



# KENMORE STAFF DEVELOPMENT CENTER INSTRUCTOR TOOLS FOR WORKSHOPS

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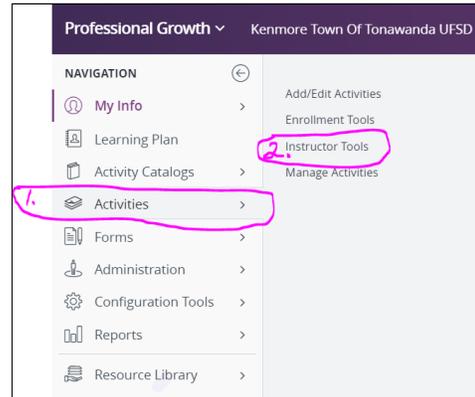
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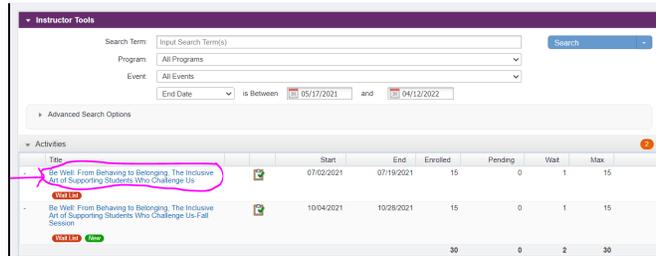
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## Instructor Login

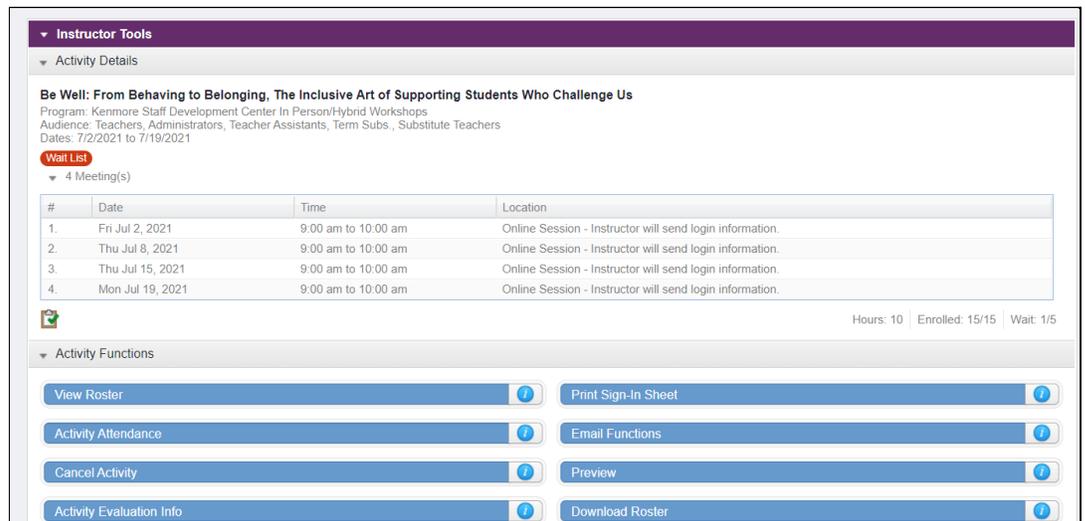
1. Log into Professional Growth. Click on **“Activities”** and then on **“Instructor Tools.”**



2. A screen opens which has all the upcoming workshops you will teach. Click on the title of a workshop.



3. You will then view details about your workshop along with several options for managing the workshop.

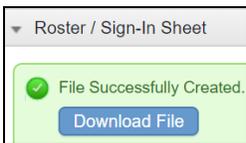


**The following information reviews each of the blue tabs which appear as Instructor Tools:**

**View Roster:** The roster shows enrollment as of the date you check. Participants can be added up to the second day or session of your workshop and they can cancel their registrations up to the end date. Therefore, checking enrollment status throughout your workshop will save you time.

Roster										
#	Select	Name ↑	Building	Approval Status	Sub Status	Hours Feb 3	Awarded Hours	Submitted	Evals	Completed
1.	<input type="checkbox"/>	Miller, Susan	Ivan Dretzky High School	Final Approval	None Required	2	2	2/3/2016 8:41 am		2/3/2016
2.	<input type="checkbox"/>	Smith, Bob	Smith Elementary School	In Progress	None Required	2	2	2/3/2016 8:41 am		--

**Print Sign In-Sheet:** This is what should be printed for all workshops so that either you (if the workshop is online) or your participants can sign and initial their names. You might find that you need to switch to Microsoft Edge or another Internet browser if the form does not successfully download onto Google Chrome. An Incognito window might also work.



