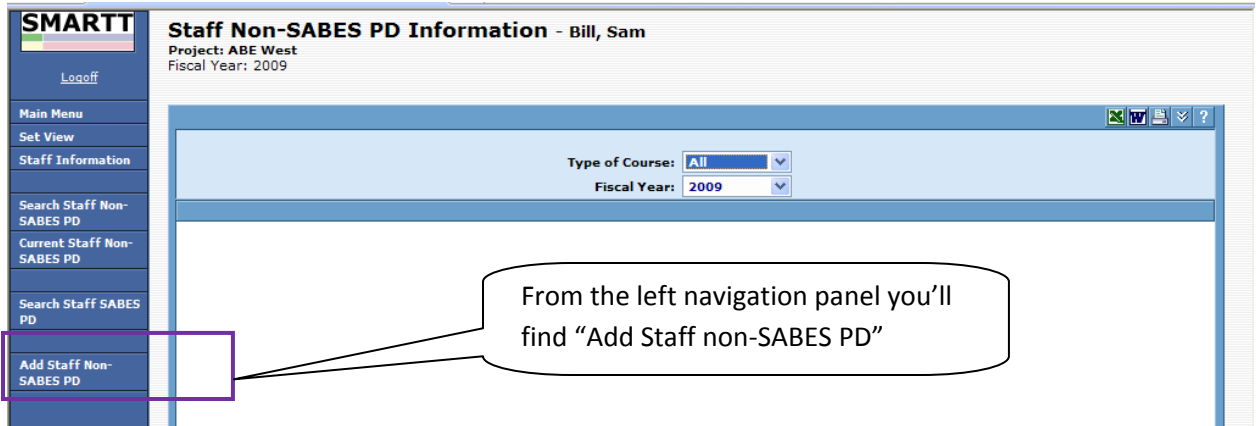


Entering in Non-SABES Professional Development

1. After logging into SMARTT you'll want to navigate to the Staff screen.
2. Choose the staff member's staff record



SMARTT
Logoff

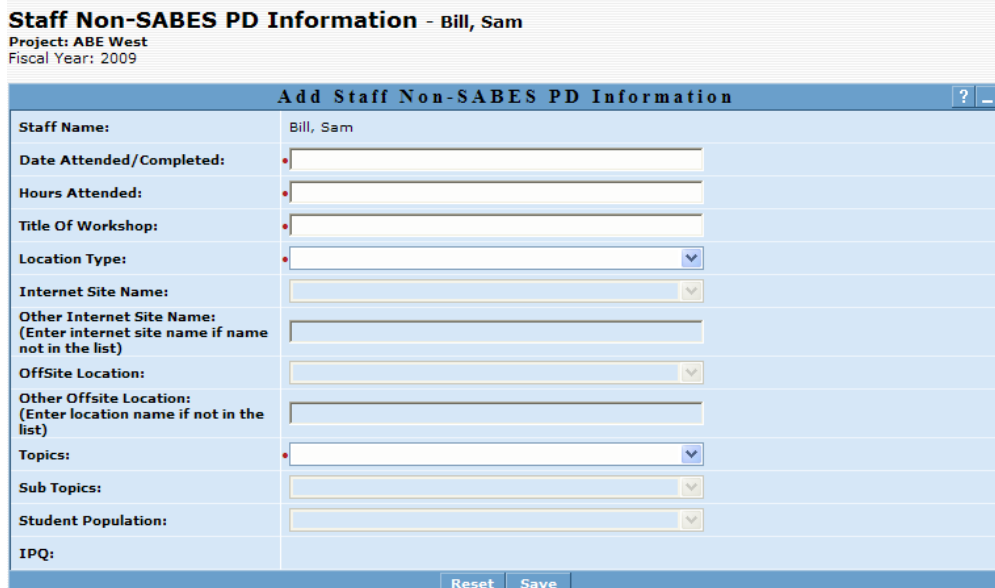
Staff Non-SABES PD Information - Bill, Sam
Project: ABE West
Fiscal Year: 2009

Main Menu
Set View
Staff Information
Search Staff Non-SABES PD
Current Staff Non-SABES PD
Search Staff SABES PD
Add Staff Non-SABES PD

Type of Course: All
Fiscal Year: 2009

From the left navigation panel you'll find "Add Staff non-SABES PD"

- 3.
4. Clicking this link will bring you the short form that you can fill out the staff member non-SABES PD. *** Note SABES enters all SABES PD as staff attend SABES events.



