



# The Life of A Professional Development Activity in AllofE

## **Before the Activity**

1. Create the Activity
2. Enroll staff members in the Activity
3. Add an evaluation to the Activity
4. Print an attendance sheet for the Activity

## **During the Activity**

1. Have staff members sign the attendance sheet at the Activity

## **After the Activity**

1. Use the attendance sheet to submit attendance for the Activity
2. When the evaluation closes, view the results of your Activity

# How To Create an Activity

First, choose PD Admin from your home screen.  
Next, choose Manage Classes from your Quick Links

The screenshot shows the Inservice application interface. At the top, it says 'Welcome Rhonda Wingo | Session Time: 1:59:40'. On the left is a 'Menu' with 'Quick Links' including Home, Reports, PD Admin, Logout, Catalog, Instructors, and My Account. Below the menu is a 'Search for Events' section with input fields for 'Event title...' and 'Starts after...'. The main area is titled 'Quick Links' and contains several icons with descriptions: 'Manage Classes' (Add, Remove and Update classes and class sections), 'Enrollment Tools' (Obtain attendance and enrollment data for classes within the district), 'Categories' (Manage professional development event categories), 'Manage Users' (Manage system user information and credentials), 'Buildings' (Manage school buildings within the district. Associate Users to Buildings.), 'Departments' (Manage Departments. Associate users with departments), 'Staff Groups' (Manage Staff Groups. Assign Users to Staff Groups.), 'Reports' (View comprehensive reports for administrators, instructors, principals and staff), 'Workflow' (Manage Approvers, E-mails etc. associated with PD approval process. View History.), and 'External Activity Requests' (View External Activity Requests).

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Next, choose Add Class

The screenshot shows the 'Classes' page in the Inservice application. At the top, it says 'Welcome Rhonda Wingo | Session Time: 1:59:53'. The 'Classes' section is active. Below the title bar are buttons for 'Add Class', 'View', 'Update', 'Copy', and 'Delete'. A table lists various classes with columns for Class ID, Name, Start Date, End Date, Hours, and Status. The table is paginated, showing 'Page 1 of 25' and 'Displaying classes 1 - 100 of 2418'.

Class	Name	Start Date	End Date	Hours	Status
553651	Assessment of Autism Spectrum Disorder	08/03/2009	08/05/2009	18	Open
553673	Elementary Investigating Investigations	07/30/2009	07/30/2009	3	Open
553650	Mandt Training Recertification	07/30/2009	07/31/2009	12	Open
553679	Ruby Payne Workshop	07/30/2009	07/30/2009	3	Open
553649	Social Skills and Autism Spectrum Disorder	07/30/2009	07/30/2009	6	Open
553625	Technology Institute-SMART Intermediate	07/30/2009	07/30/2009	6	Open
553648	Behavior and Autism Spectrum Disorder	07/29/2009	07/29/2009	6	Open
553676	MS SFA Training for New Teachers Grades 6-8	07/29/2009	07/30/2009	9	Open
553624	Technology Institute-SMART Basic	07/29/2009	07/29/2009	6	Open
553645	Boardmaker	07/28/2009	07/28/2009	3	Open
553672	Elementary Investigating Investigations	07/28/2009	07/28/2009	3	Open
553647	Facilitating Communication	07/28/2009	07/28/2009	3	Open
553646	Sensory and Autism Spectrum Disorder	07/28/2009	07/28/2009	3	Open
553626	Technology Institute-District Electronic Resources	07/28/2009	07/28/2009	6	Open

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From here you will need to enter the following information:

- Title of activity
- Hours (length of activity)
- Description of activity
- Cont. Certification Eligible (yes only if attendees will receive college credit)
- School Year the activity is in
- Minimum and Maximum students that may be enrolled in the course
- Categories that are applicable to the activity.
- Date, time, and location of the class. To enter this information, choose the Add button under Sessions. If an activity will be happening on more than one day (usually consecutive), you would add the other sessions onto this one activity. If you are setting up a year of Design Team meetings, you would want to create an individual activity for each month using the Copy feature.
- Select a provider (usually ISD)
- Building/District activity
- Activity fee if applicable
- Instructor of Course-may be more than one.

