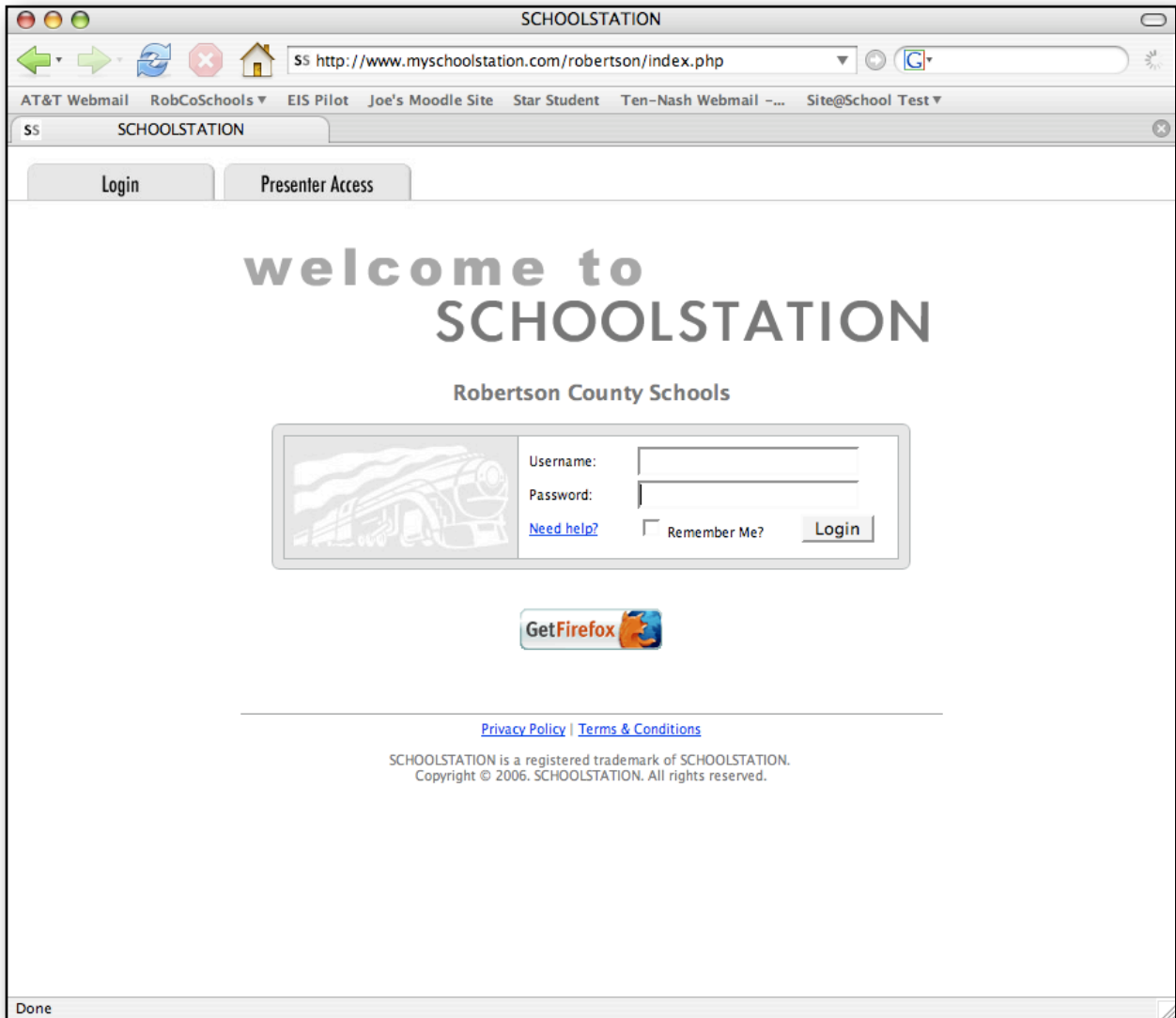


Using SCHOOLSTATION

Here's how to get started with SCHOOLSTATION, our new professional development tracking system.

