

START AT - L6100

Human Resources Module



CEUs/Workshops

Edit Workshops

Course Code	Description	Status	Approval Level	Workshop Date	Location	Course Type(s)	Type of Credit	Credits/Notes
933 CAT	Substitute Certification	Approved	5	1/25/2015	UNCV	HQ Staff Development	CEU Credits	1.00 User can not view notes here
184784	Reading	Approved	5	1/7/2015	UNCV	HQ Staff Development	CEU Credits	1.00
184784	Reading	Approved	5	7/15/2015	UNCV	HQ Staff Development	CEU Credits	1.00
933 CAT	Substitute Certification	Approved	5	7/10/2015	UNCV	HQ Staff Development	CEU Credits	1.00 User can not view notes here
933 CAT	Substitute Certification	Approved	5	8/14/2015	UNCV	HQ Staff Development	CEU Credits	1.00 User can not view notes here
933 CAT	Substitute Certification	Approved	5	9/3/2015	UNCV	HQ Staff Development	CEU Credits	1.00 Any notes user would like on...
933 CAT	Substitute Certification	Pending	0	9/18/2015	UNCV	HQ Staff Development	CEU Credits	1.00 Any notes user would like on...
184594	Classroom Technology Classroom	Approved	5	10/7/2015	UNCV	HQ Staff Development	CEU Credits	1.00 Any notes user would like on...
14621	Technology	Approved	5	10/16/2015	UNCV	HQ Staff Development	CEU Credits	1.00

Area:
 Elem/number
 middle/number
 High/number

Workshop Technology

Quick View: Workshop

Workshop Details | Attendance Profile | Workshop Schedules | Workshop Attendance | Evaluation | Evaluation Preview

Workshop Details

Status: Approved

Course Code: 54823

Description: Technology

Course Completion Date: 10/18/2015

Location: UNCV

Facilitator: Soth

Max Capacity: 20 Remaining Capacity: 19

Registration Start Date: 10/12/2015

Registration Cutoff Date: 10/15/2015

Workshop Approval:

Level	Date	Overrides?	User
5	10/13/2015 12:07 PM		ADMIN
5	10/7/2015 3:07 PM		ADMIN
5	10/1/2015 2:22 PM		ADMIN

Course Types: Type HQ Staff Development

Syllabus: Open completion, student will meet the NC DPI requirements for classroom substitute teacher. Areas covered include: Attendance taking, daily routines, classroom management (behavior control) and testing.

Directions/Locations: Take I-40 East towards Raleigh. Exit 160B

Notes:

Save

FACILITATORS – CREATING AND PROCESSING WORKSHOPS

To create a new workshop, edit a workshop, or duplicate a workshop, go to:

each page before going to next tab

Human Resources Module



Human Resources > CEU's/Workshops > Edit Workshops

Workshops

Course Completion Date: 6/2/2015

Course Code: [Empty]

Source: [Empty]

Status: [Empty]

