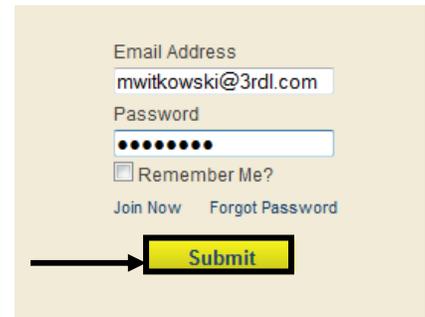


## Workshop Evaluation: Training Registration

### Prior to holding a SAS Workshop:

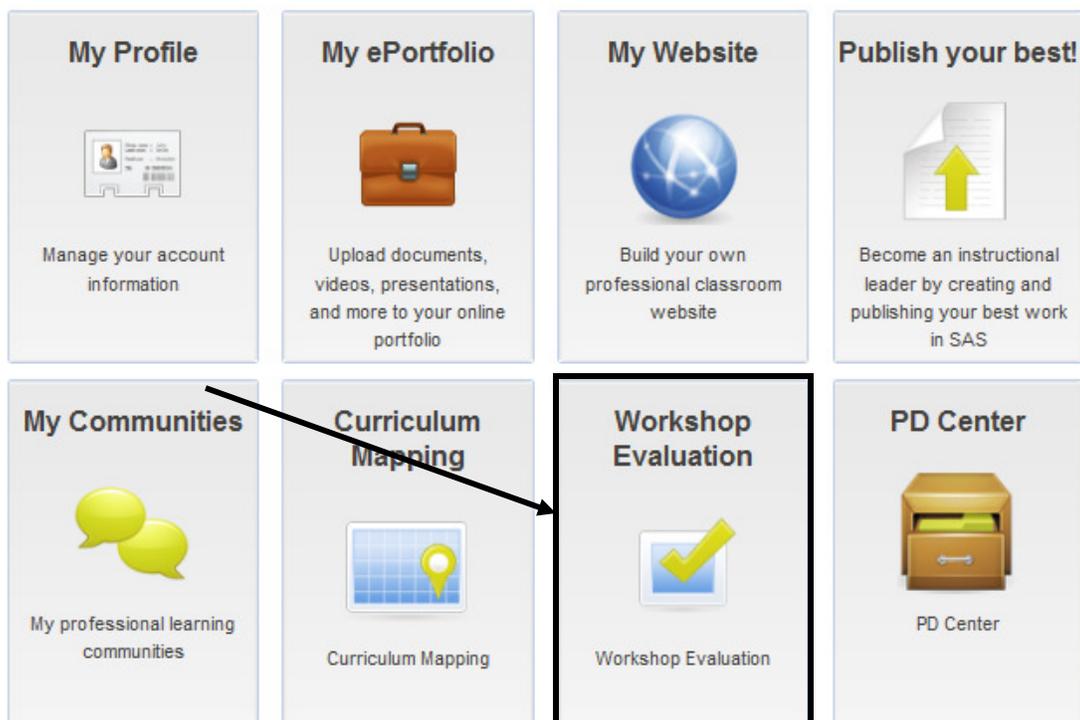
1. Log in to the **SAS Portal**. Enter your **Email Address** and **Password**, and then click **Submit**.



2. Click on **Teacher Tools** in the upper-right corner of the screen.



3. Click the **Workshop Evaluation** button.



4. Under **Course Offerings**, select an appropriate type of session and then click the **Create Session** button.

#### Course Offerings

Id	Name	Description	
6	SAS-PD	In this workshop, participants will be introduced to and understand the interconnectedness of all elements of SAS. Participants will learn how to navigate the SAS portal, utilize the Teacher Tools, and access targeted resources that are standards-based, promote active engagement, and reflect best practice.	<b>Create Session</b>
10	SAS Curriculum Mapping	In this workshop, participants will build capacity for curriculum mapping and learn how to utilize the SAS Portal Curriculum Mapping Tool.	<b>Create Session</b>

- **SAS-PD** – a comprehensive overview of all the six elements of SAS, and the Teacher Tools.
- **SAS Curriculum Mapping** – an introduction to the Curriculum Mapping tool.

