Ohio ABLE PD System

User Guide

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Getting Started

Introduction to the Ohio ABLE Professional Development System

The PD System is just one of the many services offered by the Ohio Professional Development Network. This system allows ABLE staff to:

- register for professional development opportunities;
- cancel registrations for professional development opportunities;
- update contact information;
- maintain a Professional Development History; and
- manage Distance Education.

The PD System can be accessed via the direct login link, http://mercury.educ.kent.edu/database/rcn/registrations/login.cfm.

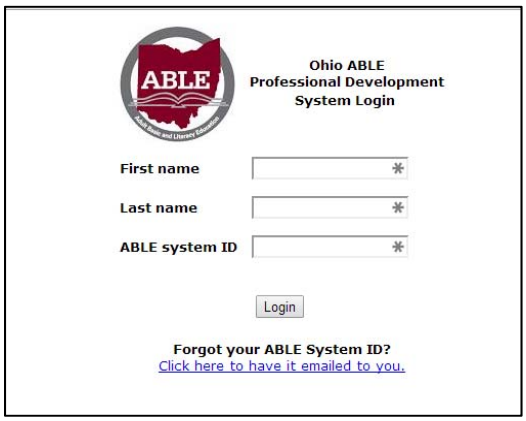
If you don't have this link on hand, you can always access the PD system by visiting ohioable.org and clicking on the link on the right side of the page.

What follows is detailed instructions for using most of the features available through the PD system. However, if you have additional questions, you can always contact the Professional Development Network at the contact information below.

ohiopdn@literacy.kent.edu
AIM: OhioPDN
800-765-2897 option 2

Logging in to the PD System

1. Visit http://mercury.educ.kent.edu/database/rcn/registrations/login.cfm, which will bring you to this screen

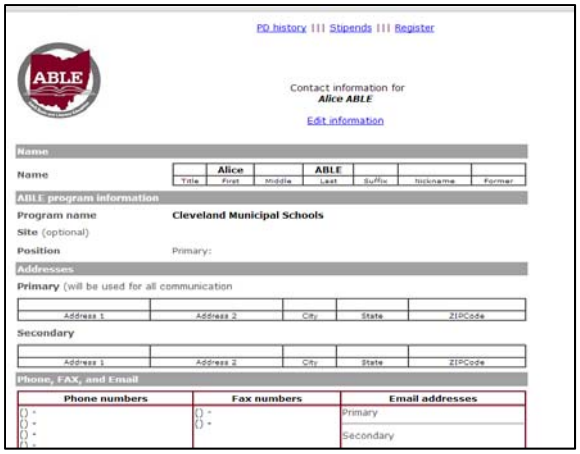


2. Your program director is responsible for creating a PD System ID for you, and providing you with that information. If you have not received that information, start by contacting your program director. Once you have your system ID, it's a good idea to write it down somewhere and keep it near your computer, or in your email. We have created a document that is a guide to the different ABLE websites, and provides a place for you to write down your system ID and password. If you've received the information, but cannot remember it, you can find instructions for retrieving it in the Requesting your ABLE System ID section.
3. Type in your first and last name. These fields are case sensitive and must match the name we have in the database exactly, so make sure you make note of how your name is entered in the system.

   As an example, let's look at Alice ABLE. To sign in to the PD System, Alice would have to enter her name the way it is in the system.

4. Type in your system ID, without any spaces before or after.

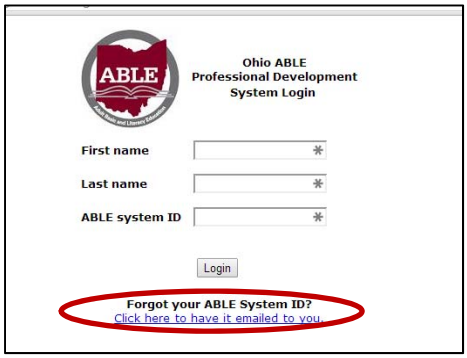
5. Click on the **Login** button to complete the process. The screen that will appear will look like this.



Requesting your ABLE System ID

If you know you have an ABLE system ID, but cannot remember it, you can request it right through the login website! To do so,

1. Visit http://mercury.educ.kent.edu/database/rcn/registrations/login.cfm
2. Click on the **Click here to have it emailed to you** link.



3. Clicking on this link will take you to this page:

4. Type in your first and last name. Please note that if the first and last name you type in do not match what we have in our records, the system will not be able to locate your system ID. So if you type in your name and get an error,

try typing your name in with different capitalization, or any different spellings of your name that might have been used.

5. Click on the gray **Send ID via email** button. If the system was able to locate a system ID for you, it will be emailed to the email address on file. If you do not receive an email at the address you think is on file, please try using any alternative email addresses you may have.
6. If you are unable to obtain your PD System ID after going through this process, please email ohiopdn@literacy.kent.edu for assistance in obtaining your PD System ID.

Your Contact Information

Verifying Your Contact Information

When you log in to the PD system, you will see a webpage that lists the contact information we have for you. Your director may fill this out, or they may leave it blank for you to fill out. Either way, please review this information and make sure that it is accurate and also the best information for reaching you.

For example, if you prefer to have any mail sent to your home address, or you are easier to reach by cellular phone, please make sure this page reflects that. Email is the most frequently used method of contact, so please make sure to add your email address to this page.

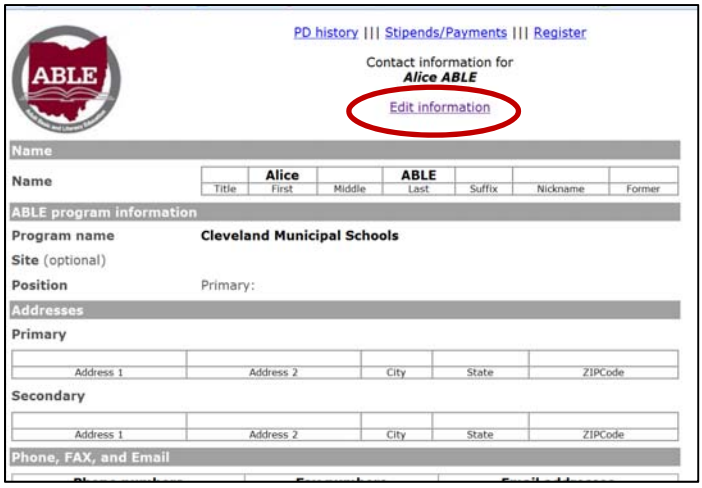
This information is kept confidential, and will not be shared with anyone outside the Professional Development Network.

If you see any changes that need to be made, the Editing Your Contact Information section will provide you with further instruction for completing this process..

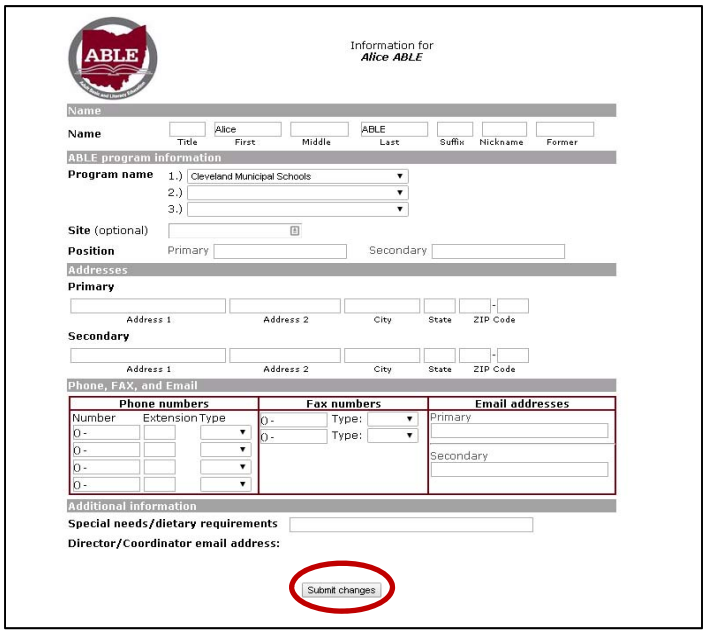
Editing Your Contact Information

Your contact information can be changed at any time. Please check this page periodically to make sure the information is up to date. If you move, your name changes, or your email changes, you will want to go in and update the information. If you work for more than one program, you can also use this page to provide that information.

1. To edit your contact information, log in to the PD System.
2. On the main page, click on the **Edit info** link.



3. Make any changes to the information that you need to make. Please provide complete information and check your spelling. When you have finished making changes, please be sure to press the **Submit Changes** button.



Calendar of Events

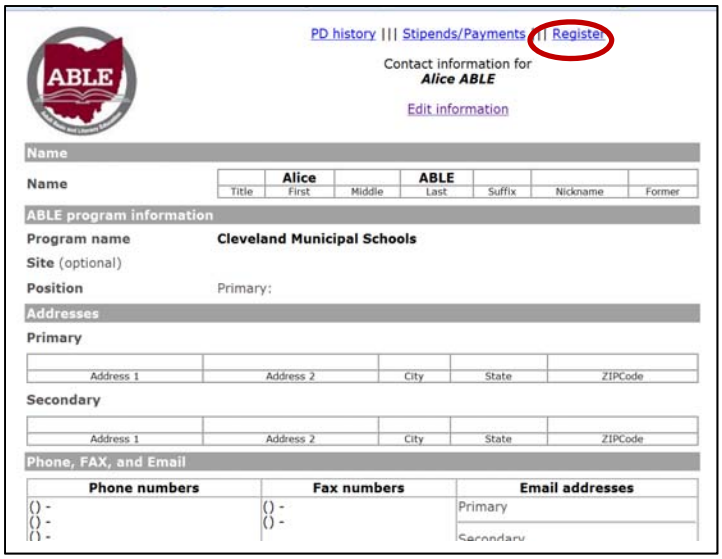
Registering for an Event

You've logged in, your contact information is updated, and now you are ready to register for some PD! The PD System allows you to register for three different types of PD

1. **Face-to-face PD-face-to face opportunities provided or sponsored by the PDN.**

2. **Self-directed PD-any PD completed in your own time, including online courses, webinars, and other activities**
3. **Independent Activities-This would cover any PD you complete that you haven't used the Ohio ABLE PDN Calendar to complete. This would include national conferences, seminars, trainings, webinars, etc.**

The registration process for the three different types of events is slightly different, but in all cases you begin by logging in to the PD System and clicking on the **Register** link at the top of the page.



