



Ohio Aspire PD System User Guide

Table of Contents

1. <u>Getting Started</u>		
1.1	Introduction to the PD System	3
1.2	Logging in to the PD System	4
	• Requesting your Aspire System ID	6
1.3	Your contact information	7
	• Verifying your contact information	7
	• Editing your contact information	8
2. <u>Calendar of Events</u>		9
2.1	Registering for an event	9
	• Registering for a face-to-face event	10
	• Registering for a self-directed event	13
	• Registering for a supplemental or complementary course	15
	• Requesting a DE Class or Lesson Feedback request	17
	• Registering for an Independent Activity	19
2.2	Canceling a PD Event Registration	20
2.3	Locating registration information for an event	22
3. <u>Professional Development History</u>		23
3.1	Viewing your PD History	24
3.2	Accessing past PD certificates	24
3.2	Glossary of PD History statuses	26
3.3	Updating your PD History	28
	• For Self-directed Moodle courses	28
	• For non-Moodle courses	31
4. <u>Director Access</u>		32
5.1	Adding a new staff member	33
5.2	Changing staff statuses	35
5.3	View your staff's PD information	37
	• Viewing the PD History of an individual staff member	37
	• Viewing staff PD information by generating reports	38
5.4	Material Orders	40
	• Placing an order	40
	• Viewing your order History	41

Getting Started

Introduction to the Ohio Aspire Professional Development System

The [PD System](#) is just one of the many services offered by the Ohio Professional Development Network. This system allows Aspire staff to

- Register for professional development opportunities
- Cancel registrations for professional development opportunities
- Update contact information
- Maintain a Professional Development History
- Manage Distance Education

The [PD System](#) can be accessed via the direct login link, <http://mercury.educ.kent.edu/database/rcn/registrations/login.cfm>.

If you don't have this link on hand, you can always access the [PD system](#) by visiting ohioaspire.org and clicking on the link on the right side of the page.

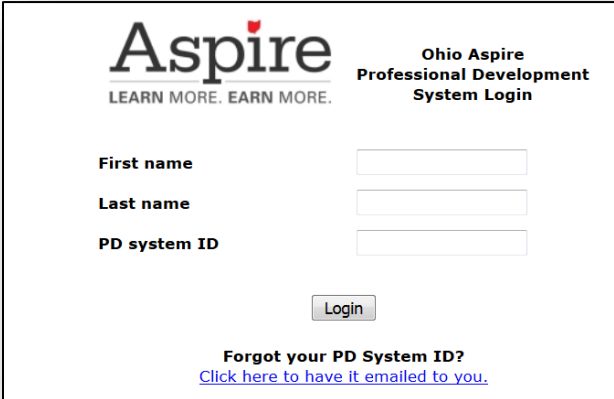


What follows is detailed instructions for using most of the features available through the [PD system](#). However, if you have additional questions, you can always contact the Professional Development Network at the contact information below.

ohiopdn@literacy.kent.edu
800-765-2897 option 2

Logging in to the PD System

1. Visit <http://mercury.educ.kent.edu/database/rcn/registrations/login.cfm>



The screenshot shows the login interface for the Ohio Aspire Professional Development System. At the top left is the 'Aspire' logo with the tagline 'LEARN MORE. EARN MORE.' Below the logo are three input fields labeled 'First name', 'Last name', and 'PD system ID'. To the right of these fields is a 'Login' button. At the bottom, there is a link for 'Forgot your PD System ID?' with the text 'Click here to have it emailed to you.'

2. Your program director is responsible for creating a PD system ID for you. Once your PD system ID has been created, you will receive an automated email from ohiopdn@literacy.kent.edu. If you have not received an email, start by checking the spam or junk folder in your email. contacting your program director to make sure an ID has been created for you and that they have an accurate email address for you. Once you have your system ID, it's a good idea to write it down somewhere and keep it near your computer, or in your email. If you've received the information, but cannot remember it, you can find instructions for retrieving it in the Requesting your Aspire System ID section.
3. Enter your first and last name. These fields are case sensitive and must match the name we have in the database exactly, so make sure you make note of how your name is entered in the system.

As an example, let's look at Alice Aspire. To sign in to the PD system, Alice would have to enter her name the way it is in the system.

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**Ohio Aspire
Professional Development
System Login**

First name

Last name

PD system ID

Forgot your PD System ID?
[Click here to have it emailed to you.](#)

However, if Alice were to type in ALICE Aspire, or ALICE ASPIRE, she would not be able to log in.

4. Type in your system ID, without any spaces before or after.
5. Click on the **Login** button to complete the process. This will bring you to your main PD system ID Page.

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[Register](#) ||| [Contact information](#) ||| [Logout](#)

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Professional development history for
Alice Aspire

Scheduled or in progress professional development

Begin or registration date	Title	Contact hours	Status
03/25/2020	Distance Education Basics - Introduction to Distance Education	1.0	In progress
01/14/2020	New Staff Orientation	3.0	In progress

Current year professional development

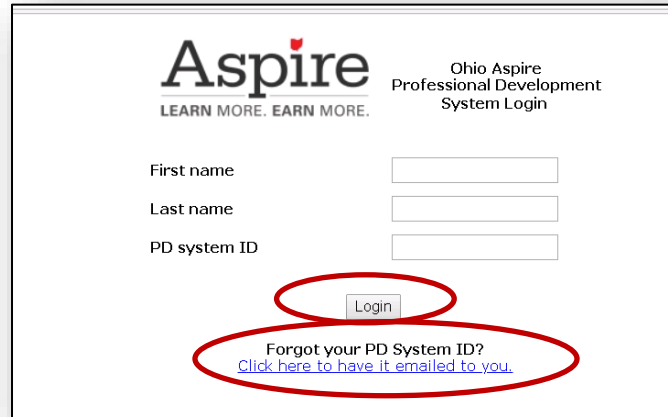
Dated professional development

Begin	Title	Contact hours	Status	Certificate
-------	-------	---------------	--------	-------------

Requesting your Aspire PD System ID

If you know you have an Aspire system ID, but cannot remember it, you can request it right through the login website! To do so,

1. Visit <http://mercury.educ.kent.edu/database/rcn/registrations/login.cfm>
2. Click on the **Click here to have it emailed to you** link.



The screenshot shows the Aspire login page. At the top left is the Aspire logo with the tagline "LEARN MORE. EARN MORE.". To the right is the text "Ohio Aspire Professional Development System Login". Below the logo are three input fields labeled "First name", "Last name", and "PD system ID". A "Login" button is positioned below the "PD system ID" field. A red circle highlights the "Login" button, and a larger red circle highlights the text "Forgot your PD System ID? Click here to have it emailed to you." located below the "Login" button.

3. When you arrive at this page, type in your first and last name. Please note that if the first and last name you type in do not match what we have in our records, the system will not be able to locate your system ID. So if you type in your name and get an error, try typing your name in with different capitalization, or any different spellings of your name that might have been used.



The screenshot shows the Aspire login page. At the top left is the Aspire logo with the tagline "LEARN MORE. EARN MORE.". To the right is the text "Ohio Aspire Professional Development System Login". Below the logo are two input fields labeled "First name" and "Last name". A "Send ID via email" button is positioned below the "Last name" field.

4. Click on the gray **Send ID via email** button. If the system was able to locate a system ID for you, it will be emailed to the email address on file. If you do not receive an email at the address you think is on file, please try using any alternate email addresses you may have.
5. If you are unable to obtain your PD system ID after going through this process, please email ohiopdn@literacy.kent.edu for assistance in obtaining your PD system ID.

Your Contact Information

Verifying Your Contact Information

When you log in to the [PD system](#), you will see a webpage that lists the contact information we have for you. Your director may fill this out, or they may leave it blank for you to fill out. Either way, please review this information and make sure that it is accurate and also the best information for reaching you.

For example, if you prefer to have any mail sent to your home address, or you are easier to reach by cellular phone, please make sure this page reflects that. Email is the most frequently used method of contact, so please make sure that the email address listed for you is one you check regularly.

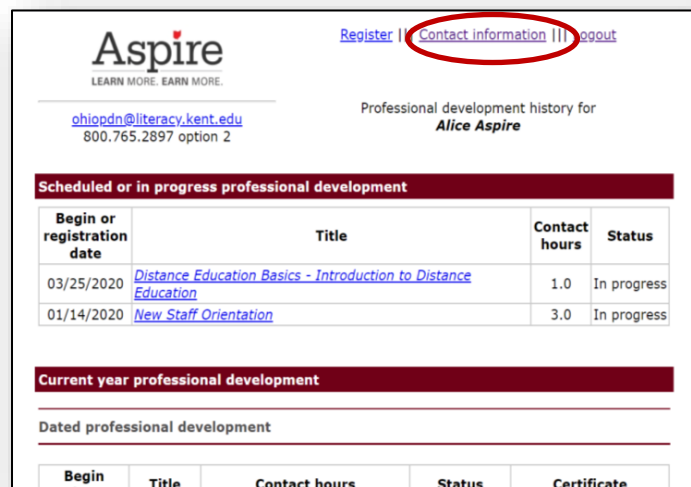
This information is kept confidential and will not be shared with anyone outside the Professional Development Network.

If you see any changes that need to be made, the [Editing Your Contact Information](#) section will provide you with further instruction for completing this process.

Editing Your Contact Information

Your contact information can be changed at any time. Please check this page periodically to make sure the information is up to date. The beginning of each new school year is a great time to do this. If you move, your name changes, or your email changes, you will want to go in and update the information. If you work for more than one program, you can also use this page to provide that information.

