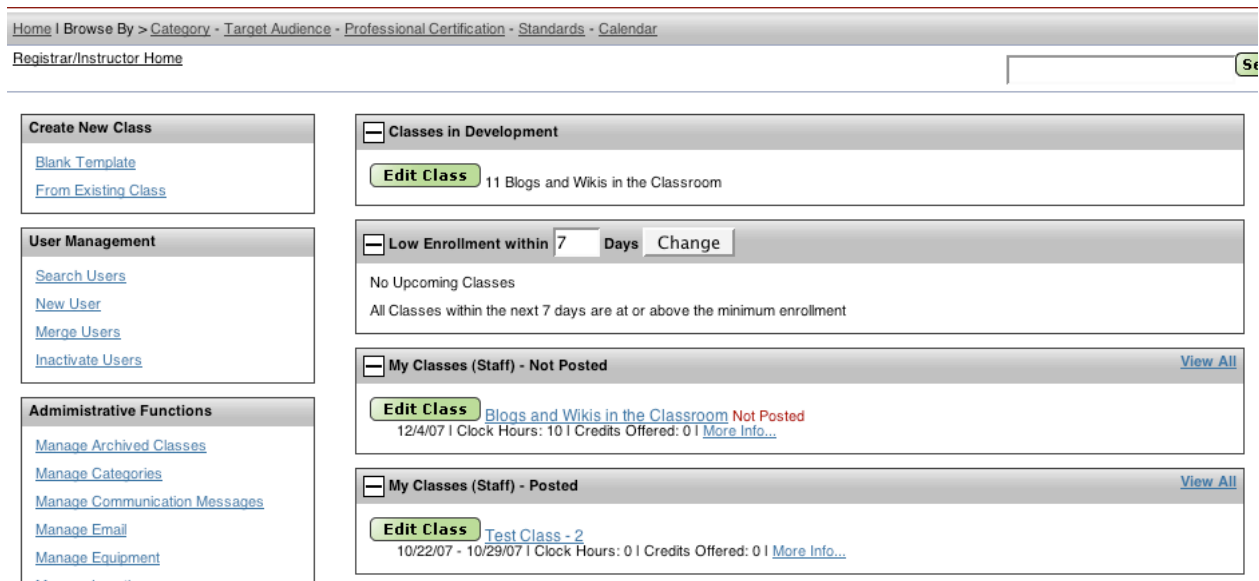
Staff Development System - Entering a Course

Login to: <http://staffdev.misd.k12.wa.us> using your Skyward login and password

To create a new class select [Registrar/Instructor Home](#) **If you do not have this link, it is because you do not have a resume on file with Jennifer Wright. Please forward a resume to Jennifer so this access can be opened.**

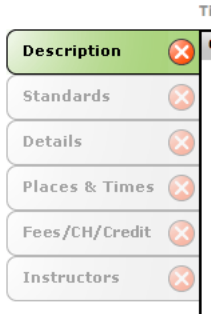


This is the home screen for creating new classes, editing existing classes, checking on enrollment, etc.



Create a New Class

Select the Blank Template link under Create New Classes.



You will be led through the process of completing the information for the course. As you proceed through the steps, the red X's will change to green checks.

Description:

Title, Description, Target Audience and Category are required.

If this is a **clock hour class**, you **must** include a syllabus/program agenda.

Remember to Save!

Class Description

* Required Field

***Title** Save

Tag Community Schools Class

***Description**

Prerequisites

Special Instructions

[Text Formatting Hints \(opens in a new window\)](#)

Professional Certification Requirements

***Target Audience** Certificated Staff
 Classified Staff
 Elementary Teachers
 Middle School Teachers
 High School Teachers

Target Audience Notes

***Category** Instruction
 Paraeducation

Conference/Series

Is this a series or conference?

