

Training Registration & Evaluation Survey

Once you have successfully completed SASIT training, the **Trainer** role will be assigned to your account. This will allow you to create training sessions, register participants, distribute online evaluation surveys, and view their survey results.

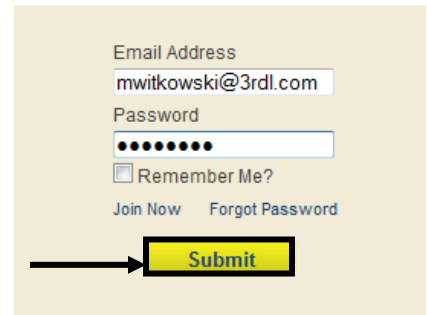
1. Click on **Teacher Tools**.
2. Select **Workshop Evaluation**. Once completing SASIT training, you will become a **SAS Trainer** and your screen will look vastly different than the participants' screens.
3. **SAS Trainers** will have the option of creating two types of courses using the **Workshop Evaluation** tool:
 - **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.
 - **SAS Curriculum Mapping** - In this workshop, participants will build capacity for curriculum mapping and learn how to utilize the SAS Portal Curriculum Mapping tool. (**Note:** In order to successfully train others to utilize the **Curriculum Mapping** tool, it is required that participants attend a **Curriculum Mapping Tool (CMT)** training. A comprehensive list of SAS Portal trainings is available on the **Upcoming Trainings & Events** calendar on the **Home Page**.)
4. Click **Create Session** to the right of **SAS-PD**; a window will open.
5. Enter a Session Name and Location.
6. Your name will pre-populate as the **Instructor**. To add **Additional Instructor(s)**, click the **green arrow** icon. Enter a name, and then click **Search**. Click the **Add icon (+)** to select an individual. (**Note:** The search results will only show SAS Users who also possess the role of **Trainer**.)
7. Click the **green arrow** again to close the **Search** tool.
8. You can select the **Module(s)** that they will be addressing during the training session by using the drop-down box.
9. Enter in the duration by using the **Hours** and **Minutes** fields to the right.
10. 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)**. (**Note:** Trainers can select multiple **Modules**, depending upon the length and focus of their training.)

11. Click on the **Calendar icons** to select a **Training Date** and **End Date** for the session.
12. Click on the **Clock icons** to select a **Start time** and **End time** for the session.
13. Click **Cancel**. Once you click the **Save** button, the session will be created.
14. Scroll down to the section of the tool named **My Training Sessions**. You will see how the **Participant Registration Code** is generated.
15. As you begin to create your own sessions, you will need to distribute a **Participant Registration Code** to your participants.

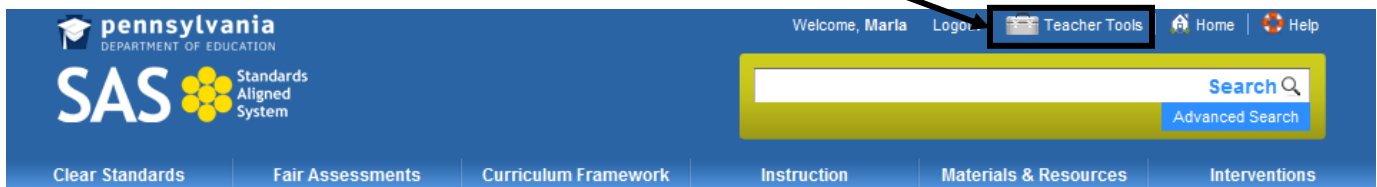
Workshop Evaluation: Training Registration

Prior to holding a SAS Workshop:

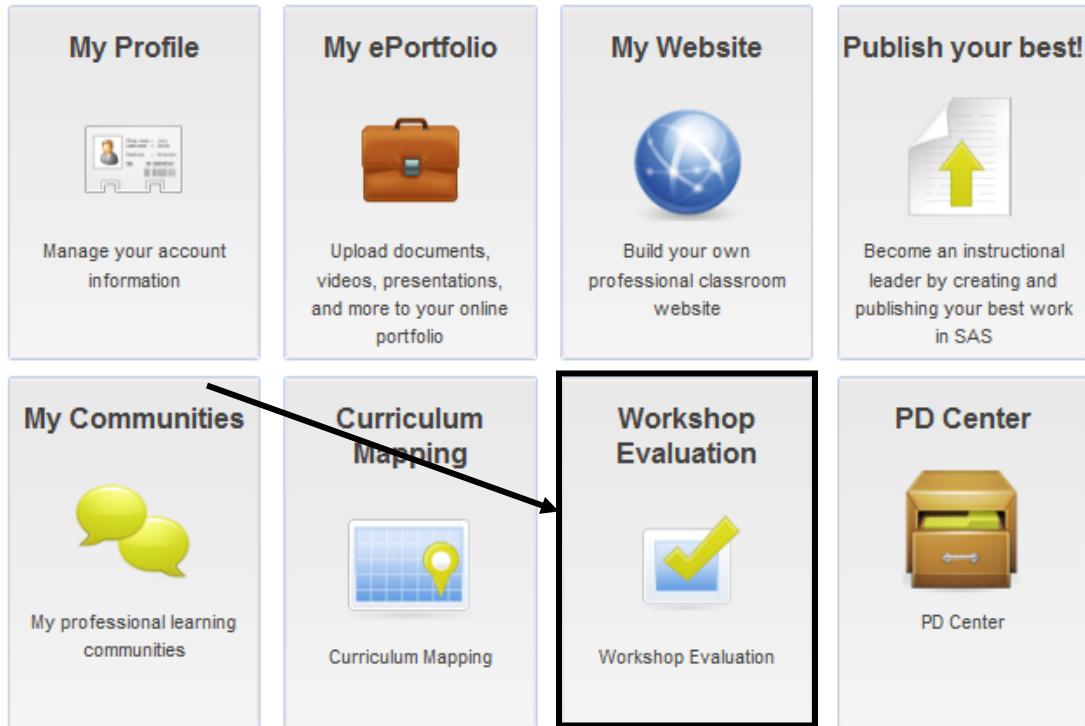
1. Log in to the **SAS Portal**. Enter your **Email Address** and **Password**, and then click **Submit**.



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.	Create Session
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.	Create Session

- **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**

The screenshot shows a form with two input fields. The first field is labeled 'Session Name' and contains the text 'Introduction to SAS'. The second field is labeled 'Location' and contains the text 'My District'. An arrow points from the 'Enter a Location' bullet point to the 'Location' field.

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.

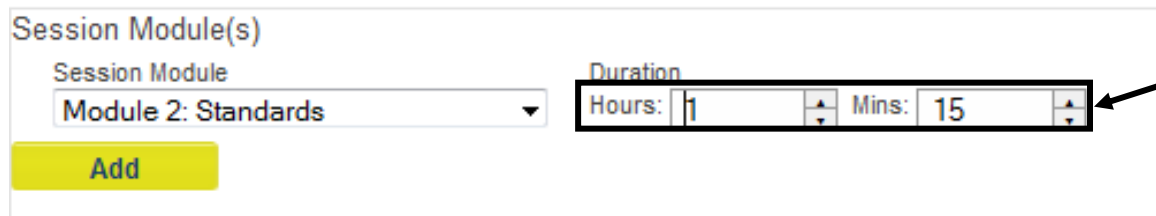
The screenshot shows the 'Additional Instructor(s)' section of the form. At the top, it says 'Instructor: Marla Witkowski'. Below that is an input field containing 'Sue' and a 'Search' button. To the right of the input field is a green upward-pointing arrow. Below the input field is a list of search results: 'Sue Alderfer +', 'Sue Deiter +', and 'Sue Ann Houser +'. A green plus sign is highlighted next to 'Sue Ann Houser'. Below the list is a 'Chosen Instructor(s)' field which is currently empty. Arrows point to the 'Search' button, the green arrow, and the plus sign.

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.

The screenshot shows the 'Session Module(s)' section of the form. It includes a dropdown menu for 'Session Module' with the text '-- Select a Module --'. To the right are 'Duration' fields for 'Hours' (0) and 'Mins' (0). Below the dropdown is a list of modules: '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', and 'Module 10: Trainers - Using What I've Learned'. A mouse cursor is pointing to 'Module 2: Standards'. Below the list is a text input field with '(if more than 1 day of training)' and the number '010'. An arrow points to the dropdown menu.