The following section will describe the process for registering for each type of PD

Registering for a face-to-face event

1. After clicking the **Register** link, all the trainings on the webpage you arrive at will be face-to-face opportunities, listed by date. Choose the training you would like to register for, and click on the link.

There are **7 in-person workshops or events** available ,
and **46 self-directed options**

You may also register for an individual professional development activity

ABLE Professional Development Network sponsored New! added within the last 2 weeks

Day	Date	Title/Description	Location
Tuesday New!	08/05/2014 9:30 AM - 3:30 PM	Regional Administrator Meeting **Objectives** -Provide information for a successful start to the new fiscal year -De...	DAS Training Building
Tuesday New!	08/05/2014 9:30 AM - 3:30 PM	Regional Administrator Meeting **Objectives** -Provide information for a successful start to the new fiscal year -De...	Penta Career Center
Wednesday New!	08/06/2014 9:30 AM - 3:30 PM	Regional Administrator Meeting **Objectives** -Provide information for a successful start to the new fiscal year -De...	Buckeye Career Center
Thursday New!	08/07/2014 9:30 AM - 3:30 PM	Regional Administrator Meeting **Objectives** -Provide information for a successful start to the new fiscal year -De...	Pike County Career Technology Center
Monday New!	08/11/2014 9:30 AM - 3:30 PM	Regional Administrator Meeting **Objectives** -Provide information for a successful start to the new fiscal year -De...	Trumbull Career and Technical Center
Friday New!	08/15/2014 9:30 AM - 3:30 PM	Regional Administrator Meeting **Objectives** -Provide information for a successful start to the new fiscal year	Marion Technical College

2. At the top right of the screen, click on the **Register here!** link.

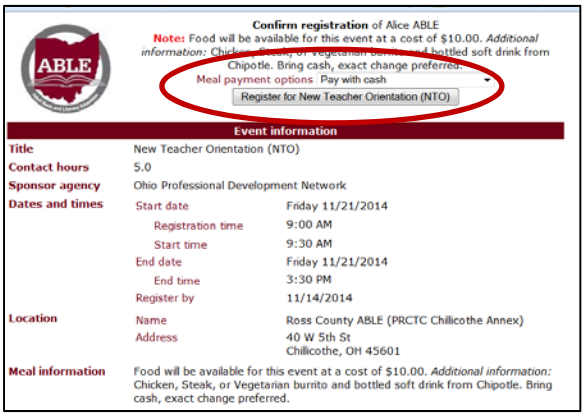
PD history ||| Stipends/Payments ||| Contact information

Information for
New Teacher Orientation (NTO)

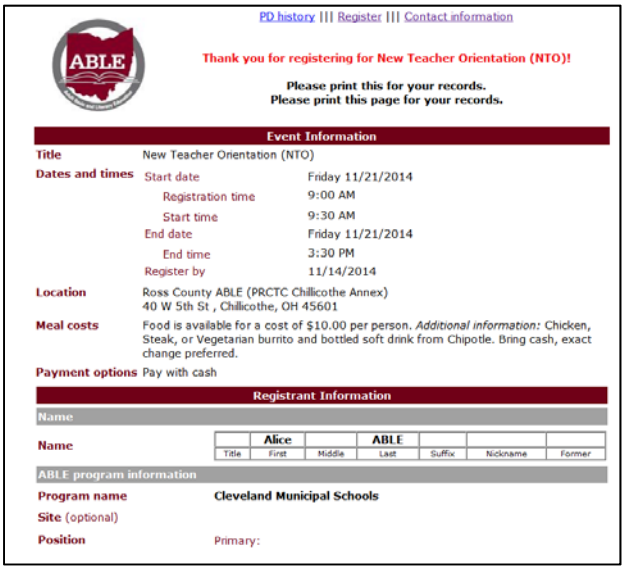
Register here!

Event Information	
Title	New Teacher Orientation (NTO)
Fulfills	New Teacher Orientation
Presenter(s)	
Contact hours	5.0
Sponsor agency	Ohio Professional Development Network
Dates and times	
Start date	Friday 11/21/2014
Registration time	9:00 AM
Start time	9:30 AM
End date	Friday 11/21/2014
End time	3:30 PM
Register by	11/14/2014

3. With some events, you may have the option to purchase lunch. If so, you will see a drop down menu that allows you to choose whether you will purchase a lunch or provide your own. Please make sure to select what you want. Once you state you are going to purchase a lunch, you may be held responsible for the cost of the lunch if you later decide you don't want it. If you have made your lunch selection, or there is no lunch selection, you can now click on the gray **Register for _____.** Button. **Please make sure you don't skip this step, as your registration will not go through until you click that button.**



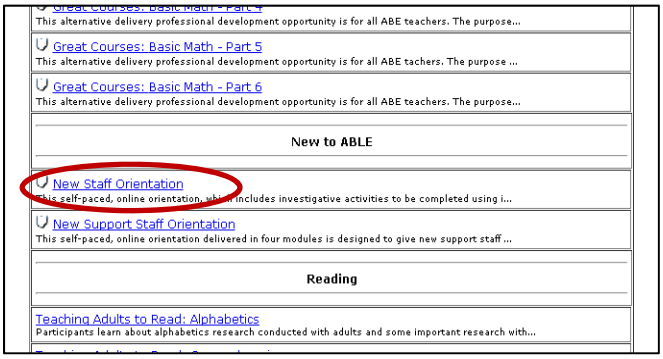
4. The registration confirmation page will have important information about your training. If you prefer to have a paper copy, print out the registration confirmation page and save it. Generally speaking, you will not receive a confirmation email. However, the information can always be accessed by following the instructions in the Locating Registration Information section of the guide.



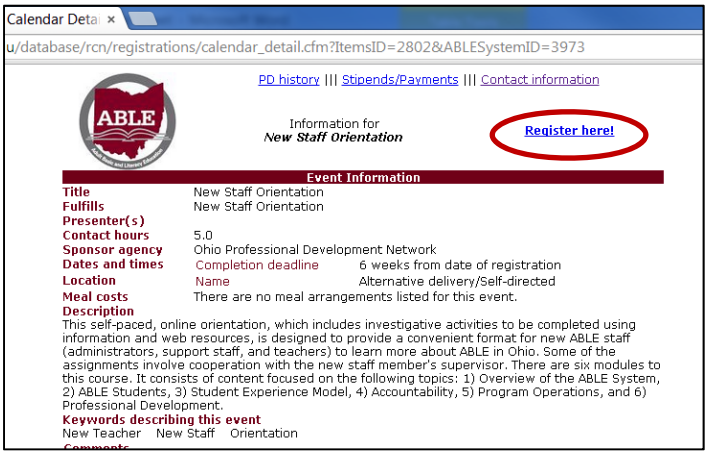
Registering for a self-directed event

1. After clicking on the **Register** link**, c**lick on the **Self-Directed Options** link.

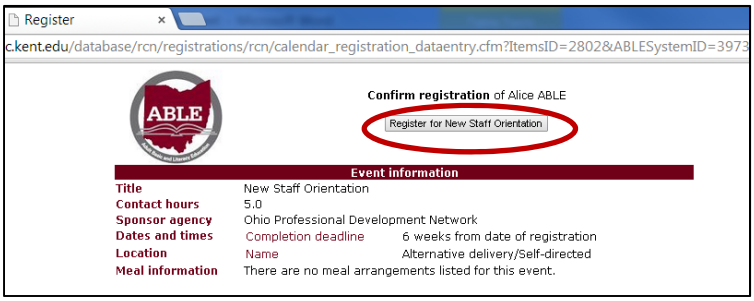
2. Choose the training you would like to register for, and click on the link. The trainings are sorted by topic. For the sake of the example, we are going to register for New Staff Orientation.



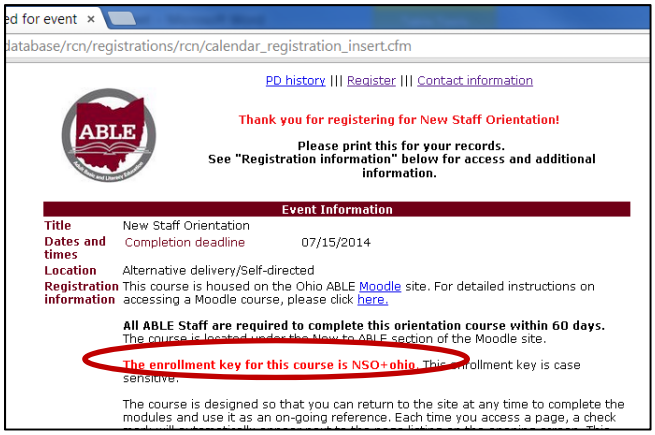
3. At the top right of the screen, click on the **Register here**! link.



4. On the page that comes up, click on the gray **Register for** _____ button. **Please make sure you don't skip this step, as your registration will not go through until you click this button.**



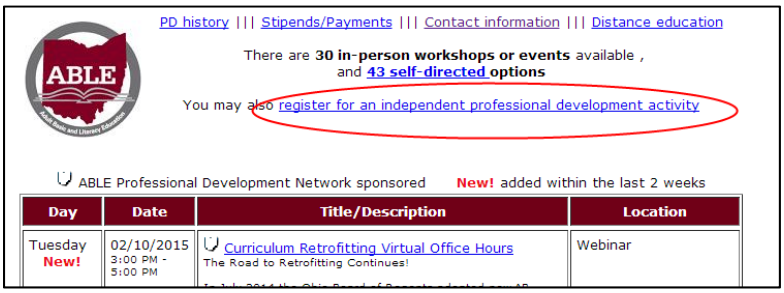
5. Necessary instructions for accessing the course will be found on the registration confirmation page. Print out this page and save it. If you are completing a Moodle course, this is where you will find your enrollment key. It will be located in the **Registration Information** section, and the text will be red.