5. In the **Create Training Session** form:

- Enter a **Session Name**
- Enter a **Location**

Session Name  
Introduction to SAS

Location  
My District

6. Your name will appear as the **Instructor**. To add co-facilitators, click the *green arrow* next to the **Additional Instructor(s)** field.

7. Enter their first or last name into the **Additional Instructor(s)** field, and then click **Search**.

8. A list of potential instructors will be returned. Click on the *green plus sign* to the right of the instructor you wish to select; they will be added to the **Chosen Instructor(s)** field.

9. Repeat steps 6 and 7 to add **Additional Instructor(s)** as needed.

Instructor: Marla Witkowski

Additional Instructor(s)

Sue

Search

Sue Alderfer +

Sue Deiter +

Sue Ann Houser +

Chosen Instructor(s)

**NOTE:** In order to be selected as an Instructor, the person must be assigned the role of Trainer within SAS.

10. Select the **Module** that you will be addressing during the training session by using the drop-down box.

Session Module(s)

Session Module  
-- Select a Module --

Duration  
Hours: 0 Mins: 0

-- Select a Module --

Module 1: Laying the Foundation

Module 2: Standards

Module 3: Curriculum Frameworks

Module 4: Assessment

Module 5: Instruction

Module 6: Materials & Resources

Module 7: Safe and Supportive Schools

Module 8: Teacher Tools

Module 9: Training Techniques

Module 10: Trainers - Using What I've Learned

(if more than 1 day of training)

010

11. Once you select the **Module**, enter in the duration by using the **Hours** and **Minutes** fields to the right.

The screenshot shows a form titled "Session Module(s)". It has a dropdown menu for "Session Module" with "Module 2: Standards" selected. To the right, there are two input fields for "Duration": "Hours:" with the value "1" and "Mins:" with the value "15". A yellow "Add" button is located below the dropdown. A black box highlights the duration fields, and an arrow points to it from the right.

12. Click the **Add** button. Once you click the **Add** button, you will see the Module information in the space below the header **Chosen Session Modules(s)**.

The screenshot shows the same form as in step 11, but now with a table below the "Add" button. The table is titled "Chosen Session Module(s)" and has two columns: "Session Module Title" and "Duration". The first row contains "Module 2: Standards" and "Hours: 01 Mins: 15". A red "X" icon is in the rightmost cell of the row. A black box highlights the table, and an arrow points to it from the right.

13. To **Add Additional Modules** to your training session, repeat steps 10-12.

14. Click on the **Calendar icons** to select a **Training Date** and **End Date** for the session.

The screenshot shows a form titled "Session Schedule". It has a "Training Date" field with "1/14/2010" and a "Start At" field. To the right, there is a "Ends On (if more than 1 day of training)" field. A calendar icon is next to the "Ends On" field, and a calendar is open showing the month of January 2010. A black box highlights the calendar icon, and an arrow points to it from the left.

15. Click on the **Clock icons** to select a **Start time** and **End time** for the session.

The screenshot shows the same "Session Schedule" form as in step 14. The "Start At" field now has "8:00 AM" entered. A clock icon is next to the "Start At" field, and a dropdown menu is open showing a list of times from 12:00 AM to 10:00 AM. A black box highlights the clock icon, and an arrow points to it from the left.

16. Click the **Save** button.

17. The session will be added to the list under **My Training Sessions**. It will include a **Participant Registration Code** that needs to be distributed to participants at your **Training Session**.

