

Ohio ABLE PD System User Guide



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Getting Started

Introduction to the Ohio ABLÉ Professional Development System

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

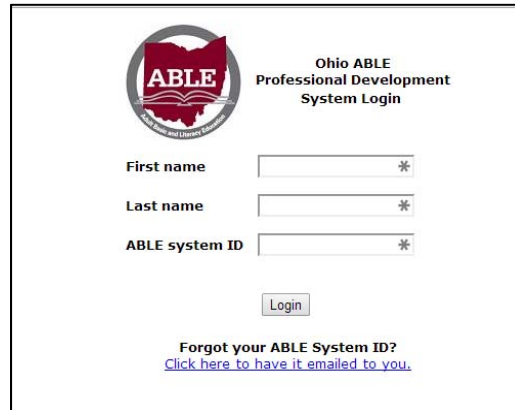
ohiopdn@literacy.kent.edu

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



The screenshot shows the login page for the Ohio ABLE Professional Development System. It features the ABLE logo (a red outline of Ohio with 'ABLE' inside) and the text 'Ohio ABLE Professional Development System Login'. Below the logo are three input fields: 'First name', 'Last name', and 'ABLE system ID', each with an asterisk indicating a required field. A 'Login' button is positioned below the fields. At the bottom, there is a link for 'Forgot your ABLE System ID?' with the text 'Click here to have it emailed to you.'

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.



This screenshot shows the same login page as the previous one, but with example text entered into the fields. The 'First name' field contains 'Alice', the 'Last name' field contains 'ABLE', and the 'ABLE system ID' field contains '****'. The 'Login' button and the 'Forgot your ABLE System ID?' link are also visible.

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 ABLERegister System ID

If you know you have an ABLERegister 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.

PD history ||| Stipends/Payments ||| Register

Contact information for
Alice ABE

[Edit information](#)

Name

Name		Alice		ABE					
Title	First	Middle	Last	Suffix	Nickname	Former			

ABLE program information

Program name: **Cleveland Municipal Schools**

Site (optional):

Position: Primary:

Addresses

Primary

Address 1	Address 2	City	State	ZIPCode
-----------	-----------	------	-------	---------

Secondary

Address 1	Address 2	City	State	ZIPCode
-----------	-----------	------	-------	---------

Phone, FAX, and Email

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.

Information for
Alice ABE

Name

Name	Alice	ABE					
Title	First	Middle	Last	Suffix	Nickname	Former	

ABLE program information

Program name: 1.) Cleveland Municipal Schools
2.)
3.)

Site (optional):

Position: Primary Secondary

Addresses

Primary

Address 1	Address 2	City	State	ZIP Code
-----------	-----------	------	-------	----------

Secondary

Address 1	Address 2	City	State	ZIP Code
-----------	-----------	------	-------	----------

Phone, FAX, and Email

Phone numbers			Fax numbers		Email addresses	
Number	Extension	Type	0-	Type:	Primary	
0-			0-		Secondary	
0-						
0-						

Additional information

Special needs/dietary requirements:

Director/Coordinator email address:

[Submit changes](#)

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 ABE 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.

PD history ||| Stipends/Payments | **Register**

Contact information for
Alice ABE

[Edit information](#)

Name						
Name	Alice		ABE			
Title	First	Middle	Last	Suffix	Nickname	Former
ABE program information						
Program name	Cleveland Municipal Schools					
Site (optional)						
Position	Primary:					
Addresses						
Primary						
Address 1	Address 2	City	State	ZIPCode		
Secondary						
Address 1	Address 2	City	State	ZIPCode		
Phone, FAX, and Email						
Phone numbers		Fax numbers		Email addresses		
0 -	0 -	0 -	Primary			
0 -	0 -					
0 -	Secondary					

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 -De...	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	<table> <tr> <td>Start date</td> <td>Friday 11/21/2014</td> </tr> <tr> <td>Registration time</td> <td>9:00 AM</td> </tr> <tr> <td>Start time</td> <td>9:30 AM</td> </tr> <tr> <td>End date</td> <td>Friday 11/21/2014</td> </tr> <tr> <td>End time</td> <td>3:30 PM</td> </tr> <tr> <td>Register by</td> <td>11/14/2014</td> </tr> </table>	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
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												

- 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.**

Confirm registration of Alice ABLÉ
 Note: Food will be available for this event at a cost of \$10.00. Additional information: Chicken, Steak, or Vegetarian burrito and bottled soft drink from Chipotle. Bring cash, exact change preferred.
 Meal payment options: Pay with cash
 Register for New Teacher Orientation (NTO)

Event information

Title New Teacher Orientation (NTO)
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
Location Name Ross County ABLÉ (PRCTC Chillicothe Annex)
 Address 40 W 5th St
 Chillicothe, OH 45601
Meal information Food will be available for this event at a cost of \$10.00. Additional information: Chicken, Steak, or Vegetarian burrito and bottled soft drink from Chipotle. Bring cash, exact change preferred.

- 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.