**Add Class**

**General Information**

**Creator** Rhonda Wingo **Date Of Creation** Apr 23, 2009

**Title \***  **Hours \***

**Description**

**Cont. Certification Eligible \***  **School Year \***

**Min Enrollment**  **Max Enrollment**

**Categories \***

At-Risk  
 Instructional Improvement/Strategies  
 Mathematics  
 Para PD  
 Technology

Curriculum  
 Literacy  
 Other  
 Special Services

**Dates and Location Information**

**Sessions \***

Add Remove

Session Name	Location	Room	Start Date ▲	Start Time	End Date	End Time	Session ...

**Provider Information**

**Provider**

**Registration and Approval Settings**

**What type of Event is this? \***  District  Building

**Does this Event Require PD\$? \***  Yes  No

**Registration Fee**

**Instructor**

**District Instructor(s)**  
Pick Internal District Instructors Here

**Available Users**

Adams, Jennifer  
 Allinder, Barbara  
 Anger, Jeffrey  
 Arnote, Sage  
 Baker, Jana

**Selected Instructors**

**External Instructor(s)**  
Or Enter Instructors External to the District Here

Next, determine which CSIP goals are applicable to your activity. At least one must be selected.

**Goals and Objectives (You may select multiple Goals and Objectives) \***

**Goal #1 - Increase student achievement and performance**

- Ensure that a viable written curriculum is consistently implemented and regularly reviewed. (Standards 6.1, 6.2, 9.2)
- Utilize district technology resources to enhance learning. (Standard 6.4)
- Implement and maintain a comprehensive library media program which incorporates high-quality academic research. (Standards 6.8, 9.2)
- Utilize research-based instructional practices. (Standard 6.3)
- Eliminate student achievement gaps. (Standards 6.3, 6.5, 6.9, 9.1, 9.5, 9.6)
- Provide high-quality professional development aligned to district goals. (Standard 6.7)
- Provide district supports to students as they transition through the educational system. (Standards 6.5, 7.1, 7.2, 7.3, 8.12, 9.3)

**Goal #2 - Align district programs and services for continuity**

- Develop parents as partners in their child's education. (Standard 7.5)
- Prepare young children to enter school ready to learn. (Standards 7.4, 7.5)
- Prepare youth for a productive adulthood. (Standards 6.9, 7.6, 7.8)
- Prepare adults for work and a productive life. (Standards 6.9, 7.3, 7.6, 9.3)
- Ensure that children and families have the knowledge and skills to live healthy lives. (Standards 7.4, 7.5, 8.12)
- Ensure that children are safe in their families and families are safe in their neighborhoods. (Standards 7.6, 7.5)
- Develop well-informed citizens and decision-makers. (Standards 6.9, 7.6)

**Goal #3 - Maximize Resources to Facilitate Learning**

- Provide an indoor and outdoor climate that is safe and conducive to learning. (Standards 6.6, 8.10, 8.11, 8.12)
- Provide all students with well-balanced and nutritious meals. (Standard 8.13)
- Provide students with a safe, efficient, and courteous transportation system. (Standard 8.8)
- Ensure that a positive collaboration process is practiced throughout the district. (Standard 8.8)
- Attract, develop, and retain quality employees. (Standards 5.1, 8.4)
- Develop and maintain open and clear lines of communication with the school and community. (Standards 8.8, 8.9)
- Attract, develop, and retain quality employees. (Standards 5.1, 8.4)
- Develop and maintain open and clear lines of communication with the school and community. (Standards 8.8, 8.9)
- Provide and maintain technology resources which complement and support the instructional programs. (Standard 6.4)
- Maintain and improve fiscal responsibility. (Standards 8.5, 8.6)

Beyond that you can restrict viewers based on the following criteria:

- Grade
- Department
- Group
- Building

You must click on the Submit button to add the activity to the catalog

# How to Enroll Staff Members in an Activity

First, choose PD Admin from your home screen

Next, choose Enrollment Tools from your Quick Links

The screenshot shows the Inservice PD Admin interface. On the left is a menu with 'Quick Links' including Home, Reports, PD Admin, Logout, Catalog, Instructors, and My Account. Below the menu is a search box for events. The main area displays a grid of quick links: Manage Classes, Enrollment Tools (highlighted with an arrow), Categories, Manage Users, Buildings, Departments, Staff Groups, Reports, Workflow, and External Activity Requests. The top right shows 'Welcome Rhonda Wingo | Session Time: 1:59:46'.