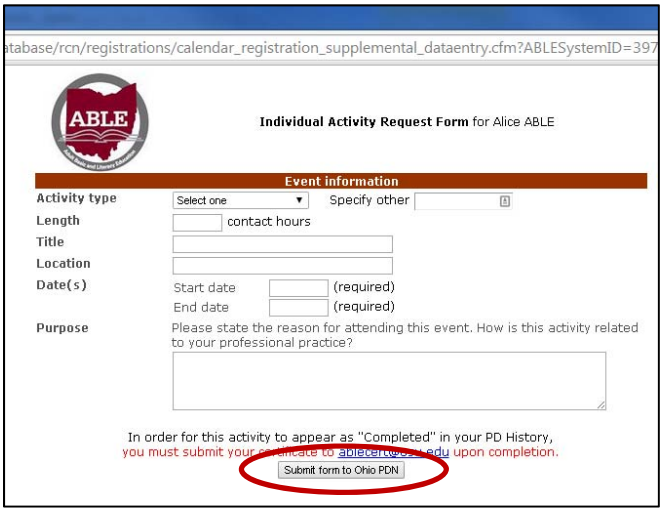
Registering for an Independent Activity

An individual activity would be used for a training that you did not register for through the PDN calendar. This might include a national conference or a webinar or training given by a non-ABLE organization. You can register for Individual Activities before or after the training, however, you must register before you send your certificate in.

1. After clicking on the **Register link,** click on the **Register for an independent professional development activity** link.



2. Fill in all the information you can about the activity. Please be sure to fill this in as completely as possible, including your purpose for completing activity. After completing the form, click on the gray **Submit form to Ohio PDN** button.

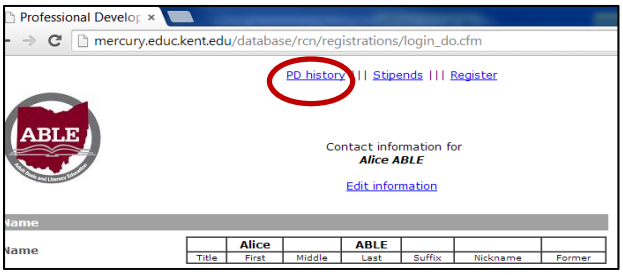


3. After completing the form, please be sure to send your certificate to ablecert@osu.edu. You will not be marked as complete for the activity if you do not send a certificate of completion.

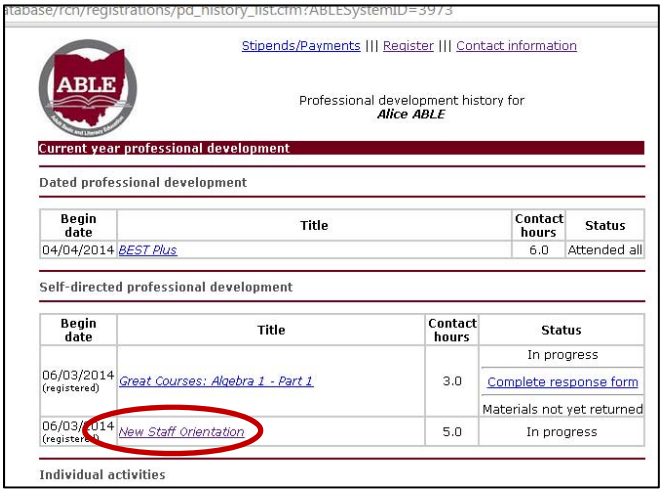
Canceling a Professional Development Event Registration

If you register for an event, and something comes up where you cannot attend, you can cancel your registration online! Please try to cancel your registration as soon as possible. To do this through the PD System,

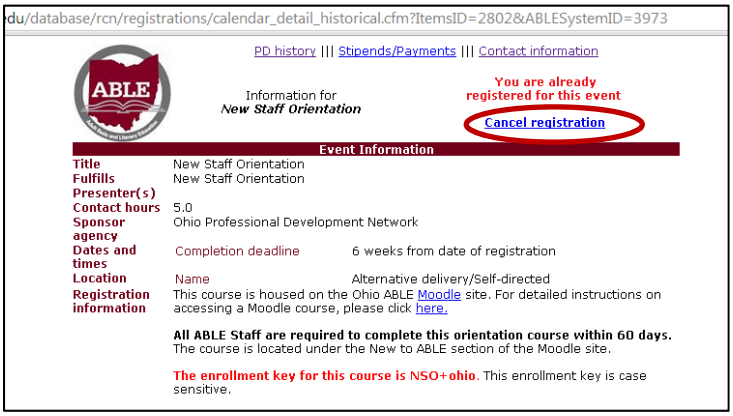
1. To cancel your registration, you will need to first log in to the PD System.
2. Once you have logged in, click on the **PD History** link at the top of the page.



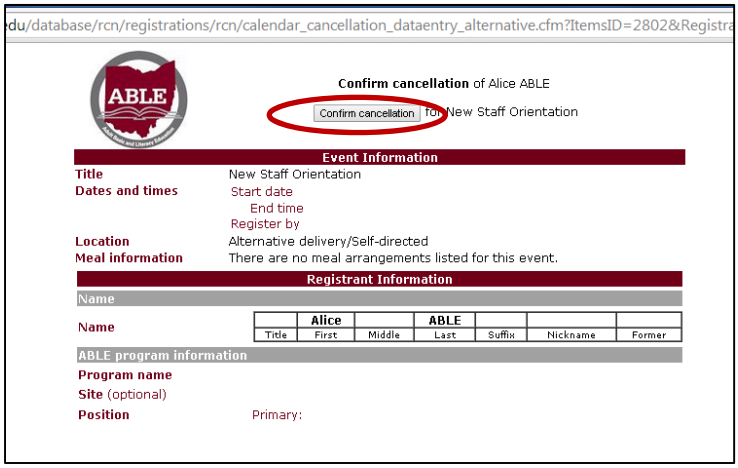
3. On your PD History page, you will see a list of trainings you have registered for. Find the name of training you want to cancel your registration for, and click on it.



4. Once you have clicked on the link, the Registration Confirmation page will come up. Click the **Cancel Registration** link at the top of the page.



5. Click the gray **Confirm Cancellation** button at the top of the screen.

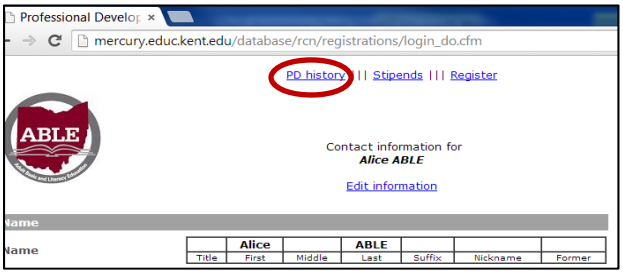


The “Cancel registration link” will be available up through the day before the schedule event. If you must cancel after this point, please let us know either by email (ohiopdn@literacy.kent.edu) or via telephone (800-765-2897 option 2) If you do not cancel the training, your PD history will be marked as a No Show, and your program may be charged for costs associated with the event.

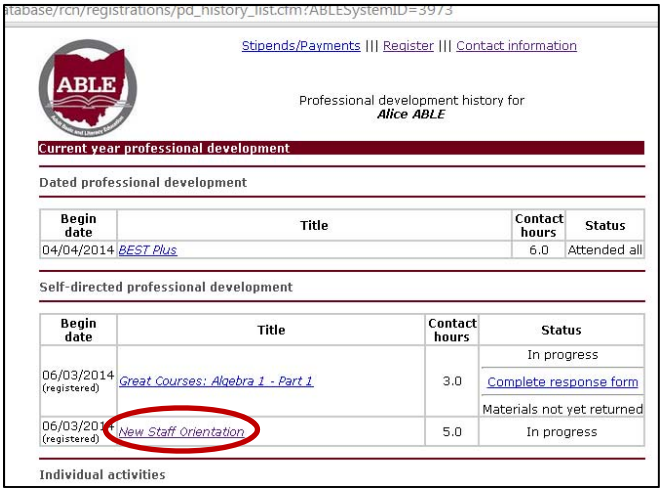
Locating registration information for an event

Generally speaking, you will not receive a confirmation email after registering for an event. The information you need to know about the event will be located in the **Registration Confirmation** page. But what do you do if you registered for the event, but closed it out without looking at the information? Follow the steps below to view details about the training you registered for.

1. To return to the registration confirmation you will need to first log in to the PD System.
2. Click on the **PD History** at the top of the page.



3. Scroll through your PD History until you see the title of the training Click on the title of the training.



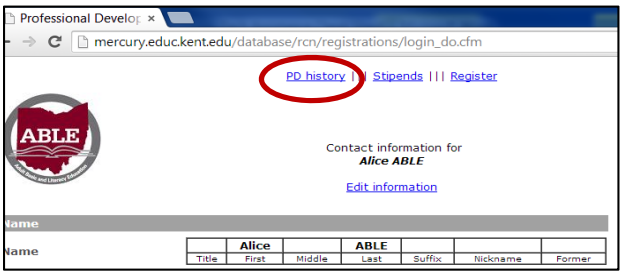
4. This will take you back to the registration confirmation page. You can now view the details about the event.

Professional Development History

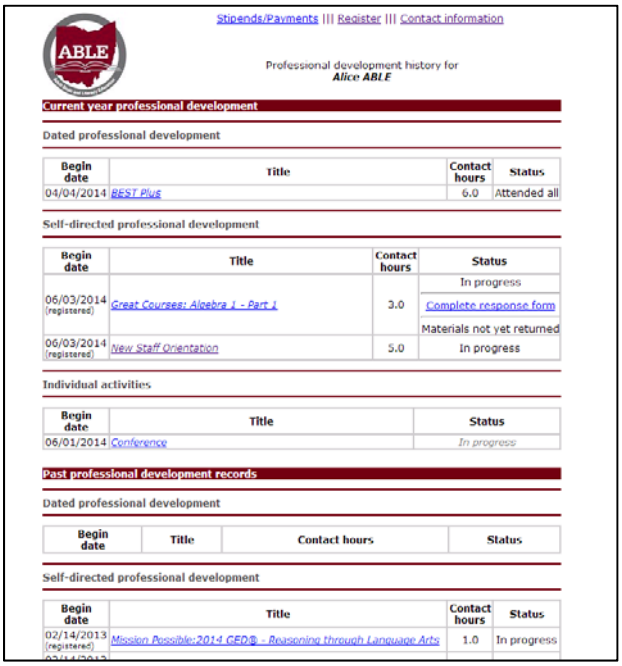
Your professional development history provides a complete record of the professional development you have completed in your time in ABLE. Once you have a PD System ID in ABLE, you do not need to get a new one if you change programs, or leave and come back. You can simply sign in to your original system ID, and update your Program name. This way any Professional Development you have done with other programs will stay with you. If you need assistance with this process, see the sections on requesting your ABLE system ID or updating your contact information or contact Ohio ABLE PDN technical assistance.