[PD history](#) | [Register](#) | [Contact information](#)

Thank you for registering for New Teacher Orientation (NTO)!
 Please print this for your records.
 Please print this page for your records.

Event Information

Title New Teacher Orientation (NTO)
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
Location Ross County ABLÉ (PRCTC Chillicothe Annex)
 40 W 5th St, Chillicothe, OH 45601
Meal costs Food is available for a cost of \$10.00 per person. Additional information: Chicken, Steak, or Vegetarian burrito and bottled soft drink from Chipotle. Bring cash, exact change preferred.
Payment options Pay with cash

Registrant Information

Name
 Name

Alice		ABLÉ					
Title	First	Middle	Last	Suffix	Nickname	Former	

ABLE program information

Program name Cleveland Municipal Schools
Site (optional)
Position Primary:

Registering for a self-directed event

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

Database/rcn/registrations/calendar_results.cfm?ABLESystemID=3973

[PD history](#) ||| [Stipends/Payments](#) ||| [Contact information](#)

There are **1 in-person workshop 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
Friday <i>Closed</i>	06/20/2014 1:00 PM - 4:30 PM	Apply for Paid Registration to Attend the TESOL Academy 2014 The International TESOL Academy provides intensive, hands-on workshops for a wide variety of TESOL p...	The Ohio State University Main Campus - Exact Location TBD

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.

This alternative delivery professional development opportunity is for all ABE teachers. The purpose...

[Great Courses: Basic Math - Part 5](#)
This alternative delivery professional development opportunity is for all ABE teachers. The purpose ...

[Great Courses: Basic Math - Part 6](#)
This alternative delivery professional development opportunity is for all ABE teachers. The purpose...

New to ABE

[New Staff Orientation](#)
This self-paced, online orientation, which includes investigative activities to be completed using i...

[New Support Staff Orientation](#)
This self-paced, online orientation delivered in four modules is designed to give new support staff ...

Reading

[Teaching Adults to Read: Alphabetics](#)
Participants learn about alphabetics research conducted with adults and some important research with...

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

Calendar Deta: x

u/database/rcn/registrations/calendar_detail.cfm?ItemsID=2802&ABLESystemID=3973

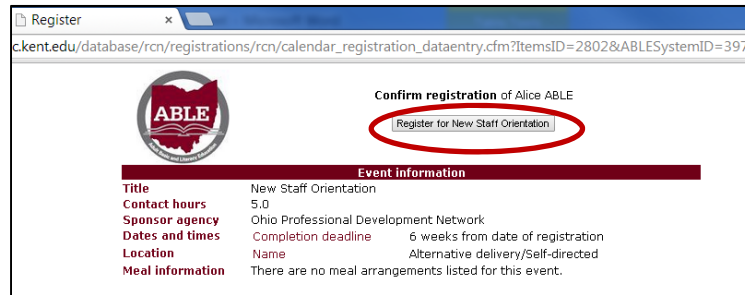
[PD history](#) ||| [Stipends/Payments](#) ||| [Contact information](#)

Information for **New Staff Orientation** [Register here!](#)

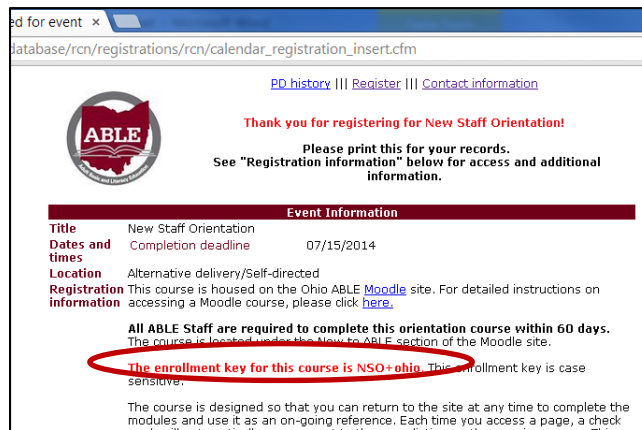
Event Information

Title New Staff Orientation
Fulfills New Staff Orientation
Presenter(s)
Contact hours 5.0
Sponsor agency Ohio Professional Development Network
Dates and times Completion deadline 6 weeks from date of registration
Location Name Alternative delivery/Self-directed
Meal costs There are no meal arrangements listed for this event.
Description This self-paced, online orientation, which includes investigative activities to be completed using information and web resources, is designed to provide a convenient format for new ABE staff (administrators, support staff, and teachers) to learn more about ABE in Ohio. Some of the assignments involve cooperation with the new staff member's supervisor. There are six modules to this course. It consists of content focused on the following topics: 1) Overview of the ABE System, 2) ABE Students, 3) Student Experience Model, 4) Accountability, 5) Program Operations, and 6) Professional Development.
Keywords describing this event New Teacher New Staff Orientation
Comments

