

Professional Development Registry Reports Manual

FOR INSTRUCTORS AND PROFESSIONAL DEVELOPMENT ORGANIZATIONS

2018





Table of Contents

INTRODUCTION	2
PROFESSIONAL DEVELOPMENT ORGANIZATION REPORTS	ŧ
Course and Event List	\$
Training Catalog	4
Export Training Catalog	6
Training Participation	8
Event Roster	g
Event Registration Pending Payment	g
Training Participation – Owned Courses	11
INDIVIDUAL INSTRUCTOR REPORTS	12
Instructor Evaluation Summary	12
Instructor Training Participation	12
GLOSSARY	12



INTRODUCTION

This resource is for use by administrators with access to the referenced reports in the PD Registry.

Generating and Reading Reports: This section contains the report description, examples of questions which can be answered using this report, and detailed information on completing the report parameters form. All reports are accessed under the Reports tab in the PD Registry on your Organization Profile. To access your Organization Profile, click your organization name under the top right drop down menu where your name is located. In addition, you can export these reports in Word, Excel, or as PDF versions.

The last two reports listed are for individuals and can be accessed by clicking on the reports tab when your name is showing in the top right drop down.

Glossary of Important Terms: Refer to this section to better understand terms used in the PD Registry and in this manual.

Reports Q & A: This section is a compilation of questions asked by administrators and answers given at the time of documents approval. As enhancements to the PD Registry occur, this document will be updated. Please ensure that you are using the most current version.

To most efficiently use this manual, ensure that you have access in the PD Registry. Find the report that you are interested in generating and use that section of the manual to generate the report, then read and understand the report. For unfamiliar terms, you will want to access the Glossary of Important Terms in this manual.



PROFESSIONAL DEVELOPMENT ORGANIZATION REPORTS

Course and Event List

This report will show a list of courses with events, the number of events that have been scheduled, and the number of people who have registered/attended. There is the ability to filter by event end date, event status, or for a specific course title. By clicking on the plus sign at each course, you will be able to view each event with start date, end date, event status, trainer name, county, and how many people registered/attended. Registered versus attended will depend on the event statuses that have been chosen.

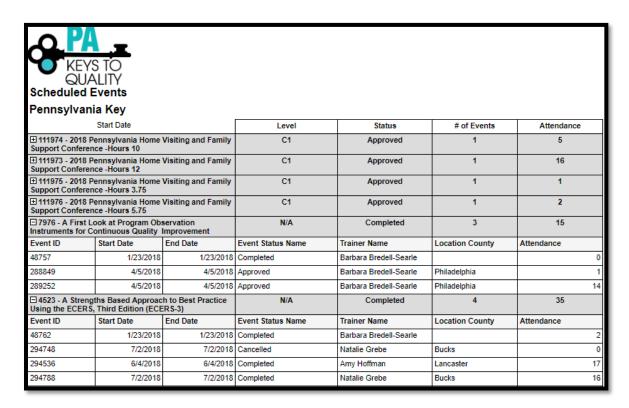
By updating event statuses accurately, data viewed will be up to date. If contracting with instructors, the events need to be marked as complete, cancelled, or rescheduled to ensure that accurate information is available.

Questions This Report Will Answer:

- What courses were offered within your organization during a specific time period?
- How many events for each course were offered within your organization?
- What level is the course?
- What is the status of the event? Was it approved, cancelled, rescheduled, completed?
- What is the course ID and event ID's associated with the course?
- What was the start/end date of each event?
- Who has trained for this course?
- How many attendees for each course and/or event?
- What county was the event held?

- Searchable date ranges
- Event Status
- Course Title-optional





Training Catalog

A printable catalog of training that is filterable by date range. This report is not sortable. It is a catalog view of future events. This view shows course title, event number, date and time of the event, location, trainer, number of hours, registration deadline, event fee, level of training, core knowledge area, and CDA content area.

Questions This Report Will Answer:

• What events are my organization offering that people see in the registry?