Next, highlight your activity. Click on the colored box to the left of the activity. Do not select the orange title or you will view the activity instead. Choose the More dropdown box and select Enrollments

The screenshot shows the Inservice Class Catalog - Admin interface. The top right shows 'Welcome Rhonda Wingo | Session Time: 1:57:21'. The main area is a table of activities with columns for Number, Title, Location, Enrollment, Waitlist, Max, Hours, and Start. A 'More' dropdown menu is open over the table, showing options: Enrollments, View Roster, Change Status, Course Credit Data, and Lists. The table rows are color-coded: green for 'Open', red for 'Full', blue for 'Completed', and grey for 'Cancelled'. The bottom of the screen shows 'Page 1 of 11' and 'Displaying 1 - 50 of 520'.

From here you can add individuals by searching for their names, you can add entire buildings, departments, grades or groups by using the User Filter on the left side of the page. When you find the users you want to enroll you can highlight their name (s) and choose Add or you can enroll them all by choosing Add All.

The screenshot displays the 'Enrollments' application window. On the left, the 'User Filter' section includes input fields for 'First Name' and 'Last Name', and dropdown menus for 'Building', 'Department', 'Grade', and 'Group'. Below these are 'Find Users' and 'Clear Filters' buttons. The main area is titled 'Elementary Math Design Team' and shows session details: 'Session 1 Start Date: 05/05/2009', 'Session 1 Start Time: 4:15 pm', 'Session 1 End Time: 5:15 pm', and 'Description: Monthly Meeting'. Below this is a table titled 'Users Enrolled in Elementary Math Design Team' with columns for 'Last Name', 'First Name', 'Enrollment Date', 'Status', 'Hours', and 'Credit'. The table lists 14 users, all with a status of 'Enrolled' and 1.00 hours. A 'Remove' button is located above the table. At the bottom center, there is a 'Save' button. The 'Users' section at the bottom left has 'Add' and 'Add All' buttons. The page number 'Page 1 of 1' is visible at the bottom left of the main content area.

Last Name	First Name	Enrollment Date	Status	Hours	Credit
Adams	Jennifer		Enrolled	1.00	0
Leake	Rebecca		Enrolled	1.00	0
Leslie	Donna		Enrolled	1.00	0
Magel	Julie		Enrolled	1.00	0
Mitchell	Jennifer		Enrolled	1.00	0
Muirhead	Gaylyn		Enrolled	1.00	0
Bauer	Lindsay		Enrolled	1.00	0
Payton	Jennifer		Enrolled	1.00	0
Plack	Christin		Enrolled	1.00	0
Pointer	Janice		Enrolled	1.00	0
Schnieders	Emily		Enrolled	1.00	0
Shatto	Carrie		Enrolled	1.00	0

If you add someone that you did not want to add and would like to remove them from your list, you would need to select the staff member and choose Remove

Remember, you must save all of your changes!

# How to Add an Evaluation

Choose PD Admin from your home screen. Again, you will choose Enrollment Tools from your Quick Links

The screenshot shows the Inservice application interface. On the left is a 'Menu' with 'Quick Links' including Home, Reports, PD Admin, Logout, Catalog, Instructors, and My Account. Below the menu is a 'Search for Events' section. The main area is titled 'Quick Links' and contains several activity cards: Manage Classes, Enrollment Tools (highlighted with a red box and an arrow), Categories, Manage Users, Buildings, Departments, Staff Groups, Reports, Workflow, and External Activity Requests. The top navigation bar shows 'Welcome Rhonda Wingo | Session Time: 1:59:46'.

