



Training Database

Staff Manual



This manual was created to assist Project Enlightenment staff in easily entering data and pulling reports from the Training Database. Please contact Justine for further assistance with the database.

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Menus Outline with Previews, Notes and Comments:

PrE Training Database Main Menu (see image on cover page)

I. Data Entry Menu

I.A. Add/Find new person in database:

- ALL Parents, Teachers, or others registering as well as ALL presenters;
- See if person is already entered; if not, then click "Add New Person".
- Include name of workplace (Agency, Child Care, or Site) and work phone number. If site is not in pull down menu, first add details for Agency or Child Care.
- If this person is registering for a workshop, choose the credit type they should receive.
- If this person is a trainer for a workshop, check the box; also check next box if WCPSS.
- If person is already listed, confirm address is still correct by entering date updated.
- View registrations by individual person at the bottom of form.

- Do NOT re-enter someone already in database! Verify with 'Show Duplicates'

- For preview of "Open Agencies List," see I.B. on p. 5 below.
- For preview of "Open Attendance Form", see I.E. on p. 8 below.

I.B. Add/Edit Agency, Child Care, and/or Workshop Sites:

- Use this form to mark off which agencies serve as Workshop Sites.

- Use the "Agency List" button to generate the report listing by workshop site and type.

Agencies List, by Workshop Site and Type								
Workshop Site? Yes								
Agency or CC Name	Director First Name	DLName	Address	City	State	Zip	County	Phone Number
Agency Type:								
1. Greensboro					NC		Other	
2. High Point					NC		Other	
3. Winston Salem					NC		Wake	
Agency Type: a								
1. Cardinal Gibbons High School			1401 Edwards Mill Rd		NC	27607	Wake	(919) 834-1625
2. Knightdale Baptist Church			15 Main Street	Knightdale	NC		Wake	

I.C. Choose or Add New Workshop:

- Use this form to edit details of a workshop for a particular year, including registration, attendance and codification (for Administrative Staff only)
- *Presenters, PIGs, and Enrollment Max/Min, Reserve, and Requester Fee all need to be completed.
- Be sure to use "Check for Duplicates" to ensure a single course is entered only once.
- "Open Site Form" may be previewed above under I.B. (p. 5)
- Includes the following 5 tabs:

Workshop Details:

Workshop Details

Below are existing workshop details. To add a new workshop, click here >>

[Find Workshop](#) [Click here >> to exit this form.](#)

Workshop Details | Session Dates | PIG(s) | Registration | Codification

Check for Duplicates To use the pull down menu next to Course Code below to find a workshop, you must FIRST select "filter by form", then (when the form is blank) pick the workshop and select "apply filter". Alternatively, use the find button above.

Course Code: **COR0701, Connecting To and Building Relationships With Spirited Children** Fiscal Year: 2007-08

Site Name: Time: 1:15 - 2:45 PM Cost:

Enrollment Max: 100 [Open Site Form](#) Hours/Session: 1.5 Contracted

Enrollment Min: E_Number: Requester Fee:

Credit Possible: Reading Credit

Presenters

Hudgins, Ruth
*

Notes: will be held at Wake AHEC

CANCELED

Date Created: 8/1/2007 Date Updated: 9/11/2007 11:04:03 AM

Record: 1 of 97

Session Dates:

(Make sure the number of sessions matches the number of dates!)

Workshop Details

Below are existing workshop details. To add a new workshop, click here >>

[Find Workshop](#) [Click here >> to exit this form.](#)

Workshop Details | Session Dates | PIG(s) | Registration | Codification

Course Code: **CPS0701, PAT Born to Learn Prenatal to Three Institute**

Sessions: 5 Fiscal Year: 2007-08

Session Dates

8/20/2007
8/21/2007
8/22/2007
8/23/2007
8/24/2007
/ /

Record: 1 of 5

PIGS:

Workshop Details

Below are existing workshop details. To add a new workshop, click here >>

[Find Workshop](#) [Click here >> to exit this form.](#)

Workshop Details | Session Dates | PIG(s) | Registration | Codification

Course Code: **COR0701, Connecting To and Building Relationships With Spirited Children** Fiscal Year: 2007-08

PIG(s) (Program/Initiative/Grant)

Not Grant Supported
*

Record: 1 of 1

Registration:

Buttons to rosters (single session only) available directly from here.