Parameters:

Searchable date ranges



Training Catalog

From 9/27/2018 to 12/27/2018

Pennsylvania Key

ERS: Environment Rating Scale (ERS) 101 - Foundations

Event ID: 297557

Tuesday, October 23, 2018 6:15pm to 8:15pm

Training Language: English

LocationEarly Education Center of Perry County

Trainer
Angelique Syster

Hours

2.00

Marysville, PA

Angelique Syster

Level of Training

Registration Deadline

Event Fee \$7.00

C1

10/23/2018

\$7.00

CDA Content Areas

Core Knowledge Area
Curriculum and Learning Experiences

Social & Emotional Development

ERS: Early childhood Environment Rating Scale-Revised (ECERS-R) 202

Event ID: 297189

Saturday, October 27, 2018 11:45am to 1:45pm

Training Language: English

Location Lackawanna County Children's Library **Trainer** Stefanie Camoni Hours 2.00

Scranton, PA

Event Fee

Level of Training

10/12/2018

\$7.00

C1

Core Knowledge Area

Registration Deadline

CDA Content Areas

Curriculum and Learning Experiences

Social & Emotional Development

ERS: Environment Rating Scale (ERS) 101 - Foundations

Event ID: 297177

Saturday, October 27, 2018 9:30am to 11:30am

Training Language: English

Location Lackawanna County Children's Library Trainer

Hours 2.00

Scranton, PA

Stefanie Camoni

Level of Training

Registration Deadline 10/12/2018 Event Fee \$7.00

C1

Core Knowledge Area

CDA Content Areas

Curriculum and Learning Experiences

Social & Emotional Development



Export Training Catalog

A printable catalog of training that is sortable. It is a list of future events. This view shows course title, event number, date and time of the event, number of hours, training language, county, trainer, registration deadline, event fee, level of training, core knowledge area, and CDA content area.

Questions This Report Will Answer:

- What events are my organization offering that people see in the registry?
- How many events are being offered at each course level?
- How many events are being offered in each county?
- How many events are being offered in each CKC or CDA area?
- Which trainers are teaching certain courses or on certain days?
- What is the registration fee?
- What is the registration deadline?

- Searchable date ranges
- CKC Areas
- CDA Content Areas
- County
- Level of Training



Training Start D	Date 10/5/2018	Trainin	ng End Date	1/5/2019											
CKC Areas	Child Growth and Development, C	CDA C	Content Areas	Principles o	f Child Growth 8	Devel 🕶									
County	Statewide, Adams, Allegheny, Arm	Level	of Training	N/A, C1, C2	2, C3	M									
14 4 1	of 1 ▷ ▷ □ ↓	Find Next	- ♣ • ③												
	Title ERS: Environment Rating Scale (ERS) 101 -	Start Date 10/27/2018		Start Time 9:30am	End Time 11:30am	Session List	Hours	Training Language	CKC Areas		Course Level	Location	Trainer Name	Registration	Fee
	Foundations	10/2//2016	10/2//2016	9.30am	11:30am		2.00	English	Curriculum and Learning Experiences	Social & Emotional (Development	C1	Lackawanna	Stefanie Camoni	10/12/2018	\$7.00
	ERS: Early childhood Environment Rating Scale-Revised (ECERS-R) 202	10/27/2018	10/27/2018	11:45am	1:45pm		2.00	English	Curriculum and Learning Experiences	Social & Emotional (Development	C1	Lackawanna	Stefanie Camoni	10/12/2018	\$7.00
	ERS: Infant/Toddler Environment Rating Scale- Revised (ITERS-R) 201	11/10/2018	11/10/2018	9:30am	11:30am		2.00	English	Curriculum and Learning Experiences Organization and Administration	Social & Emotional (Development Effective Program Operation	C1	Lackawanna	Stefanie Camoni	10/26/2018	\$7.00
297191	ERS: School-Age Care Environment Rating Scale Updated (SACERS-U)	11/10/2018	11/10/2018	11:45am	1:45pm		2.00	English	Curriculum and Learning Experiences	Social & Emotional 1 Development	N/A	Lackawanna	Stefanie Camoni	10/26/2018	\$7.00
297330	Teacher Effectiveness Model (Danielson Observation Tool) Teacher/Director Focused	11/8/2018	11/8/2018	8:30am	4:30pm		7.00	English	Professional and Leadership	Maintaining (Professionalism	C2	Pennsylvania	Jacque Foultz	11/2/2018	Free Event
	Teacher Effectiveness Model (Danielson Observation Tool) Teacher/Director Focused	11/20/2018		8:30am	4:30pm		7.00	English	Professional and Leadership	Maintaining (Professionalism	C2	PaTTAN	Jacque Foultz	11/15/2018	Free Event
297333	Strengthening Relationships with Children, Families and Colleagues-6 hours	12/13/2018	12/13/2018	8:30am	4:30pm		6.00	English	Development Family, Schools and Community	Principles of Child (Growth & Development Productive Relationships with Families Maintaining Professionalism	C2	PaTTAN	Jacque Foultz	12/7/2018	Free Event
	Application of The Danielson Framework for Teaching to Pre-kindergarten Classrooms	11/2/2018	11/2/2018	8:30am	3:30pm		6.00	English	Professional and Leadership	Maintaining (Professionalism	C2	Ben Franklin Early	Tahnee Bollinger	10/26/2018	Free Event
	ERS: Environment Rating Scale (ERS) 101 - Foundations	10/23/2018	10/23/2018	6:15pm	8:15pm		2.00	English	Curriculum and Learning Experiences	Social & Emotional (Development	C1	Early Education	Angelique Syster	10/23/2018	\$7.00
	ERS: Environment Rating Scale (ERS) 101 - Foundations	12/3/2018	12/3/2018	6:30pm	8:30pm		2.00	English	Curriculum and Learning Experiences	Social & Emotional (Development	C1	Giant Community	Beth Simon	11/21/2018	\$7.00
	Application of The Danielson Framework for Teaching to Pre-kindergarten Classrooms	11/16/2018	11/16/2018	8:30am	3:30pm		6.00	English	Professional and Leadership	Maintaining (Professionalism	C2	Westmoreland	Tahnee Bollinger	11/9/2018	Free Event
297814	Application of The Danielson Framework for Teaching to Pre-kindergarten Classrooms	11/14/2018	11/14/2018	8:30am	4:00pm		6.00	English	Professional and Leadership	Maintaining (Professionalism	C2	Berks County IU	Jackie Ezzeli	11/14/2018	