1. To edit your contact information, log in to the [PD System](#).
2. On the main page, click on the **Contact Information** link.



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[Register](#) | [Contact Information](#) | [Logout](#)

ohiopdn@literacy.kent.edu
800.765.2897 option 2

Professional development history for
Alice Aspire

Scheduled or in progress professional development

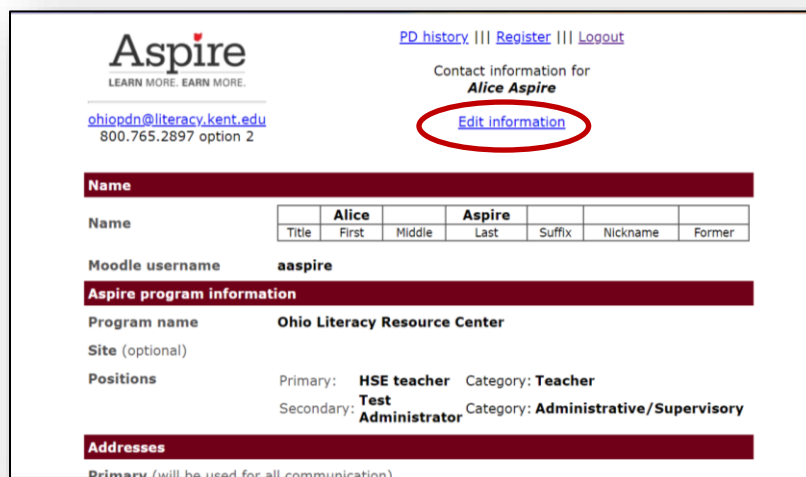
Begin or registration date	Title	Contact hours	Status
03/25/2020	Distance Education Basics - Introduction to Distance Education	1.0	In progress
01/14/2020	New Staff Orientation	3.0	In progress

Current year professional development

Dated professional development

Begin	Title	Contact hours	Status	Certificate
-------	-------	---------------	--------	-------------

3. This will bring you to the Contact Information page. Review the information provided and make sure it is correct. If it is not, please click on the **Edit Information** link.



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[PD history](#) | [Register](#) | [Logout](#)

Contact information for
Alice Aspire

[Edit Information](#)

ohiopdn@literacy.kent.edu
800.765.2897 option 2

Name

Name	Alice	Aspire					
	Title	First	Middle	Last	Suffix	Nickname	Former

Moodle username **aaspire**

Aspire program information

Program name **Ohio Literacy Resource Center**

Site (optional)

Positions
Primary: **HSE teacher** Category: **Teacher**
Secondary: **Test Administrator** Category: **Administrative/Supervisory**

Addresses

Primary (will be used for all communication)

4. Make any changes to the information that you need to make. Please provide complete information and check your spelling. When you have finished making changes, please be sure to press the **Submit Changes** button.

Aspire Information for *Alice Aspire*
LEARN MORE. EARN MORE.

Name: Alice Aspire
Title: Alice Aspire
Moodle username: aspire

ABLE program information
Program name: 1.) Ohio Literacy Resource Center
2.)
3.)

Site (optional):
Position(s): Primary: Category: Paraprofessional
Secondary: Category:

Addresses
Primary: Research 1-1100 Summit Street P.O. Box 5190 Kent OH 44242
Address 1 Address 2 City State ZIP Code
Secondary: Address 1 Address 2 City State ZIP Code

Phone, FAX, and Email
Phone numbers: Number Extension Type
Fax numbers: Number Type
Email addresses: Primary: aspire@literacykent.edu
Secondary:

Additional information
Special needs/dietary requirements:
Director/Coordinator email address: mropog@literacy.kent.edu

Submit changes

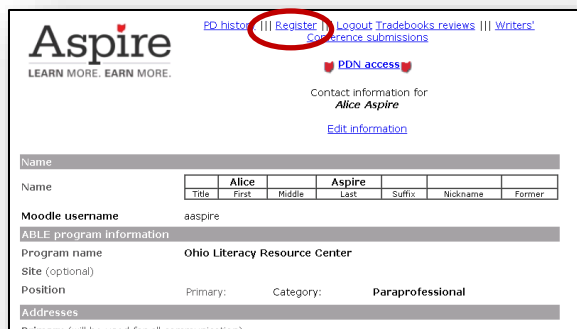
Calendar of Events

Registering for an Event

You've logged in, your contact information is updated, and now you are ready to register for some PD! The **PD system** allows you to register for four different types of PD

1. Face-to-face PD-face-to face opportunities provided or sponsored by the PDN.
2. Self-directed PD-any PD completed in your own time, including online courses, webinars, and other activities
3. Independent Activities-This would cover any PD you complete that you haven't used the Ohio Aspire PDN Calendar to complete. This would include national conferences, seminars, trainings, webinars, etc.
4. Supplemental and complementary courses-These optional courses are housed on the Ohio Aspire Moodle, but do not require **PD system** registration prior to accessing.

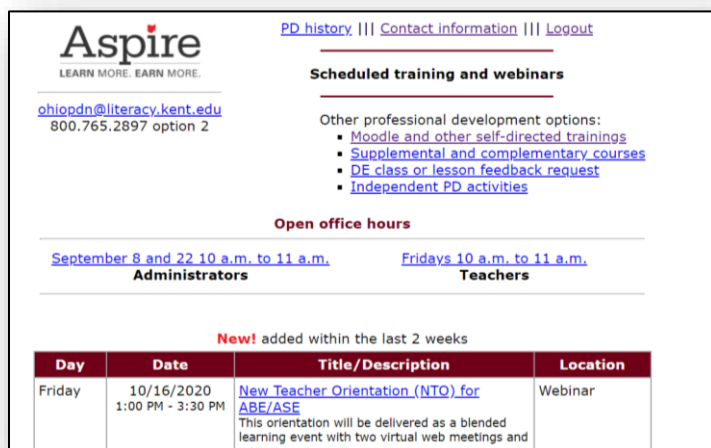
The registration process for the four different types of events is slightly different, but in all cases you begin by logging in to the **PD System** and clicking on the **Register** link at the top of the page.



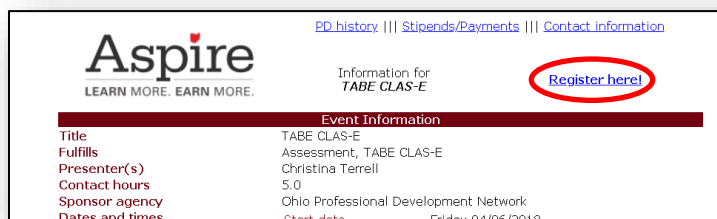
The following section will describe the process for registering for each type of PD.

Registering for a face-to-face or dated event

1. After clicking the **Register** link, all the trainings on the webpage you arrive at will be face-to-face opportunities, listed by date. Choose the training you would like to register for and click on the link.
- 2.



3. At the top right of the screen, click on the **Register here!** link.



4. With some events, you may have the option to purchase lunch. If so, you will see a drop-down menu that allows you to choose whether you will purchase a lunch

or provide your own. Please make sure to select what you want. Once you state you are going to purchase a lunch, you may be held responsible for the cost of the lunch if you later decide you don't want it. If you have made your lunch selection, or there is no lunch selection, you can now click on the gray **Register for _____** button. **Please make sure you don't skip this step, as your registration will not go through until you click that button.**

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Confirm registration of Alice Aspire

[Register for TABE CLAS-E](#)

Event information

Title: TABE CLAS-E
 Contact hours: 5.0
 Sponsor agency: Ohio Professional Development Network
 Dates and times: Start date: Friday 04/06/2018
 Registration time: 9:00 AM
 Start time: 9:30 AM
 End date: Friday 04/06/2018
 End time: 3:30 PM
 Register by: 04/02/2018

Location
 Name: Kettering Board of Education
 Address: 3750 Far Hills, Kettering, OH 45429

Meal information
 Lunch will be on your own.

Registrant Information

Name: _____

Name	Alice			Aspire			
	Title	First	Middle	Last	Suffix	Nickname	Former

- The registration confirmation page will have important information about your training. If you prefer to have a paper copy, print out the registration confirmation page and save it. You will not usually receive a confirmation email. However, the information can always be accessed by following the instructions in the [Locating Registration Information](#) section of the guide.

[ED history](#) | [Register](#) | [Contact information](#)

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Thank you for registering for TABE CLAS-EI

Please print this for your records.
 See "Registration information" below for access and additional information.

Event Information

Title: TABE CLAS-E
 Dates and times: Start date: Friday 04/06/2018
 Registration time: 9:00 AM
 Start time: 9:30 AM
 End date: Friday 04/06/2018
 End time: 3:30 PM
 Register by: 04/02/2018

Location
 Kettering Board of Education
 3750 Far Hills, Kettering, OH 45429

Registration information
 • Enter through door #6, go to second floor to room 204

Meal costs
 Lunch will be on your own.

Registrant Information

Name: _____

Name	Alice			Aspire			
	Title	First	Middle	Last	Suffix	Nickname	Former

Registering for a Moodle or self-directed event

1. After clicking on the **Register** link, click on the **Moodle and other self-directed trainings** link.

The screenshot shows the Aspire website interface. At the top left is the Aspire logo with the tagline "LEARN MORE. EARN MORE." and contact information: "ohiodn@literacy.kent.edu" and "800.765.2897 option 2". At the top right are links for "PD history", "Contact information", and "Logout". Below this is a section titled "Scheduled training and webinars". Underneath, there is a link for "Other professional development options" which is circled in red, and a sub-link "Moodle and other self-directed trainings" also circled in red. Below these are three bullet points: "Supplemental self-directed training courses", "DE class or lesson feedback request", and "Independent PD activities".