Refresh

Course Code	Description	Status	Workshop Date	Source	Course Format	Type of Credit	Credits	Notes
N008PT	PD For Renewal of National Board Certification	Approved	7/1/2015		HQ Staff Development	CEU Credits	2.00	
N075	NBPTS Renewal Process	Approved	7/1/2015		HQ Staff Development	CEU Credits	2.00	
K103	Reading Comprehension Test/Unit	Approved	10/1/2015		HQ Staff Development	CEU Credits	0.10	
K224	Read by One Book Study	Approved	8/1/2015		HQ Staff Development	CEU Credits	1.00	
K223	Foundations for Early Learning and Development	Approved	1/1/2015		HQ Staff Development	CEU Credits	2.13	
K231	ALBHS Professional Development Menu Item: First Semester	Approved	1/21/2015	ALB	HQ Staff Development	CEU Credits	1.00	
K232	ALBHS Professional Development Menu Item: Second Semester	Approved	1/27/2015		HQ Staff Development	CEU Credits	1.00	
K233	ALBHS Professional Development Menu Item: Second Semester	Approved	1/27/2015		HQ Staff Development	CEU Credits	1.00	
K237	K3 Effective Instruction Monthly Differentiated PD	Approved	9/10/2015		HQ Staff Development	CEU Credits	1.00	
K278	K3 Content Team Professional Development	Approved	5/1/2015		HQ Staff Development	CEU Credits	1.50	
K239	CTE Professional Development	Approved	1/14/2015		HQ Staff Development	CEU Credits	1.00	
K141	KMS Staff Meeting Professional Development	Approved	6/2/2015		HQ Staff Development	CEU Credits	1.00	
K141	STP Meeting	Approved	5/9/2015		HQ Staff Development	CEU Credits	2.46	
K244	COACHING ALBHS Building Level	2014-2015	10/1/2015		HQ Staff Development	CEU Credits	1.00	
N075	NBPTS Process Completion	Approved	7/1/2015	CO	HQ Staff Development	CEU Credits	8.00	
K148	Professional Learning Communities	Approved	9/13/2015		HQ Staff Development	CEU Credits	4.00	
K149	Organizing Professional Learning Communities	Approved	1/23/2015		HQ Staff Development	CEU Credits	1.00	
K210	Professional Learning Communities	Approved	1/6/2015		HQ Staff Development	CEU Credits	2.00	
CEALMTC	Regional Facilitator of the Day	Approved	10/13/2014	KCS	HQ Staff Development	CEU Credits	1.00	
K199	Engage 111	Approved	8/6/2014	KCS	HQ Staff Development	CEU Credits	1.30	Other - Eng Age 105 Cabaret
K200	KCT Summer 2014	Approved	4/1/2015	KCS	HQ Staff Development	CEU Credits	1.80	COO Central Office Early Room
K240	K3 Data and Planning Meetings Quarter 1	Approved	10/28/2014	KLS	HQ Staff Development	CEU Credits	1.00	Other - IS Planning Room
K209	NOVPS Course Development Training	Approved	8/23/2014	Other	CEU Credits	1.00		
T037	TEST Course	Approved	7/10/2015	CanClyde	HQ Staff Development	CEU Credits	2.00	test
112001	All District Director/ADM	Approved	7/10/2015	RUN	HQ Staff Development	CEU Credits	2.00	112
112001	All District Director/ADM	Approved	7/10/2015	CanClyde	HQ Staff Development	CEU Credits	2.00	112
T037	TEST Course	Approved	7/10/2015	KCS	HQ Staff Development	CEU Credits	1.00	test
T037	TEST Course	Approved	7/10/2015	CanClyde	HQ Staff Development	CEU Credits	2.00	test

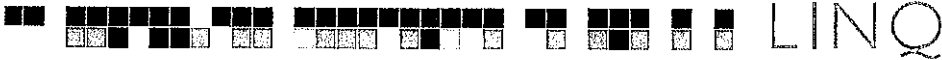
Create New View/Edit Duplicate

- Filter by **Course Completion Date, Course Code, Source, Description, and/or Status** if you are looking for a course that already exists.
- Click **Refresh**
- Double click on the workshop or click on **View/Edit** on the right side of the screen to bring up the workshop.
- Click **Duplicate** to duplicate an existing workshop.
- To create a new workshop, click on **Create New Workshop**.

WORKSHOP DETAILS

Enter the details of the workshop here.