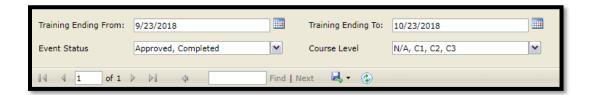
Training Participation

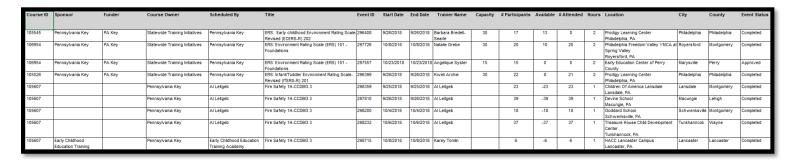
This report will pull events based on person's Sponsor Name, Course Owner, and Scheduled By. It will include: Course ID number, Sponsor, Funder, Course Owner, Scheduled By, Course Title, Event ID, Start and End Dates, Trainer Name, Capacity (of room for event), # Participants, Available spaces, # Attended, Hours, Location, City, County, Event Status.

Questions This Report Will Answer:

- What events has my organization sponsored, funded, or scheduled?
- What events have been scheduled for courses that my organization owns?
- How many participants registered or attended my organizations events?
- Who is instructing my courses?
- Where are my courses being taught?
- Which events still need to be marked as Completed?

- Searchable date ranges
- Event Status
- Course Levels







Event Roster

This report shows the attendees for one event, including their Registry ID numbers, name, email address, physical address, county, and if they registered online or not.

Questions This Report Will Answer:

- What are the email addresses for the attendees?
- From which counties are these participants?

Parameters:

Event ID



Event Registration Pending Payment

This report opens in Excel only. Only registrants who have not paid online through the PD Registry will show in this report.

Tab one will be a Document map with a list of all of the courses with events. Tab 2, Event Attendance Pending Payment, shows event information including: Registrant Name, phone number, email address, registration date, and event start and end date. By clicking on a course in the Document Map tab, it will take you to the corresponding section of the Event Attendance Pending Payment tab.

Questions This Report Will Answer:

- What are the email addresses for the attendees who owe payment?
- What are the phone numbers for the attendees who owe payment?
- When did the person register?

Parameters:

N/A



Tab 1:

EventAttendencePendingPayment PA 18380-ERS: School Age Care Environment Rating Scale (SACERS) 203 43858-ERS: Infant/Toddler Environment Rating Scale-Revised (ITERS-R) 201 46543-Fire Safety 1H-CCDBG 3 47401-AHA Heart Saver Pediatric First Aid with Child-Infant CPR 47629-ERS: Infant/Toddler Environment Rating Scale-Revised (ITERS-R) 201 48093-Mind in the Making: 7 Skills 48765-An Introduction to the ASQ3 and the ASQ:SE 2 48806-AHA Heart Saver Pediatric First Aid with Child-Infant CPR 48839-Linking Standards, Curriculum Framework, and Assessment 287604-Linking Standards, Curriculum Framework, and Assessment Online 287628-Core Knowledge Competencies and Big Ideas Framework Online 287991-ERS Online: Early Childhood Environment Rating Scale-Revised (ECERS-R) 288001-ERS Online: Infant/Toddler Environment Rating Scale-Revised (ITERS-R) 288009-ERS Online: Early Childhood Environment Rating Scale, Third Edition (ECERS-3) 288013-ERS Online: Family Child Care Environment Rating Scale, Third Edition (ECERS-3) 288016-ERS Online: School-Age Care Environment Rating Scale Updated (SACERS-U) 288849-A First Look at Program Observation Instruments for Continuous Quality Improvement 289972-ERS: Infant/Toddler Environment Rating Scale-Revised (ITERS-R) 201 290500-Engaging Adult Learners-Online Course 290520-Continuous Quality Improvement: Building Change that Lasts-Online 294547-ERS: Environment Rating Scale (ERS) 101 - Foundations 294589-Director Credential-Payment for Initial Director Credential Application 297191-ERS: School-Age Care Environment Rating Scale Updated (SACERS-U)

Tab 2:

Event Attendance Pending Payment										
Event 18380 - ERS: School Age Care Environment Rating Scale (SACERS) 203										
Registrant Name Registrant Phone No.		Registrant Email Address	Registration Date	Event Start Date	Event End Date					



Training Participation – Owned Courses

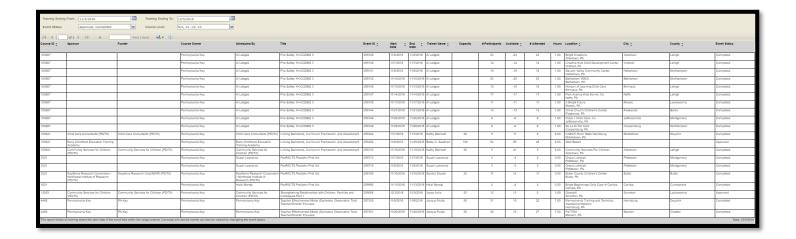
This report will pull all courses that are owned by the Organization. It will include: Course ID number, Sponsor, Funder, Course Owner, Scheduled By, Course Title, Event ID, Start and End Dates, Trainer Name, Capacity (of room for event), # Participants, Available spaces, # Attended, Hours, Location, City, County, Event Status.

Questions This Report Will Answer:

- What events has my organization sponsored, funded, or scheduled?
- What events have been scheduled for courses that my organization owns?
- How many participants registered or attended my organizations events?
- Who is instructing my courses?
- Where are my courses being taught?

Which events still need to be marked as Completed?

- Searchable date ranges
- Event Status
- Course Levels





Individual Instructor Reports

Instructor Evaluation Summary

This report is receiving some enhancements. This report opens in PDF only. Graphs are used to show percentages of answers for each question. Only instructors who have delivered PD and received at least three (3) evaluations for a session will show results. It pulls together all evaluations for all events since July 2018. Because of that, the Registry Team recommends pulling the Instructor Evaluation Summary report from the Event until the enhancements are made. This will allow instructors to view results for one event at a time.

Parameters:

N/A

Questions This Report Will Answer when pulled from individual tab:

- Who is taking my classes (primary positions, languages, race/ethnicity)?
- Are my classes at level, too easy, or too difficult?
- What impact did my training make?

Questions This Report Will Answer when pulled while in the Event:

- How many people completed the evaluation?
- Who took this class (primary positions, languages, race/ethnicity)?
- Is this class at level, too easy, or too difficult?
- What impact did this training make?

Instructor Training Participation

This report will pull events based on person's Sponsor Name, Course Owner, and Scheduled By. It will include: Course ID number, Sponsor, Funder, Course Owner, Scheduled By, Course Title, Event ID, Start and End Dates, Trainer Name, Capacity (of room for event), # Participants, Available spaces, # Attended, Hours, Location, City, County, Event Status.

Questions This Report Will Answer:

- What events have I sponsored, funded, or scheduled?
- What events have been scheduled for courses that I own?
- How many participants registered or attended my events?
- Who is instructing my courses?
- Where are my courses being taught?
- Which events still need to be marked as Completed?



- Searchable date ranges
- Event Status
- Course Levels





GLOSSARY

Filter – A way of removing data that should not be part of the answer set, but is part of the report data **Parameters** – A way of defining the data, similar to a filter, but applied before running the report.