Below the training options is a section for "Open office hours" with two columns: "Administrators" (September 8 and 22 10 a.m. to 11 a.m.) and "Teachers" (Fridays 10 a.m. to 11 a.m.).

A red banner indicates "New! added within the last 2 weeks". Below this is a table with the following data:

Day	Date	Title/Description	Location
Friday	10/16/2020 1:00 PM - 3:30 PM	New Teacher Orientation (NTO) for ABE/ASE This orientation will be delivered as a blended learning event with two virtual web meetings and wor...	Webinar

2. Choose the training you would like to register for and click on the link. The trainings are sorted by topic, and the topics are listed alphabetically. For this example, we are going to register for New Staff Orientation.

The screenshot shows a list of training options. The first item is "Khan Academy Number Sense Refresher" with a description: "This self-directed professional development is intended to supplement your mathematics content kn...". Below this is a section header "New to Aspire". The second item is "New Administrator Orientation (NAO) Online Course - 1 of 2" with a description: "The two-part New Administrator Orientation (NAO) training consists of a self-paced, online orientati...". The third item, "New Staff Orientation", is circled in red and has a description: "This self-paced, online orientation, which includes interactive activities is designed to provide a ...". The fourth item is "New Support Staff Orientation" with a description: "This self-paced New Support Staff Orientation (NSSO) is designed to give new support staff knowledge...". The fifth item is "New Teacher Orientation (NTO) Online Course - 1 of 2" with a description: "The two-part New Teacher Orientation (NTO) consists of this online course and a face-to-face worksho...". Below the list is a section header "Reading".

3. At the top right of the screen, click on the **Register here!** link.

The screenshot shows the Aspire website header with the logo and tagline 'LEARN MORE. EARN MORE.'. Navigation links for 'PD history' and 'Contact information' are in the top right. Below the header, there is contact information: 'ohiopdn@literacy.kent.edu' and '800.765.2897 option 2'. The main content area is titled 'Information for New Staff Orientation' and features a prominent 'Register here!' button circled in red. Below this is a section titled 'Event Information' with the following details:

Title	New Staff Orientation
Fulfills	New Staff Orientation
Presenter(s)	
Contact hours	3.0
Sponsor agency	Ohio Professional Development Network

4. On the page that comes up, click on the gray **Register for _____** button. **Please make sure you don't skip this step, as your registration will not go through until you click this button.**

The screenshot shows a confirmation page titled 'Confirm registration of Alice Aspire'. A 'Register for New Staff Orientation' button is circled in red. Below the header is a section titled 'Event information' with the following details:

Title	New Staff Orientation	
Contact hours	3.0	
Sponsor agency	Ohio Professional Development Network	
Dates and times	Completion deadline	6 weeks from date of registration
Location	Name	Self-directed (Ohio PDN Moodle)

2. Review the list of courses to find the course you'd like to access and click on the link for it.

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800.765.2897 option 2

[PD history](#) | [Contact information](#)

Supplemental and complementary courses

Other professional development options:

- [Scheduled trainings and webinars](#)
- [Moodle and other self-directed trainings](#)
- [DE class or lesson feedback request](#)
- [Independent PD activities](#)

These courses are housed on the Ohio Aspire Moodle, but do not require PD System registration prior to accessing. Once you have completed the course, click the final link in the course to add the course and course completion to your PD History. If you do not complete a course, it will not show on your PD History.

Accountability

[NRS Data Usage](#)

There are two data courses designed by the National Reporting System (NRS). The first is a short course on NRS data flow which gives an overall description of how data moves within the local program and contributes to state

3. Once you click on the link, you will be redirected to the Moodle page. If you are not already logged into the Moodle page, you will need to log in using your Moodle credentials. Once logged in, you will be automatically redirected to the course home page.

NRS Data Usage

Dashboard / Courses / Accountability / NRS Data Training Turn editing on

Navigation

- Dashboard
- Site home
- Site pages
- My courses
- Templates old
- Courses
- Accountability
 - ABLELink Teacher
 - Accountability Tutorials
 - Data Driven Instruction
 - WIOA Data Lessons Learned
 - NRS Data Training**
 - Participants
 - Badges
 - Competencies
 - Grades
 - Introduction
 - External courses
 - Feedback and completion
 - Provisional placement recorded webinar
 - Supplemental/WageIntro
 - Assessment
 - Career Pathways
 - Communications

Introduction

Completion of all sections of this course will add the course and contact hours to your PD History. This course will take approximately 2 hours to complete.

Please note: You must first set up an account on the NRS training site to access the courses. If you already have an account, you will be prompted for login information when you click on the courses. If you need to set up an account, scroll below the login boxes for directions on setting up an account.

Announcements

[NRS Data Training](#)

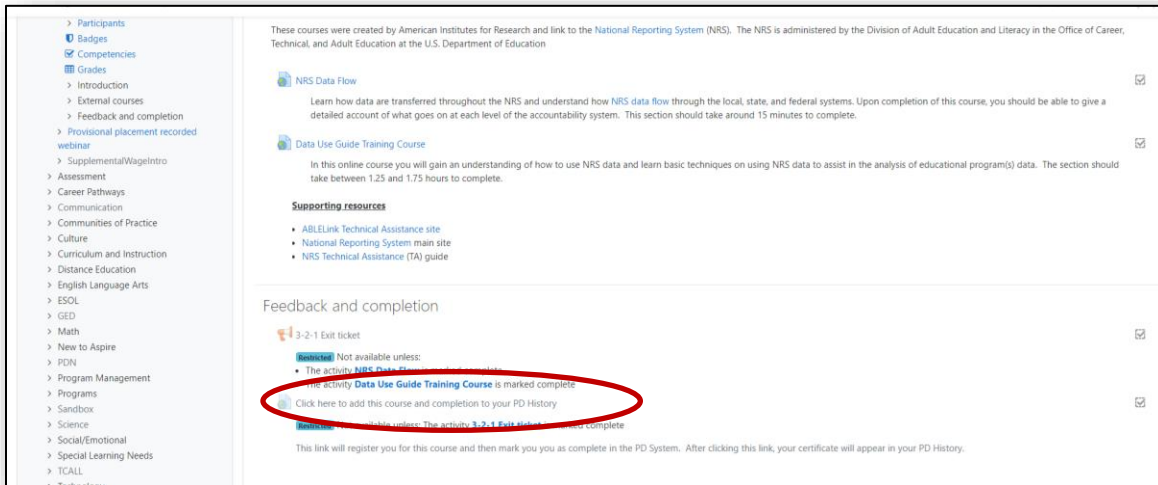
External courses

These courses were created by American Institutes for Research and link to the National Reporting System (NRS). The NRS is administered by the Division of Adult Education and Literacy in the Office of Career, Technical, and Adult Education at the U.S. Department of Education.

- NRS Data Flow**
Learn how data are transferred throughout the NRS and understand how NRS data flow through the local, state, and federal systems. Upon completion of this course, you should be able to give a detailed account of what goes on at each level of the accountability system. This section should take around 15 minutes to complete.
- Data Use Guide Training Course**
In this online course you will gain an understanding of how to use NRS data and learn basic techniques on using NRS data to assist in the analysis of educational program(s) data. The section should take between 1.25 and 1.75 hours to complete.

Supporting resources

- Complete each part of the course until a check mark appears in each box. Once all boxes are checked, click the link that says **Click here to add this course and completion to your PD History**. These types of courses will not be added to your PD History or marked complete until you click on this link.



DE Class or Lesson Feedback Request

This form can be used to request someone from the PDN Staff to sit in on your DE Class or review your DE lesson to provide feedback. To make a request for feedback,

- Click on the link that says **DE Class or lesson feedback request**.

The screenshot shows the Aspire website. At the top left is the Aspire logo with the tagline 'LEARN MORE. EARN MORE.' and contact information: 'ohiopdn@literacy.kent.edu' and '800.765.2897 option 2'. At the top right are links for 'PD history', 'Contact information', and 'Logout'. Below this is the 'Scheduled training and webinars' section. Underneath, it says 'Other professional development options:' followed by a list: 'Moodle and other self-directed trainings', 'Supplemental and complementary courses', 'DE class or lesson feedback request' (circled in red), and 'Independent PD activities'. Below the list is the 'Open office hours' section, which lists 'September 8 and 22 10 a.m. to 11 a.m. Administrators' and 'Fridays 10 a.m. to 11 a.m. Teachers'. At the bottom, there is a 'New! added within the last 2 weeks' section with a table:

Day	Date	Title/Description	Location
Friday	10/16/2020 1:00 PM - 3:30 PM	New Teacher Orientation (NTO) for ABE/ASE This orientation will be delivered as a blended learning event with two virtual web meetings and...	Webinar

2. Fill in the form providing information about what you would like feedback on. If you have an attachment to include, please upload it from your computer where indicated. Please be as detailed as possible so we can find the person who will be able to provide the most relevant feedback! Once you have filled out the form, click on the “submit request” button.

Support request

How can we help?
Some examples: provide feedback on lesson plans; sit in on distance education class; substitute as student for video lesson; practice using video; audio checks. Links to websites and access codes for online classes can be included. A file can also be attached below under "file upload."

If you need immediate assistance, please contact us at one of the options at the upper left.

