

Professional Development Registry Reports Manual

FOR INSTRUCTORS AND PROFESSIONAL DEVELOPMENT
ORGANIZATIONS

2018





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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?

Parameters:

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



 Scheduled Events Pennsylvania Key						
Start Date			Level	Status	# of Events	Attendance
☐ 111974 - 2018 Pennsylvania Home Visiting and Family Support Conference -Hours 10			C1	Approved	1	5
☐ 111973 - 2018 Pennsylvania Home Visiting and Family Support Conference -Hours 12			C1	Approved	1	16
☐ 111975 - 2018 Pennsylvania Home Visiting and Family Support Conference -Hours 3.75			C1	Approved	1	1
☐ 111976 - 2018 Pennsylvania Home Visiting and Family Support Conference -Hours 5.75			C1	Approved	1	2
☐ 7976 - A First Look at Program Observation Instruments for Continuous Quality Improvement			N/A	Completed	3	15
Event ID	Start Date	End Date	Event Status Name	Trainer Name	Location County	Attendance
48757	1/23/2018	1/23/2018	Completed	Barbara Bredell-Searle		0
288849	4/5/2018	4/5/2018	Approved	Barbara Bredell-Searle	Philadelphia	1
289252	4/5/2018	4/5/2018	Approved	Barbara Bredell-Searle	Philadelphia	14
☐ 4523 - A Strengths Based Approach to Best Practice Using the ECERS, Third Edition (ECERS-3)			N/A	Completed	4	35
Event ID	Start Date	End Date	Event Status Name	Trainer Name	Location County	Attendance
48762	1/23/2018	1/23/2018	Completed	Barbara Bredell-Searle		2
294748	7/2/2018	7/2/2018	Cancelled	Natalie Grebe	Bucks	0
294536	6/4/2018	6/4/2018	Completed	Amy Hoffman	Lancaster	17
294788	7/2/2018	7/2/2018	Completed	Natalie Grebe	Bucks	16

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

Location

Early Education Center of Perry County
Marysville, PA

Trainer

Angelique Syster

Hours

2.00

Registration Deadline

10/23/2018

Event Fee

\$7.00

Level of Training

C1

Core Knowledge Area

Curriculum and Learning Experiences

CDA Content Areas

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
Scranton, PA

Trainer

Stefanie Camoni

Hours

2.00

Registration Deadline

10/12/2018

Event Fee

\$7.00

Level of Training

C1

Core Knowledge Area

Curriculum and Learning Experiences

CDA Content Areas

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
Scranton, PA

Trainer

Stefanie Camoni

Hours

2.00

Registration Deadline

10/12/2018

Event Fee

\$7.00

Level of Training

C1

Core Knowledge Area

Curriculum and Learning Experiences

CDA Content Areas

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?

Parameters:

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



Training Start Date

10/5/2018

Training End Date

1/5/2019

CKC Areas

Child Growth and Development, C

CDA Content Areas

Principles of Child Growth & Devel

County

Statewide, Adams, Allegheny, Arm

Level of Training

N/A, C1, C2, C3

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Event ID	Title	Start Date	End Date	Start Time	End Time	Session List	Hours	Training Language	CKC Areas	CDA Areas	Course Level	Location	Trainer Name	Registration	Fee
297177	ERS: Environment Rating Scale (ERS) 101 - Foundations	10/27/2018	10/27/2018	9:30am	11:30am		2.00	English	Curriculum and Learning Experiences	Social & Emotional Development	C1	Lackawanna	Stefanie Camoni	10/12/2018	\$7.00
297189	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
297190	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 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 Foulitz	11/2/2018	Free Event
297331	Teacher Effectiveness Model (Danielson Observation Tool) Teacher/Director Focused	11/20/2018	11/20/2018	8:30am	4:30pm		7.00	English	Professional and Leadership	Maintaining Professionalism	C2	PaTTAN	Jacque Foulitz	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	Child Growth and Development Family, Schools and Community Collaborations and Partnerships	Principles of Child Growth & Development Productive Relationships with Families	C2	PaTTAN	Jacque Foulitz	12/7/2018	Free Event
297536	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
297557	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	Anelouise Syster	10/23/2018	\$7.00
297610	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
297652	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 Ezzell	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?