This class is a part of:

Files

Syllabus

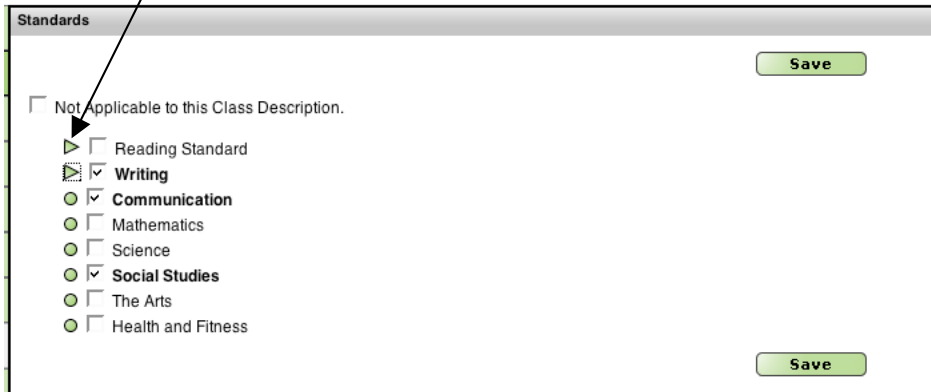
Handouts

Save

Standards

Select the standards that apply to your course. You are required to select at least one standard or the check box that Standards are Not Applicable to this Class.

Note: Arrows expand to give more detail



Standards

Not Applicable to this Class Description.

- Reading Standard
- Writing
- Communication
- Mathematics
- Science
- Social Studies
- The Arts
- Health and Fitness

Save

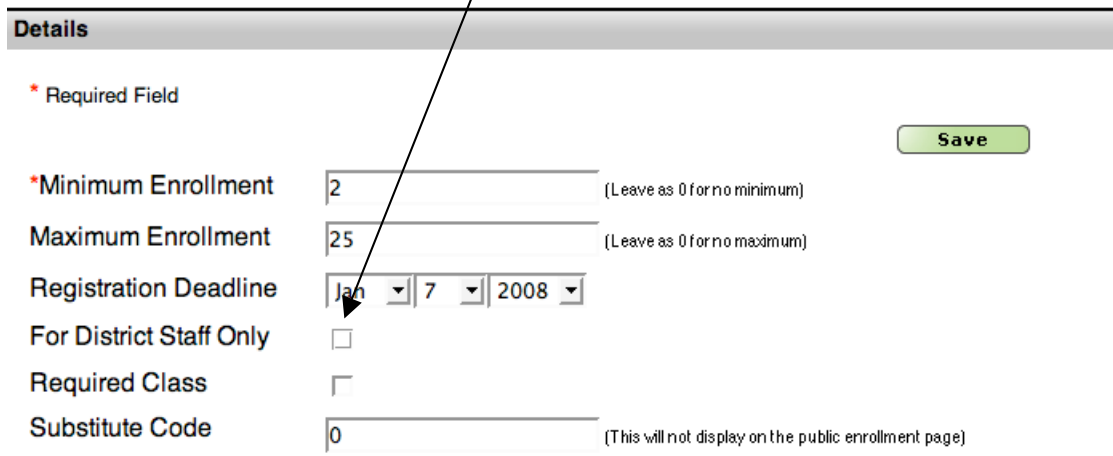
Save

Remember to save.

Details

This is where you designate the minimum and maximum number of students and registration deadline.

DO NOT check the For District Staff Only box



Details

* Required Field

*Minimum Enrollment (Leave as 0 for no minimum)

Maximum Enrollment (Leave as 0 for no maximum)

Registration Deadline

For District Staff Only

Required Class

Substitute Code (This will not display on the public enrollment page)

Save

Remember to Save!

Places and Times

To give the place and time of meeting, click on a date and a detail window will appear.

Complete the information in the detail window.

Places, Dates, and Times

LAST

December 2007

S	M	Tu	Th	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

12/4/07

4:00 PM to 5:00 PM

Location: Administration Building

Room: Any/No Room

Notes: Conf Rm A

Save Delete

To add an additional meeting time, just click on a new date in the calendar, and another detail window will appear to be completed.

Remember to Save.

Fees/CH (Clock Hours)/Credit

This screen controls the number of clock hours and/or credit offered for a course. MISD is a clock hour granting institution. If you would like to offer credit for a class you are offering, you will need to work through one of the local universities.

Clock Hours

* All Class Fees are Zero, Nothing Required. Click Save to continue.

Save

Number of Clock Hours: 10

Clock Hour Fees: \$ 0

Clock Hour Approval:

Partial Clock Hours OK:

Notes:

College Credit

Course #:

College Credits: 0

Credit Fees: \$ Approved

Credit Description:

Save

Instructors

This is where you determine the Instructors for a course. Search for the Instructor's name by either First Initial or Last Initial.