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



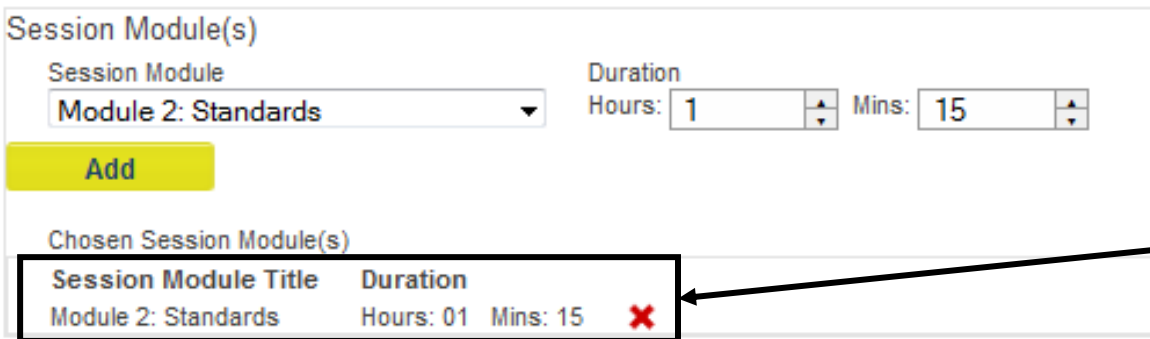
Session Module(s)

Session Module
Module 2: Standards

Duration
Hours: 1 Mins: 15

Add

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)**.



Session Module(s)

Session Module
Module 2: Standards

Duration
Hours: 1 Mins: 15

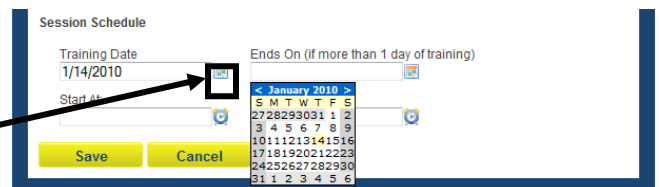
Add

Chosen Session Module(s)

Session Module Title	Duration	
Module 2: Standards	Hours: 01 Mins: 15	X

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.



Session Schedule

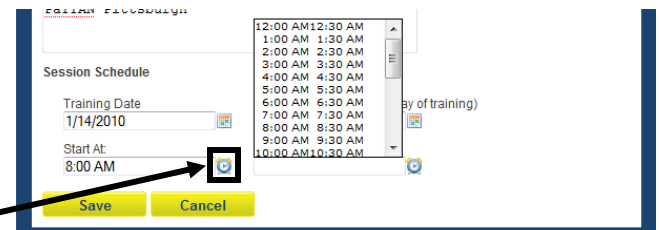
Training Date
1/14/2010

Ends On (if more than 1 day of training)

Start At

Save Cancel

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



Session Schedule

Training Date
1/14/2010







Start At
8:00 AM

Save Cancel

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

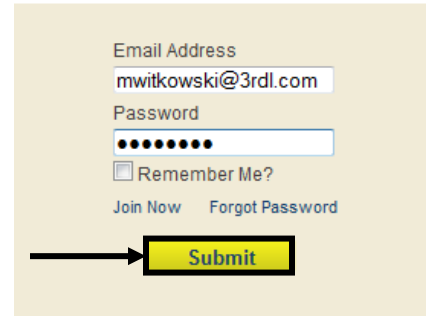
Session Id	Course Name	Session Name	Location	Schedule	Participant Registration Code	
511	SAS-PD	Practice Session	My District	Date(s): 11/23/2010 - 11/23/2010 Time: 8:00 AM - 9:00 AM	sas-pd-1260	  
505	SAS-PD	Introduction to SAS	My District	Date(s): 9/22/2011 - 9/22/2011 Time: 3:30 PM - 4:45 PM	sas-pd-1255	  

- 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).