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Next, highlight your activity by clicking on the colored box to the left of the activity title, select More and then select Evaluations on the dropdown box.

The screenshot shows the 'Class Catalog - Admin' page. The left sidebar is the same as in the previous screenshot. The main area displays a table of activities. The row for '554689 1 New Teacher Training...BI...' is highlighted with a red box. A 'More' dropdown menu is open over this row, with an arrow pointing to the 'Evaluations' option. The table has columns for Number, Title, and various statistics. The bottom of the page shows a legend: Open (green), Full (red), Completed (blue), Cancelled (grey).

Number	Title	En...	W...	Max	Ho...	Start
554586 1	Fairmount BIST Training	25	0	-	1	12/01/10
554493 1	Elementary Music Cross D...	0	0	25	2	11/18/10
554624 1	First Grade Cross District ...	0	0	55	2	11/18/10
554487 1	Kindergarten Cross District	48	0	-	2	11/18/10
554485 1	Third Grade Cross District	48	0	-	2	11/18/10
554689 1	New Teacher Training...BI...	15	0	15	2	11/15/10
554786 1	SFT AR Review	28	0	50	1	11/11/10
554793 1	Three Trails SAW 11-10-10	27	0	-	1	11/10/10
554617 1	Elementary Literacy Desig...	0	0	50	1	11/09/10
554598 1	School-Wide Positive Beh...	9	0	10	6	11/08/10
554835 1	Bingham SAW	57	0	70	1	11/04/10
554834 1	District Professional Deve...	36	0	40	2	11/04/10
554580 1	HS Math Design Team M...	18	0	50	2	11/04/10
554837 1	Middle School Social Stud...	13	0	-	1	11/03/10
554792 1	Three Trails SAW	28	0	-	1	11/03/10
554777 1	Marcia Tate/GKCPDN-Part 1	58	0	110	6	11/01/10
554594 1	MS BIST Vision Team	33	0	50	3	11/01/10

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Choose the survey you want to use with your event. Click in the area under Start Date and End Date to select your days. After you have selected your days, tab over and then hit Submit. You will then get a message that your changes have been saved.

The screenshot shows the 'inservice staff development' web application. The top navigation bar includes 'ContentM | eCurriculum | Welcome Rhonda Wingo | Session Time: 1:54:58'. The main content area is titled 'Evaluations for Class "554834 1: District Professional Development Committee"'. Below this title are 'Submit' and 'Close' buttons. A table titled 'Evaluation Forms' is displayed with the following columns: Title, Description, Start Date, End Date, and Respon... (Response). The table contains two rows: 'Building PD Survey' with a Start Date of '11/03/2010' and an empty End Date field, and 'Cross District Collaboration Survey'. On the left side, there is a 'Quick Links' menu with options: Home, Reports, PD Admin, Logout, Catalog, Instructors, and My Account. Below the menu is a 'Search for Events' section with input fields for 'Event title...', 'Starts after...', and a 'Go' button. The footer of the page contains the copyright notice: '© 2010 AllofE Solutions All Rights Reserved'.

# How to Create an Attendance Sheet

Choose PD Admin from your home screen. Again, you will choose Enrollment Tools from your Quick Links

The screenshot shows the Inservice home screen. The top navigation bar includes the Inservice logo, a welcome message for Rhonda Wingo, and a session timer. A left-hand menu contains links for Home, Reports, PD Admin, and Logout. The main 'Quick Links' area is titled 'PD Admin' and contains several icons with descriptions: Manage Classes, Enrollment Tools (highlighted with an arrow), Categories, Manage Users, Buildings, Departments, Staff Groups, Reports, Workflow, and External Activity Requests.

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Next, highlight your activity by clicking on the colored box to the left of the activity title, then select Attendance Sheet. The attendance/sign in sheet will pop up. Select Print and you are done.