1. Visit <http://www.myschoolstation.com/robertson/>.
2. Enter your Username and Password.
3. Click **Login**.



My Username is:	
My Password is:	

The Start Page

Once you have logged in you will see the Start Page. Here's what you need to know to get started:

- The Top Menu—Click the Start Page button (with the traffic light) to return to this page.
- The Left Menu
 - Edit Profile—Click this to edit your profile. **You will need to go here to change your password!**
 - Logout—Click this when you are done with SCHOOLSTATION.
- The Content Area
 - Register for PD—Click this to see a list of available workshops and sign up for one.
 - Reports—Click this to see what you've signed up for, drop a class, and see your transcript.

The screenshot shows a web browser window titled "SCHOOLSTATION" with the URL <http://www.myschoolstation.com/robertson/campus/index.php>. The browser's address bar and tabs are visible. The page content includes a top navigation bar with "StartPage" (with a traffic light icon), "SupportDesk" (with a support icon), and "Scheduler" (with a calendar icon). A left sidebar contains a user greeting: "Hello, Joe Swann! Tuesday, May 2, 2006 9:41AM". Below the greeting are sections for "My Account" (with links for "Edit Profile" and "Logout"), "Tools" (with links for "SupportDesk Tickets" and "Professional Development"), and "Internet Search" (with links for "MarcoPolo" and "Google SafeSearch"). The main content area features two prominent boxes: "Register for PD" (with a clipboard icon) and "Reports" (with a calculator icon). At the bottom of the page, there are links for "Privacy Policy" and "Terms & Conditions", and a copyright notice: "SCHOOLSTATION is a registered trademark of SCHOOLSTATION. Copyright © 2006. SCHOOLSTATION. All rights reserved." The browser's address bar at the bottom shows the full URL with a hash: <http://www.myschoolstation.com/robertson/campus/index.php#>.

Registering for Professional Development

To register for a workshop you need to:

1. Click the **Register for PD** button on the Start Page. (Be patient, the professional development list may take a moment to load.)
2. Either use the **Keyword Search** function or scroll down to find a workshop you need to register for.
3. Click **Register**.
4. Confirm that you want to register for this class in the window that pops up.

The screenshot shows a web browser window titled "SCHOOLSTATION" with the URL "http://www.myschoolstation.com/robertson/campus/scheduler/list.p". The page displays the "Professional Development Registration" section, which includes a "Sessions Available for Registration" area with a "Keyword Search" field and "Go" and "Show All" buttons. A "Register" button is visible next to a session listing for "Using Outlook to Communicate with Parents/Faculty".

A pop-up window titled "Using Outlook to Communicate with Parents/Faculty" is shown in the foreground, displaying the following information:

There are 0 participant(s) registered for this session. Total number of participants allowed is 15.

Date	Time	Location	Presenter	Credit
2006-08-31	3:30 pm	RCLLC	Deborah McFarland	3

Synopsis: This workshop will show you how to use Microsoft Outlook to communicate with faculty or parents by email.

Register

Viewing Your Report

Your professional development report acts like a transcript showing you what workshops you have already taken and how much professional development credit you have for the current year. It also gives you a list of workshops you have signed up for and provides you with a way to drop a class if you need to.

To view your report you need to:


- Click the **Reports** button on the Start Page, or
- Click the “*Click here to view your individual professional development record*” link at the top of the Professional Development Registration page.

All workshops in which you are enrolled will be listed here. **If you know you will not be able to attend a workshop you have signed up for please click the red X to drop yourself from that course to create room for other people.**

http://www.myschoolstation.com - Individual Professional Development Record

Individual Professional Development Record

Prepared for Joe Swann at RCLLC Fulltime

Session Title	Date	Enrolled	Attended	Credit	Focus	
Using Outlook to Communicate with Parents/Faculty	Aug 31, 2006	Yes	No	3	Elementary, Middle, Secondary, Science, Math, Language Arts, Foreign Language, Special Ed, History, Technology, Art, Other	

Your requirements are a minimum of hours.
You must also complete one session from the following focus areas:

You have earned a total of 0 hours.
You have not attended a session in your focus area.
Your requirements are INCOMPLETE.

Report prepared on 02-May-06.

Done