Viewing your Professional Development History

1. To access your Professional Development History, you first must log in to the PD System.
2. Once you have logged in, click on the **PD History** link at the top of the page.



3. From here you will be able to view your PD History. The screen will look like this:



The PD history is organized chronologically. If you are looking for a training you completed in the past year, it will be in the “Current Year Professional Development Records” Section. Any past Professional Development will be listed near the bottom of the page.

Glossary of PD History Statuses

The PD History does not just provide a list of trainings. It also provides the status of each event. Below is a glossary of all the statuses you might find in your PD History and what they mean.

- **Attended all**-This means you have attended and completed a professional development activity. No further action is required.

- **Attended part**-This means you attended a training, but left early. If you receive an attended part for a required training, you will need to attend the training again to meet the requirement.

- **Cancelled on time**-This means you have cancelled your registration for a training, giving the appropriate amount of notice.

- **Cancelled late**-This means you have cancelled your registration for a training at the last minute.

- **Complete response form**-After completing certain Alternative Delivery Activities, participants must complete a response form. Clicking on this link enables you to complete the form right in the PD System. If you see this next to an activity in your PD history, this means you must complete this form and return your PD materials before you can be marked as complete.

- **Completed**-This means the same as attended all. This will generally appear for Individual Activities after the proper documentation has been sent.

- **Did not complete-**This means you started an activity that is no longer available and did not complete the training. This designation is rarely used.

- **Duplicate**-This means you have registered for the same thing twice. Items marked duplicate will be removed from your PD History periodically.

- **In progress**-This means you have registered for an activity, but have not yet provided what is required for the training to be marked as complete. This generally means you still need to send a certificate to ablecert@osu.edu.

- **Materials not yet returned-** This means you have registered for an Alternative Delivery training that requires materials to be sent to you and have not yet returned the materials yet. Once we receive the materials in our office, we will update the status. In order to be marked complete for a training, you must return the materials and complete the response form.

- **No show**-This means you registered for a training and did not attend a training, nor did you contact the PDN to cancel your registration. To avoid doing this, please contact us if you need to cancel for any reason. We understand things happen, but it helps us to know how many people we should be expecting.

- **View certificate-**For some alternative delivery trainings, you are able to view your certificate right in the PD System! If you see this link next to a training, you can click on it to access your certificate for the activity. You will still want to save the certificate to your computer for your own records.

Updating Your PD History

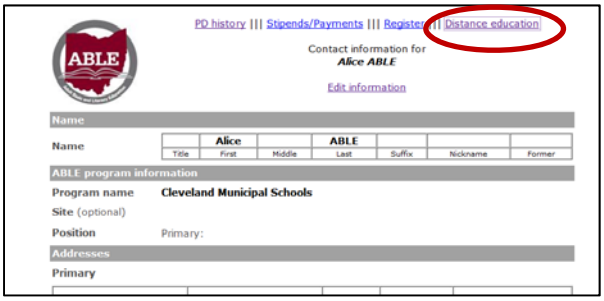
You know you completed Assessment Fundamentals, so why does your PD History still say the course is "in progress?" Chances are you have not yet submitted your certificate to the PDN so you can be marked complete!

To do this, you just need to send the certificate as an attachment to ablecert@osu.edu. Once it is received, your PD History will be updated to show the activity as complete.

If you see any other discrepancies in your PD History, please feel free to contact Ohio ABLE PDN technical assistance. They will be happy to assist you in resolving the issue.

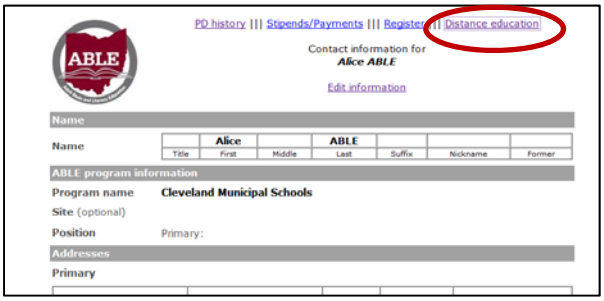
Distance Education

The PD System is also used for referral of Distance Education students. Based on your involvement in the Distance Education part of your program, your director will assign you a Distance Education role. If you are given a Distance Education role, you will have a link at the top of the page when you sign in to the PD System. Clicking on the Distance education link gives you access to many resources about the Distance Education process, as well as the ability to perform certain tasks.



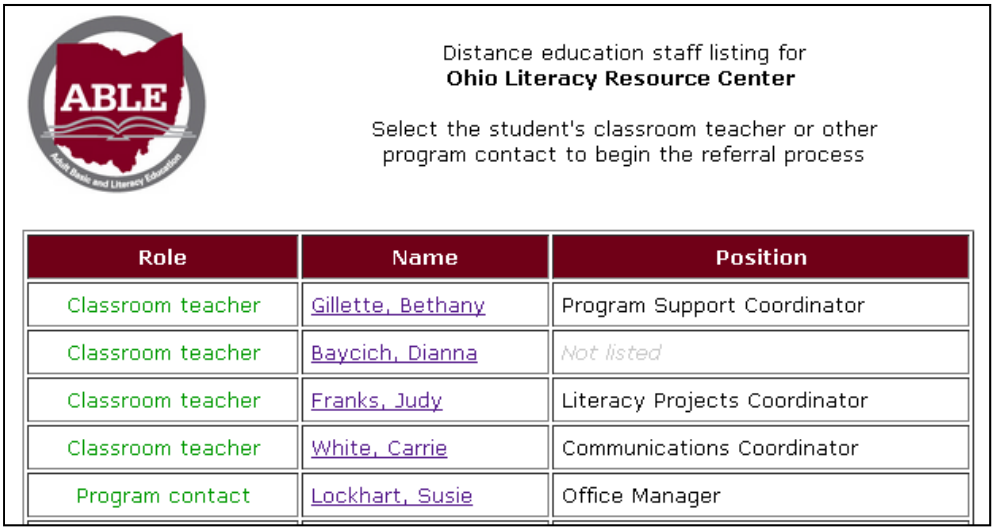
Refer a Student

1. To refer a student for distance education, you first must log in to the PD System.
2. Click on the **Distance Education** link at the top of the screen.



3. Click on the **Refer a student for distance education** link

4. Click on the student's classroom teacher or, if no classroom instruction has been provided, click on the program contact for the student.



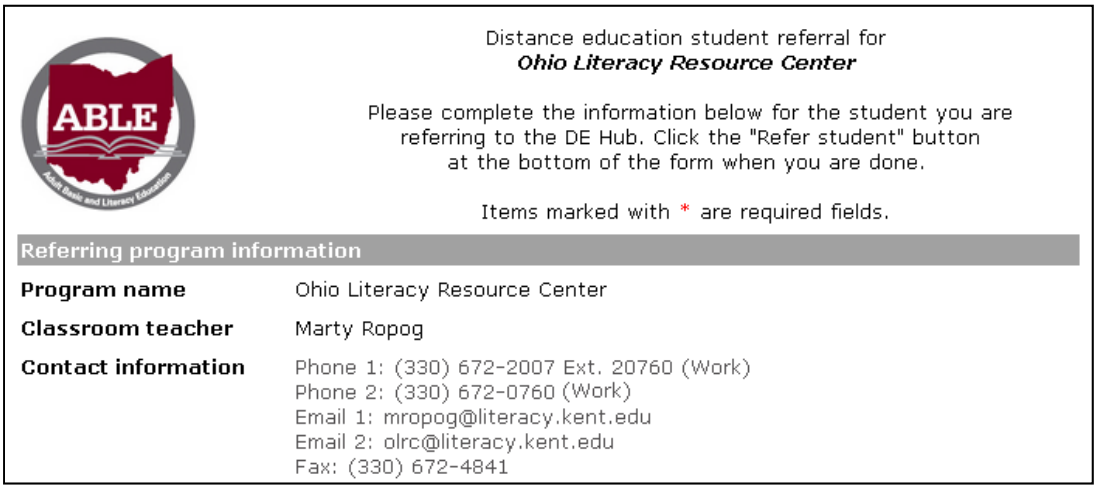
Distance education staff listing for
Ohio Literacy Resource Center

Select the student's classroom teacher or other program contact to begin the referral process

Role	Name	Position
Classroom teacher	Gillette, Bethany	Program Support Coordinator
Classroom teacher	Baycich, Dianna	*Not listed*
Classroom teacher	Franks, Judy	Literacy Projects Coordinator
Classroom teacher	White, Carrie	Communications Coordinator
Program contact	Lockhart, Susie	Office Manager

5. The referral form will populate automatically with the classroom teacher's contact information.

   Note: if this information is incorrect, the teacher should update it in the PD System prior to beginning the referral process.



Distance education student referral for
Ohio Literacy Resource Center

Please complete the information below for the student you are referring to the DE Hub. Click the "Refer student" button at the bottom of the form when you are done.

Items marked with * are required fields.