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.**



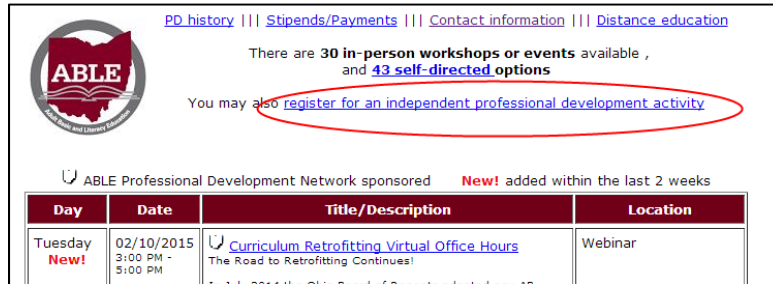
5. Necessary instructions for accessing the course will be found on the registration confirmation page. Print out this page and save it. If you are completing a Moodle course, this is where you will find your enrollment key. It will be located in the **Registration Information** section, and the text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



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

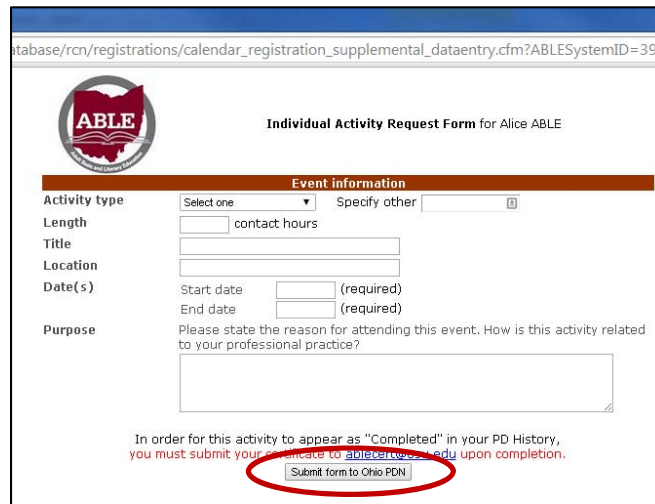
There are **30 in-person workshops or events** available ,
and **43 self-directed options**

You may also [register for an independent professional development activity](#)

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

Day	Date	Title/Description	Location
Tuesday New!	02/10/2015 3:00 PM - 5:00 PM	Curriculum Retrofitting Virtual Office Hours The Road to Retrofitting Continues!	Webinar

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.



stabase/rcn/registrations/calendar_registration_supplemental_dataentry.cfm?ABLESystemID=397

Individual Activity Request Form for Alice ABLE

Event information

Activity type: Specify other:

Length: contact hours

Title:

Location:

Date(s): Start date: (required)
End date: (required)

Purpose: Please state the reason for attending this event. How is this activity related to your professional practice?

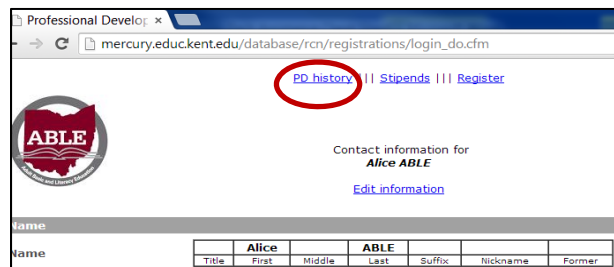
In order for this activity to appear as "Completed" in your PD History, you must submit your certificate to ablecert@osu.edu upon completion.

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.

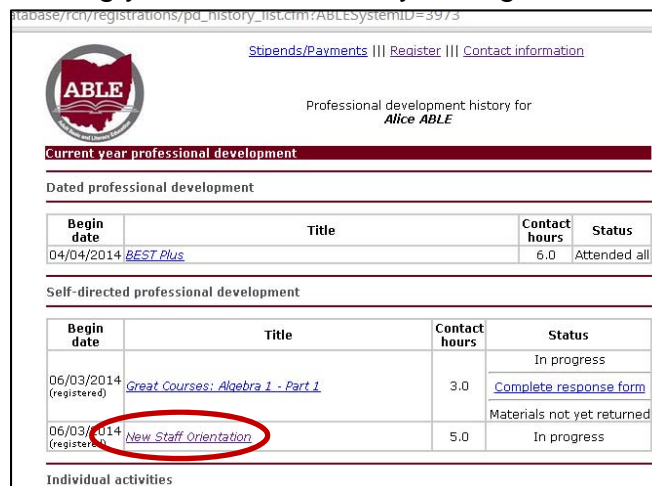
Canceling a Professional Development Event Registration

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,

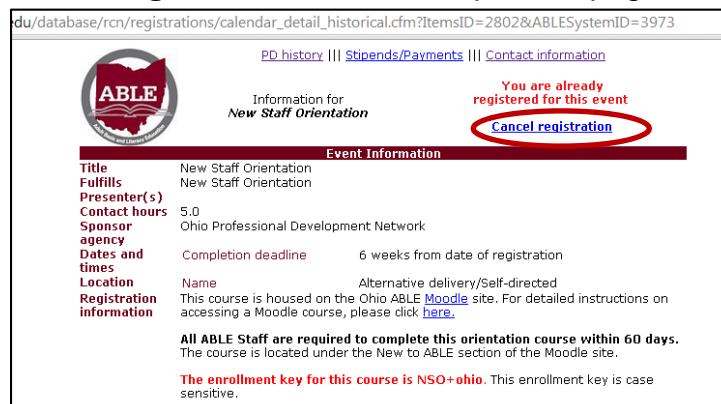
1. To cancel your registration, you will need to first log in to the [PD System](#).
2. Once you have logged in, click on the **PD History** link at the top of the page.