Human Resources Module



Workshop TEST Course

Course View | Workshop Schedule | Workshop Attendance | Evaluation | Evaluation Pre-App

Workshop Details

Status: Pending

Course Code: TEST

Description: TEST Course

Course Completion Date: 07/17/2013

Source: KCS

Facilitator:

Max Capacity: 25

Registration Start Date: 07/08/2013

Registration Cutoff Date: 07/10/2013

Course Type: HQ Staff Development

CEU Credits: 3.00

Semester Hour Credits:

Credit Breakdown	Credits	License Categories
Academic	2.00	AC
Literacy	0.00	LIT
Technology	1.00	TE
NAES	0.00	CTE
Special Admin	0.00	SC
		SLA
		ESL
		HW
		PAATH
		NEWSPG
		MSOC
		PE
		REAO

Buttons: Save, Cancel, Refresh

- Status will remain 'Pending' until the approval process starts.
- **Course Code**—choose from the drop down box or click the * green plus button to add a new course code. *Set up as: Elem/Number
middle/Number
High/Number*
- Description (required)—enter a description of the workshop
- Course Completion Date (required)—the date the course will be completed. If an evaluation is required for the workshop, the evaluation will not show up in TimeKeeper until this date.
- Source—location of the workshop
- Facilitator—not required
- Max Capacity—enter the number of participants allowed. LINQ does not limit the number of registrants.
- Registration Start and Cutoff Dates—dates that the workshop will be available for registration in TimeKeeper.
- HQ Staff Development—check box if the workshop is High Quality
- Check whether the Credits are CEU's and enter the number of CEU credits or check Semester Hour Credits. Enter **Credit Breakdown** and **License Categories**.
- Workshop has to be approved by a Level 5 approver in order for it to show up in TimeKeeper.

Human Resources Module



The screenshot shows a software interface for a 'Workshop TEST Course'. At the top, there are navigation tabs: 'Workshop Details', 'Workshop Schedule', 'Workshop Participants', 'Evaluation', and 'Evaluation Printer'. Below these is a 'Workshop Attendance' section. A table displays the following data:

EMPLOYEE	Registration Date	REGISTERED	ATTENDED	NOTE
Allen, Kenneth (104912109)	7/8/2015	Y		
Bishop, Lorne H (11748)	7/8/2015	Y		
Bishop, Derek A (103321)	7/8/2015	Y		
Cipriani, Nathan A (11743)	7/8/2015	Y		
Clark, Dana E (1117)	7/8/2015	Y		
Clark, Tom (11070)	7/8/2015	Y		

At the bottom of the interface, there are buttons for 'Save', 'Copy', and 'Return to List'. On the right side, there are icons for '+', '-', and a refresh symbol.

This is where you will see who has registered for the workshop. Participants will register through TimeKeeper or you can manually enter participants by clicking on the **+** green plus button. A list of employees will be presented for you to choose from. You can delete participants by clicking the **-** red minus button. You can also enter notes that can only be viewed by those with security rights to Edit Workshops.

Human Resources Module



EVALUATION

- To add an Evaluation to a workshop, click on the drop down box and select the **Evaluation Template** you want to use.
- Check the box if the evaluation is required in order to receive course credit. If evaluation is required, no CEU's can be applied to participants until evaluations are completed.
- Use this screen to add sections to the evaluations as well as edit, add, or delete questions and question options. Use the green plus **+** and the red **-** to add and delete.

The **Evaluation Preview** tab will give you a preview of the evaluation.

Human Resources Module



APPLY CEU CREDITS

Go to HR > CEU's/Workshops > Apply CEU Credits:

Apply CEU Credits

Select Workshops:

Course Completion Date: 7/6/2015 Status: Any

Course Code: Starts With: Description: Starts With:

Refresh

Course Code	Description	Status	Workshop Date	Source	Type of Credit	Credits	Notes
NSCER1	NSCER1	Approved	7/1/2015		CEU Credits	2.00	
NSCER2	NSCER2	Approved	7/1/2015		CEU Credits	2.00	
NSCER3	NSCER3	Approved	7/1/2015		CEU Credits	2.00	
NSCER4	NSCER4	Approved	7/1/2015		CEU Credits	2.00	
NSCER5	NSCER5	Approved	7/1/2015		CEU Credits	2.00	
NSCER6	NSCER6	Approved	7/1/2015		CEU Credits	2.00	
NSCER7	NSCER7	Approved	7/1/2015		CEU Credits	2.00	
NSCER8	NSCER8	Approved	7/1/2015		CEU Credits	2.00	
NSCER9	NSCER9	Approved	7/1/2015		CEU Credits	2.00	
NSCER10	NSCER10	Approved	7/1/2015		CEU Credits	2.00	
NSCER11	NSCER11	Approved	7/1/2015		CEU Credits	2.00	
NSCER12	NSCER12	Approved	7/1/2015		CEU Credits	2.00	
NSCER13	NSCER13	Approved	7/1/2015		CEU Credits	2.00	
NSCER14	NSCER14	Approved	7/1/2015		CEU Credits	2.00	
NSCER15	NSCER15	Approved	7/1/2015		CEU Credits	2.00	
NSCER16	NSCER16	Approved	7/1/2015		CEU Credits	2.00	
NSCER17	NSCER17	Approved	7/1/2015		CEU Credits	2.00	
NSCER18	NSCER18	Approved	7/1/2015		CEU Credits	2.00	
NSCER19	NSCER19	Approved	7/1/2015		CEU Credits	2.00	
NSCER20	NSCER20	Approved	7/1/2015		CEU Credits	2.00	
NSCER21	NSCER21	Approved	7/1/2015		CEU Credits	2.00	
NSCER22	NSCER22	Approved	7/1/2015		CEU Credits	2.00	
NSCER23	NSCER23	Approved	7/1/2015		CEU Credits	2.00	
NSCER24	NSCER24	Approved	7/1/2015		CEU Credits	2.00	
NSCER25	NSCER25	Approved	7/1/2015		CEU Credits	2.00	
NSCER26	NSCER26	Approved	7/1/2015		CEU Credits	2.00	
NSCER27	NSCER27	Approved	7/1/2015		CEU Credits	2.00	
NSCER28	NSCER28	Approved	7/1/2015		CEU Credits	2.00	
NSCER29	NSCER29	Approved	7/1/2015		CEU Credits	2.00	
NSCER30	NSCER30	Approved	7/1/2015		CEU Credits	2.00	
NSCER31	NSCER31	Approved	7/1/2015		CEU Credits	2.00	
NSCER32	NSCER32	Approved	7/1/2015		CEU Credits	2.00	
NSCER33	NSCER33	Approved	7/1/2015		CEU Credits	2.00	
NSCER34	NSCER34	Approved	7/1/2015		CEU Credits	2.00	
NSCER35	NSCER35	Approved	7/1/2015		CEU Credits	2.00	
NSCER36	NSCER36	Approved	7/1/2015		CEU Credits	2.00	
NSCER37	NSCER37	Approved	7/1/2015		CEU Credits	2.00	
NSCER38	NSCER38	Approved	7/1/2015		CEU Credits	2.00	
NSCER39	NSCER39	Approved	7/1/2015		CEU Credits	2.00	
NSCER40	NSCER40	Approved	7/1/2015		CEU Credits	2.00	
NSCER41	NSCER41	Approved	7/1/2015		CEU Credits	2.00	
NSCER42	NSCER42	Approved	7/1/2015		CEU Credits	2.00	
NSCER43	NSCER43	Approved	7/1/2015		CEU Credits	2.00	
NSCER44	NSCER44	Approved	7/1/2015		CEU Credits	2.00	
NSCER45	NSCER45	Approved	7/1/2015		CEU Credits	2.00	
NSCER46	NSCER46	Approved	7/1/2015		CEU Credits	2.00	
NSCER47	NSCER47	Approved	7/1/2015		CEU Credits	2.00	
NSCER48	NSCER48	Approved	7/1/2015		CEU Credits	2.00	
NSCER49	NSCER49	Approved	7/1/2015		CEU Credits	2.00	