File upload (optional) please attach any file you would like to share.
Allowable file formats are Word, PowerPoint, Excel, PDF, MP4 video, and zipped files.

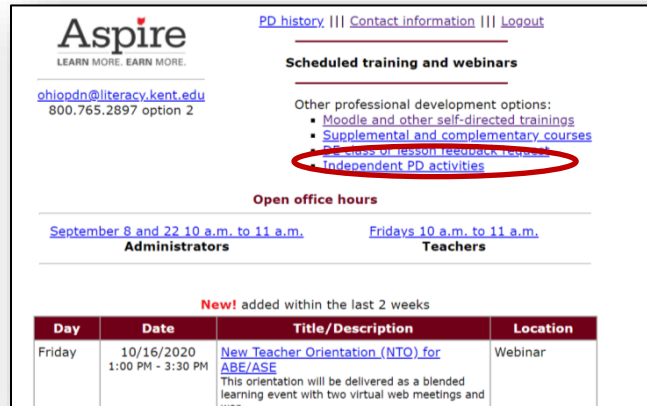
No file chosen

3. After submitting this form to the PDN, you will receive a confirmation that your request has been received, and that you will be contacted by the PDN shortly. This would be a good time to [edit your PD History](#), as this is the information that the PDN staff member will use to contact you.

Registering for an Independent Activity

An independent activity would be used for a training that you did not register for through the PDN calendar. This might include a national conference, or a webinar or training given by a non-Aspire organization. You can register for Individual Activities before or after the training, however, you must register before you send your certificate in.

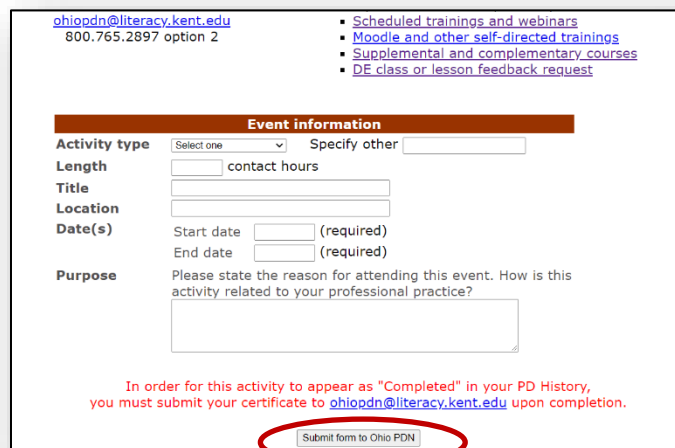
1. After clicking on the **Register** link, click on the **Independent PD activities** link.



The screenshot shows the Aspire website interface. At the top left is the Aspire logo with the tagline 'LEARN MORE. EARN MORE.' and contact information: ohiopdn@literacy.kent.edu and 800.765.2897 option 2. Navigation links include 'PD history', 'Contact information', and 'Logout'. The main heading is 'Scheduled training and webinars'. Below this, there are links for 'Moodle and other self-directed trainings', 'Supplemental and complementary courses', 'DE class or lesson feedback request', and 'Independent PD activities', with the last one circled in red. There is also a section for 'Open office hours' for Administrators and Teachers. At the bottom, a table lists recent activities.

Day	Date	Title/Description	Location
Friday	10/16/2020 1:00 PM - 3:30 PM	New Teacher Orientation (NTO) for ABE/ASE This orientation will be delivered as a blended learning event with two virtual web meetings and wor	Webinar

2. Fill in all the information you can about the activity. Please be sure to fill this in as completely as possible, including your purpose for completing activity. After completing the form, click on the gray **Submit form to Ohio PDN** button. Once this form is submitted, this activity will be displayed on your PD History as in progress.



The screenshot shows the 'Event information' registration form. It includes fields for 'Activity type' (a dropdown menu), 'Length' (in contact hours), 'Title', 'Location', and 'Date(s)' (with start and end date fields, both marked as required). A 'Purpose' field is a large text area with the prompt: 'Please state the reason for attending this event. How is this activity related to your professional practice?'. At the bottom, there is a red note: 'In order for this activity to appear as "Completed" in your PD History, you must submit your certificate to ohiopdn@literacy.kent.edu upon completion.' and a gray button labeled 'Submit form to Ohio PDN' which is circled in red.

3. Once you have completed the activity, please send a copy of your Certificate of Completion to ohiopdn@literacy.edu. Your PD History will not show this activity as complete until you send in your certificate.

Canceling a Professional Development Event Registration

If you register for an event, and something comes up where you cannot attend, you can cancel your registration online! Please try to cancel your registration as soon as possible. To do this through the **PD system**,

1. To cancel your registration, you will need to first log in to the **PD System**.
2. Once you have logged in, your PD History will be displayed on the landing page. Look through the list of trainings you have registered for and click on the link of the name of the training you wish to cancel.

ohiopdn@literacy.kent.edu 800.765.2897 option 2		Professional development history for Alice Aspire	
Scheduled or in progress professional development			
Begin or registration date	Title	Contact hours	Status
03/25/2020	Distance Education Basics - Introduction to Distance Education	1.0	In progress

3. Once you have clicked on the link, the Registration Confirmation page will come up. Click the **Cancel Registration** link at the top of the page.

[PD history](#) ||| [Stipends/Payments](#) ||| [Contact information](#)

Ohio Literacy Resource Center
Enhancing Adult Literacy

Information for
**Distance Education Basics -
Introduction to Distance Education**

You are already registered for this event

[Cancel registration](#)

Event Information

Title Distance Education Basics - Introduction to Distance Education

Fulfills Distance Learning, instructors

Presenter(s)

Contact hours 1.0

Sponsor agency Ohio Literacy Resource Center

Dates and Completion deadline 6 weeks from date of registration

4. Click the gray **Confirm Cancellation** button at the top of the screen.

Aspire
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Confirm cancellation of Alice Aspire

Confirm cancellation | Distance Education Basics - Introduction to Distance Education

Event Information

Title	Distance Education Basics - Introduction to Distance Education
Dates and times	Start date End time Register by
Location	Self-directed (Ohio PDN Moodle)
Meal information	There are no meal arrangements listed for this event.

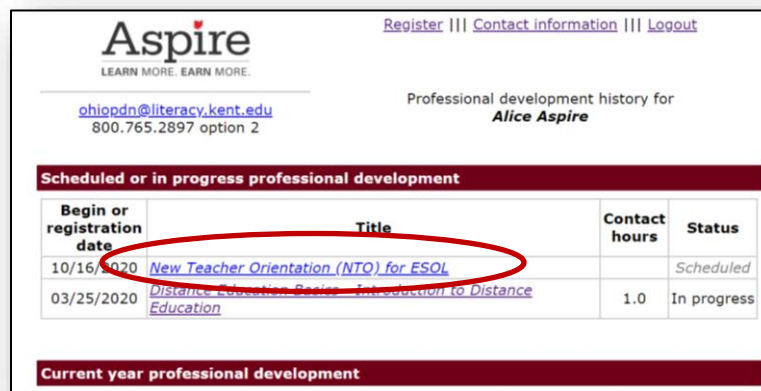
Registrant Information

The “Cancel registration link” will be available up through the day before the schedule event. If you must cancel after this point, please let us know either by email (ohiopdn@literacy.kent.edu) or via telephone (800-765-2897 option 2) If you do not cancel the training, your PD history will be marked as a No Show, and your program may be charged for costs associated with the event.

Locating registration information for an event

Generally speaking, you will not receive a confirmation email after registering for an event. The information you need to know about the event will be located in the Registration Confirmation page. But what do you do if you registered for the event, but closed it out without looking at the information? Follow the steps below to view details about the training you registered for.

1. To return to the registration confirmation you will need to first log in to the [PD System](#). Once you've logged in, the landing page will contain your full PD history. Click on the name of the training you need information about.



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ohiopdn@literacy.kent.edu
800.765.2897 option 2

Professional development history for
Alice Aspire

[Register](#) ||| [Contact information](#) ||| [Logout](#)

Scheduled or in progress professional development

Begin or registration date	Title	Contact hours	Status
10/16/2020	New Teacher Orientation (NTQ) for ESOL		Scheduled
03/25/2020	Distance Education Basics: Introduction to Distance Education	1.0	In progress

Current year professional development

2. This will take you back to the registration confirmation page. You can now view the details about the event including time and date information, relevant prerequisites, a training summary, and other pertinent details about the training. If you have viewed this page and still have questions about the details of the training you are registered for, please feel free to reach out to the PDN at ohiopdn@literacy.kent.edu or 1-800-765-2897 option 2.

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Information for **New Teacher Orientation (NTO) for ESOL**

You are already registered for this event

[Cancel registration](#)

Event Information

Title	New Teacher Orientation (NTO) for ESOL	
Fulfills	New Teacher Orientation 2 of 2	
Presenter(s)	Christina Terrell	
Contact hours	0.0	
Sponsor agency	Ohio Professional Development Network	
Dates and times	Start date	Friday 10/16/2020
	Registration time	12:30 PM
	Start time	1:00 PM
	End date	Friday 10/23/2020
	End time	3:30 PM
	Register by	10/14/2020
Location	Name	Webinar

Registration information
 Thank you for registering for New Teacher Orientation - 2 of 2!