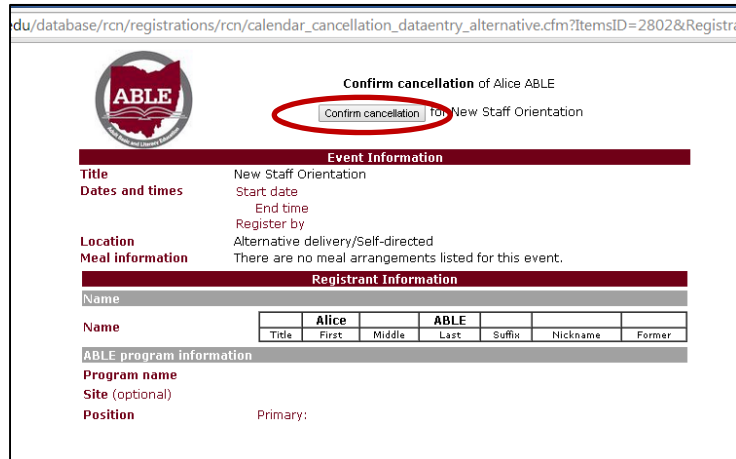
3. On your PD History page, you will see a list of trainings you have registered for. Find the name of training you want to cancel your registration for, and click on it.



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.

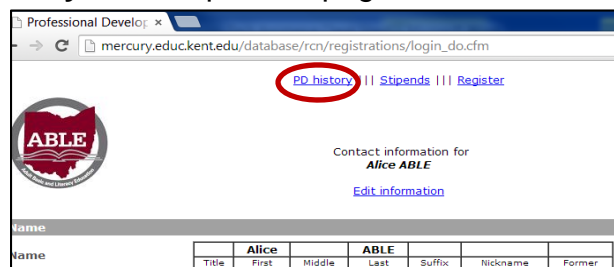


The “Cancel registration link” will be available up through the day before the schedule event. If you must cancel after this point, please let us know either by email (ohiopdn@literacy.kent.edu) or via telephone (800-765-2897 option 2) If you do not cancel the training, your PD history will be marked 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.

database/rcn/registrations/pd_history_list.cfm?ABLESystemID=3973

[Stipends/Payments](#) ||| [Register](#) ||| [Contact information](#)

Professional development history for
Alice ABLE

Current year professional development

Dated professional development

Begin date	Title	Contact hours	Status
04/04/2014	BEST Plus	6.0	Attended all

Self-directed professional development


Begin date	Title	Contact hours	Status
06/03/2014 (registered)	Great Courses: Algebra 1 - Part 1	3.0	In progress Complete response form
06/03/2014 (registered)	New Staff Orientation	5.0	Materials not yet returned In progress

Individual activities

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

du/database/rcn/registrations/calendar_detail_historical.cfm?ItemsID=2802&ABLESystemID=3973

[PD history](#) ||| [Stipends/Payments](#) ||| [Contact information](#)


 Information for
New Staff Orientation

You are already registered for this event
[Cancel registration](#)

Event Information

Title	New Staff Orientation	
Fulfills	New Staff Orientation	
Presenter(s)		
Contact hours	5.0	
Sponsor agency	Ohio Professional Development Network	
Dates and times	Completion deadline	6 weeks from date of registration
Location	Name Alternative delivery/Self-directed	
Registration information	This course is housed on the Ohio ABLE Moodle site. For detailed instructions on accessing a Moodle course, please click here .	

All ABLE Staff are required to complete this orientation course within 60 days.
The course is located under the New to ABLE section of the Moodle site.

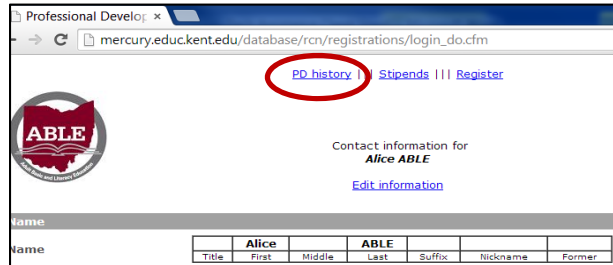
The enrollment key for this course is NSO+ohio. This enrollment key is case sensitive.