Staff Non-SABES PD Information - Bill, Sam
Project: ABE West
Fiscal Year: 2009

Add Staff Non-SABES PD Information

Staff Name: Bill, Sam

Date Attended/Completed:

Hours Attended:

Title Of Workshop:

Location Type:

Internet Site Name:

Other Internet Site Name: (Enter internet site name if name not in the list)

OffSite Location:

Other Offsite Location: (Enter location name if not in the list)

Topics:

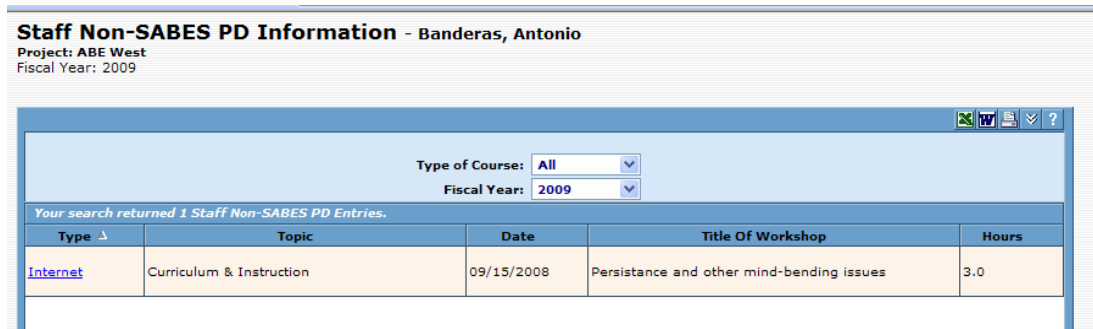
Sub Topics:

Student Population:

IPQ:

Reset Save

- 5.
6. There's also PD reports that you can run for individual staff members



Staff Non-SABES PD Information - Banderas, Antonio
Project: ABE West
Fiscal Year: 2009


Type of Course: All
Fiscal Year: 2009

Your search returned 1 Staff Non-SABES PD Entries.

Type	Topic	Date	Title Of Workshop	Hours
Internet	Curriculum & Instruction	09/15/2008	Persistence and other mind-bending issues	3.0

- 7.

8. In addition there are Project level reports for your entire staff that include all PD, SABES PD or non-SABES PD. You'll navigate to the project screen where on the left panel you see a link to each one of these reports including "Staff Non-SABES PD"



Project Information - ABE West
Fiscal Year: 2009

Information Sites Grants Student Udfs Class Udfs Staff Udfs
Volunteer Udfs

View Edit Project Information ?

Agency: SMARTT Test Agency
Project: ABE West
Coordinator: George Kohsnout
Phone: (413) 552-2069 Ext.
Email: gkohsnout@doe.mass.edu
Fax: N/A
Hours Per Week: 40
Weeks in Session: 46
Use Udfs: Yes
Fund Code: 345
State/Federal:
Address 1: 209 Haverhill Street
Address 2: N/A
City: Holyoke
State: MA
Zip Code: 01040

Choose a report for just SABES PD, Non-SABES PD or a report combining all PD for your staff.

Fiscal Year: All
Attended:
Of Course: All
Topics: All
Title: Begins with
Last Name: Begins with

Search returned 18 Staff Non SABES PD Entries.

Name	Topic	Date	Course	Title	Hours
Columbus, Cristofer	Countable Outcomes/Goal Setting	02/28/2007	On Site	Conquest	5.0
Butterfly, Melinda	Assessment	07/09/2007	Off Site	ABE for Beginners	3.0
Ross, Diana	Other	08/08/2007	Off Site	Integrating Music in the ABE Classroom	3.5
Butterfly, Melinda	Curriculum & Instruction	08/27/2007	Off Site	Summer lessons	5.0
Simpson, Oj	Countable Outcomes/Goal Setting	09/12/2007	Off Site	How to write an Autobiography and Make it Look Fake	3.0
Butterfly, Melinda	Workplace Education	09/20/2007	On Site	inhouse workshop	5.0
Butterfly, Melinda	Workplace Education	09/20/2007	Off Site	Culture and mediation	12.0
Butterfly, Melinda	Data Collection and Analysis	09/20/2007	Off Site	Smartt for New Users	5.0

Hold mouse button down and move mouse sideways to scroll down.

- 9.

10. All reports can be printed or downloaded to Excel or Word format