NTO for ESOL will take place on the following dates and times:

Professional Development History

Your professional development history provides a complete record of the professional development you have completed in your time in Aspire. Once you have a **PD system ID** in Aspire, you do not need to get a new one if you change programs or leave and come back. You can simply sign into your original system ID and update your Program name. This way any Professional Development you have done with other programs will stay with you. If you need assistance with this process, see the sections on **requesting your Aspire system ID** or **updating your contact information** or contact **Ohio Aspire PDN technical assistance**.

Viewing your Professional Development History

- To access your Professional Development History, you must simply log in to the **PD System**. Your PD History is now listed on the landing page. In progress PD activities are listed at the top of the page, followed by Current fiscal year PD activities. Previous fiscal year PD activities are listed at the bottom of the page.

ohiopdn@literacy.kent.edu
800.765.2897 option 2

Professional development history for
Alice Aspire

Scheduled or in progress professional development

Begin or registration date	Title	Contact hours	Status
10/16/2020	New Teacher Orientation (NTO) for ESOL		<i>Scheduled</i>
03/25/2020	Distance Education Basics - Introduction to Distance Education	1.0	In progress

Current year professional development

Accessing past PD certificates

Many PDN courses provide a certificate right in your PD History. In this section we will show you how to determine if a certificate is available, and if its not, how to determine whether it should be or not.

1. To locate a certificate, simply look next to the name of a training.

Registration date	Title	hours	Status
10/16/2020	New Teacher Orientation (NTO) for ESOL		Scheduled
03/25/2020	Distance Education Basics - Introduction to Distance Education	1.0	In progress

Current year professional development

Dated professional development

Begin date	Title	Contact hours	Status	Certificate
------------	-------	---------------	--------	-------------

Self-directed professional development

Completion date	Title	Contact hours	Status	Certificate
	New Staff Orientation	3.0	Attended a	Available

2. If the certificate has a link that says **Available**, simply click on the link to access your certificate. You will then see a printable certificate that can be printed out or saved to your hard drive for easy access. Just open the certificate, right click anywhere on the certificate and choose **print** or save as to save it to your computer.



3. If a training has already been marked complete, but doesn't have a certificate available, there could be a few reasons for this:

1. If it is an in-person training that occurred recently, you may need to complete an exit ticket in order to access your certificate.

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[Register](#) | [Contact information](#)

ohiopdn@literacy.kent.edu Professional development history for
800.765.2897 option 2 **Alice Aspire**

Scheduled or in progress professional development

Begin or registration date	Title	Contact hours	Status
03/25/2020	Distance Education Basics - Introduction to Distance Education	1.0	In progress

Current year professional development

Dated professional development

Begin date	Title	Contact hours	Status	Certificate
10/16/2020	New Teacher Orientation (NTO) for ESOL	5.0	Cancelled on time	
09/18/2020	New Teacher Orientation (NTO) for ESOL	5.0	Attended all	Exit ticket

Click on the **Exit ticket** link, complete the form, and then click **Submit response form**. Once the exit ticket is complete, your certificate should be available. If you've completed the exit form and your certificate is not available, please contact the PDN for further assistance.

Comments, questions, or suggestions

Include contact information from PD System profile? Yes No
(If you have a question or would like additional information, "Yes" must be checked.)

[Submit response form](#)

- If a training is provided by an organization outside of the PDN
The PDN is unable to provide a certificate for a training that was provided by another organization. Because of this, if a training was provided by an outside vendor, you won't see the option to view the certificate for this training. For these sorts of trainings, you will want to keep either a digital or physical folder for certificates. In the example below, you will see that the TABE 11/12 certification training is marked as complete but does not have a link for a certificate available. We also do not provide a certificate for any course registered for as an Individual Activity.

Current year professional development				
Dated professional development				
Begin date	Title	Contact hours	Status	Certificate
10/16/2020	New Teacher Orientation (NTO) for ESOL	5.0	Cancelled on time	
09/18/2020	New Teacher Orientation (NTO) for ESOL	5.0	Attended all	Exit ticket
Self-directed professional development				
Completion date	Title	Contact hours	Status	Certificate
10/13/2020	TABE 11/12 Certification Training, Part 1 & 2	2.5	Attended all	
	New Staff Orientation	3.0	Attended all	Available

There are some other circumstances in which a certificate may not be available in your PD History. If neither of the above situations apply and you believe a certificate should be available for a particular course, please contact the PDN directly for assistance.

Glossary of PD History Statuses

The PD History does not just provide a list of trainings. It also provides the status of each event. Below is a glossary of all the statuses you might find in your PD History and what they mean.

- **Attended All**-This means you have attended and completed a professional development activity. No further action is required.
- **Attended Part**-This means you attended a training but left early. If you receive an attended part for a required training, you will need to attend the training again to meet the requirement.
- **Cancelled on Time**-This means you have cancelled your registration for a training, giving the appropriate amount of notice.

- **Cancelled Late**-This means you have cancelled your registration for a training at the last minute.
- **Complete Exit Ticket**-After completing many of our activities, an exit ticket style evaluation is required to be completed. If you see a prompt to complete an exit ticket, that means you need to click on the link and complete the evaluation in order to access your certificate.
- **Complete Response Form**-After completing certain Alternative Delivery Activities, participants must complete a response form. Clicking on this link enables you to complete the form right in the [PD system](#). If you see this next to an activity in your PD history, this means you must complete this form and return your PD materials before you can be marked as complete.
- **Completed**-This means the same as attended all. This will generally appear for Individual Activities after the proper documentation has been sent.
- **Did not complete**-This means you started an activity that is no longer available or that was registered for in a previous fiscal year and did not complete the activity. This status can be updated if you think it is incorrect. If you see this in your PD History and believe you completed the course, you may contact the PDN to provide proof of completion or for further assistance.
- **Duplicate**-This means you have registered for the same thing twice. Items marked duplicate will automatically be removed from your PD History periodically.
- **Facilitated**-This means you attended a training as a speaker or facilitator.
- **In progress**-This means you have registered for an activity but have not yet provided what is required for the training to be marked as complete. For more guidance on how to get your PD History updated, please refer to the section
- **Materials not yet returned**- This means you have registered for an Alternative Delivery training that requires materials to be sent to you and have not returned the materials to our office yet. Once we receive the materials in our office, we will update the status. In order to be marked complete for a training and receive a certificate, you must return the materials and complete the response form.

- **No Show**-This means you registered for a training and did not attend a training, nor did you contact the PDN to cancel your registration. To avoid doing this, please contact us if you need to cancel for any reason even if it's on the day of the training. We understand things happen, but it helps us to know how many people we should be expecting.
- **Scheduled**-This means you are currently registered for a training, but it hasn't occurred yet.
- **View Certificate**-For many alternative delivery trainings, you can view your certificate right in the [PD system](#)! If you see this link next to a training, you can click on it to access your certificate for the activity. You will still want to save the certificate to your computer for your own records.

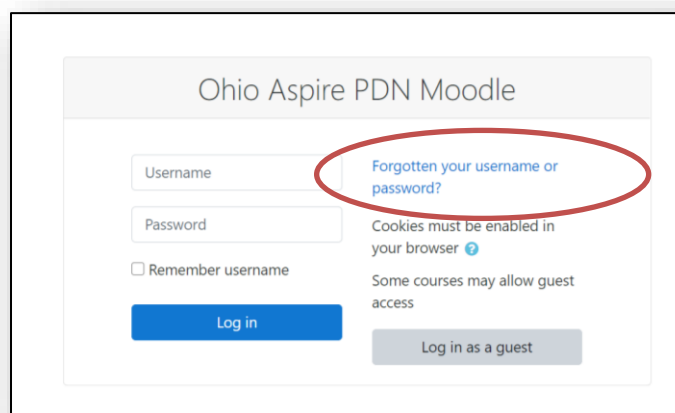
Updating Your PD History

You know you completed that training, so why does your PD History still say the course is “in progress?” Chances are you have not yet taken the steps to get marked as complete!

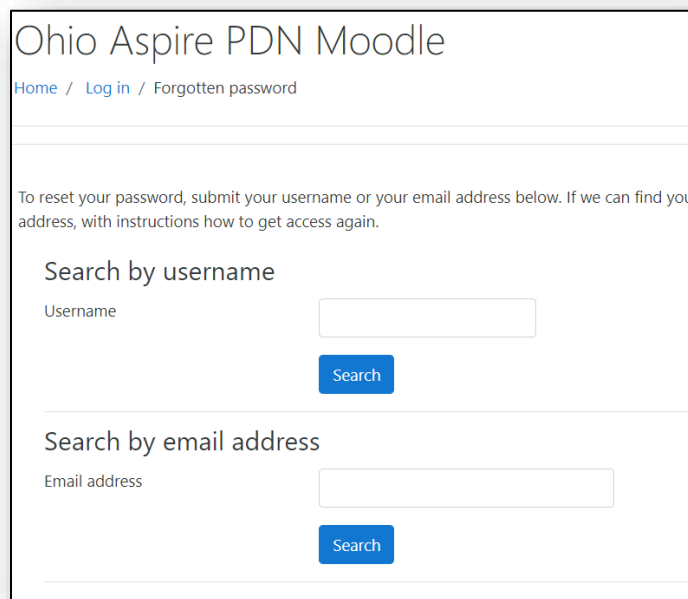
For Self-directed Moodle courses

Most self-directed Moodle attendance status can be updated automatically right in the Moodle! To do so:

1. Go to the [Moodle](#). Log into your Moodle account using your Moodle credentials. If you know your login information, enter it here and click “submit,” then skip to step 3. If you don't remember your login information, click on this link to allow you to search for your account by username or email.