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:

Stipends/Payments | Register | Contact information

ABE

Professional development history for Alice ABE

Current year professional development

Dated professional development

Begin date	Title	Contact hours	Status
04/04/2014	BEST Plus	6.0	Attended all

Self-directed professional development

Begin date	Title	Contact hours	Status
06/03/2014 (registered)	Great Courses: Algebra I - Part I	3.0	In progress Complete response form Materials not yet returned
06/03/2014 (registered)	New Staff Orientation	5.0	In progress

Individual activities

Begin date	Title	Status
06/01/2014	Conference	In progress

Past professional development records

Dated professional development

Begin date	Title	Contact hours	Status
------------	-------	---------------	--------

Self-directed professional development

Begin date	Title	Contact hours	Status
02/14/2013 (registered)	Mission Possible: 2014 CEO® - Reasoning through Language Arts	1.0	In progress

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

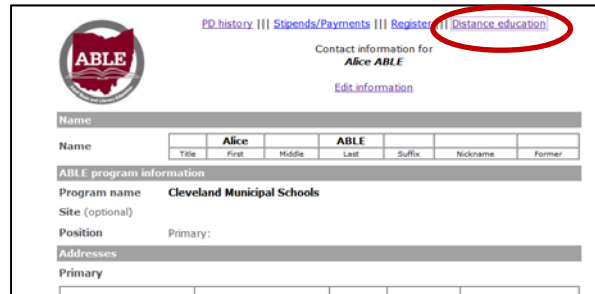
You know you completed Assessment Fundamentals, so why does your PD History still say the course is “in progress?” Chances are you have not yet submitted your certificate to the PDN so you can be marked complete!

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.

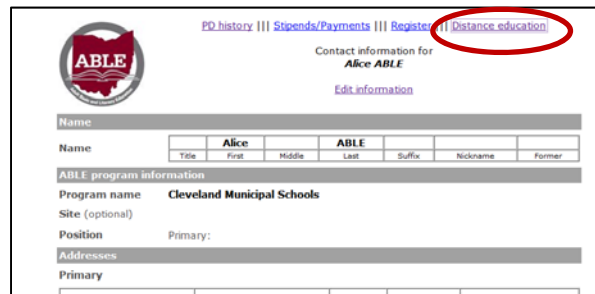
Distance Education

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.

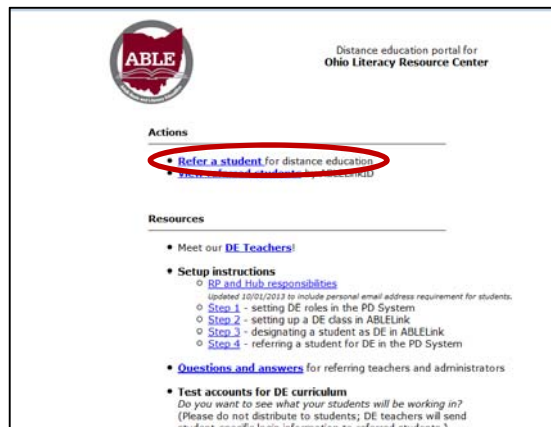


Refer a Student


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



- 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	<i>Not listed</i>
Classroom teacher	Franks, Judy	Literacy Projects Coordinator
Classroom teacher	White, Carrie	Communications Coordinator
Program contact	Lockhart, Susie	Office Manager

- 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

- 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.

Student contact information	
Note: student name and contact information will be sent to the DE teacher, but will not be displayed on any online forms. All references to the student should be done through the ABLELink ID.	
ABLELink ID*	<input type="text"/>
Name	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>First* Middle Last* Nickname</small>
Phone numbers	Phone 1*: <input type="text"/> Ext. <input type="text"/> <small>Select one</small> <input type="button" value="v"/> Phone 2: <input type="text"/> Ext. <input type="text"/> <small>Select one</small> <input type="button" value="v"/>
Email addresses	Email 1: <input type="text"/> Email 2: <input type="text"/>

Attendance and instructional history

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

Attendance and instructional history	
Date form completed*	<input type="text"/> (mm/dd/yyyy)
Total hours attended	<input type="text"/>
Entry/Current level*	<small>Select an entry level</small> <input type="button" value="v"/>
Tracking subject*	<small>Select a tracking subject</small> <input type="button" value="v"/>

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.

Assessment scores	
Please enter the most recent scores for the student	
TABE	Reading: <input type="text"/> Language: <input type="text"/> Total math: <input type="text"/>
CASAS (ABE)	Reading: <input type="text"/> Math: <input type="text"/>
WorkKeys	Reading: <input type="text"/> Math: <input type="text"/> Writing: <input type="text"/>
CASAS (ESOL)	Reading: <input type="text"/>
BEST	Plus: <input type="text"/> Literacy: <input type="text"/>
TABE CLAS-E	Reading: <input type="text"/> Writing: <input type="text"/> Speaking: <input type="text"/> Listening: <input type="text"/>


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.

Optional information	
Gender	Select one <input type="button" value="v"/>
Birth country:	<input type="text"/> Languages spoken: <input type="text"/>
Please provide any additional comments that would be helpful to the distance teacher.	
<input type="text"/>	

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

- 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.



Thank you! Your referral has been submitted.
Ohio Literacy Resource Center

You can choose to refer another student for
[Marty Ropog](#) or for a [different teacher](#).