NSCER50	NSCER50	Approved	7/1/2015		CEU Credits	2.00	
NSCER51	NSCER51	Approved	7/1/2015		CEU Credits	2.00	
NSCER52	NSCER52	Approved	7/1/2015		CEU Credits	2.00	
NSCER53	NSCER53	Approved	7/1/2015		CEU Credits	2.00	
NSCER54	NSCER54	Approved	7/1/2015		CEU Credits	2.00	
NSCER55	NSCER55	Approved	7/1/2015		CEU Credits	2.00	
NSCER56	NSCER56	Approved	7/1/2015		CEU Credits	2.00	
NSCER57	NSCER57	Approved	7/1/2015		CEU Credits	2.00	
NSCER58	NSCER58	Approved	7/1/2015		CEU Credits	2.00	
NSCER59	NSCER59	Approved	7/1/2015		CEU Credits	2.00	
NSCER60	NSCER60	Approved	7/1/2015		CEU Credits	2.00	
NSCER61	NSCER61	Approved	7/1/2015		CEU Credits	2.00	
NSCER62	NSCER62	Approved	7/1/2015		CEU Credits	2.00	
NSCER63	NSCER63	Approved	7/1/2015		CEU Credits	2.00	
NSCER64	NSCER64	Approved	7/1/2015		CEU Credits	2.00	
NSCER65	NSCER65	Approved	7/1/2015		CEU Credits	2.00	
NSCER66	NSCER66	Approved	7/1/2015		CEU Credits	2.00	
NSCER67	NSCER67	Approved	7/1/2015		CEU Credits	2.00	
NSCER68	NSCER68	Approved	7/1/2015		CEU Credits	2.00	
NSCER69	NSCER69	Approved	7/1/2015		CEU Credits	2.00	
NSCER70	NSCER70	Approved	7/1/2015		CEU Credits	2.00	
NSCER71	NSCER71	Approved	7/1/2015		CEU Credits	2.00	
NSCER72	NSCER72	Approved	7/1/2015		CEU Credits	2.00	
NSCER73	NSCER73	Approved	7/1/2015		CEU Credits	2.00	
NSCER74	NSCER74	Approved	7/1/2015		CEU Credits	2.00	
NSCER75	NSCER75	Approved	7/1/2015		CEU Credits	2.00	
NSCER76	NSCER76	Approved	7/1/2015		CEU Credits	2.00	
NSCER77	NSCER77	Approved	7/1/2015		CEU Credits	2.00	
NSCER78	NSCER78	Approved	7/1/2015		CEU Credits	2.00	
NSCER79	NSCER79	Approved	7/1/2015		CEU Credits	2.00	
NSCER80	NSCER80	Approved	7/1/2015		CEU Credits	2.00	
NSCER81	NSCER81	Approved	7/1/2015		CEU Credits	2.00	
NSCER82	NSCER82	Approved	7/1/2015		CEU Credits	2.00	
NSCER83	NSCER83	Approved	7/1/2015		CEU Credits	2.00	
NSCER84	NSCER84	Approved	7/1/2015		CEU Credits	2.00	
NSCER85	NSCER85	Approved	7/1/2015		CEU Credits	2.00	
NSCER86	NSCER86	Approved	7/1/2015		CEU Credits	2.00	
NSCER87	NSCER87	Approved	7/1/2015		CEU Credits	2.00	
NSCER88	NSCER88	Approved	7/1/2015		CEU Credits	2.00	
NSCER89	NSCER89	Approved	7/1/2015		CEU Credits	2.00	
NSCER90	NSCER90	Approved	7/1/2015		CEU Credits	2.00	
NSCER91	NSCER91	Approved	7/1/2015		CEU Credits	2.00	
NSCER92	NSCER92	Approved	7/1/2015		CEU Credits	2.00	
NSCER93	NSCER93	Approved	7/1/2015		CEU Credits	2.00	
NSCER94	NSCER94	Approved	7/1/2015		CEU Credits	2.00	
NSCER95	NSCER95	Approved	7/1/2015		CEU Credits	2.00	
NSCER96	NSCER96	Approved	7/1/2015		CEU Credits	2.00	
NSCER97	NSCER97	Approved	7/1/2015		CEU Credits	2.00	
NSCER98	NSCER98	Approved	7/1/2015		CEU Credits	2.00	
NSCER99	NSCER99	Approved	7/1/2015		CEU Credits	2.00	
NSCER100	NSCER100	Approved	7/1/2015		CEU Credits	2.00	