Referring program information

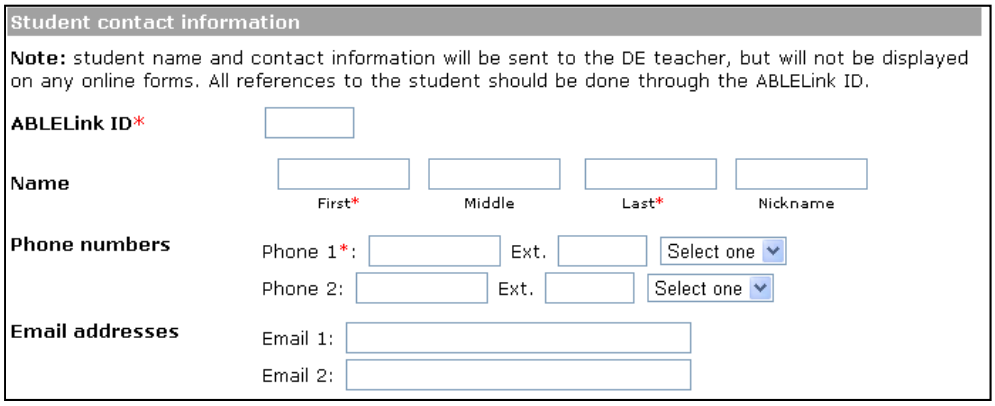
Program name	Ohio Literacy Resource Center
Classroom teacher	Marty Ropog
Contact information	Phone 1: (330) 672-2007 Ext. 20760 (Work) Phone 2: (330) 672-0760 (Work) Email 1: mropog@literacy.kent.edu Email 2: olrc@literacy.kent.edu Fax: (330) 672-4841

   1. Complete the referral form. Required fields in the referral form are marked with *.

Student contact information

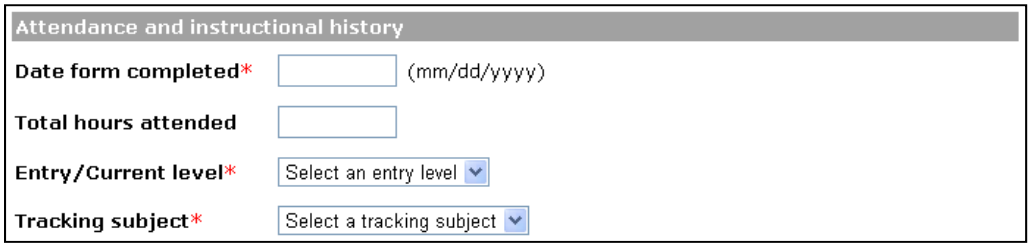
Provide complete and accurate contact information for the student. Name and contact information will not be stored in the database, but will be directly emailed to the Distance Education teacher. The DE teacher will match the remaining information to the student using only the ABLELinkID.

Your program's data entry person/people will have this information. You cannot send a student for referral without the ABLELink ID because after the initial email sent to the DE Teacher, it's the only identifier that will be used for the student.



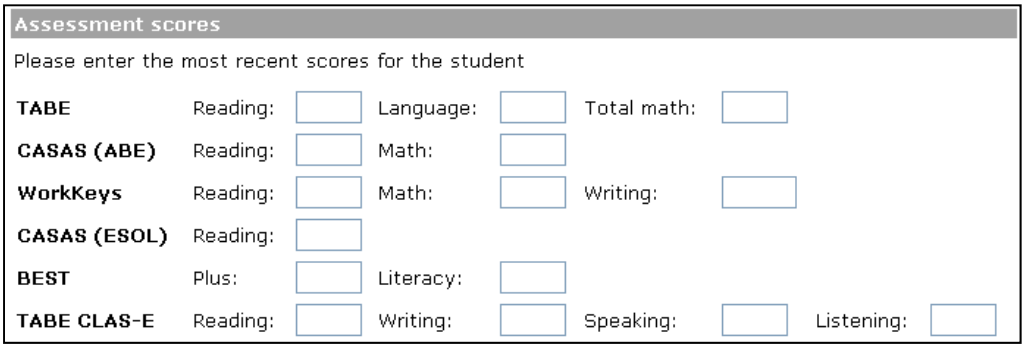
Attendance and instructional history

Enter the most recent attendance, EFL, and tracking subject.



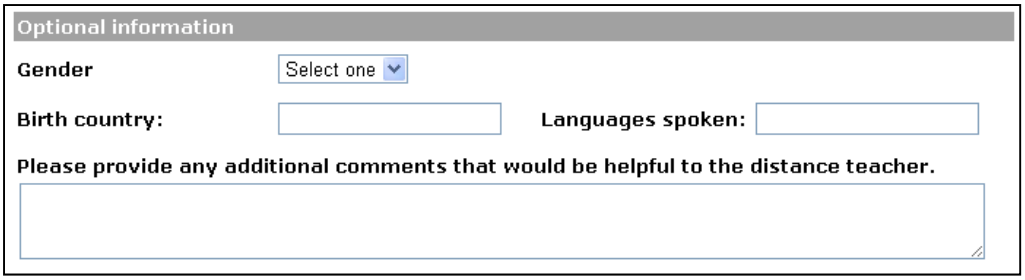
Assessment scores

Enter the most recent assessment scale scores for the student. ***Do not enter grade level equivalents.*** *At least the scale score for the tracking subject should be entered. Please include other scores if they are available.*



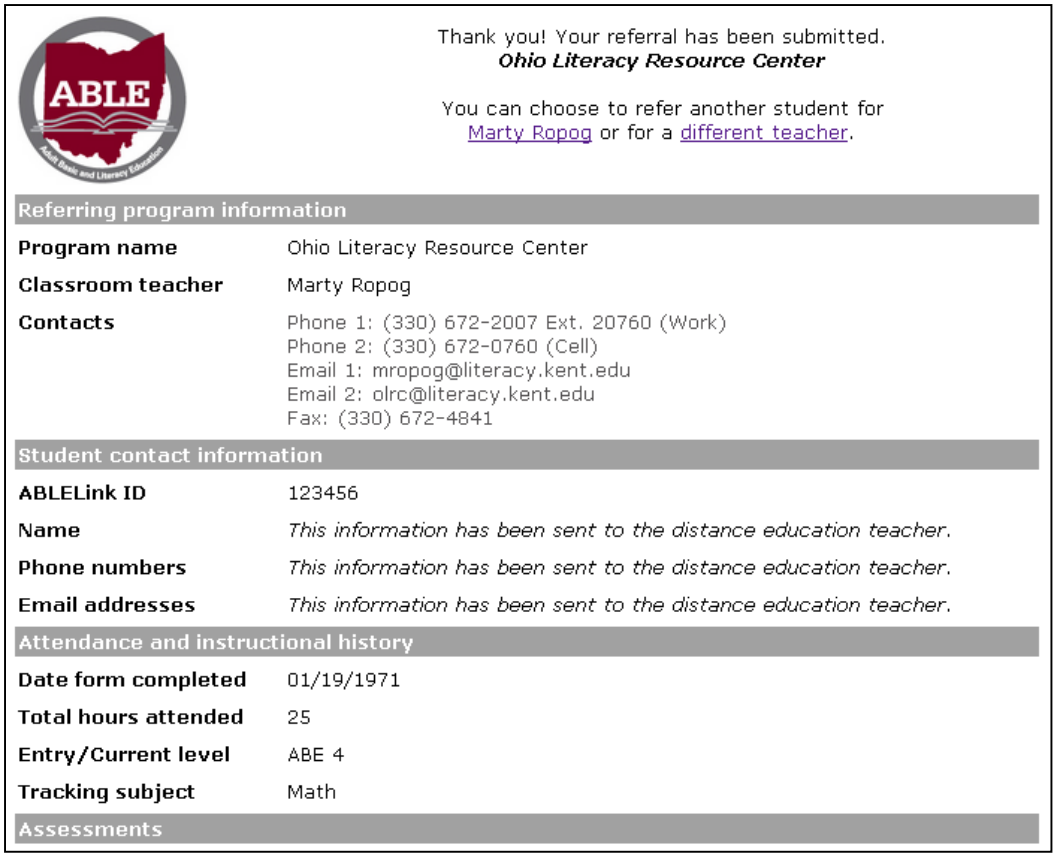
Optional information

If you feel that the student would benefit from the Distance Education teacher having additional information, please complete any of the optional fields.

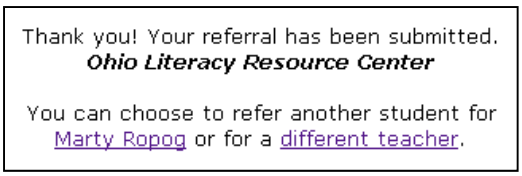


2. Once the form is completed, click the “Refer student to the DE Hub” button at the bottom.

3. A confirmation page will be displayed.
   Note: the student’s contact information will be sent to the DE teacher, but is not stored and will not be displayed on the confirmation page. All information retrieval and display will only show the ABLELink ID and no other student identifiers.



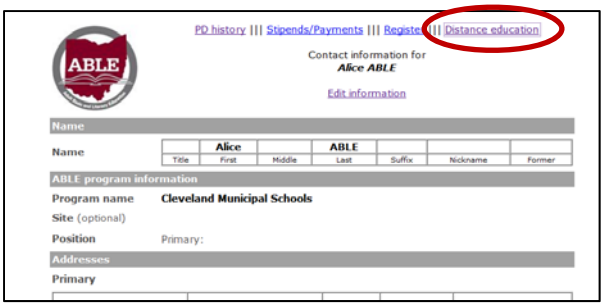
4. You can choose to refer another student for the same teacher or for a different teacher. If you are finished referring students, you can simply close the browser window.



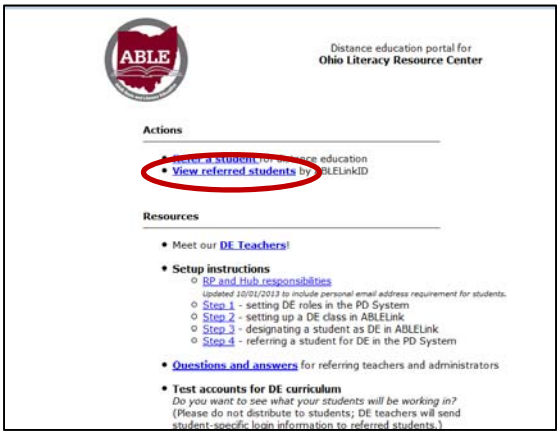
5. Basic information on referred students will appear in the classroom teacher's account in the PD system.

View Referred Students

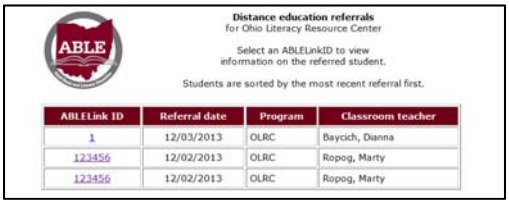
1. To view referred distance education students, you first must log in to the PD System.
2. Click on the **Distance Education** link at the top of the screen.