Parameters:

- Searchable date ranges
- Event Status
- Course Levels

Training Ending From:
Training Ending To:

Event Status:
Course Level:

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Course ID	Sponsor	Funder	Course Owner	Scheduled By	Title	Event ID	Start Date	End Date	Trainer Name	Capacity	# Participants	Available	# Attended	Hours	Location	City	County	Event Status
105545	Pennsylvania Key	PA Key	Statewide Training Initiatives	Pennsylvania Key	ERS: Early childhood Environment Rating Scale Revised (ECERS-R) 202	296408	9/26/2018	9/26/2018	Barbara Bredel-Searle	30	17	13	0	2	Prodigy Learning Center Philadelphia, PA	Philadelphia	Philadelphia	Completed
106954	Pennsylvania Key	PA Key	Statewide Training Initiatives	Pennsylvania Key	ERS: Environment Rating Scale (ERS) 101 - Foundations	297726	10/8/2018	10/8/2018	Natale Grebe	30	20	10	20	2	Philadelphia Freedom Valley YMCA at Spring Valley Royersford, PA	Royersford	Montgomery	Completed
106954	Pennsylvania Key	PA Key	Statewide Training Initiatives	Pennsylvania Key	ERS: Environment Rating Scale (ERS) 101 - Foundations	297557	10/23/2018	10/23/2018	Angelique Syster	15	15	0	0	2	Early Education Center of Perry County	Marysville	Perry	Approved
105526	Pennsylvania Key	PA Key	Statewide Training Initiatives	Pennsylvania Key	ERS: Infant/Toddler Environment Rating Scale-Revised (ITERS-R) 201	296399	9/26/2018	9/26/2018	Kweil Archie	30	22	8	21	2	Prodigy Learning Center Philadelphia, PA	Philadelphia	Philadelphia	Completed
105607			Pennsylvania Key	Al Letgeb	Fire Safety 1H-CCDBG 3	296359	9/25/2018	9/25/2018	Al Letgeb		23	-23	23	1	Children Of America Lansdale Lansdale, PA	Lansdale	Montgomery	Completed
105607			Pennsylvania Key	Al Letgeb	Fire Safety 1H-CCDBG 3	297810	9/26/2018	9/26/2018	Al Letgeb		39	-39	39	1	Devine School Macungie, PA	Macungie	Lehigh	Completed
105607			Pennsylvania Key	Al Letgeb	Fire Safety 1H-CCDBG 3	298200	10/4/2018	10/4/2018	Al Letgeb		18	-18	18	1	Goddard School Schwenksville, PA	Schwenksville	Montgomery	Completed
105607			Pennsylvania Key	Al Letgeb	Fire Safety 1H-CCDBG 3	298232	10/6/2018	10/6/2018	Al Letgeb		37	-37	37	1	Treasure House Child Development Center Tunkhannock, PA	Tunkhannock	Wayne	Completed
105607	Early Childhood Education Training		Pennsylvania Key	Early Childhood Education Training Academy	Fire Safety 1H-CCDBG 3	298715	10/8/2018	10/8/2018	Karey Tomlin		6	-6	6	1	HACC Lancaster Campus Lancaster, PA	Lancaster	Lancaster	Completed



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

Registry ID	Type	First Name	Last Name	Email Address	Address	Address 2	City	State	Zip	County	Registered Online
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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:

EventAttendancePendingPayment 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-Revised (FCCERS-R) 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)
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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?

Parameters:

- Searchable date ranges
- Event Status
- Course Levels

Training Ending From: 11/1/2018 Training Ending To: 12/31/2018																		
Event Status: Approved, Completed Course Level: N/A, C1, C2, C3																		
Find / Next																		
Course ID	Sponsor	Funder	Course Owner	Scheduled By	Title	Event ID	Start Date	End Date	Trainer Name	Capacity	# Participants	Available	# Attended	Hours	Location	City	County	Event Status
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209125	11/6/2018	11/6/2018	Al Lutgah	23	23	23	23	1.00	Bright Children's Pittsburgh, PA	Monroeville	Luzerne	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209131	11/7/2018	11/7/2018	Al Lutgah	14	14	14	14	1.00	Creative Kids Child Development Center Pittsburgh, PA	Oradell	Luzerne	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209131	11/8/2018	11/8/2018	Al Lutgah	19	19	19	19	1.00	Salmon Valley Community Center Pittsburgh, PA	Holtzman	Northampton	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209132	11/10/2018	11/10/2018	Al Lutgah	25	25	25	25	1.00	Bethlehem YMCA Bethlehem, PA	Bethlehem	Northampton	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209138	11/13/2018	11/13/2018	Al Lutgah	10	10	10	10	1.00	Institute of Learning Child Care Pittsburgh, PA	Ettersville	Luzerne	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209137	11/14/2018	11/14/2018	Al Lutgah	17	17	17	17	1.00	Park Avenue Kids Corner, Inc Harrisburg, PA	Harrisburg	Luzerne	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209139	11/17/2018	11/17/2018	Al Lutgah	11	11	11	11	1.00	A Bright Future Pittsburgh, PA	Moscow	Lackawanna	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209144	11/21/2018	11/21/2018	Al Lutgah	13	13	13	13	1.00	Central Church Children's Center Pittsburgh, PA	Pittsburgh	Bucks	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209146	11/26/2018	11/26/2018	Al Lutgah	8	8	8	8	1.00	Class 1 Child Care, Inc Jeffersonville, PA	Jeffersonville	Montgomery	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209148	11/28/2018	11/28/2018	Al Lutgah	8	8	8	8	1.00	Bo Le W Kid Care Cresskill, PA	Cresskill	Northampton	Completed
10067			Pennsylvania Key	Al Lutgah	Pin Safety (N-CCEB) 3	209148	11/28/2018	11/28/2018	Al Lutgah	8	8	8	8	1.00	CARETCH Penn State Harrisburg Harrisburg, PA	Middletown	Dauphin	Completed
10061	Child Care Consultants (PDTA)	Child Care Consultants (PDTA)	Pennsylvania Key	Child Care Consultants (PDTA)	Living Standards, Curriculum Frameworks, and Assessment Training Academy	200444	11/7/2018	11/7/2018	Kathy Stennett	20	9	11	9	8.00	Waco Based	Waco	Dauphin	Completed
10061	Early Childhood Education Training Academy	Early Childhood Education Training Academy	Pennsylvania Key	Early Childhood Education Training Academy	Living Standards, Curriculum Frameworks, and Assessment Training Academy	200444	11/8/2018	11/8/2018	Stacy D. Soudan	100	24	39	24	8.00	Waco Based	Waco	Dauphin	Approved
10061	Community Services for Children (PDTA)	Community Services for Children (PDTA)	Pennsylvania Key	Community Services for Children (PDTA)	Living Standards, Curriculum Frameworks, and Assessment Training Academy	200444	11/16/2018	11/16/2018	Kathy Stennett	50	9	41	9	8.00	Community Services For Children Pittsburgh, PA	Monroeville	Luzerne	Completed
1021			Pennsylvania Key	Susan Lawrence	PinFACTS Pediatric First Aid	200713	11/7/2018	11/7/2018	Susan Lawrence	4	4	4	4	0.50	Grass Luthern Pittsburgh, PA	Pittsburgh	Montgomery	Completed
1021			Pennsylvania Key	Susan Lawrence	PinFACTS Pediatric First Aid	200715	11/8/2018	11/8/2018	Susan Lawrence	3	3	3	3	0.50	Grass Luthern Pittsburgh, PA	Pittsburgh	Montgomery	Completed
1021	KeyStone Research Corporation / Northwest Institute of Research (PDTA)	KeyStone Research Corporation / Northwest Institute of Research (PDTA)	Pennsylvania Key	KeyStone Research Corporation / Northwest Institute of Research (PDTA)	PinFACTS Pediatric First Aid	200165	11/10/2018	11/10/2018	Sandra Snyder	25	11	14	11	0.50	Butler County Children's Center Butler, PA	Butler	Luzerne	Completed
1021			Pennsylvania Key	Heidi Menke	PinFACTS Pediatric First Aid	200986	11/13/2018	11/13/2018	Heidi Menke	4	4	4	4	0.50	Bright Beginnings Child Care of Carlisle Carlisle, PA	Carlisle	Lancaster	Completed
1003	Community Services for Children (PDTA)	Community Services for Children (PDTA)	Pennsylvania Key	Community Services for Children (PDTA)	Strengthening Relationships with Children, Families and Communities Part 1	200668	12/10/2018	12/10/2018	Jessie Aulis	25	12	13	13	0.50	Central Berwyn, PA	Berwyn	Lancaster	Approved
4488	Pennsylvania Key	PA Key	Pennsylvania Key	Pennsylvania Key	Teacher Effectiveness Model (Domestic Observation Tool) Teacher/Observer Protocol	207386	11/8/2018	11/8/2018	Jessie Aulis	50	31	19	22	7.00	Pennsylvania Training and Technical Assistance Network Harrisburg, PA	Harrisburg	Dauphin	Completed
4488	Pennsylvania Key	PA Key	Pennsylvania Key	Pennsylvania Key	Teacher Effectiveness Model (Domestic Observation Tool) Teacher/Observer Protocol	207381	11/20/2018	11/20/2018	Jessie Aulis	50	34	16	27	7.00	PA TTA Middletown, PA	Middletown	Dauphin	Completed

Only use these tags: [a href="#">a, [b>bold, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline, [code>code, [pre>pre, [strong>strong, [em>em, [i>italic, [u>underline



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?

Parameters:



- Searchable date ranges
- Event Status
- Course Levels

Training Ending From: 10/8/2018

Training Ending To: 11/8/2018

View Report

Event Status: Approved, Completed

Course Level: N/A, C1, C2, C3

1 of 1

Find & Next

Training Registration - Instructor View

Event Count: 14

Instructor: Darlene Sansone

Course ID	Sponsor	Funder	Course Owner	Title	Event ID	Start Date	End Date	Trainer Name	Capacity	# Participants	Available	# Attended	Hours	Location	City	County	Event Status
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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.