

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

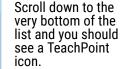
(to watch a guide of this process click here)

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

for future use.

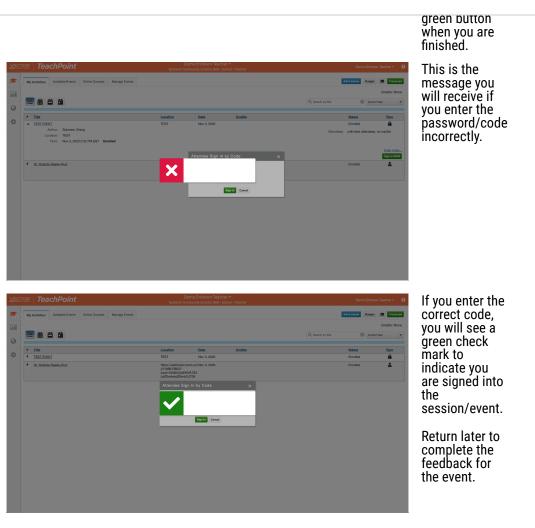
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Clicking on the icon will automatically launch TeachPoint and log you into the system. There should be no username/password. The default screen will load your "My Activity"

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

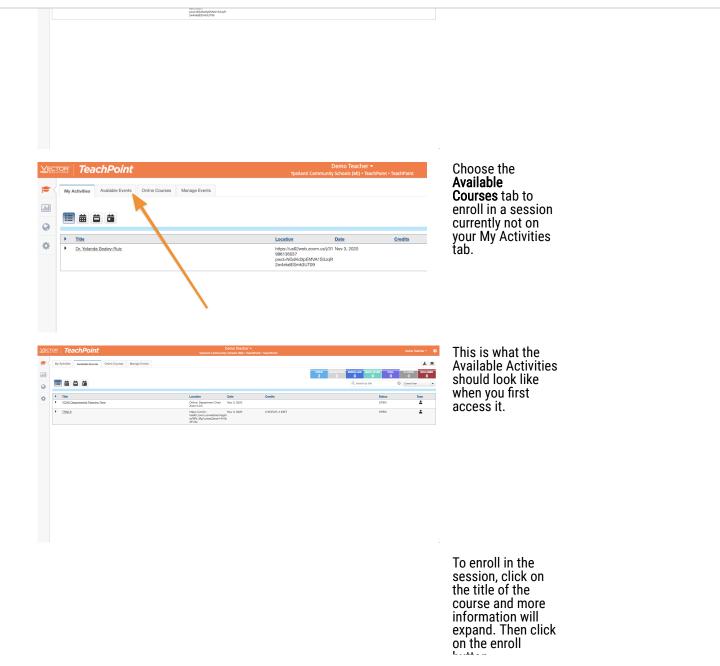


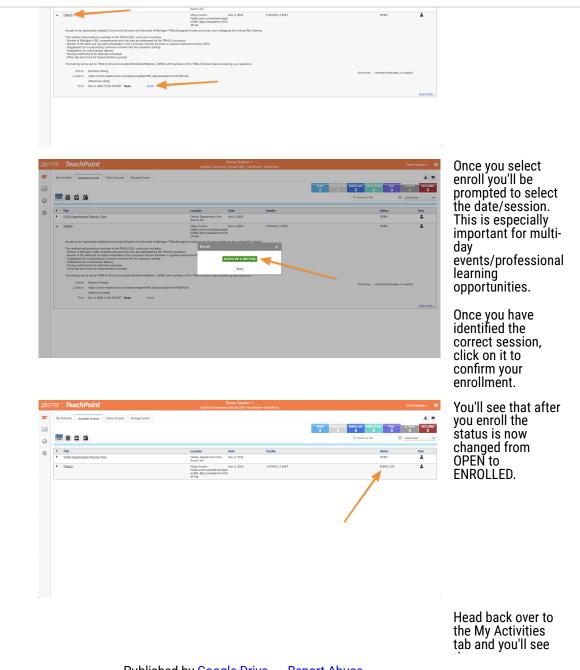
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Enrolling in Events

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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

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TeachPoint Resources

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| | TeachPoint TeachPoint | Building Staff Meeting | Demo Principal | Nov 7, 2020 | 1/0/1/0 | Accepted | Cancel Copy | | a. Submit |
| | | Nov. 3 PLC | Demo Principal | Nov 3, 2020 | 0/0/0/0 | Accepted | Delete Copy | | credit |
| | | October 30 Staff Meeting | Demo Principal Demo Principal | Oct 30, 2020 Oct 27, 2020 | 1/0/1/0 | Accepted Pending Approval | Cancel Copy | | for past |
| | | Eguity Professional Workshop October Mentorship PLC | Demo Principal Demo Principal | Oct 22, 2020 | 1/0/1/0 | Central Office PD Office Accepted | Cancel Copy Feedback | | |
| | | My First TeachPoint Event | Solomon Zheng | Oct 21, 2020 | 1/0/0/0 | Accepted | Cancel Copy Feedback | | events |
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| 9 | *Location: | | | | | | | 🛛 🛛 (uniess t | the event is |
| | | | | | | | | bublic th | nen everyone |
| м | fax Attendees: Unlimited Limit t | Waitlist: none Un | limited C Limit to | | | | | | |
| | 3 Credits: 0 District Provide | Professional Development 0 State Co | ntinuing Education Clock Hours 0 | Undergraduate College Credits | 0 Graduate Credits | 0 Staff Meetings (| Student related) | sees it). | |
| | Presenters: Add Presenter | | | | | | | | |
| PROC | SRAM DETAILS | | | | | | | 1 | Basic |
| Fundir | ng Source: | | Cost of | Program: | | | | | |
| | am Details (Agenda, Schedule, Number of sess | ons, Hours,) | | | | | | | information |
| 4 | | | | | | | | | about the event. |
| | | | | | | | | | The description |
| NUM | BER OF PERSONNEL LEAVING BUILDING D | IRING SCHOOL HOURS | | | | | 16 | | |
| | | | Non-Instructional Staff: | | | | | | helps staff to |
| | ctional Staff: | | | | | | | | better |
| Neede | itute Teacher ed: | | None: | | | | | | understand the |
| Eve | ent Approvals: Erickson Principal | | | | | | | | |
| E | Event Sign-Up; automatically on user reques | v | | | | | | | content of the |
| | Evidence: None V | | | | | | | | PL. |
| Cre | edit Approved: by administrators, 🗹 | by author, 📃 by presenter | | | | | | 2. | Scheduling |
| | redit Released: automatically on approval V | | | | | | | | Scheuunny |
| | | | | | | | | | section where |
| 6 | Publish To: District | | | | | | | | you can choose |
| | Details: Add Event Details (rich text | , links) | | | | | | | hotwoon c |
| n | Add Attachment | | | | | | | | between a |
| 0* | | | | | | | | | single or multi |
| | | | | | | | | | day. (for |
| | | | | | | | | | |
| | | | | | | | | | additional |
| | | | | | | | | i | information |
| | | | | | | | | | click here) |
| | | | | | | | | | |
| | | | | | | | | 3 | Fill in credit |
| | | | | | | | | | |



| | | addition, nere is |
|--|----|-------------------------------------------------------------------------------------------------------------------|
| | 4. | where you indicate the presenter. Additional |
| | 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.