

This is a compilation of various support documents. Please use the outline on the left to jump to different resources that are relevant to your needs. The resources here are for both teachers/staff and administrators. To view all TeachPoint support resources please <u>click here.</u>

Logging into TeachPoint

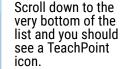
(to watch a guide of this process click here)

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If you do not have the link, here is a link you can use. Please bookmark it

for future use.

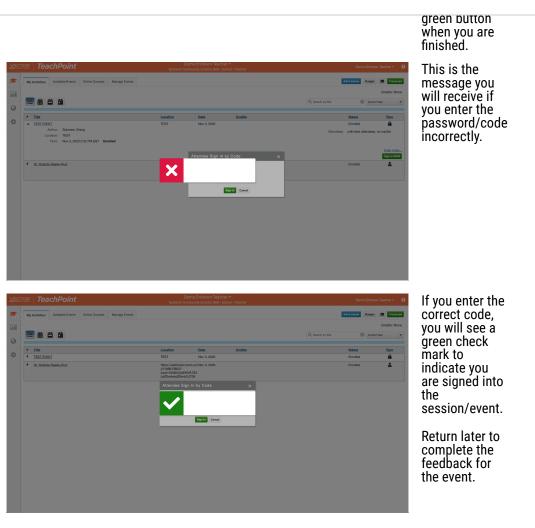
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Clicking on the icon will automatically launch TeachPoint and log you into the system. There should be no username/password. The default screen will load your "My Activity"

The "My Activity" tab will show all of the sessions and professional learning events that you have enrolled or completed. It is on this page you can sign into events and

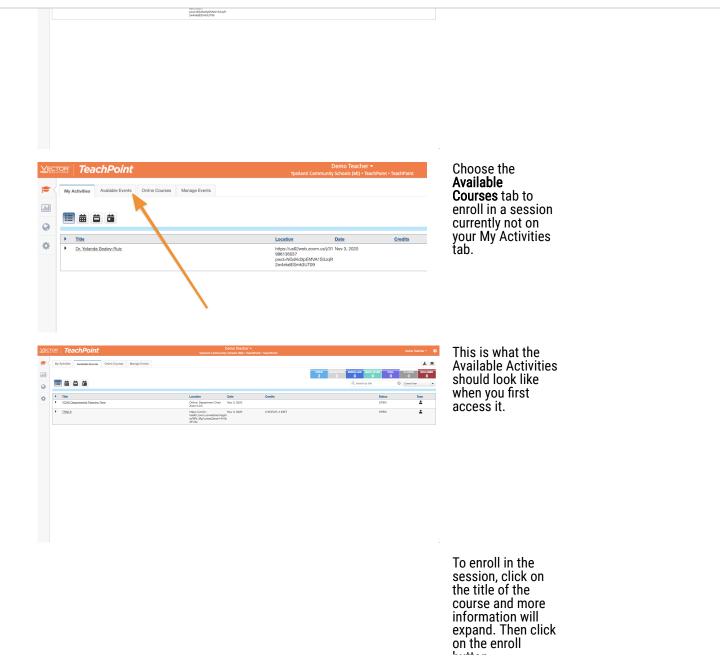


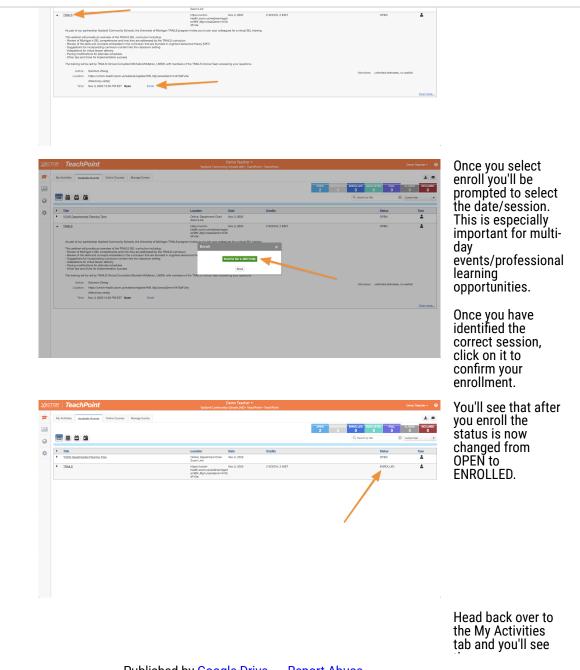
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Enrolling in Events

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Submitting Feedback

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User Interface

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Additional Resources:

<u>PD Tracking (For Educators)</u> - goes over each tab of the interface in more detail

How to Create an Event

1. Click New near

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TeachPoint Resources

0	Demo Mentor TeachPoint - Multiple Teams - TeachPoint			Date Range Title Current Year V Q S		Authori Al Autho 2 Erickson S	Icher Mentorship Program Meeting		available types, but teachers will
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	т.	program information (optional for now) but budgeting will eventually make its way into here.
	5.	Event approval permissions for who can access certain elements of the event.
	6.	Publish permissions! This is important to ensure the correct audience sees
	7.	the event. Attachment link that can work with uploaded files or Google Drive files and links.

Additional Resources

- <u>Request to Host (Creating Public Events)</u> goes over the event creation from an administrator point of view
- <u>Requesting to Attend a PD Event (For Educators</u>) goes over the PD request or credit logging process from a teacher's point of view
- Details- Hyperlinking and Rich Text for how to add more

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Managing Events

- <u>Evaluator Approval</u> for admins who have event approval privileges and how to approve events
- <u>PD Statuses</u> how to read and interpret the different status titles for a PL request/event
- Manage Events the various options for managing an event
- <u>Managing Attendance</u> overview of how to manage event attendance
- <u>eSign for Attendance</u> leveraging the eSign features for managing attendance
- <u>Submitting Feedback and Evidence</u> how submission and the new evidence features can be integrated into an event

Additional Resources For Teachers and Staff

- An introduction video to the system (10 min)
- Detailed <u>explanation</u> for each section of the user interface.