The screenshot shows the 'Class Catalog - Admin' page. At the top, there are options for 'Group By', 'View', and 'Attendance Sheet' (highlighted with an arrow). Below this is a table of class listings with columns for Number, Title, Category, Location, En..., W..., Max, Ho..., and Start. The table contains 20 rows of data. At the bottom of the page, there is a legend with colored boxes: Green for 'Open', Red for 'Full', Blue for 'Completed', and Grey for 'Cancelled'.

Number	Title	Category	Location	En...	W...	Max	Ho...	Start
513425 1	ELL Cross District Meetin...	At-Risk, Curriculum, In...	William Chrisman Library	10	0	15	1	05/27/09
553588 1	Middle School PE Cross D...	Curriculum	Bingham	20	0	20	1	05/14/09
527933 1	MS Math Cross-District C...	Mathematics	Bingham Large Classr...	32	0	35	1	05/14/09
512359 1	Elementary Cross District...	Curriculum	Sycamore Fourth Grad...	46	0	50	1	05/13/09
553587 1	Elementary PE Cross Dist...	Curriculum	Glendale Elementary	16	0	20	1	05/13/09
553589 1	Middle School Health/PE ...	Curriculum, Instruction...	Bingham	6	0	-	1	05/12/09
527916 1	MS Math Design Team C...	Mathematics	Bridger Library	31	0	30	1	05/06/09
512369 1	Elementary Math Design ...	Curriculum	Sycamore Fourth Grad...	34	0	50	1	05/05/09
553593 1	SFT Character Ed PD	At-Risk, Curriculum	SFT LMC	27	0	40	3	05/01/09
553671 1	SFT SAW	Curriculum, Instruction...	SFT	31	0	-	1	04/23/09
553681 1	Sycamore Hills MAP / Sur...	Curriculum	Sycamore	57	0	70	1	04/23/09
513422 1	ELL Cross District Meetin...	Instructional Improvem...	William Chrisman Library	10	0	15	1	04/22/09
553680 1	Three Trails, Evaluation	Instructional Improvem...	computer Lab	27	0	-	1	04/21/09
553674 1	Smartfest 09'	Instructional Improvem...	1	2	0	50	8	04/18/09
553598 1	SFT Cadres	Curriculum, Instruction...	SFT	27	0	-	1	04/16/09
553599 1	Third Grade Mini-Society ...	Curriculum, Instruction...	Pir Pioneer RidgeS	18	0	-	1	04/16/09
553652 1	Glendale Study Group-Se...	At-Risk, Instructional I...	Glendale	12	0	18	1	04/15/09

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# How to Confirm Attendance

First, choose PD Admin from your home screen. Then, you will go to Enrollment Tools through the Quick Links. Next, highlight the activity by clicking on the colored box and choose the More dropdown box. Select Course Credit Data.

The screenshot shows the 'Class Catalog - Admin' interface. A table of activities is displayed with columns: Number, Title, Location, Enrollments, and Start. A dropdown menu is open over the table, showing options: Enrollments, View Roster, Change Status, Course Credit Data (highlighted), and Lists. A legend at the bottom indicates status colors: Open (green), Full (red), Completed (blue), and Cancelled (grey).

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At this point, a box will pop up with a list of everyone who is enrolled in the activity. Enrollees are all at the Approved status until the day after the activity and then they are all automatically changed to Completed status. If you have someone who is absent you will need to change their status or they will be automatically given credit. It is up to instructors to keep our attendance as clean as possible.

Name	Status	Hours	Credits
Gumerman, Janice	Completed	2	
Abernathy, Tracie	Completed	2	
Anderson, Mona	Completed	2	
Bright, Megan	Completed	2	
Garner, Chuck	Completed	2	
Hinckley, Sandra	Completed	2	
Hochstedler, Paula	Completed	2	
Legg, Kyle	Completed	2	
McBurney, Rebecca	Completed	2	
McKerlie, Chris	Completed	2	
Meng, Mark	Completed	2	
Painter, Stephen	Completed	2	
Smith, Julie	Completed	2	
Twibell, Cynthia	Completed	2	
Willis, Patty	Completed	2	

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To change someone's status, you will need to click on their status box. A dropdown box will appear and you can then choose No Show.