The screenshot shows the 'Instructors' management page. At the top, there is a section for 'Currently Assigned Staff Members' with a dropdown menu set to 'Instructor' and the name 'Wright, Jennifer' displayed. Below this is a link for 'Add New Staff Member' and a 'Save' button. Further down, there are two sections for choosing initials: 'Choose First Initial' and 'Choose Last Initial', each with a row of letters from A to Z. At the bottom, there is a 'Staff Members' section with a 'Set Inactive' link and another 'Save' button.

Once you have found the appropriate person, use the drop down to place Instructor next to their name and Save.

The screenshot shows a 'Staff Members' dropdown menu. The menu is open, showing a list of roles: 'Instructor', 'Contact', and 'Host'. The 'Instructor' role is selected, and the name 'Hasslinger, Kevin' is displayed next to it. The name 'Millsap, Kara' is also visible above the dropdown.

If you can't find the appropriate person, it is because **they do not have a resume on file with Jennifer Wright**. Please forward a resume to Jennifer so that instructor can be assigned.

Evaluation

All students will complete an evaluation online. You can use the standard evaluation by selecting the template using the drop down menu.

The screenshot shows the 'Evaluation' management page. At the top, there is a table with three columns: '# Of Questions', '# Of Students', and '# Of Responses'. The values are 0, 3, and 0 respectively. Below the table, there is a 'New From Template:' section with a dropdown menu set to 'Select A Template'. A 'Save' button is located to the left of the dropdown. The dropdown menu is open, showing two options: 'Select A Template' and 'MISD Class Evaluation Form: 5 Questions'. At the bottom, there is a 'Questions' section with a link for 'Add New Question - Manage Templates'.

If you would like to add additional questions, you can do so using the Add New Question link.

Once the Evaluation section is completed, then your side menu should look like this:

1

Description	✓
Standards	✓
Details	✓
Places & Times	✓
Fees/CH/Credit	✓
Instructors	✓
Classlist	
Attendance	
Evaluation	
Forms	
Not Posted	▼
Change	

Please email Jennifer Wright that the course is ready to post (she will also be alerted automatically from the system), and after reviewing will do so.

Staff Development System - Additional Instructor Tools

Classlist

Once registration has started for your course, you can check Classlist to determine who has signed up, you can add students, send emails to students and remove students.

The screenshot shows the 'Class List' interface. At the top, it displays registration statistics: Registered: 4, Waitlist: 1, Min: 4, Max: 12. There is an 'Email:' button and a dropdown menu set to 'Staff & Students'. Below this is the 'Enrolled Students' section with a 'For' dropdown set to 'Clock Hours'. It lists four students: Confalone, Andrea; Hagen, Michael; Kuciemba, Lindsay; and Tierney, Gavin. Each student has a dropdown menu for their status (Clock Hours or Audit) and a set of action icons (remove, place on waitlist, edit info, edit payment). Below the enrolled students is a 'Wait List' section with a 'For' dropdown set to 'PSESD' and a 'Duplicate' checkbox. It lists one student: Hasslinger, Kevin. There is an 'Update All' button and a 'Create Duplicate Class With Checked Students' button. At the bottom, there is a link 'Add Students to Class' and a 'Key' section with icons and descriptions for the action buttons.

Forms

The system will create an attendance form with student names and meeting times printed by using the link in the forms section.

The screenshot shows the 'Form Printing Options' section with a link to 'Attendance Verification'.

Attendance

Once a class is complete, the instructor will use the Attendance section to verify attendance and the number of clock hours earned.

The Att Ver box should be checked, the Hours Attended should be correct and then select Save. Participants will be emailed a reminder to complete an evaluation electronically.

The screenshot shows the 'Attendance' section. It includes a note: 'Note: Once attendance is verified for a 'posted' or a 'not posted' class an automatic email to take an evaluation is sent.' There is a 'Save' button. Below the note is a table with the following columns: Hours Attended, For, Att Ver, Clock Hours, Credit, Credit Paid, Fees Paid, and Emailed Evaluation. The table contains one row for Joby McGowan with the following values: Hours Attended: 3, For: CH, Att Ver: , Clock Hours: , Credit: , Credit Paid: , Fees Paid: , and Emailed Evaluation: No.