3. Click on the **View referred students by ABLELink ID** link.

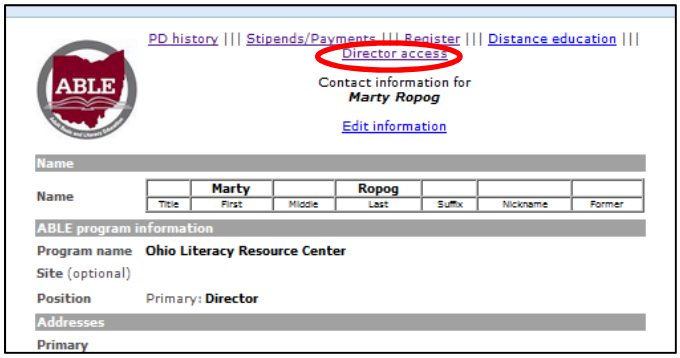


4. A list of students you have referred will appear, organized by ABLELink ID. To view additional information about a student, you can click on their ABLELink ID.



Director Access

Directors Access is given to the administrator of every program. Only one person from each program is able to have Director Access at any given time. This access allows the administrator to add new PD System users, view staff PD histories, change staff statuses, assign Distance Education roles, and generate various reports. If you have Director Access, it will be listed at the top of the screen, as seen below.



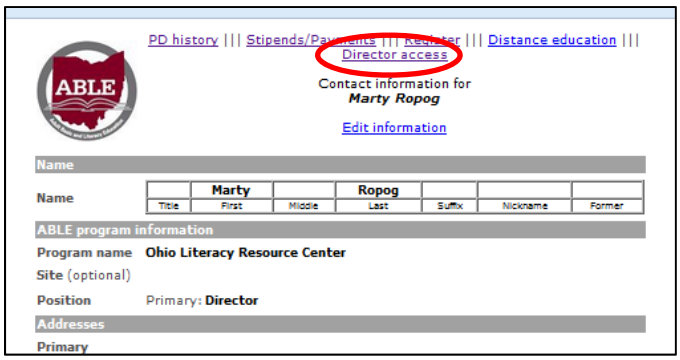
Adding a new staff member

New staff members should be added to the PD system as soon as they are hired. Before adding a new staff member, please note: If you are aware that a new staff member has worked for another ABLE program, please do not create a new System ID for this person. Instead you can do one of two things to get this person's system ID updated.

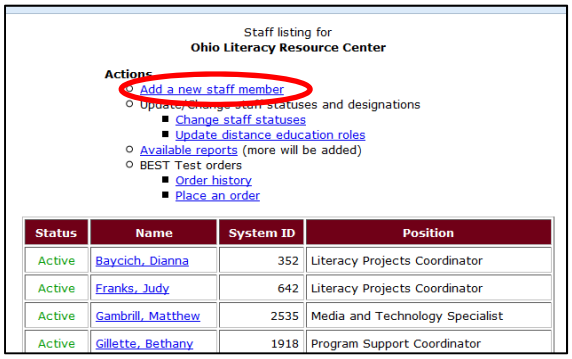
1. If the person remembers his or her PD System ID information, he or she can log in and update their contact information to update their program information. Once that person has updated their program name to their current program, you will be able to see them on your list of staff members.
2. Contact Ohio ABLE PDN technical assistance. They will be able to update the program information for you so that this person is listed as a member of your staff. Doing this not only prevents duplicate records, but provides you with access to your new staff member's entire PD history.

Once you have verified that a person has not previously worked for an ABLE program, you can move on to adding this person to the system. To do this, please take the following steps:

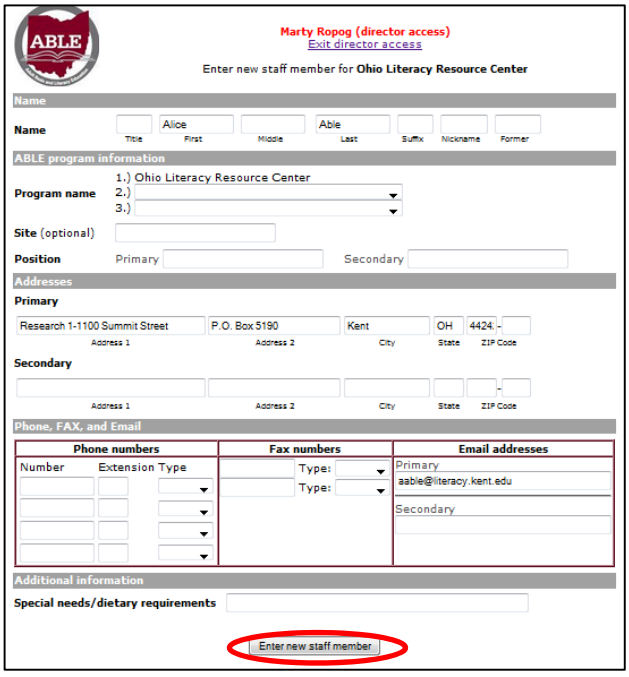
1. To add a new staff member, you first must log in to the PD System.
2. Click on the **Director Access** link at the top of the screen.



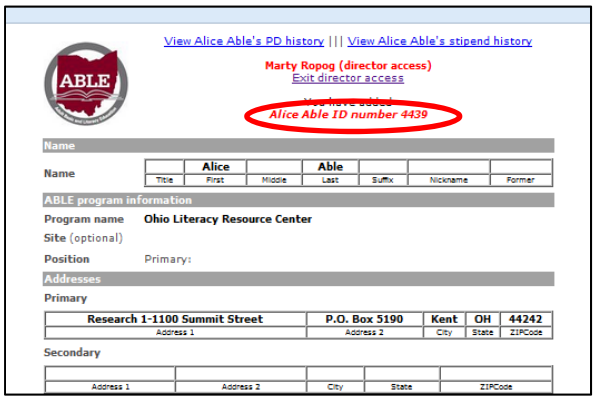
3. The main Director Access screen is pictured below. Click the **Add a new staff member** link.



4. Fill in as much information about your staff member as you have available. When you add their name, please note that they will need to spell it exactly as you do every time they log in to the system (including how it's capitalized.) Using their full name with the first letter of the first and last name capitalized is good standard practice. Most of the information on this screen can be edited or filled in later, but please be certain to provide at least their name, the program name, and their email address when creating their account.
5. Click on the **Enter new staff member** button.



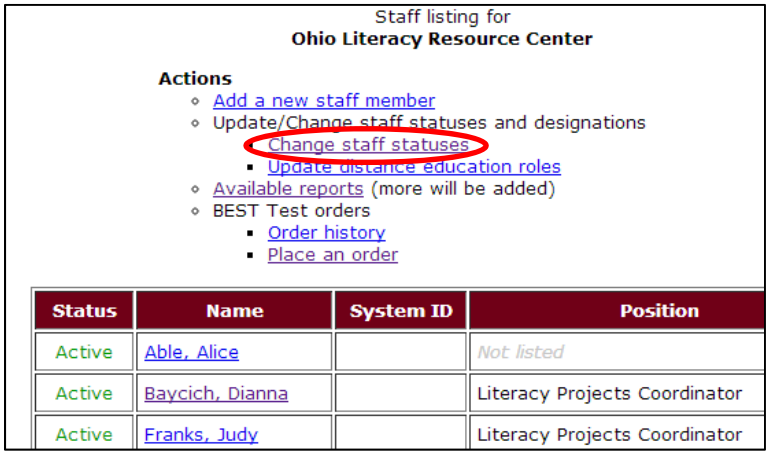
6. After clicking the **Enter new staff member** button, the screen that appears will give you the System ID number of your new staff member in red at the top of the screen. You will want to share the username and system ID with this person as soon as possible. Sending an email with links to this User Guide and other useful PD documents may help your new staff member to become familiar with the Ohio ABLE PDN System.



Changing Staff Statuses

Do you have a staff member that is no longer a part of your program, but still shows up as active on your staff list? You have the ability to update the status of all staff members listed as part of your program.

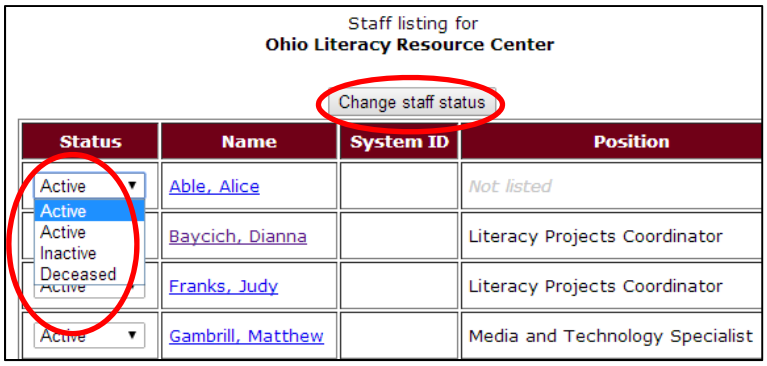
1. To change a staff status, you first must log in to the PD System.
2. Click on the Director Access link at the top of the screen.
3. Click on the **Change staff statuses** link.



4. A listing of your staff will appear. Locate the name of the person whose status you'd like to change. For each staff member you will have three status options:

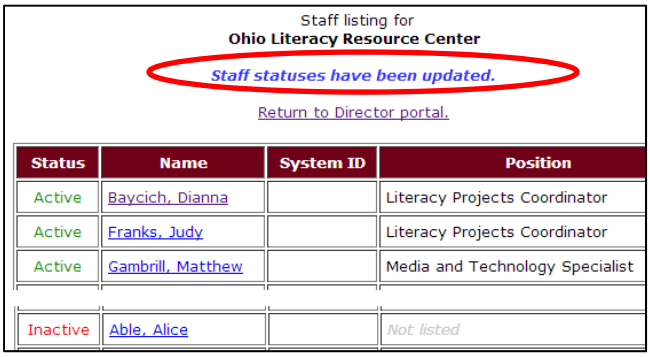
   Active-A staff member currently employed by your program. The word "Active" will appear in green next to an active staff member's name.

   Inactive-A staff member previously employed by your program. This status does not delete them from the PD system, but it moves their name to the bottom of the list with other inactive employees. The word "Inactive will appear in red next to the staff member's name.



   Deceased-This status can be used for deceased staff members. This status removes that staff member from your list of employees.