### My Training Sessions

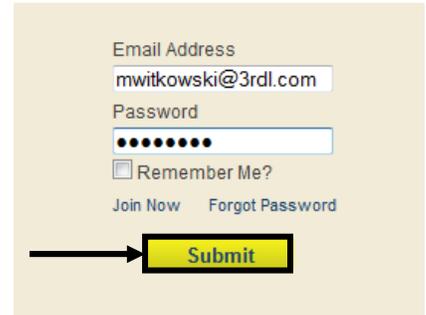
Session Id	Course Name	Session Name	Location	Schedule	Participant Registration Code	
511	SAS-PD	Practice Session	My District	Date(s): 11/23/2010 - 11/23/2010 Time: 8:00 AM - 9:00 AM	sas-pd-1260	  
505	SAS-PD	Introduction to SAS	My District	Date(s): 9/22/2011 - 9/22/2011 Time: 3:30 PM - 4:45 PM	sas-pd-1255	  

- To edit your session, click the **Modify Session** (pencil) icon.
- To view a list of participants, click the **View Participants** (people) icon  
(NOTE: You will not be able to view a list of participants until they have had an opportunity to register during your session).

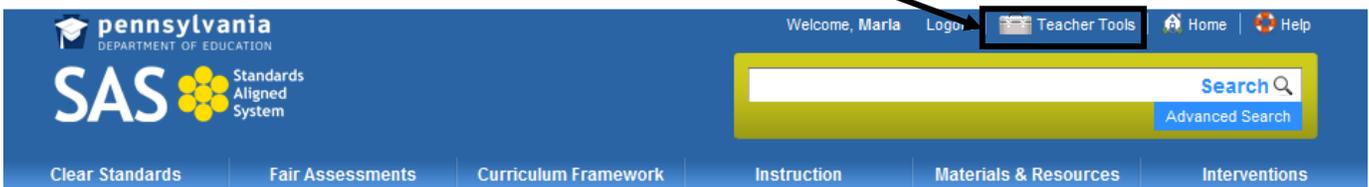


### During Your SAS Workshop:

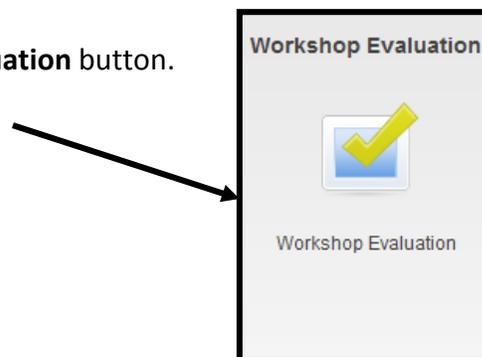
- Have session participants log in to the **SAS Portal**. They should enter their **Email Address** and **Password**, and then click **Submit**.



- Participants should click on **Teacher Tools** in the upper-right corner of the screen.



- Participants should then click the **Workshop Evaluation** button.



- Participants should enter the **Participant Registration Code** for the session in the **Course Registration** field, and then click the **Register** button.

### Course Registration

Enter the registration code provided by your trainer:



- The session will be added to the list under **My Workshops**. Participants click on the **Take Survey** link to complete an online training evaluation at the end of the SASIT Training Workshop.

### My Workshops

Session Id	Course Name	Session Name	Location	Schedule	Evaluation
505	SAS-PD	Introduction to SAS	My District	Date(s): 9/22/2011 - 9/22/2011 Time: 3:30 PM - 4:45 PM	<a href="#">Take Survey</a>

### Reviewing Session Data

- Log in to the **SAS Portal**. Enter your **Email Address** and **Password**, and then click **Submit**.

Email Address

Password

Remember Me?

[Join Now](#) [Forgot Password](#)

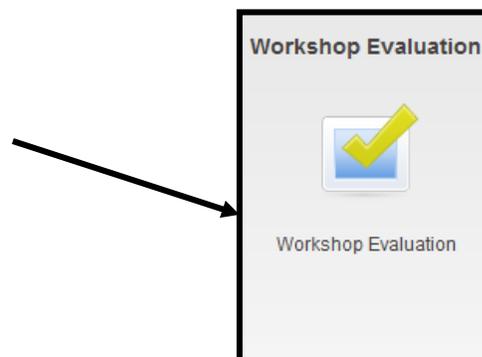
- Click on **Teacher Tools** in the upper-right corner of the screen.