**Activity Attendance:** This link becomes available after your workshop has started. However, an instructor should **ONLY confirm attendance of participants at the conclusion of the workshop.**

In the following example - Anthony's attendance will be changed from "In Progress and/or Final Approved" to "**Attendance Confirmed.**" A Certificate of Completion will appear in a participant's record following receipt of his/her workshop evaluation. Participants see their post course options by logging into Frontline, Clicking on **Learning Plan** and then clicking on the **Blue Manage button** which appears before the title of their workshop.

16.	<input checked="" type="checkbox"/>	Gregorc, Anthony Grant Wiggins Academy Hammond, Linda	Confirmed		3	7/20/2017 2:31 pm		--
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Archive this activity?  Yes  No

**Email Functions:** You are able to email the entire roster or specific participants. For instance, you might use this function to remind participants of “due dates” or to take the Evaluation at the conclusion of the workshop.

▼ Roster										
#	Select	Name ↑	Building	Approval Status	Sub Status	Hours Awarded	Submitted	Evals	Completed	
1.	<input checked="" type="checkbox"/>	Miller, Susan	Ivan Dretzky High School	Final Approval	None Required	2.00	2.00	2/3/2016 8:41 am	<input checked="" type="checkbox"/>	2/3/2016
2.	<input checked="" type="checkbox"/>	Smith, Bob	Smith Elementary School	In Progress	None Required	2.00	2.00	2/3/2016 8:41 am	<input type="checkbox"/>	--

Clicking on the Email Functions link will highlight the entire class. You are able to select users and to send a copy of the email to yourself.

**To:** Selected Users,  Instructor(s),  Yourself

**Subject:** Classroom Management

**Memo:**

**Cancel Activity:** **PLEASE DO NOT USE THIS FUNCTION!** CONTACT THE CENTER IF YOU NEED TO CANCEL YOUR WORKSHOP.

**Preview a Workshop:** Clicking on preview allows you to view how your workshop appears in the catalog.

**Be Well: From Behaving to Belonging, The Inclusive Art of Supporting Students Who Challenge Us**

Program: Kenmore Staff Development Center In Person/Hybrid Workshops  
Audience: Teachers, Administrators, Teacher Assistants, Term Subs., Substitute Teachers  
Dates: 7/2/2021 to 7/19/2021

**Wait List**

▶ 4 Meeting(s)

**DESCRIPTION:**  
This book is designed to help teachers develop a more positive classroom management approach which supports all students. We will explore how to focus on students' strengths, gifts, and talents, igniting students' creativity and sense of self-worth, and how to help ensure that students' social, emotional and academic needs are being met. We will also discuss the importance of teachers identifying potential impediments to student success such as cultural, social and environmental factors. We will take a closer look at our own core values as teachers and examine what we need to do to transform our classrooms into more inclusive and caring environments.

The book, *From Behaving to Belonging, The Inclusive Art of Supporting Students Who Challenge Us*, by Julie Causton and Kate Macleod will need to be purchased in advance of the workshop. It is available on amazon.com.

Participants will work independently and have 3 online synchronous sessions. **LEARNING OUTCOMES:**  
Participants will: explore student problems which impede their social/behavioral and academic progress; develop strategies which positively manage student behavior, and identify classroom management protocols which promote inclusivity and acceptance.

**KEYWORD:** Be Well

Hours: 10 | Enrolled: 15/15 | Wait: 1/5

Purposes	KSDC Credits CTLE hours
Categories	Pedagogy
Goals	All
Buildings	All
Departments	All
Grades	All
Groups	Administration Substitute Teachers Teacher Assistants Teachers
Instructors	Elaine Alove (ealove@ktufsd.org)
Registration Options	<a href="#">Join Wait List</a>

**Activity Evaluation Info:** All workshops have a KSDC embedded Evaluation form which is mandatory for all participants. Certificates of Completion are only issued after this form has been completed. This link informs you of the number of evaluations which have been submitted. Instructors can view evaluations only when 2 or more have been completed.

**PLEASE NOTE:** Participants access Evaluation Forms from their Frontline Accounts. They are NOT emailed to them. Participant [Directions for evaluation forms](#) are located on the KSDC Website.

Evaluation	Type	Responses	Actions
Professional Development Course Evaluation	Activity Eval	2	<a href="#">Results</a> <a href="#">Completion Status</a> <a href="#">Delete</a>

[Return](#)

Clicking on the **“Results”** button will allow instructors to view responses. You can view them individually, all at once or export them.

[Next](#)
[View All](#)
[Admin Tools](#)
[Export to Excel](#)
[Export to PDF](#)

**Download Roster:** You can print an Excel spreadsheet of your enrollment inclusive of cancellations and waitlists.

Confirmation Message

✔ **File Created!**

[Download File](#)