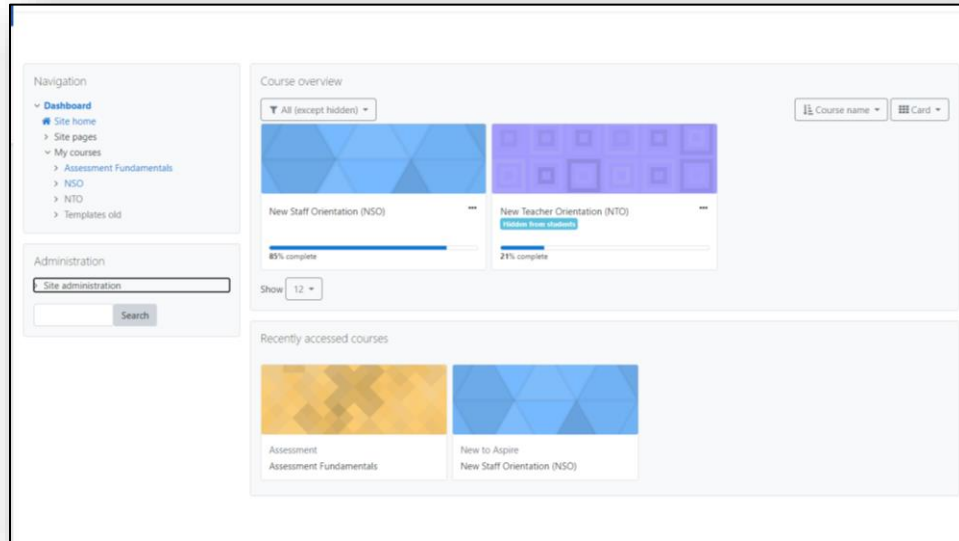


2. If you don't have your Moodle credentials, you may request them on this page. You may search by either the email address associated with your account with your Moodle account, or by your Moodle username.
- **Search by username-** your username is usually your first initial and last name. If you have a common last name, it would be your first initial last name and a number. For example, Alice Aspire would be aaspire. However, if her sister Ann Aspire started working for Aspire, Ann's username would be aaspire2.
 - **Search by email-** If you don't know your username, you can use the email address associated with your account to request a password reset. If you request a password reset and don't receive the email, you may want to check your spam mailbox to make sure the automated email didn't get directed there. Otherwise, if you have other email addresses that you use, you may want to try those. The email address associated with your Moodle account is usually the one listed as your primary address in the [PD system](#).

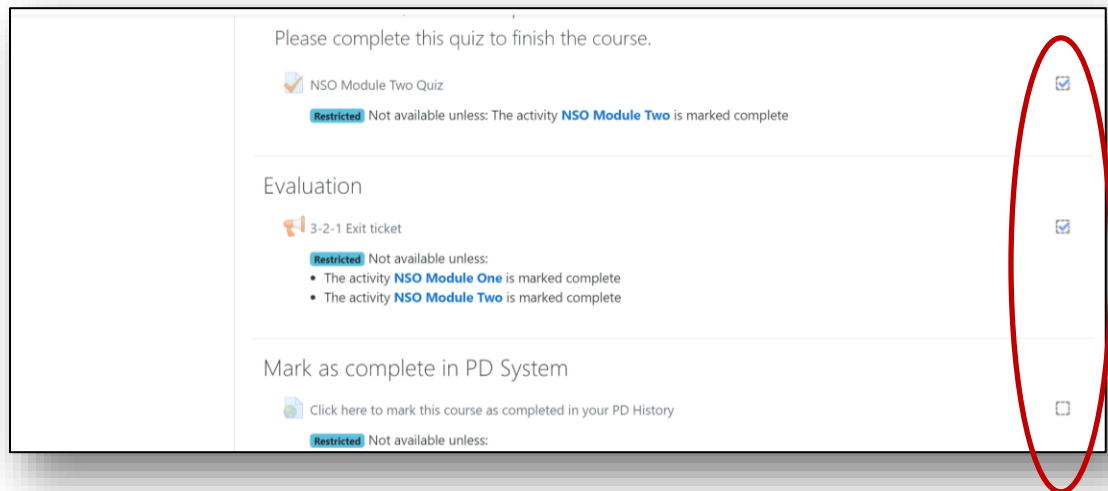


The screenshot shows the 'Ohio Aspire PDN Moodle' password reset interface. At the top, there are navigation links for 'Home', 'Log in', and 'Forgotten password'. Below this, a message states: 'To reset your password, submit your username or your email address below. If we can find your address, with instructions how to get access again.' There are two search sections: 'Search by username' with a 'Username' label and an input field, and 'Search by email address' with an 'Email address' label and an input field. Each section has a blue 'Search' button.

- Once you are logged into the Moodle, you will see a list of all the courses you have accessed. Click on the one you'd like to update in your PD History.



- Scroll down to the bottom of the course page, checking to make sure all the check marks on the righthand side of the page are checked. If any check marks are missing, make sure to complete that part of the course. Once all required parts of the course have been completed, the “Mark as complete in [PD system](#)” link will be available to click. Click on the link to have your PD History automatically updated.



5. Clicking on this link will take you back to your PD History. The course in question should now be marked as complete and there should be a link to the certificate.

Current year professional development				
Dated professional development				
Begin date	Title	Contact hours	Status	Certificate
09/18/2020	New Teacher Orientation (NTO) for ESOL	5.0	Facilitated	
08/19/2020	TABE CLAS-E Training	5.0	Attended all	Exit ticket
Self-directed professional development				
Completion date	Title	Contact hours	Status	Certificate
04/22/2021	New Staff Orientation	3.0	Attended all	Available

For courses located outside of the Moodle

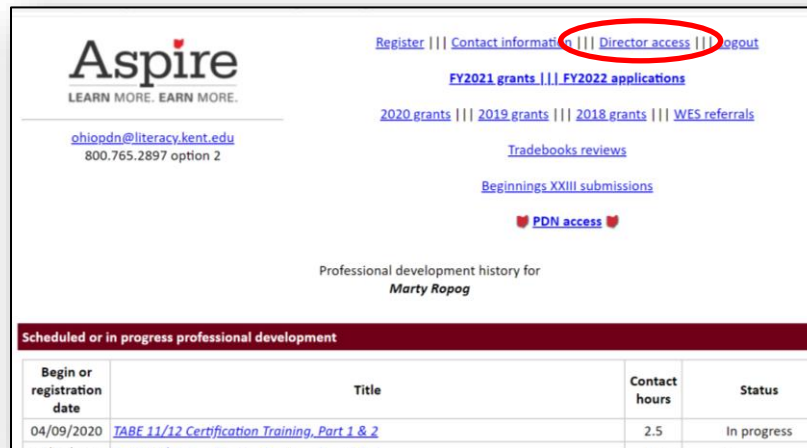
For any course not completed within the Ohio PDN Moodle, you must still send certificates of completion in order for your PD History to be updated. Courses you may need to send a certificate in for might include:

- Courses you can register for on the Ohio Aspire PD Calendar but are provided by other vendors for example, the TABE 11&12 Certification course or the CASAS training.
- Any independent activity you register for (online or in person)
- Older versions of current Aspire training (for example, if you completed NTO in 2012 but it is still marked as in progress, email us a copy of the certificate of completion.

Certificates should be sent to ohiopdn@literacy.kent.edu and we will make every attempt to get your PD History updated promptly. We usually don't send confirmation emails to show your PD History has been updated, so if you make sure your PD History has been updated, you can do so by logging in to the [PD system](#).

Director Access

Director Access is given to the administrator of every program. Only one person from each program can have Director Access at any given time. This access allows the administrator to add new **PD system** users, view staff PD histories, change staff statuses, assign Distance Education roles, and generate various reports. If you have Director Access, it will be listed at the top of the screen, as seen below.



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800.765.2897 option 2

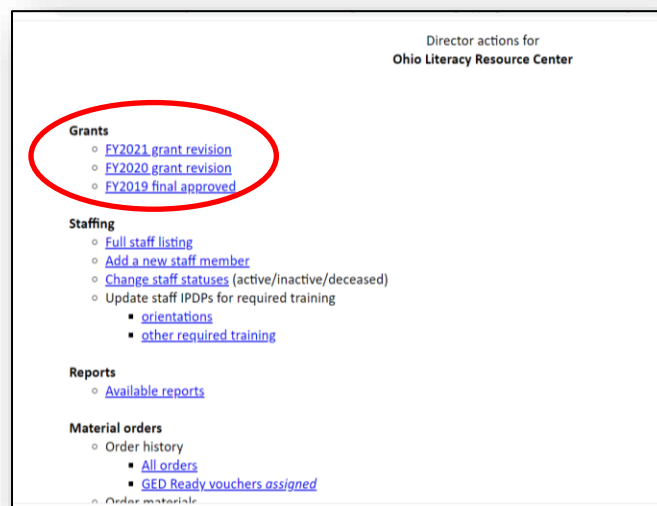
Register ||| Contact information ||| **Director access** ||| Logout
FY2021 grants ||| FY2022 applications
2020 grants ||| 2019 grants ||| 2018 grants ||| WES referrals
Tradebooks reviews
Beginnings XXIII submissions
♥ PDN access ♥

Professional development history for
Marty Ropog

Scheduled or in progress professional development

Begin or registration date	Title	Contact hours	Status
04/09/2020	TABE 11/12 Certification Training, Part 1 & 2	2.5	In progress

From the landing page in Director Access, there are a number of useful features. Directors can access recent grants by simply clicking on the link for the grant you'd like to view.



