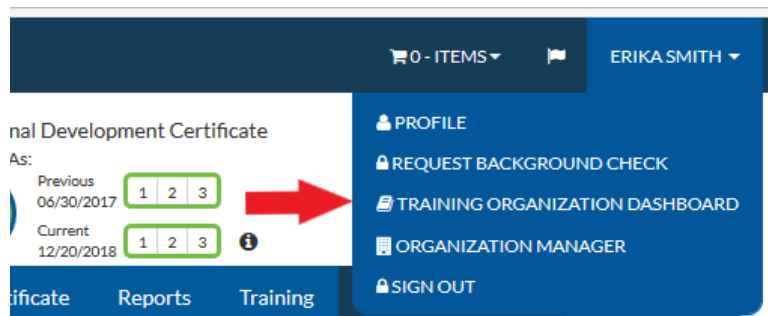# Career Tech Guide to Scheduling and Managing Classes in the Ohio Professional Registry

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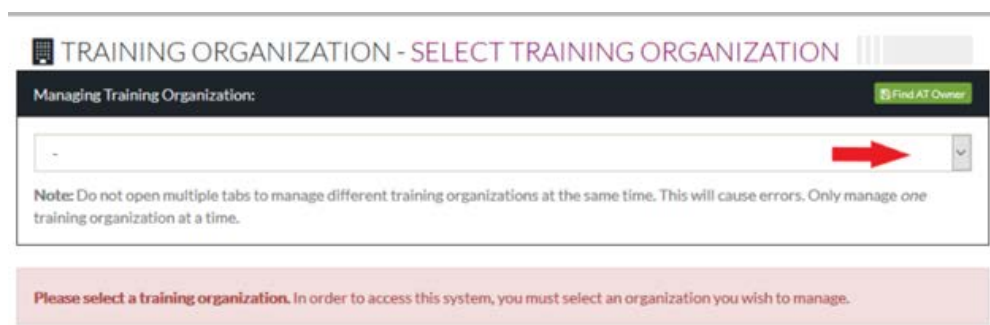
Follow the steps below for information on how to schedule the classes and apply completion, or attendance verification, in the student profiles.

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.
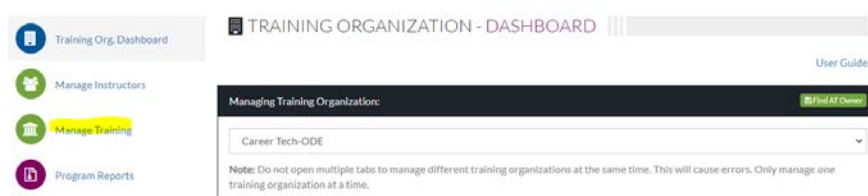

3. Within the Managing Training Organization box, choose the applicable training organization from the drop-down. For this purpose, you will choose **Career Tech- ODE**.

To schedule a class

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

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

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.

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.*

5. Complete each required step:
    a. 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 <u>Save</u> at the end of Step 1 to move forward.
    b. You will **skip Step 2**, as there is no fee involved.
    c. **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 <u>Add session</u> to open this field.
    d. **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.

    e. 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)

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

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? *	Do you wish to finalized this event? *	Is the Event Cancelled *
Yes	No	No

Save Event Status

Materials

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