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

The steps below outline the process for scheduling and managing Professional Development (PD) events in the Ohio Professional Registry (OPR). **NOTE:** "PD Events" and "Course" are used interchangeably when managing the Career Tech in the OPR.

Once your instructor application has been approved, you will be granted access to the **Career Tech - ODE** training organization dashboard. The dashboard is the portal through which all courses are scheduled and managed. This includes verifying completion of courses. See the *Ohio Approved Instructor Application User Guide* for more information on the instructor application.

Scheduling Professional Development Events

1. Log in to your Registry profile.
2. Locate your name in the top navigation bar and click on the white drop-down arrow. Click the Training Organization Dashboard option.
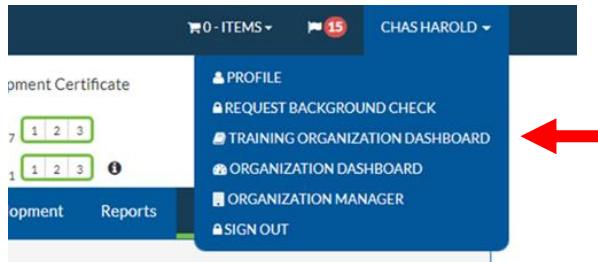

NOTE: If you do not see Training Organization Dashboard as an option from your profile, please contact the training organization administrator, MaryJo Kohl, for access.

Select the **Career Tech** training organization and choose View Dashboard.
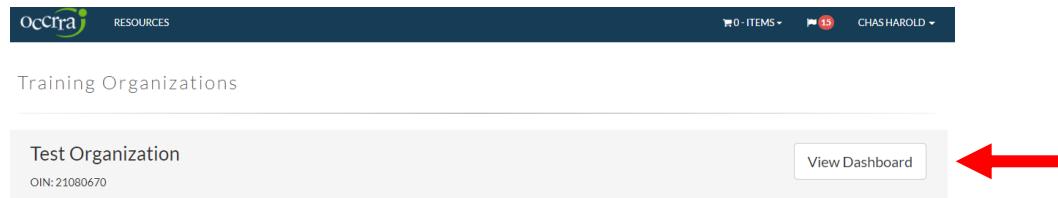
Locate the intended event and click the arrow on the far left of the table to see additional action buttons. Choose Schedule Sessions. **hint** use filters – status shows the approved events
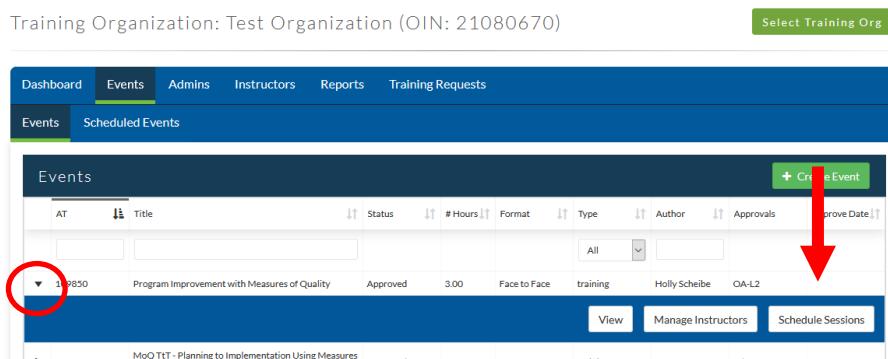
Clicking the <u>Schedule Sessions</u> button. A unique 8-digit ID number called the ST (Scheduled Training) will be assigned to the event. Keep record of this number. You will manage the PD Event (course), including course completion using the ST number. Each time you schedule **a new PD event (course)**, follow this process to generate a **new ST number**. ST numbers cannot be reused, and multiple events cannot be scheduled under the same ST number.

Under each tab is the required information for the PD Event. Click on the tab of each step to open.

<u>Event Details</u> – Fields with an asterisk are required.