Below are existing workshop details. To add a new workshop, click here >>

Find Workshop

Click here >> to exit this form.

Workshop Details | Session Dates | PIG(s) | **Registration** | Codification

You may print this page, but be sure to view print preview to verify filter is applied and only desired pages will print.

Course Code: PPB0701, Setting Limits with Young Children Fiscal Year: 2007-08

Registration **The following is a list of those currently registered for this workshop.** Cost for one person: (for Parent Workshops, see Note for couple cost) \$12.00

Participant	Registration Date	# Tickets	Paid	Aid	Receipt #	Payment Method	Check Number	Cancellation	Notes
Anderson, Kristin	8/27/2007	1	\$12.00		1233552	Check	1749		
Bridgers, Jennifer	8/15/2007	1	\$12.00		891576	Check	2987		
Chambers, Lisa	8/28/2007	1	\$0.00		0		0		
Davidson, Ann	8/28/2007	1	\$0.00		0		0		
Flumara, Leigh	8/15/2007	1	\$12.00		891583	Check	285		
Harmon, Beth	8/27/2007	1	\$6.00		1233557	Check	8008		
Harmon, Kurt	8/27/2007	1	\$12.00		1233557	Check	8008		
Marshall, Travis	8/28/2007	1	\$0.00		0		0		
Martinez-Moore, Dan	8/15/2007	1	\$12.00		891579	Check	1911		
Palmer, Curtis	8/27/2007	1	\$6.00		1233553	Check	677		

Canceled already subtracted. >>> total tickets: 20 (total paid) 156.00 (For single session Rosters, click >>> for multi-sessions, use Roster Menus)

Preview Teacher Preview Parent
Blank Teacher Blank Parent

Record: 1 of 20

Date Created: 8/1/2007 Date Updated:

Record: 5 of 97

Codification: (Administrative Staff Use only)

Below are existing workshop details. To add a new workshop, click here >>

Find Workshop

Click here >> to exit this form.

Workshop Details | Session Dates | PIG(s) | Registration | **Codification**

Course Code: PPB0701, Setting Limits with Young Children Fiscal Year: 2007-08

Adults: 0 Intention_5: 0 Satisfaction_5: 0 Total_0-2: 0
 SC's: 0 Intention_4: 0 Satisfaction_4: 0 Total_3-4: 0
 Children: 0 Intention_3: 0 Satisfaction_3: 0 Total_5+: 0
 Practices: Intention_2: 0 Satisfaction_2: 0
 Intention_1: 0 Satisfaction_1: 0

Total Number of Parents who learned about workshop from:

Agency Referral: Family Member:
 Pediatrician Office: Brochure Mailed Home:
 Preschool/ Child Care: Magazine Newspaper:
 Kindergarten Teacher: Project E Website:
 Friend: Other:

Master List Categories Report

Others: Number Parents:
 Total Parents w/ Other:
 Add new "Other" category

Record: 1 of 1

Date Created: 8/1/2007 Date Updated:

Record: 5 of 97

Master list of categories available here.

For preview of "Add new "Other" category", see V.A.5. on p. 21.

Totals of "Other" Categories	
Includes PPB PPB, 2007-08	
Other ID	Number Parents
1. School	2
2. Mom's Group	2
3. Unspecified	2
4. Neighbor	1

I.D. Register person for workshop by code:

- This is the full list, not filtered by person or workshop, of people registered