Director actions for
Ohio Literacy Resource Center

- Grants
 - [FY2021 grant revision](#)
 - [FY2020 grant revision](#)
 - [FY2019 final approved](#)
- Staffing
 - [Full staff listing](#)
 - [Add a new staff member](#)
 - [Change staff statuses](#) (active/inactive/deceased)
 - Update staff IPDPs for required training
 - [orientations](#)
 - [other required training](#)
- Reports
 - [Available reports](#)
- Material orders
 - Order history
 - [All orders](#)
 - [GED Ready vouchers assigned](#)
 - Order materials

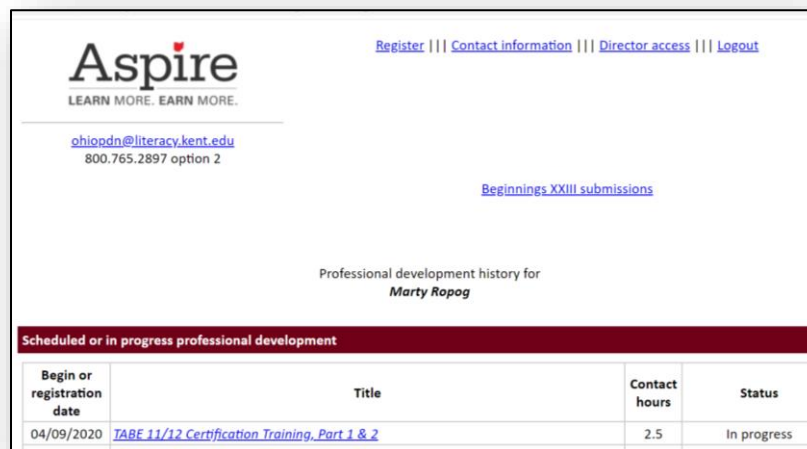
Adding a new staff member

New staff members should be added to the **PD system** as soon as they are hired. Before adding a new staff member, please note: If you are aware that a new staff member has worked for another Aspire program, please do not create a new System ID for this person. Instead you can do one of two things to get this person's system ID updated.

1. If the person remembers his or her **PD system** ID information, he or she can log in and [update their contact information](#) to update their program information. Once that person has updated their program name to their current program, you will be able to see them on your list of staff members.
2. Contact [Ohio Aspire PDN technical assistance](#). They will be able to update the program information for you so that this person is listed as a member of your staff. Doing this not only prevents duplicate records but provides you with access to your new staff member's entire PD history.

Once you have verified that a person has not previously worked for an Aspire program, you can move on to adding this person to the system. To do this, please take the following steps:

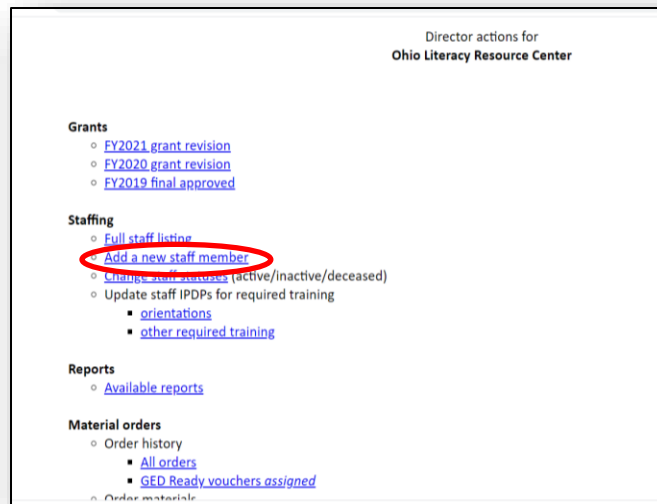
1. To add a new staff member, you first must log in to the **PD System**.
2. Click on the **Director Access** link at the top of the screen.



The screenshot shows the Aspire PD System interface. At the top left is the Aspire logo with the tagline "LEARN MORE. EARN MORE." Below the logo is the email address "ohiondn@literacy.kent.edu" and the phone number "800.765.2897 option 2". At the top right are navigation links: "Register", "Contact information", "Director access", and "Logout". In the center, there is a link for "Beginnings XXIII submissions". Below this, it says "Professional development history for Marty Ropog". A red header bar reads "Scheduled or in progress professional development". Below this is a table with the following data:

Begin or registration date	Title	Contact hours	Status
04/09/2020	TABE 11/12 Certification Training, Part 1 & 2	2.5	In progress

3. The main Director Access screen is pictured below. Click the **Add a new staff member** link.



4. Fill in as much information about your staff member as you have available. When you add their name, please note that they will need to spell it exactly as you do every time they log in to the system (including how it's capitalized.) Using their full name with the first letter of the first and last name capitalized is good standard practice. Most of the information on this screen can be edited or filled in later, but please be certain to provide at least their name, the program name, and their email address when creating their account.
5. Click on the **Enter new staff member** button.

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Maria Foyas (Director access)
[Full Director access](#)

Enter new staff member for Ohio Literacy Resource Center

Note: Staff members who have worked for any Aspire program at any time since 2012 already have a PD System ID.

Staff who are new to your program and who have an existing ID should:

1. log into their account
2. go to "Self information"
3. change their program to Ohio Literacy Resource Center or add it as a second or third program.

If they do not remember their system ID, please have them contact the HR at aspire@literacykent.edu to request it.

Do not enter a new account for staff who are already in the system.

Personal information

Name

Primary email*

Position Primary Category*

[Enter new staff member](#)

Optional information

1.) Ohio Literacy Resource Center
 Program name 2.)

Site (optional)

Work email Secondary: Category:

Addresses

Primary
 Address 1 Address 2 City State ZIP Code

Secondary
 Address 1 Address 2 City State ZIP Code

Phone, FAX, and Email

Phone numbers			Fax numbers		Email addresses	
Number	Extension	Type	Number	Type	Primary	Secondary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional information
 Special events/dietary requirements

[Enter new staff member](#)



6. After clicking the **Enter new staff member** button, the screen that appears will give you the System ID number of your new staff member in red at the top of the screen. The staff member will receive an automated email from us, with their login information as well as links to several important links to access resources.

[Return to Director Access](#)

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You have added
Alex Aspire (Aspire System ID number 6063)

- A "Welcome to Aspire" email was sent to Alex. The email includes links to the PD System, Moodle, Library, ohioable.org, and other resources for new staff.
- The following accounts will be created for Alex:
 - Ohio Aspire Moodle
 - Ohio Aspire Library
 - OhioLit subscription
- Please check to make sure that Alex receives the Welcome to Aspire and Moodle account creation emails.

Name

Name							
Alex		Aspire					
Title	First	Middle	Last	Suffix	Nickname	Former	

Aspire program information

Program name: **Ohio Literacy Resource Center**

Site (optional):

Position: Primary: Category: **Teacher**

Addresses

Primary

Address 1	Address 2	City	State	ZIPCode
-----------	-----------	------	-------	---------

Secondary

Address 1	Address 2	City	State	ZIPCode
-----------	-----------	------	-------	---------

Phone, FAX, and Email

Changing Staff Statuses

Do you have a staff member that is no longer a part of your program, but still shows up as active on your staff list? In Director Access, you have the ability to update the status of all staff members listed as part of your program.

1. To change a staff status, you first must log in to the [PD System](#).
2. Click on the [Director Access](#) link at the top of the screen.
3. Click on the **Change staff statuses** link.

4. A listing of your staff will appear. Locate the name of the person whose status you'd like to change. For each staff member you will have three status options:

Active-A staff member currently employed by your program. The word "Active" will appear in green next to an active staff member's name.

Inactive-A staff member previously employed by your program. This status does not delete them from the [PD system](#), but it moves their name to the bottom of the list with other inactive employees. The word "Inactive" will appear in red next to the staff member's name.

Deceased-This status can be used for deceased staff members. This status removes that staff member from your list of employees.

4. Using the dropdown menu, choose the status you'd like to update the person's name to.
5. Click on the gray "Change staff status" button at the top of the page.
6. A confirmation page will appear, stating the status change has been made. Look at the employee list below to make sure it accurately reflects any changes made.

Status	Name	System ID	Position
Active	Baycich, Dianna	352	Literacy Projects Coordinator
Active	Franks, Judy	642	Literacy Projects Coordinator
Active	Gambrill, Matthew	2535	Media and Technology Specialist
Active	Graves, Penelope	3214	Business Manager
Active	Hendershot, Judy	4610	Not listed
Active	Jarvey, John	4609	Not listed
Active	Jorns, Todd	4360	Not listed
Active	Kowalski, Connie	4724	Not listed
Active	Lockhart, Susie	3209	Office Manager
Active	Luedke, Philip	4253	Technology Projects Coordinator
Active	Penza, Cindy	256	Technical Support Specialist

Ohio Literacy Resource Center
Staff statuses have been updated.
[Return to Director portal.](#)

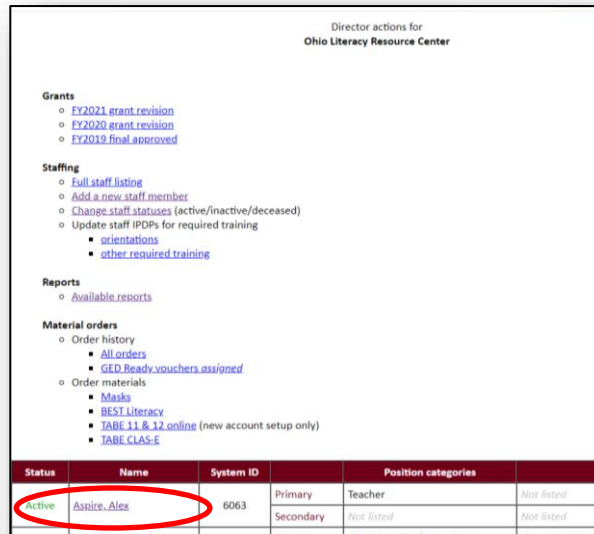
Status	Name	System ID	Position
Active	Baycich, Dianna	352	Literacy Projects Coordinator
Active	Franks, Judy	642	Literacy Projects Coordinator
Active	Gambrill, Matthew	2535	Media and Technology Specialist
Active	Graves, Penelope	3214	Business Manager
Active	Hendershot, Judy	4610	Not listed
Active	Jarvey, John	4609	Not listed
Active	Jorns, Todd	4360	Not listed
Active	Kowalski, Connie	4724	Not listed
Active	Lockhart, Susie	3209	Office Manager
Active	Luedke, Philip	4253	Technology Projects Coordinator
Active	Penza, Cindy	256	Technical Support Specialist

Viewing Staff PD information

As a Director, you will want to stay updated on what PD your staff has been participating in. Here is some guidance on the different ways to view your staff's PD information.