Name	Status	Hours	Credits
Gumerman, Janice	Completed	2	
Abernathy, Tracie	Incomplete	2	
Anderson, Mona	No Show	2	
Bright, Megan	Completed	2	
Garner, Chuck	Completed	2	
Hinckley, Sandra	Completed	2	
Hochstedler, Paula	Completed	2	
Legg, Kyle	Completed	2	
McBurney, Rebecca	Completed	2	
McKerlie, Chris	Completed	2	
Meng, Mark	Completed	2	
Painter, Stephen	Completed	2	
Smith, Julie	Completed	2	
Twibell, Cynthia	Completed	2	
Willis, Patty	Completed	2	

Submit Close      Submit Close

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Remember to choose Submit when you have completed your changes.

# How to View Your Evaluations

Choose PD Admin from your home screen. Then choose Enrollment Tools from your Quick Links

The screenshot shows the Inservice home screen. On the left is a 'Menu' with 'Quick Links' including Home, Reports, PD Admin, Logout, Catalog, Instructors, and My Account. Below the menu is a 'Search for Events' section. The main area is titled 'Quick Links' and contains several activity cards: 'Manage Classes', 'Enrollment Tools' (highlighted with an arrow), 'Categories', 'Manage Users', 'Buildings', 'Departments', 'Staff Groups', 'Reports', 'Workflow', and 'External Activity Requests'. The top navigation bar says 'Welcome Rhonda Wingo | Session Time: 1:59:46'.

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Next, highlight your activity by clicking on the colored box to the left of the activity title, select More and then select Evaluations on the dropdown box.

The screenshot shows the 'Class Catalog - Admin' page. A table lists activities with columns for Number, Title, and various enrollment metrics. The activity '554689 1 New Teacher Training...BI...' is highlighted with a red box. A dropdown menu is open for this activity, showing options like 'Enrollments', 'View Roster', 'Email Participants', 'Change Status', 'Course Credit Data', 'Waitlists', and 'Evaluations'. The 'Evaluations' option is selected. The bottom of the page has a legend: Open (green), Full (red), Completed (blue), Cancelled (grey). The top navigation bar says 'Welcome Rhonda Wingo | Session Time: 1:59:45'.

Number	Title	En...	W...	Max	Ho...	Start
554586 1	Fairmount BIST Training	25	0	-	1	12/01/10
554493 1	Elementary Music Cross D...	0	0	25	2	11/18/10
554624 1	First Grade Cross District ...	0	0	55	2	11/18/10
554487 1	Kindergarten Cross District	48	0	-	2	11/18/10
554485 1	Third Grade Cross District	48	0	-	2	11/18/10
554689 1	New Teacher Training...BI...	15	0	15	2	11/15/10
554786 1	SFT AR Review	28	0	50	1	11/11/10
554793 1	Three Trails SAW 11-10-10	27	0	-	1	11/10/10
554617 1	Elementary Literacy Desig...	0	0	50	1	11/09/10
554598 1	School-Wide Positive Beh...	9	0	10	6	11/08/10
554835 1	Bingham SAW	57	0	70	1	11/04/10
554834 1	District Professional Deve...	36	0	40	2	11/04/10
554580 1	HS Math Design Team M...	18	0	50	2	11/04/10
554837 1	Middle School Social Stud...	13	0	-	1	11/03/10
554792 1	Three Trails SAW	28	0	-	1	11/03/10
554777 1	Marcia Tate/GKCPDN-Part 1	58	0	110	6	11/01/10
554594 1	MS BIST Vision Team	33	0	50	3	11/01/10

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Choose the View button to view your survey results.

The screenshot shows the 'inService staff development' interface. The main content area is titled 'Evaluations for Class "554800 1: Hanthorn PD ECSE"'. Below this, there is a table of 'Evaluation Forms'.