Continue

- Click Refresh to pull up all workshops or filter by Course Completion Date, Status, Course Code and Description. Select a workshop and click Continue for a list of all participants.

Human Resources Module



Apply CEU Credits

TEST Course
Course Code: TEST
Approved
Workshop Date: 7/13/2015
CalsCitySch

CEU Credits: 3.00
Credit Breakdown:
Academic: 2.00
Literacy: 0
Technology: 1.00
NCLB: 0
School Admin: 0

License Categories: TECH, MGSCI

Schedule:
Day 1: 7/13/2015 8:00 AM - 5:00 PM
Day 2: 7/14/2015 8:00 AM - 5:00 PM
Day 3: 7/15/2015 8:00 AM - 5:00 PM
Day 4: 7/16/2015 8:00 AM - 12:00 PM

Evaluation Required!

Attendee List:

Employee	Registered	Day 1	Day 2	Day 3	Day 4	Eval Completed	Credits Assigned	CEU Credits	Credit Types					Notes
		Day 1	Day 2	Day 3	Day 4				Academic	Literacy	Technology	NCLB	School Admin	
Abercrombie, Wade M (2298)	✓	✓	✓	✓	✓	✓	3.00	3.00	2.00	0.00	1.00	0.00	0.00	
Allen, Ashleigh Nicole (7208)	✓	✓	✓	✓	✓	✓	2.25	2.25	1.50	0.00	0.75	0.00	0.00	
Beaver, Laurie Helms (1748)	✓	✓	✓	✓	✓	✓	1.50	1.50	1.00	0.00	0.50	0.00	0.00	
Butler, Derrick Alajundo (39324)	✓	✓	✓	✓	✓	✓	3.00	3.00	2.00	0.00	1.00	0.00	0.00	
Cogburn, Bethani A (55743)	✓	✓	✓	✓	✓	✓	0.75	0.75	0.50	0.00	0.25	0.00	0.00	
Crisp, Debra Ellen (4111)	✓	✓	✓	✓	✓	✓	2.25	2.25	1.50	0.00	0.75	0.00	0.00	
TOTAL							13.50	13.50	10.00	0.00	3.50	0.00	0.00	

- This is where you will record attendance. As the days attended are checked, CEU credits are calculated based on the days attended. You can double click in any of the CEU Credit columns to manually change the credits to be received.
- **NOTE:** Notice that the Approve button is greyed out. Until an evaluation is completed, CEU credits cannot be Approved.

Apply CEU Credits

Apply CEU Credits: TEST Course
Course Code: TEST
Approved
Workshop Date: 7/13/2015
CalsCitySch

CEU Credits: 3.00
Credit Breakdown:
Academic: 2.00
Literacy: 0
Technology: 1.00
NCLB: 0
School Admin: 0

License Categories: TECH, MGSCI

Schedule:
Day 1: 7/13/2015 8:00 AM - 5:00 PM
Day 2: 7/14/2015 8:00 AM - 5:00 PM
Day 3: 7/15/2015 8:00 AM - 5:00 PM
Day 4: 7/16/2015 8:00 AM - 12:00 PM

Evaluation Required!