To View an Individual's PD History:

1. To view an individual's PD information, you first must log in to the [PD System](#).
2. Click on the [Director Access](#) link at the top of the screen.
3. Click on the name of any staff member.



Director actions for
Ohio Literacy Resource Center

Grants

- o [FY2021 grant revision](#)
- o [FY2020 grant revision](#)
- o [FY2019 final approved](#)

Staffing

- o [Full staff listing](#)
- o [Add a new staff member](#)
- o [Change staff statuses \(active/inactive/deceased\)](#)
- o [Update staff IPDPs for required training](#)
 - [orientations](#)
 - [other required training](#)

Reports

- o [available reports](#)

Material orders

- o [Order history](#)
 - [All orders](#)
 - [GED Ready vouchers assigned](#)
- o [Order materials](#)
 - [Masks](#)
 - [BEST Literacy](#)
 - [TABE 11 & 12 online \(new account setup only\)](#)
 - [TABE CLAS-E](#)

Status	Name	System ID		Position categories	
Active	Aspire, Alex	6063	Primary	Teacher	Not listed
			Secondary		Not listed

4. Doing this will give you access to this staff member's contact information and PD history. To view this person's PD History, click the link at the top of the page.



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[View Alex Aspire's PD history](#) | [View Alex Aspire's stipend history](#)

[Marty Ropog \(director access\)](#)
[Exit director access](#)

Contact information for
Alex Aspire

Name

Name						
Title	First	Middle	Last	Suffix	Nickname	Former
	Alex		Aspire			

Moodle username: Pending

ABLE program information

Program name: Ohio Literacy Resource Center

Site (optional):

Position: Primary: Category: Teacher

- You will now be able to view the status of all professional development this person has taken.

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[View Alex Aspire's stipend history](#) | | [View Alex Aspire's contact information](#)

Marty Ropog (director access)
[Exit director access](#)

Current year professional development

In-person professional development

Begin date	Title	Contact hours	Status	Certificate

Self-directed delivery professional development

Begin date	Title	Contact hours	Status	Certificate
04/26/2021 <small>(registered)</small>	New Staff Orientation	3.0	In progress	

Independent activities

Begin date	Title	Estimated hours	Status

Past Professional Development Records

To View PD Information about Multiple Individuals:

The **Reports** section of your Director Access allows you to access PD information about your staff in several different formats to give you the information you need.

- To view staff information, you first must log in to the [PD System](#).
- Click on the [Director Access](#) link at the top of the screen.
- Click on the **Reports** link.

Director actions for
Ohio Literacy Resource Center

- Grants**
 - [FY2021 grant revision](#)
 - [FY2020 grant revision](#)
 - [FY2019 final approved](#)
- Staffing**
 - [Full staff listing](#)
 - [Add a new staff member](#)
 - [Change staff statuses \(active/inactive/deceased\)](#)
 - Update staff IPDPs for required training
 - [orientations](#)
 - [other required training](#)
- Reports**
 - [Available reports](#)
- Material orders**
 - Order history
 - [All orders](#)
 - [GED Ready vouchers assigned](#)
 - Order materials
 - [Masks](#)
 - [BEST Literacy](#)
 - [TABE 11 & 12 online](#) (new account setup only)

4. Choose the report you would like to view. A short description of each report is provided, however if you would like more detail on what information the reports provide, or you have a specific report in mind that you'd like to request, please contact [Ohio Aspire PDN technical assistance](#).



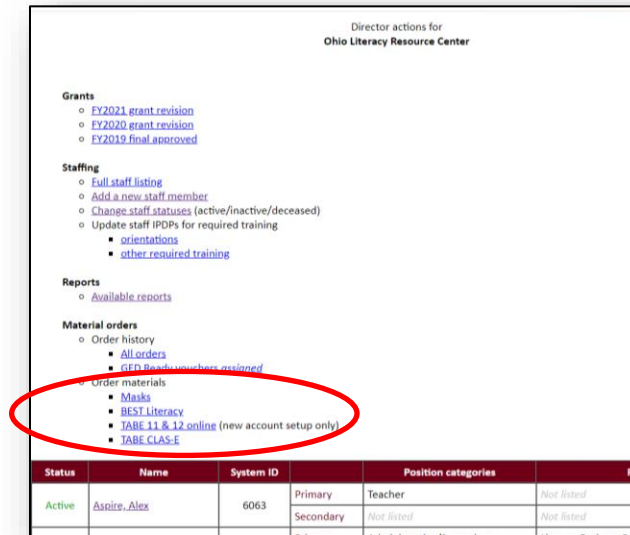
5. Once you have chosen a report, it may take a moment to load the data, so please be patient. A page will come up with the information you requested. This information can be printed for later use, or the report can just be pulled again when you need it.

Material Orders

Sometimes materials are made available for programs through ODHE or the PDN. When those materials are available, they can be ordered through your Director Access.

To order materials:

1. Under “Material orders” click on the link for the material you’d like to order.

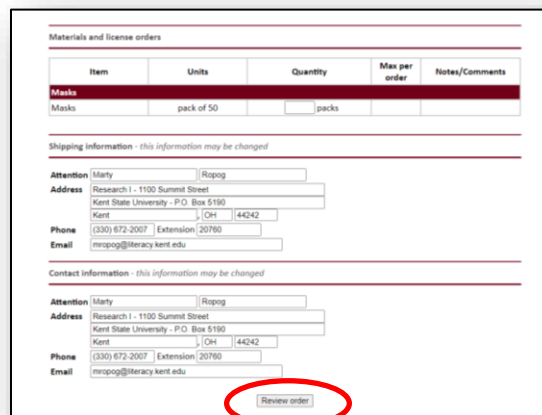


Director actions for
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- Grants
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 - [All orders](#)
 - [GED Boardview/bes assigned](#)
 - [Order materials](#)
 - [Masks](#)
 - [BEST Literacy](#)
 - [TABE 11 & 12 online \(new account setup only\)](#)
 - [TABE CLAS-E](#)

Status	Name	System ID	Primary	Position categories	
Active	Asnitz, Alex	6063	Primary	Teacher	Not listed
			Secondary	Not listed	Not listed

2. Enter the quantity you’d like to order. Please don’t order more than your program really needs, so the materials will be available for other programs who may also need them. If there is a set quantity of the materials that programs are allowed to request, it will be listed under “max per order.” Check to make sure the shipping and contact information are correct. Once you’ve done that, click the gray “review order” link at the bottom of the page.



Materials and license orders

Item	Units	Quantity	Max per order	Notes/Comments
Masks				
Masks	pack of 50	<input type="text"/> packs		

Shipping information - this information may be changed

Attention:

Address:
Kent State University - P.O. Box 5190
Kent OH 44242

Phone: Extension: 20760

Email:

Contact information - this information may be changed

Attention:

Address:
Kent State University - P.O. Box 5190
Kent OH 44242

Phone: Extension: 20760

Email:

3. If everything looks correct on this final page, go ahead and click the gray “Place order” button at the bottom of the page. Once your order has been placed, you will be contacted by the PDN regarding the status of your order.

Viewing your Order History

You can look back at your material orders any time. This feature can be useful for confirming an order went through.

1. To view your order history, you first must log in to the [PD System](#).
2. Click on the Director Access link at the top of the screen.
3. Under the **Order History** section, click on the “All orders” link.



4. After clicking on this link, you will see a list of all past orders your program has made. On this screen, you will see a list of all materials you have ordered from the [PD system](#) as well as the status of that order. If you have any questions regarding the status of any of these orders, please reach out to the Ohio PDN for additional assistance.

[Register](#) ||| [Contact information](#) ||| [Director access](#)

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Materials Order History for
Ohio Literacy Resource Center

Click any Order ID to view the order or to print a confirmation copy

Order date	Order ID	Items	Shipped date (print)	Notified date (electronic)	Completed
06/01/2015	51	GED Ready		06/01/2015	Yes
06/01/2015	52	GED Ready		05/31/2015	Yes
10/01/2015	401	GED Ready		10/01/2015	Yes
10/01/2015	403	GED Ready		10/01/2015	Yes
08/11/2016	599	GED Ready		08/11/2016	Yes
10/06/2016	651	TABE			Yes