Welcome, Marla [Logout](#) [Teacher Tools](#) [Home](#) [Help](#)

[Advanced Search](#)

[Clear Standards](#) | [Fair Assessments](#) | [Curriculum Framework](#) | [Instruction](#) | [Materials & Resources](#) | [Interventions](#)

- Click the **Workshop Evaluation** button.

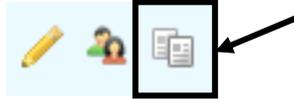


4. Under **My Training Sessions**, locate the session you wish to review evaluation data for.

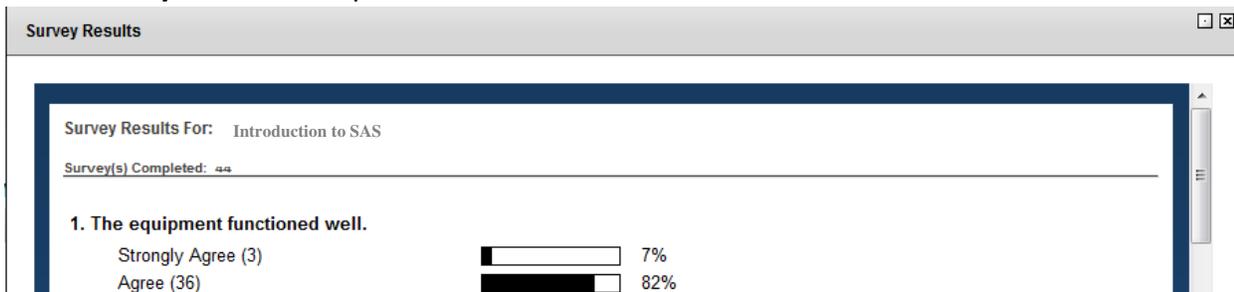
#### My Training Sessions

Session Id	Course Name	Session Name	Location	Schedule	Participant Registration Code	
511	SAS-PD	Practice Session	My District	Date(s): 11/23/2010 - 11/23/2010 Time: 8:00 AM - 9:00 AM	sas-pd-1260	  
505	SAS-PD	Introduction to SAS	My District	Date(s): 9/22/2011 - 9/22/2011 Time: 3:30 PM - 4:45 PM	sas-pd-1255	  

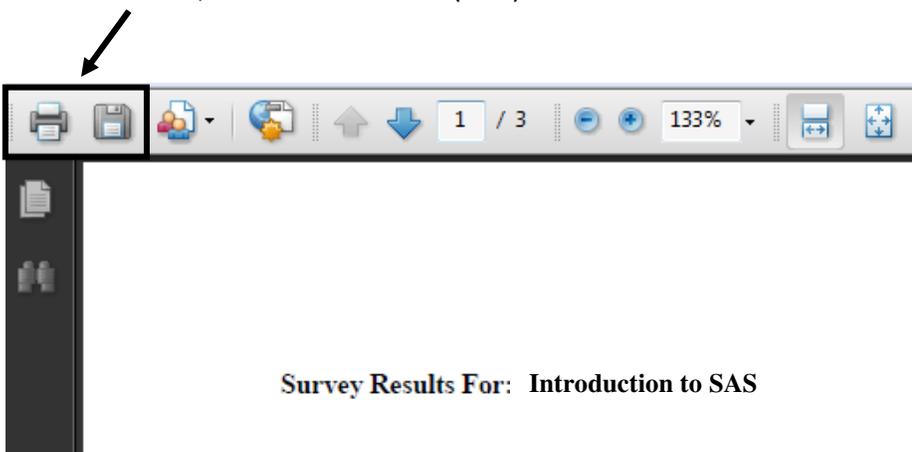
5. Click the **View Survey Results** icon.



6. The **Survey Results** will open in a new window.



7. Scroll to the bottom of the window to **Export/Print**. The **Survey** print the PDF, and click the **Save** (disk) icon to save them.



**NOTE:** Viewing a file in PDF format requires Adobe Reader, a free application distributed by Adobe Systems.

<http://www.adobe.com/products/reader/>