- The Maximum Capacity is the maximum number of participants that may register for this event.
- The funders field is for those events sponsored by a specific initiative. Choose the "Other" option if this does not apply to your event.
- Is this a private event - Set the event as "Private" by selecting "YES" and activate the training; this opens it for participants to register themselves. Private indicates the event is scheduled for a specific group of participants who must use the ST# to register. Public indicates that the event is open to all users who have a profile in the OPR.
- Click <u>Next</u> to move forward.

<u>Fee/Payment Info Step 2</u> – There is no payment - Click on this tab and then click on the next button or click the next tab "Session Details"

<u>Session Details</u> – Click the green <u>Add Session</u> button to access the required fields.

- The Registrations Opens and Registration Deadline fields will activate one a session has been added

When the Add Session modal displays, complete each field. **Information entered here will display on the training details page for registrants to view when searching and registering for courses on the OPR.**

- Date of Session –for Career Tech purposes, choose the last day of the class/semester/quarter
- Start Time/End Time – These times should reflect the total number of hours of a school day.
- Instructors – Only Ohio Approved instructors for Career Tech who have been added to the AT will be listed.
- Contact Information – Include the name of the person who should be contacted regarding this event or check the box next to "Use Training Organization Contact Information" to auto-populate the Training Organization's information.
- Session Location – enter the location of the event (your school).
- Notes box – this field is optional. Enter information for participants, such as parking directions, room location, etc.
- Click Save & Close when finished with this modal
- Enter the Registration Opens date and the Registration Deadline date – the Opens date defaults to today's date, the Deadline date is that last day that the students can self-register. This should be the last day of the class and must be on or before the Date of Session.

Registrations – a list of registrants will display here after activation and after the students register. You many add or remove participants here after activation.

Once the event is activated, professionals may search for and register for this event.

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

OCCrra
Ohio Child Care
Resource & Referral
Association

Locating a Scheduled Event (ST)

- Go to the Events tab
- Click on the Scheduled Events tab to view all scheduled events.
- Locate the ST via the filters at the top of each column or click on each column header to sort that field – suggestion: use the County filter
- To view available actions for an event, click the arrow on the far left of the table; a new field will open with an Edit button.
- Click Edit to view the ST
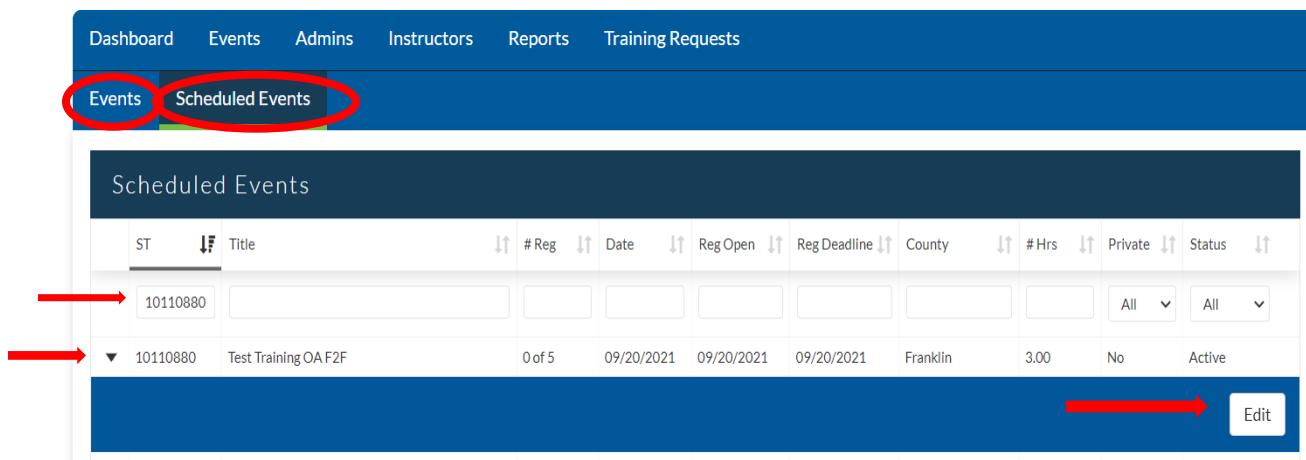
Manage PD Event