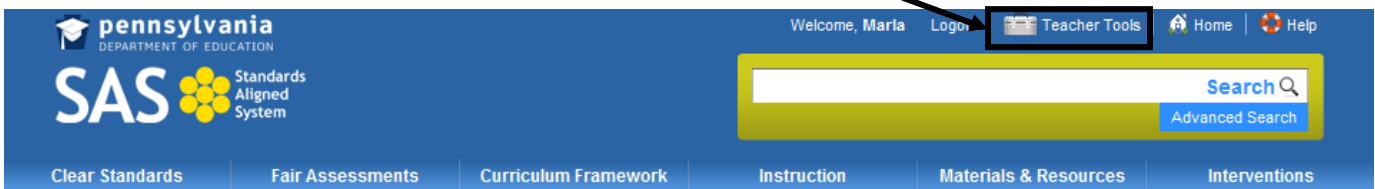


During Your SAS Workshop:

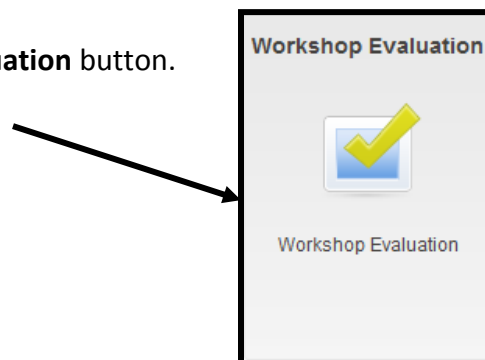
- Have session participants log in to the **SAS Portal**. They should enter their **Email Address** and **Password**, and then click **Submit**.



- 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	Take Survey

Reviewing Session Data

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


Email Address

Password

Remember Me?

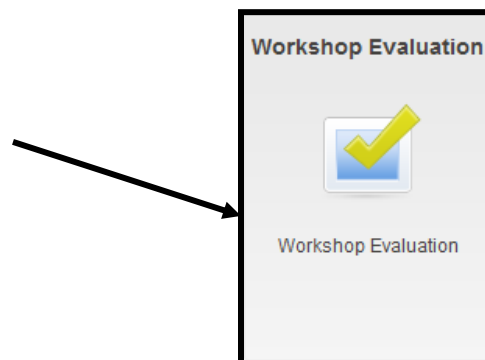
[Join Now](#) [Forgot Password](#)

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


Welcome, Maria
Logout
Teacher Tools
Home
Help







[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.

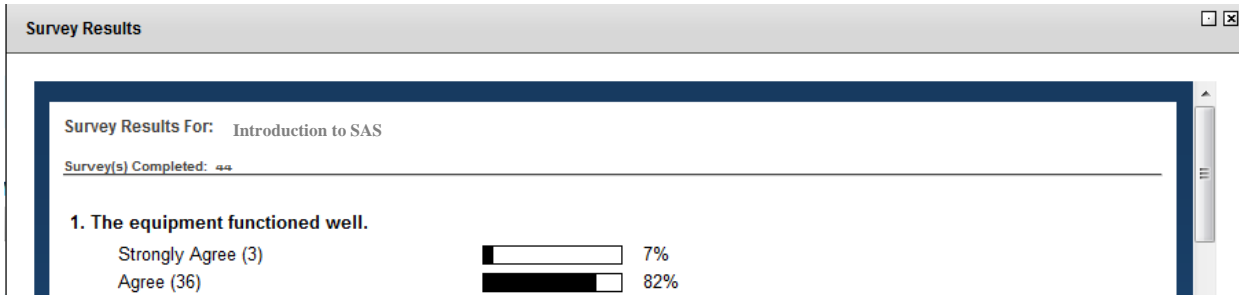
My Training Sessions

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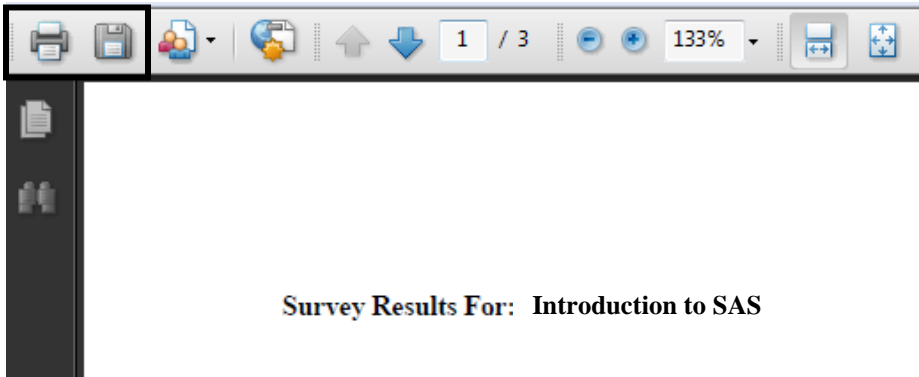
5. Click the **View Survey Results** icon.



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/>

