



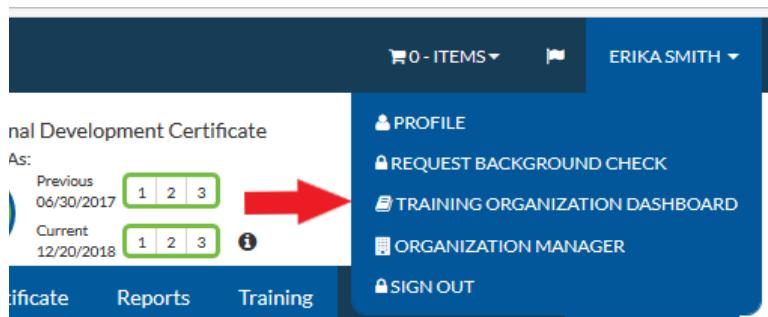
Career Tech Guide to Scheduling and Managing Classes in the Ohio Professional Registry

All Ohio Approved Career Tech Early Childhood classes are scheduled and managed through the **Career Tech – ODE** training organization dashboard. All Ohio Approved ECE teachers have been granted access to this dashboard.

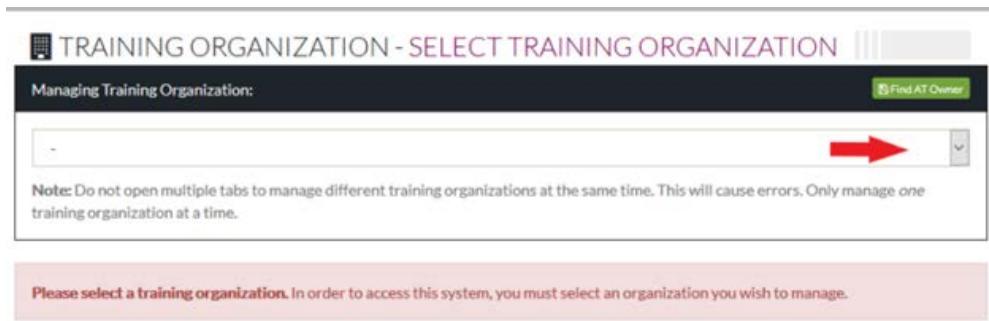
Follow the steps below for information on how to schedule the classes and apply completion, or attendance verification, in the student profiles.

To access the training organization dashboard

1. Login to your Registry profile
2. Locate your name in the top navigation bar and click on the white drop-down arrow. Training Organization Dashboard will appear as an option. Click on this option.

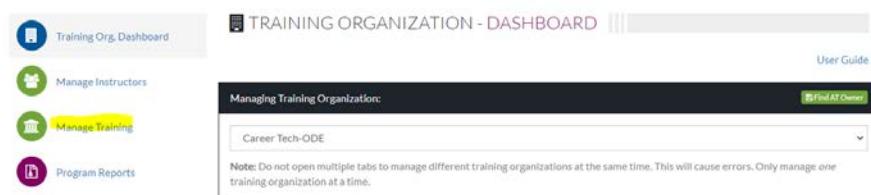


3. Within the Managing Training Organization box, choose the applicable training organization from the drop-down. For this purpose, you will choose **Career Tech- ODE**.



To schedule a class

1. After choosing the **Career Tech – ODE** training organization, go to the menu on the left and select Manage Training.





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2. Next, from the same menu, select Create Event.

The screenshot shows the 'Incoming Training Requests' section of the dashboard. On the left, a sidebar lists various training request categories with corresponding icons. The 'Create Event' button is highlighted with a yellow box. The main content area displays a table with columns for 'Title', 'AT#', 'Type', 'Status', and 'Actions'. A search bar and a 'Show' dropdown are at the top of the table.

3. Enter the AT# or title of the class you want to schedule and click the green Locate Application button. To see all courses within the **Career Tech-ODE** dashboard, do not enter an AT/Title; just click Locate Application.