Referring program information

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

Student contact information

ABLELink ID	123456
Name	<i>This information has been sent to the distance education teacher.</i>
Phone numbers	<i>This information has been sent to the distance education teacher.</i>
Email addresses	<i>This information has been sent to the distance education teacher.</i>

Attendance and instructional history

Date form completed	01/19/1971
Total hours attended	25
Entry/Current level	ABE 4
Tracking subject	Math

Assessments

- 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.

Thank you! Your referral has been submitted.
Ohio Literacy Resource Center
 You can choose to refer another student for [Marty Ropog](#) or for a [different teacher](#).

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.

The screenshot shows the ABLINK user interface. At the top, there are navigation links: "PD history", "Stipends/Payments", "Register", and "Distance education" (which is circled in red). Below these is the "Contact information for Alice ABLINK" section, including an "Edit information" link. A "Name" field is visible with a table structure for first, middle, last, suffix, nickname, and former names. Below that is the "ABLE program information" section, showing "Program name: Cleveland Municipal Schools" and "Site (optional):".

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

The screenshot shows the "Distance education portal for Ohio Literacy Resource Center". Under the "Actions" section, there are two links: "Refer a student for distance education" and "View referred students by ABLELinkID" (which is circled in red). Below this is the "Resources" section, which includes links for "Meet our DE Teachers!", "Setup instructions" (with sub-links for "RP and Hub responsibilities", "Step 1", "Step 2", "Step 3", and "Step 4"), "Questions and answers", and "Test accounts for DE curriculum".

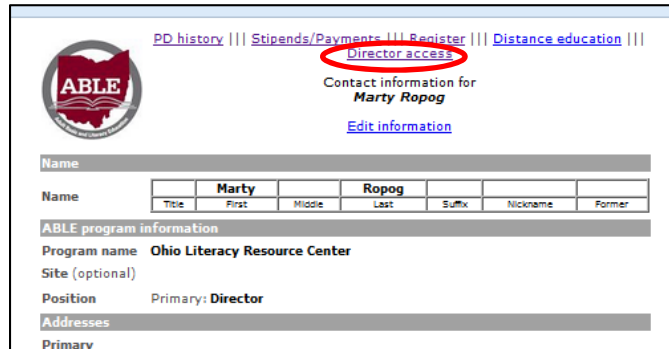
4. A list of students you have referred will appear, organized by ABLELink ID. To view additional information about a student, you can click on their ABLELink ID.

The screenshot shows a table titled "Distance education referrals for Ohio Literacy Resource Center". The table has four columns: "ABLELink ID", "Referral date", "Program", and "Classroom teacher". Below the table, it states "Students are sorted by the most recent referral first."

ABLELink ID	Referral date	Program	Classroom teacher
1	12/03/2013	OLRC	Baycich, Dianna
123456	12/02/2013	OLRC	Ropog, Marty
123456	12/02/2013	OLRC	Ropog, Marty

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.



The screenshot shows the ABLER system interface. At the top, there is a navigation menu with links: [PD history](#), [Stipends/Payments](#), [Register](#), and [Distance education](#). The [Director access](#) link is circled in red. Below the navigation menu, there is a logo for ABLER (Ohio Literacy Resource Center) and contact information for Marty Ropog, including a link to [Edit information](#). The main content area is divided into sections: **Name**, **ABLE program information**, and **Addresses**. The **Name** section contains a table with columns for Title, First, Middle, Last, Suffix, Nickname, and Former. The **ABLE program information** section shows the Program name as Ohio Literacy Resource Center, Site (optional), and Position as Primary: Director. The **Addresses** section shows Primary.

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 ABLER 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 ABLER 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 ABLER 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.

PD history ||| Stipends/Payments ||| **Director access** ||| Distance education |||

ABLE
Contact information for
Marty Ropog
[Edit information](#)

Name

Name	Marty	Ropog					
Title	First	Middle	Last	Suffix	Nickname	Former	

ABLE program information

Program name **Ohio Literacy Resource Center**

Site (optional)

Position Primary: **Director**

Addresses

Primary

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

Staff listing for
Ohio Literacy Resource Center

Actions

- Add a new staff member**
- Update, change user 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	Baycich, Dianna	352	Literacy Projects Coordinator
Active	Franks, Judy	642	Literacy Projects Coordinator
Active	Gambrell, Matthew	2535	Media and Technology Specialist
Active	Gillette, Bethany	1918	Program Support Coordinator

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.

ABLE
Marty Ropog (director access)
[Exit director access](#)

Enter new staff member for **Ohio Literacy Resource Center**

Name

Name Alice Able

ABLE program information

Program name 1.) Ohio Literacy Resource Center
2.)
3.)