Attendee List:

Employee	Registered	Day 1	Day 2	Day 3	Day 4	Eval Completed	Credits Assigned	CEU Credits	Credit Types					Notes
		Day 1	Day 2	Day 3	Day 4				Academic	Literacy	Technology	NCLB	School Admin	
Abercrombie, Wade M (2298)	✓	✓	✓	✓	✓	✓	3.00	3.00	2.00	0.00	1.00	0.00	0.00	
Allen, Ashleigh Nicole (7208)	✓	✓	✓	✓	✓	✓	2.25	2.25	1.50	0.00	0.75	0.00	0.00	
Beaver, Laurie Helms (1748)	✓	✓	✓	✓	✓	✓	1.50	1.50	1.00	0.00	0.50	0.00	0.00	
Butler, Derrick Alajundo (39324)	✓	✓	✓	✓	✓	✓	3.00	3.00	2.00	0.00	1.00	0.00	0.00	
Cogburn, Bethani A (55743)	✓	✓	✓	✓	✓	✓	0.75	0.75	0.50	0.00	0.25	0.00	0.00	
Crisp, Debra Ellen (4111)	✓	✓	✓	✓	✓	✓	2.25	2.25	1.50	0.00	0.75	0.00	0.00	
TOTAL							13.50	13.50	10.00	0.00	3.50	0.00	0.00	

Examples:

Wade Abercrombie & Derrick Butler: Attended all four days and were present all day. Both received full CEU credit.

Human Resources Module



Ashleigh Allen & Debra Crisp: Attended three full days. LINQ pro-rated CEU credits to 2.25.
 Laurie Beaver: Attended two full days. LINQ pro-rated CEU credit to 1.50.
 Bethani Cogburn: Attended one full day. LINQ pro-rated CEU credit to .75.
 Toni Davis: Attended four days but for only ½ of the day each day. LINQ does not recognize number of hours attended per day, therefore, the facilitator will have to manually adjust credits. Double click in the CEU Credit, Academic and Technology columns to adjust the credits earned. Any of those columns can be manually adjusted.

Once the evaluations are completed, credits can be **Approved**.

WORKSHOP ATTENDEES

Workshop Attendees will simply sign into TimeKeeper to register for workshops.

The screenshot shows the LINQ system interface. On the left is a navigation menu with options like 'Home Administrator', 'Personal Information', 'Tax Information', 'CEU's', 'Change Pin', 'Clock In / Out', 'Time Sheet', 'Leave Balance', 'Earnings & Escrow', 'YTD Deductions', 'Check History', 'Employee Reimbursements', 'Workshop Registration', 'Requests', and 'Print W2s'. The main content area is titled 'Available Workshop(s)' and displays a table of workshops. Below the table, it shows details for a selected workshop: Course Code: TEST, Description: TEST Course, Source: CabCitySch, and Facilitator: JOE. It also includes a 'Workshop Schedule' table with columns for Date, Start Time, End Time, and Subject. Further down, there is a 'Workshop Registration' section showing Start Date (07/01/2015), End Date (09/31/2015), Credits (3.00), Maximum Capacity (25), and Remaining Capacity (24). A 'Credit Breakdown' table lists various credit types and their amounts. At the bottom, there are buttons for 'Un-Register' and 'Print'.

Course Code	Description	Workshop Dates	Credits	Registered
TEST	TEST Course	07/13/2015 - 07/16/2015	3.00	✓
132001	Att Onsite Disorder/AOHD	07/10/2015 - 07/10/2015	3.00	✓
TEST	TEST Course	07/08/2015 - 07/09/2015	3.00	
TEST	TEST Course	09/14/2015 - 09/18/2015	3.00	✓

Date	Start Time	End Time	Subject
09/14/2015	8:00AM	5:00PM	Day one
09/14/2015	8:00AM	4:00PM	test
09/15/2015	8:00AM	5:00PM	Day Two
09/16/2015	8:00AM	2:00PM	Day Three

Type	Credits	Course Type(s)
Academic	2.00	HQ Staff Development
Literacy	0.00	
NCLB	0.00	
School Admin	0.00	
Technology	1.00	

- Click on **Workshop Registration** on the left-hand side of the screen.
- A list of all available workshops will populate at the top of the screen.