- Log in to your profile.
- Go to the **Training Organization Dashboard** and choose **Events;** choose **Scheduled Events.**
- Filter the Scheduled Events by Event ST Number, Title, Status, etc.
- Locate the ST and click the arrow on the far left of the table to access the Edit button and view the ST.
- Go to the Registrations Tab to view professionals who have registered. You may manually add registrants via their OPIN number as well.
- Go to Session Details:
  Click the arrow on the far left of the table to access the additional action buttons and choose and action:
  - Remove – deletes the session including the registration and the attendance
  - Upload – upload a CSV file for large attendance rosters and special events (conferences, etc.);this will add registrants to the session. Upload a csv file for each session of the scheduled event.
  - View/Edit – view the Session Details and add information for participants if needed
  - Verify Attendance – mark attendance for registrants
  - Roster CSV– export a csv file of all registrants and contact information populated from their profile
  - Roster PDF – pdf of roster with registrant name and contact information populated from their profile
  - Sign In Sheet – to be used to record attendance at an event and view registrant contact information

Verify Attendance

1. Log in to your profile.
2. Go to the Training Organization Dashboard and choose Events; choose Scheduled Events.
3. Locate the ST and click on the arrow on the far left of the table to access the Edit button and view the ST.
4. Click on the Session Details tab.
5. Click the arrow on the far left of the table to access the additional action buttons and choose Verify Attendance.
6. Click on the box under the Attended column for each registrant that successfully completed the course. This will send the data to the registrant's profile.

Complete PD event – This process closes the PD event and no further edits may be done.
Once attendance has been verified:
- Click on the Complete Event tab
- Select "Complete Event" and Select "Yes"

A completed event may be reactivated to revise attendance if necessary.

Reactivate Event – This process opens the PD Events to allow for revisions to the attendance.
1. Access the ST and choose Edit
2. Click on the Reactivate Event tab
3. Click on the Reactivate Event button
4. Choose "YES"
5. Revise attendance - Please refer to the steps for Verify Attendance.
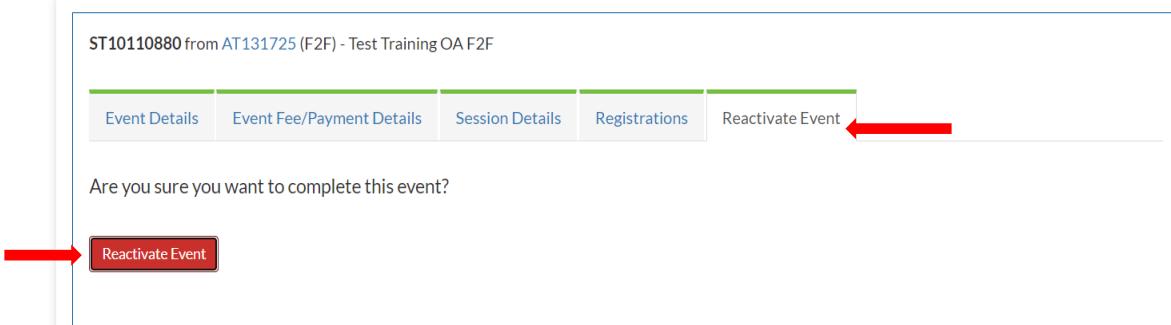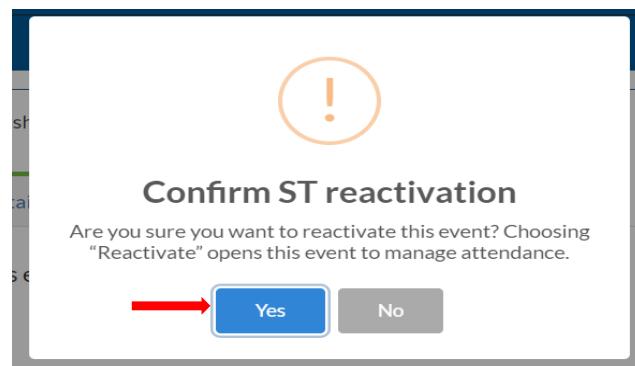
Questions? Please send an email to approval@occrra.org.