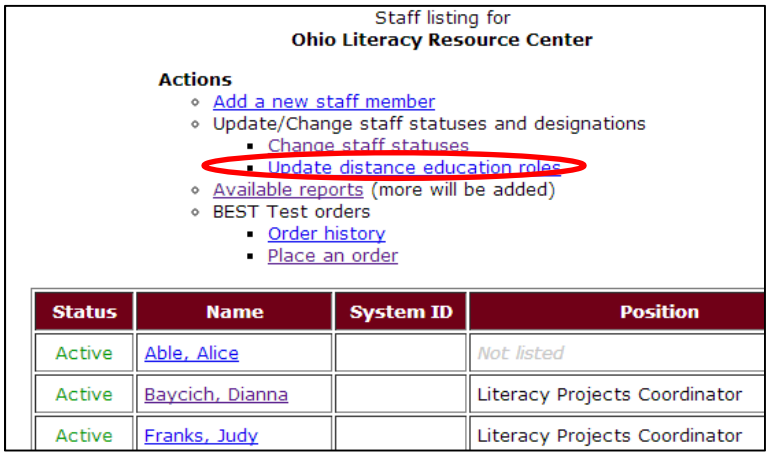
5. Using the dropdown menu, choose the status you'd like to update the person's name to.
6. Click on the gray "Change staff status" button at the top of the page.
7. A confirmation page will appear, stating the status change has been made.



Updating Distance Education Roles

If your program will be referring students to the Distance Education Hub, you will need to assign Distance Education roles to your staff members. If your program handles distance education internally, you would not need to use this feature.

1. To update Distance Education roles, you first must log in to the PD System.
2. Click on the Director Access link at the top of the screen.
3. Click on the **Update distance education roles** link.

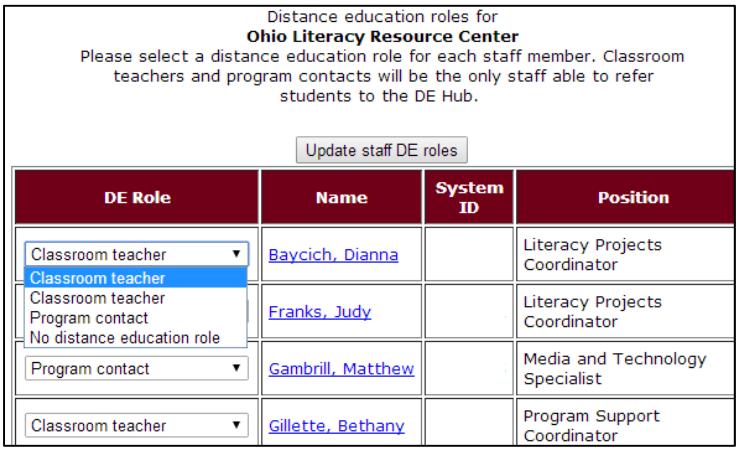


4. A listing of your staff will appear. Locate the name of the person whose role you'd like to change. For each staff member you will have three status options:

   Classroom teacher- instructional staff who are referring students for distance education.

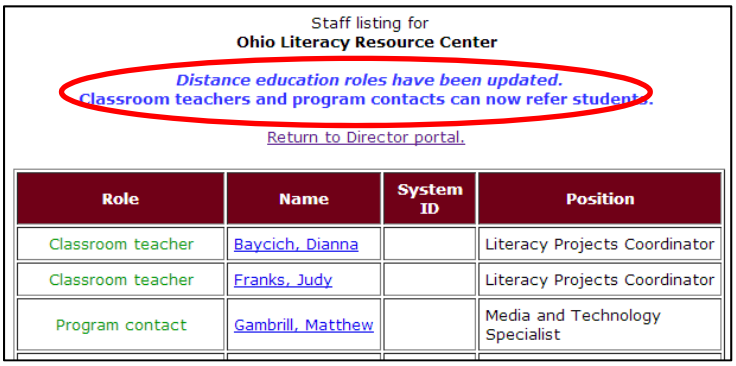
   Program contact- other staff who are not instructors, but who may complete the referral process on behalf of a classroom teacher or the program. Program contacts may also be contacted if the classroom teacher cannot be reached.

   No distance education role- staff who are not directly involved with referring students for distance education.



5. Using the dropdown menu, choose the role you'd like to update the person's name to. Please note, every staff member should be assigned a role, even if they are not involved in Distance Education referrals.
6. Click on the gray **Update Staff DE roles** button

7. A confirmation page will appear, stating the status change has been made.


Staff listing for
Ohio Literacy Resource Center

Distance education roles have been updated.
Classroom teachers and program contacts can now refer students.

Return to Director portal.

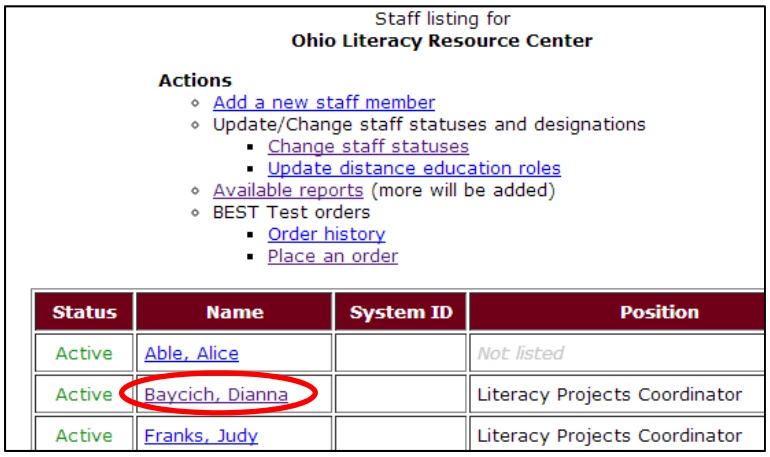
Role	Name	System ID	Position
Classroom teacher	Baycich, Dianna		Literacy Projects Coordinator
Classroom teacher	Franks, Judy		Literacy Projects Coordinator
Program contact	Gambrill, Matthew		Media and Technology Specialist

Viewing Staff PD information

As a Director, you will want to stay updated on what PD your staff has been participating in. You can view this information very easily through Director Access. Director access provides the ability to view an individual's PD information, as well as a number of reports you can easily generate to view the information of multiple staff members.

To View an Individual's PD History:

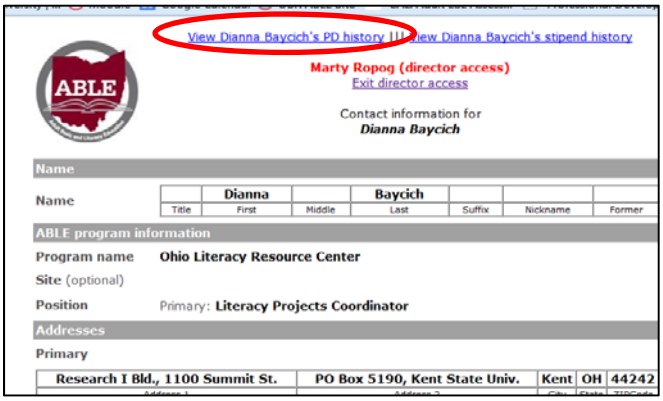
1. To view an individual's PD information, you first must log in to the PD System.
2. Click on the Director Access link at the top of the screen.
3. Click on the name of any staff member.


Staff listing for
Ohio Literacy Resource Center

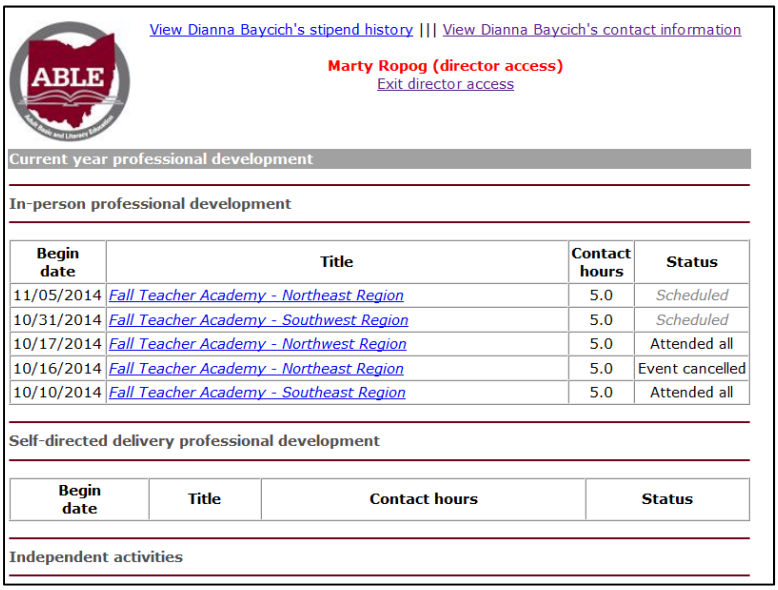
Actions
- Add a new staff member
- Update/Change staff statuses and designations
  - Change staff statuses
  - Update distance education roles
- Available reports (more will be added)
- BEST Test orders
  - Order history
  - Place an order

Status	Name	System ID	Position
Active	Able, Alice		*Not listed*
Active	Baycich, Dianna		Literacy Projects Coordinator
Active	Franks, Judy		Literacy Projects Coordinator

4. Doing this will give you access to this staff member's contact information and PD history. To view this person's PD History, click the link at the top of the page.