Human Resources Module



- Highlight the workshop you want to attend and you will see all the information for that workshop.
- Print option is available
- Click Register at the bottom to register for the workshop. As you can see in this example, the employee is already registered so the option to Un-register is available.

After the workshop is over, sign into TimeKeeper to fill out and submit your evaluation.

Home Administrator Employee Profile Personal Information Tax Information CEU's Workshop Evaluations (1) Change Pin Attendance Clock In / Out Time Sheet Leave Balance Earnings & Escrow YTD Deductions Check History Employee Reimbursements Workshop Registration Requests Print W2s	Workshop Evaluations			
	Completion Date	Course Code	Description	Instructor
	07/07/2015	TEST	TEST Course	Evaluation

- If an evaluation is required for the workshop you attended, you will see **Workshop Evaluation** when you sign into TimeKeeper.
- The number in parenthesis beside **Workshop Evaluation** indicates how many evaluations you have to fill out.
- Click on **Workshop Evaluations** on the left-hand side. This pulls up a list of workshops you have attended and the evaluation for each one.
- Click on **Evaluation** in the grey box on the right hand side. Your evaluation will populate.

Workshop Evaluation Reports

Human Resources Module



Workshop Evaluation

Submit | Save/Close

Workshop Evaluation

This evaluation must be completed and submitted to receive continuing education credit. Your identity is held in the strictest confidence and is not divulged to school administration or workshop presenters. Only summary workshop evaluation information is provided to the school district. Your facilitator must mark you present for the workshop before you can complete an evaluation!

Employee # 2298

Course Code: TEST Course Description: TEST Course

Facilitator:

= required field

Please rate the content areas below:

Course/Presentation Quality

<input checked="" type="checkbox"/> The Presentation was an enjoyable experience.	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A
<input checked="" type="checkbox"/> The atmosphere was conducive to learning.	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A
<input checked="" type="checkbox"/> Handouts/visual aids were useful and understandable.	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A
<input checked="" type="checkbox"/> The presentation was well managed and organized.	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A
<input checked="" type="checkbox"/> The pace of the session was appropriate.	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A

Presenter Evaluation

<input checked="" type="checkbox"/> Knowledge of topic.	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A
<input checked="" type="checkbox"/> Clear and easy to understand	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A
<input checked="" type="checkbox"/> Informative and interesting	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A
<input checked="" type="checkbox"/> Addressed session goals	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A
<input checked="" type="checkbox"/> Overall effectiveness	<input type="radio"/> Poor	<input type="radio"/> Below Avg	<input type="radio"/> Average	<input type="radio"/> Above Avg	<input type="radio"/> Excellent	<input type="radio"/> N/A

How do you plan to implement what you have learned in this professional development?
.....

How will you determine the growth in student learning as a result of implementing the strategy?
.....

What would you suggest to improve this professional development?
.....

- After you have answered all of the questions, click **Submit**.
- You can also **Save/Close** to come back and finish the Evaluation at a later time.
- You will not receive CEU credits until the evaluation is submitted (if evaluation is required).

Date: 6/8/2016
Time: 9:03:08AM

LINCOLN COUNTY SCHOOLS
Workshop Registration

Course Code: HRTEST

Description: TESTING CEU FLOW

Source: CO - Boardroom

Facilitator:

Workshop Schedule

Date	Start Time	End Time	Subject
06/30/2016	08:00 AM	12:00 PM	

Workshop Registration

Start Date	End Date
06/08/2016	06/30/2016

Course Type(s)

Type
HQ Staff Development Y

Credits: 0.20 (CEU)

Max Capacity: 10

Remaining Capacity: 9

Credit Breakdown

Type	Credits
Content	0.00
Literacy	0.20
Other	0.00
School Admin	0.00
Technology	0.00

Academic Qualifier(s)

Lic. Area Code

Syllabus

test

Example

Directions/Locations

test