Site (optional)

Position Primary Secondary

Addresses

Primary
Research 1-1100 Summit Street P.O. Box 5190 Kent OH 4424-
Address 1 Address 2 City State ZIP Code

Secondary
Address 1 Address 2 City State ZIP Code

Phone, FAX, and Email

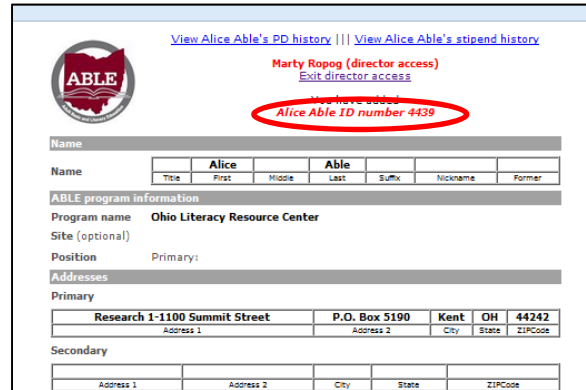
Phone numbers			Fax numbers		Email addresses	
Number	Extension	Type	Type:	Primary	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Type:	Secondary	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Additional information

Special needs/dietary requirements

Enter new staff member

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.



View Alice Able's PD history ||| View Alice Able's stipend history

Marty Ropog (director access)
Exit director access

Alice Able ID number 4439

Name

Name							
Title	First	Middle	Last	Suffix	Nickname	Former	

ABLE program information

Program name: Ohio Literacy Resource Center

Site (optional)

Position: Primary:

Addresses

Primary

Research 1-1100 Summit Street	P.O. Box 5190	Kent	OH	44242
Address 1	Address 2	City	State	ZIPCode

Secondary

Address 1	Address 2	City	State	ZIPCode
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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.

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

- 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.

Staff listing for
Ohio Literacy Resource Center

[Change staff status](#)

Status	Name	System ID	Position
Active	Able, Alice		<i>Not listed</i>
Active	Baycich, Dianna		Literacy Projects Coordinator
Inactive	Franks, Judy		Literacy Projects Coordinator
Deceased			
Active	Gambrill, Matthew		Media and Technology Specialist

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

Staff listing for
Ohio Literacy Resource Center

Staff statuses have been updated.

[Return to Director portal.](#)

Status	Name	System ID	Position
Active	Baycich, Dianna		Literacy Projects Coordinator
Active	Franks, Judy		Literacy Projects Coordinator
Active	Gambrill, Matthew		Media and Technology Specialist
Inactive	Able, Alice		<i>Not listed</i>

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.

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		<i>Not listed</i>
Active	Baycich, Dianna		Literacy Projects Coordinator
Active	Franks, Judy		Literacy Projects Coordinator

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.

Distance education roles for
Ohio Literacy Resource Center

Please select a distance education role for each staff member. Classroom teachers and program contacts will be the only staff able to refer students to the DE Hub.

DE Role	Name	System ID	Position
Classroom teacher	Baycich, Dianna		Literacy Projects Coordinator
Classroom teacher	Franks, Judy		Literacy Projects Coordinator
Program contact	Gambrell, Matthew		Media and Technology Specialist
Classroom teacher	Gillette, Bethany		Program Support Coordinator

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		<i>Not listed</i>
Active	Baycich, Dianna		Literacy Projects Coordinator
Active	Franks, Judy		Literacy Projects Coordinator

- 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.

View Dianna Baycich's PD history | View Dianna Baycich's stipend history

Marty Ropog (director access)
Exit director access

Contact information for
Dianna Baycich

Name

Name	Dianna	Baycich				
Title	First	Middle	Last	Suffix	Nickname	Former

ABL E program information

Program name **Ohio Literacy Resource Center**

Site (optional)

Position Primary: **Literacy Projects Coordinator**

Addresses

Primary

Research I Bld., 1100 Summit St.	PO Box 5190, Kent State Univ.	Kent OH 44242
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- You will now be able to view the status of all professional development this person has taken.

View Dianna Baycich's stipend history | View Dianna Baycich's contact information

Marty Ropog (director access)
Exit director access

Current year professional development

In-person professional development

Begin date	Title	Contact hours	Status
11/05/2014	Fall Teacher Academy - Northeast Region	5.0	Scheduled
10/31/2014	Fall Teacher Academy - Southwest Region	5.0	Scheduled
10/17/2014	Fall Teacher Academy - Northwest Region	5.0	Attended all
10/16/2014	Fall Teacher Academy - Northeast Region	5.0	Event cancelled
10/10/2014	Fall Teacher Academy - Southeast Region	5.0	Attended all

Self-directed delivery professional development

Begin date	Title	Contact hours	Status
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Independent activities

To View PD Information about Multiple Individuals:

- To view staff information, you first must log in to the [PD System](#).
- Click on the [Director Access](#) link at the top of the screen.
- Click on the **Available Reports** link.

Staff listing for
Ohio Literacy Resource Center

Actions

- [Add a new staff member](#)
- Update/Change staff statuses and designations
 - [Change staff statuses](#)
 - [Update districts 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. 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](#).

Available reports
Ohio Literacy Resource Center

Professional development portfolio

- [Scheduled or in progress professional development](#)

Professional development history

- Sorted by date (newest first) for:
 - [All active staff, all years](#)
 - [All staff, current year only](#) (includes inactive staff)
 - [All staff, all years](#) (includes inactive staff)
- Sorted by topic for:
 - [All active staff, all years](#)
 - [All staff, current year only](#) (includes inactive staff)
 - [All staff, all years](#) (includes inactive staff)

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.