Title	Description	Start Date	End Date	Respon...
<input type="checkbox"/>	Building PD Survey	10/28/2010	10/30/2010	<a href="#">View</a>
<input type="checkbox"/>	Cross District Collaboration Survey			

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The first page is a list of staff members who took the survey and the date/time they started and completed the survey. This page only lists 50 staff members at a time, so you may have several pages to this report. To view the actual results choose Evaluation Report.

The screenshot shows the 'View Responses for "Building PD Survey"' page. It features a table with the following data:

Submitter	Started On	Completed On	Status
Anne Bledsoe	10/28/1910 2:50 PM	10/28/1910 2:52 PM	Completed
Amanda Boyce	10/28/1910 2:48 PM	10/28/1910 2:50 PM	Completed
Joey Doering	10/28/1910 2:50 PM	10/28/1910 2:51 PM	Completed
Cheryl Garringer	10/28/1910 2:57 PM	10/28/1910 3:00 PM	Completed
Emily Gossage	10/28/1910 2:49 PM	10/28/1910 2:50 PM	Completed
Patrina Lickteig	10/28/1910 2:55 PM	10/28/1910 2:59 PM	Completed
Sarah Monfore	10/28/1910 3:27 PM	10/28/1910 3:29 PM	Completed
Adrienne Noah	10/28/1910 3:01 PM	10/28/1910 3:03 PM	Completed
Diana Premoe	10/28/1910 2:54 PM	10/28/1910 2:58 PM	Completed
Tracy Shelly	10/28/1910 2:49 PM	10/28/1910 2:50 PM	Completed
Jeana Williams	10/28/1910 11:35 AM	10/28/1910 11:37 AM	Completed
Sherri Winingar	10/28/1910 2:54 PM	10/28/1910 2:55 PM	Completed

At the bottom of the page, there are navigation controls: Page 1 of 1, and a status indicator 'Displaying 1 - 12 of 12'.

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The next page shows your results and gives you the option to export the file to Excel.

**Building PD Survey**  
Export to Excel

### Hanthorn PD ECSE

Answer Options	Strongly Disagree	Disagree	Agree	Strongly Agree	Rating Average	Response Count	Skipped Question
Our school's PD days were well-organized and of value to me as an instructor and as a member of our school community?	0	0	0	12	4.00	12	0
Our school's PD was planned systematically and collaboratively with building leaders and staff members.	0	0	1	11	3.92	12	0
Our school's PD days provided an opportunity for reviewing student achievement data and discussing possible areas for growth and improvement.	0	0	1	11	3.92	12	0
Our school's PD session(s) offered an opportunity for input from school staff regarding our building initiatives and goals.	0	0	0	12	4.00	12	0
Our school's PD presenters provided information that was of high quality and relevant to me and to our school.	0	0	0	12	4.00	12	0
I believe my school's PD days will impact my area of instruction and ultimately my students.	0	0	0	12	4.00	12	0
I believe that our school's PD plan was aligned with district and school goals and will have a lasting impact upon our school.	0	0	0	12	4.00	12	0

**I believe that our school's PD plan was aligned with district and school goals and will have a lasting impact upon our school. Comments**

- 1 Responses
- 11 Skipped
- 12 Total

**# Text**

- 1 This was an excellent PD!

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## Helpful Tips for AllofE

- Only the instructors can see the results of the evaluations. It is a good idea to add both the building principal and PD rep as instructors.
- When enrolling staff members, make sure to verify the list of enrollees. This will help alleviate confusion on who should attend and who shouldn't.
- Everyone who is enrolled in your activity can take the survey. You **MUST** enter your attendance into AllofE. This will nullify the submissions of staff members who did not attend the activity.
- Surveys have been update yearly based on the input of the PD Committee. Please do not use any surveys marked (OLD).
- All evaluation answers are anonymous. The results were originally written to include the time the answer was entered and if someone had enough time, they could have compared the two lists. We asked for a rewrite to the results to guarantee anonymity!
- Evaluations should be available for 2-5 days after the activity. We should be allowing a few minutes at the end of an activity for staff to log-in and take their survey.