The screenshot shows the 'Locate Application' search interface. It features two input fields: 'Application (AT#)' and 'Application(AT) Title'. Below these fields is a green 'Locate Application' button. The background shows the same sidebar and header as the previous screenshot.

4. To the right of the course title, select Schedule; this will generate an ST number (ID number) for that specific event. *Each time you schedule a new class, follow this process to generate a new ST number; ST numbers cannot be reused, and multiple classes cannot be scheduled under the same ST number.*

The screenshot shows the search results table for 'Locate Application'. The table has columns for 'AT#', 'Title', 'Type', 'Status', and 'Actions'. Two rows are shown: 'AT121358 Child and Adolescent Development 350035' and 'AT121361 Classroom Management 350030'. The 'Actions' column for the first row contains a 'View' button and a yellow 'Schedule' button, which is highlighted with a yellow box. The background shows the same sidebar and header as the previous screenshots.

TRAINING INFORMATION

Child and Adolescent Development 350035 (ST# 10100898)

This training was created based off of AT121358

[Training Information](#) [Training Evaluations](#)



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5. Complete each required step:

- In **Step 1**, the registration dates should be the dates of the grading period. You will be asked to choose a Funder; your option should be ODE. You must click Save at the end of Step 1 to move forward.
- You will **skip Step 2**, as there is no fee involved.
- Step 3** is where you enter the specific course details, such as date, time, & location. In the Date field, enter the date of the first class. Click Add session to open this field.
- Final Step** allows you to set the event as “private” or “public”; **your events will be private**. This is also where you activate the training, which opens it for participants to register.

Event Status Final Step		
AT121358	ST10100898	Title: Child and Adolescent Development 350035
Is this a private event? *	Do you wish to activate this event? *	Is the Event Cancelled? *
Yes	Yes	No
<input type="button" value="Save Event Status"/>		

- You will give students the ST number; they will use this number to register themselves for the course. They will log in to their profiles, go to the Training Search page, and enter the ST number in the search field, then click Search. They will be directed to the training details & registration page.

To verify that the student has passed the class (verify attendance)

- Log in to the training organization dashboard for **Career Tech – ODE** and choose Manage Training from the menu on the left. Next, choose Manage Events.
- Enter the ST number or title in the related fields or click the Locate button to display a list of all scheduled classes.
- To manage the selected training event, Select Edit.
- Go to Step 3 under Training Information and click View Details. Check the box next to the name of each student who completed the course.

Event Sessions (Step 3)						
Fee/Payment Info (Step 2)						
Show	10	entries	Search:			
Date	Time	Instructor	Attendance	Address	County	Action
10/02/2019	08:15:00 AM	Marcia Osenga	0	818 N. Franklin Street, Van Wert	Van Wert	View Details <input type="checkbox"/> Edit Roster Sign-In Sheet Inservice Training Evaluation Form Upload Remove



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If there are students in the class who did not register themselves, you can register them manually and mark their completion following the steps below.

1. Locate the scheduled course and select the Registrations Tab
2. Add students by typing in their OPIN; click their name when it appears, then click Add.
3. Refer to steps 1-4 above to verify their completion of the course.

To finalize the class – this process closes the class and sends completion/attendance verification to the student's profiles.

1. Log in to the training organization dashboard for **Career Tech – ODE** and choose Manage Training from the menu on the left. Next, choose Manage Events.
2. Enter the ST number or title in the related fields or click the Locate button to display a list of all scheduled classes.
3. To manage the selected training event, Select Edit.
4. Select Event Status Final Step under Training Information.
5. Select "Yes" to the Do you want to Finalize question.
6. Save Event Status.

Is this a private event? * Yes

Do you wish to finalized this event? * No

Is the Event Cancelled? * No

Materials

Save Event Status

Questions? Contact Kelly Slade, kslade@occrra.org or 614-310-1785.