PD history - scheduled or in progress
Ohio Literacy Resource Center

Dated (scheduled events)
11/07/2014 BEST Plus Test Administrator Training
Gillette, Bethany
11/07/2014 ESOL Basics
Franks, Judy
11/05/2014 Fall Teacher Academy - Northeast Region
Baycich, Dianna
Self-directed (in progress)
Assessment Fundamentals
Ponder, Tim Ropog, Marty
CASAS Implementation Training
Gillette, Bethany Ropog, Marty
Distance Education 101: Recruiting and Teaching Adult Learners at a Distance
Ponder, Tim
Distance Education Basics
Gillette, Bethany
EL Civics Online

Ordering BEST Plus and Literacy tests

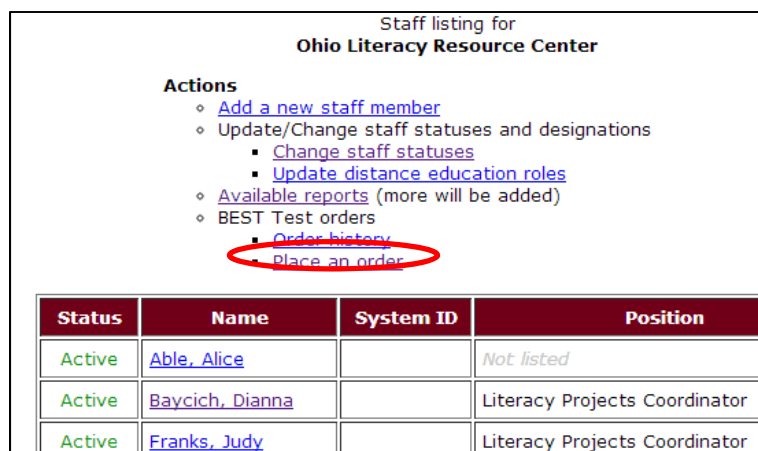
The Ohio PDN purchases BEST Plus and Literacy tests in bulk so they can be sold to programs at a discount. The cost for the tests is as follows:

- 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.



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. 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.

Test type	Quantity	Cost per test
BEST Plus	**Multiples of 20 or 50 only**	\$1.15
BEST Literacy Form B		\$2.00
BEST Literacy Form C		\$2.00
BEST Literacy Form D		\$2.00

Shipping information - this information may be changed

Attention Marty Ropog

Address Research I - 1100 Summit Street
Kent State University - P.O. Box 5190
Kent, OH 44242

Phone (330) 672-2000 Extension 20760

Email mropog@literacy.kent.edu

Billing information - this information may be changed

P.O. number (optional) - P.O.s should be made out to Ohio Literacy Resource Center

Attention Marty Ropog

Address Research I - 1100 Summit Street
Kent State University - P.O. Box 5190
Kent, OH 44242

Phone (330) 672-2000 Extension 20760

Email mropog@literacy.kent.edu

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.

Test type	Quantity	Cost per test	Total
BEST Plus	20	\$1.15	\$23.00
BEST Literacy Form B		\$2.00	
BEST Literacy Form C		\$2.00	
BEST Literacy Form D		\$2.00	
Order total			\$23.00

Shipping information

Attention Marty Ropog

Address Research I - 1100 Summit Street
Kent State University - P.O. Box 5190
Kent, OH 44242

Phone (330) 672-2007 Extension 20760

Email mropog@literacy.kent.edu

Billing information

P.O. number Marty Ropog

Attention Marty Ropog


Address Research I - 1100 Summit Street
Kent State University - P.O. Box 5190
Kent, OH 44242

Phone (330) 672-2007 Extension 20760

Email mropog@literacy.kent.edu

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.

[Stipends/Payments](#) ||| [Register](#) ||| [Contact information](#) ||| [Director access](#)



Thank you, Ohio Literacy Resource Center!
Your order has been placed.


You will receive an e-mail when BEST Plus tests are ready for activation through the Center for Applied Linguistics.

BEST Plus and BEST Literacy

Tests ordering

Test type	Quantity	Cost per test	Total
BEST Plus	20	\$1.15	\$23.00
BEST Literacy Form B		\$2.00	
BEST Literacy Form C		\$2.00	

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.

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		<i>Not listed</i>
Active	Baycich, Dianna		Literacy Projects Coordinator
Active	Franks, Judy		Literacy Projects Coordinator

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.

Most visited | Getting Started | CAL Adult ESL Assess...

[Stipends/Payments](#) ||| [Register](#) ||| [Contact information](#) ||| [Director access](#)


 BEST Order History for
Ohio Literacy Resource Center
 Click any Order ID to view the order or to print an invoice copy

Date	Order ID	Amount	Shipped (BEST Literacy)	Notified (BEST Plus)	Paid
10/29/2014	BEST141	\$23.00			