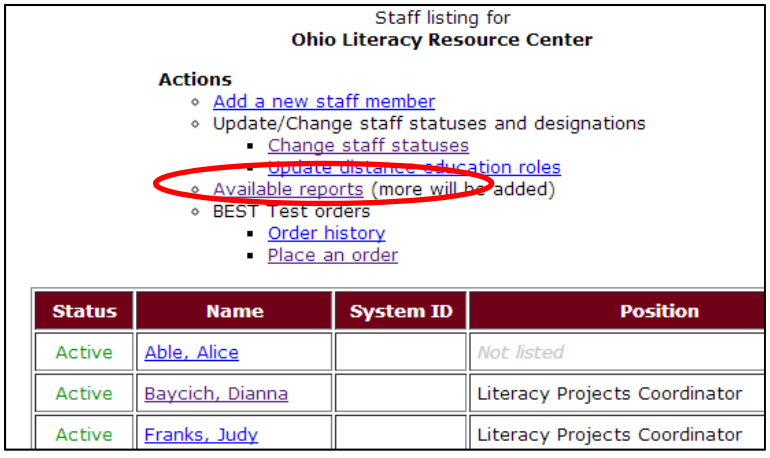


5. You will now be able to view the status of all professional development this person has taken.



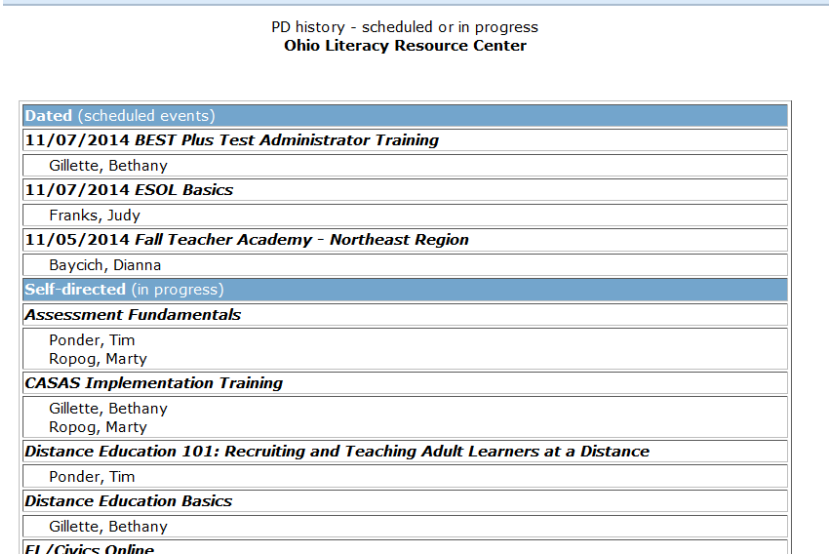
To View PD Information about Multiple Individuals:

1. To view staff information, you first must log in to the PD System.
2. Click on the Director Access link at the top of the screen.
3. Click on the **Available Reports** link.



4. Choose the report you would like to view. A short description of each report is provided, however if you would like more detail on what information the reports provide, feel free to contact, or you have a specific report in mind that you'd like to request, please contact Ohio ABLE PDN technical assistance.

5. Once you have chosen a report, it may take a moment to load the data, so please be patient. A page will come up with the information you requested. This information can be printed for later use, or the report can just be pulled again when you need it.



Ordering BEST Plus and Literacy tests

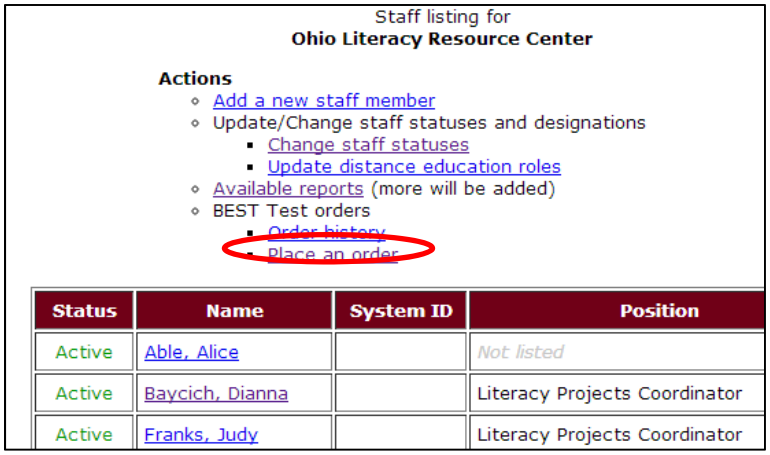
The Ohio PDN purchases BEST Plus and Literacy tests in bulk so they can be sold to programs at a discount. The cost for the tests is as follows:

- BEST Plus Tests: $1.15 per test
- BEST Literacy tests: $2.00 per test (with free shipping)

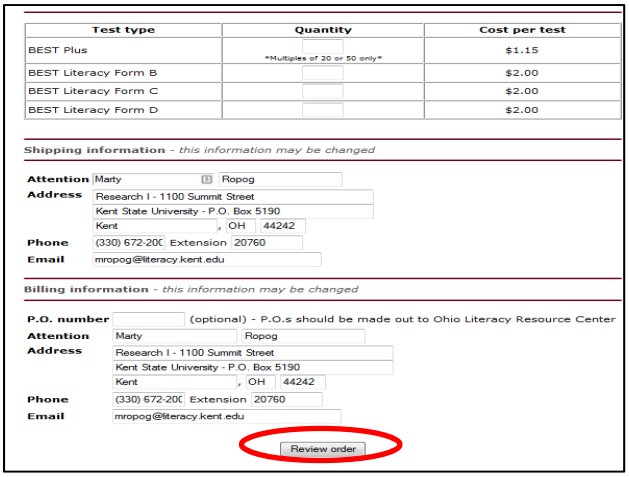
These tests can be ordered through Director Access.

Placing an order for BEST Plus or Literacy tests

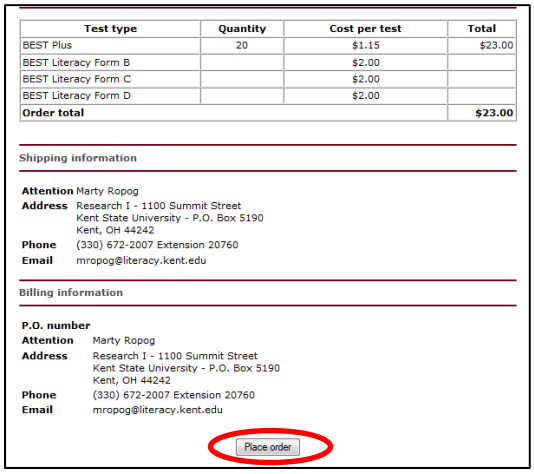
1. To order BEST tests, you first must log in to the PD System.
2. Click on the Director Access link at the top of the screen.
3. Click on the **Place an Order** link under the BEST Test orders section.



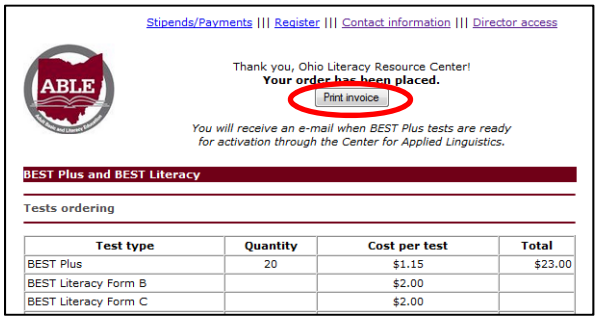
4. An order form screen will appear. Please fill this form out. BEST Plus tests can only be ordered in quantities of 20 or 50. BEST Literacy tests can be ordered in any quantity. The shipping and billing information will be automatically populated, however, if you need tests or an invoice sent to a different address or person, you can update that information.
5. Once you have entered your test quantities and updated your contact information, click the gray **Review order** button to proceed. Your order is not complete after pressing the **Review Order** button, you will still need to review and confirm your order before completing it.



6. The next screen will provide you with a preview of your order, as well as the total cost of your order. Review your order to make sure everything is correct. If you come across an error, you can use your browser's back button to correct the information. Once your order is ready, please click the **Place order** button at the bottom of the screen.



7. Once you click the **Place order** button, a confirmation screen will appear. At the top of the screen, you will see a gray **Print** invoice button. Click this button to view and access your invoice.



8. An invoice will appear in your browser window. To print this invoice, please use the print function in your browser menu. If you don't print the invoice at this time, you can still access it later.

Ohio Literacy Resource Center
Enhancing Adult Literacy

Invoice
(Please send your remittance with a copy of this invoice)

Order number: BEST141
Order date: 10/29/2014
Purchase order number:

Bill to	Ship to
Ohio Literacy Resource Center Marty Ropog Research I - 1100 Summit Street Kent State University - P.O. Box 5190 Kent, OH 44242 (330) 672-2007 Ext. 20760 mropog@literacy.kent.edu	Ohio Literacy Resource Center Marty Ropog Research I - 1100 Summit Street Kent State University - P.O. Box 5190 Kent, OH 44242 (330) 672-2007 Ext. 20760 mropog@literacy.kent.edu

Order Details

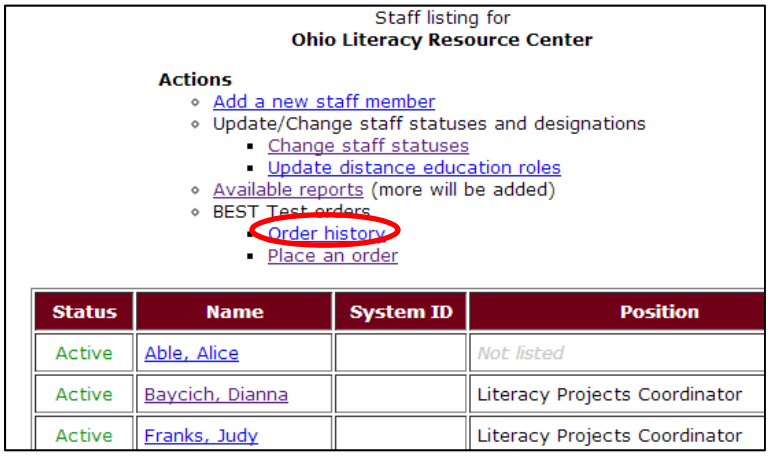
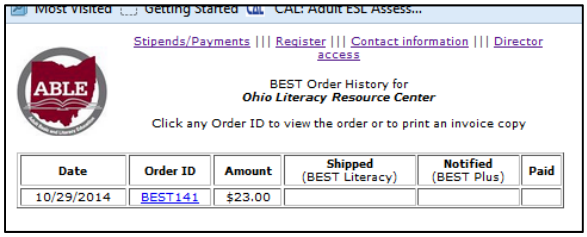
Test type	Quantity	Cost per test	Total
BEST Plus	20	$1.15	$23.00

9. If you ordered BEST Plus tests, you will receive an email from the Ohio PDN notifying you when the tests are ready for activation. If you ordered BEST Literacy tests, the tests will be shipped to the shipping address you provided.

Viewing your Order History

You can look back at your BEST test orders any time. This feature can be useful for confirming an order went through, or for printing an invoice out any time.

1. To view your order history, you first must log in to the PD System.
2. Click on the Director Access link at the top of the screen.
3. Click on the **Order History** link under the BEST Test orders section.



4. After clicking on this link, you will see a list of your BEST Plus orders. The various statuses show you whether the tests have been shipped or payment has been received. By clicking on a particular order number, you can bring up the invoice associated with that order for viewing or printing.