Course:	Participant	Registration Date	# Tickets	Total Paid	Fin. Aid	Receipt #	Payment Method	Check Number	Cancellation
PPB0702, 2007-08	, Chris	8/27/2007	1	\$12.00	<input type="checkbox"/>	1233554	Check	1047	<input type="checkbox"/>
PPB0704, 2007-08	, Chris	8/27/2007	1	\$6.00	<input type="checkbox"/>	1233554	Check	1047	<input type="checkbox"/>
PPB0704, 2007-08	Addair, Lori	8/27/2007	1	\$12.00	<input type="checkbox"/>	1233554	Check	1047	<input type="checkbox"/>
PPB0702, 2007-08	Addair, Lori	8/27/2007	1	\$42.00	<input type="checkbox"/>	1233554	Check	1047	<input type="checkbox"/>
TPB0727, 2007-08	Adkins, Judy	8/21/2007	1	\$16.00	<input type="checkbox"/>	891768	Check	3573	<input type="checkbox"/>
PPB0703, 2007-08	Aleska, Kristen	8/22/2007	1	\$12.00	<input type="checkbox"/>	891594	Check	161	<input type="checkbox"/>
PPB0702, 2007-08	Aleska, Kristen	8/22/2007	1	\$42.00	<input type="checkbox"/>	891594	Check	161	<input type="checkbox"/>
PPB0705, 2007-08	Aleska, Kristen	8/22/2007	1	\$36.00	<input type="checkbox"/>	891594	Check	161	<input type="checkbox"/>
TDB0705, 2007-08	Allen, Courtney	8/28/2007	1	\$20.00	<input type="checkbox"/>	891788	Check	8712	<input type="checkbox"/>

I.E. Record Attendance/Absences:

- Once signed/initialed rosters are turned in, use this option to enter attendance. See *Instructions on page 27 for more information.*

Course ID	Find A Course	Meeting Date
TPB0704	Early Childhood Directors' Forum	1/9/2008
Name	Present?	
Backus, Diana	<input checked="" type="checkbox"/>	
Bressler, Cathy	<input checked="" type="checkbox"/>	
Daly, Wendy	<input checked="" type="checkbox"/>	
Stickley, Kathy	<input checked="" type="checkbox"/>	
*	<input checked="" type="checkbox"/>	
Total Attended:		4

II. Teacher Reports Menu



project enlightenment The Training Database
a brighter future for young children in Wake County



- II A. Teacher Workshop Enrollment Summary
- II B. Teacher Rosters Menu
- II C. Teacher Surveys Menu
- II D. Codification Form
- II E. Teacher Credit Slips
- II F. Teacher Attendance Menu
- II G. Inclement Weather Phone Lists
- Return to Main Menu

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 Wayne, Feb 2008

II.A. Teacher Workshop Enrollment Summary

Date		Workshop List	Enroll.Max	Tickets Used / Tickets Left	
Fiscal Year: 2007-08					
1.	7/31/2007	TPG0705, TLC Making the Literacy Connection (WCPSS Presc	75	0 /	75
2.	8/2/2007	T0G0704, TLC Making the Literacy Connection (Wilkes County	75	0 /	75
3.	8/20/2007	T0G0702, TLC Making the Literacy Connection (Cumberland C	75	0 /	75
4.	8/20/2007	T0R0716, Teaching Children Social Skills	30	0 /	30
5.	8/25/2007	T0R0717, Classroom Management	50	0 /	50
6.	8/25/2007	T0R0718, Toddler Language and Literacy Development	50	0 /	50
7.	8/28/2007	T0G0703, TLC Making the Literacy Connection (WCPSS Presc	75	0 /	75
8.	8/28/2007	T0R0721, Boys and Girls Learn Differently	45	0 /	45
9.	8/28/2007	TPB0701, Creating a Caring Classroom Community	35	44 /	-9
10.	8/30/2007	TPB0758, Creating A Caring Classroom Community	45	23 /	22
11.	8/31/2007	TPG0701, TLC Promoting Meaningful Family Involvement for W	75	0 /	75

II.B. Teacher Rosters Menu

- Choose which roster to print according to the number of sessions offered.
- Use blank rosters for teachers not pre-registered to sign in. (Note: Reserved tickets are shown so you may limit how many sign in.)



II.B.1. Single Session Teacher Roster (blank)

Project Enlightenment Workshop Teacher Roster			501 S. Boylan Ave, Raleigh, NC 27603		
Code	TDB0702	Fiscal Year	2007-08	Credit Possible	T,S,A,D,E
		Time	8:30 – 11:00 AM	CHC's Awarded:	2.5
		Hours/Session			2.5
Title	A Guided Preschool Observation in DPS			E_Number	271314501
Site	Project Enlightenment	Event Attendance:		Presenter(s):	Gooch, Deb
Session Dates	1. 9/19/2007				
Last Name	First Name	Tickets	Signature:	Agency, Phone, County:	Credit Type?:
Total Tickets reserved:		20			
1					
2					

II.B.2. Single Session Teacher Roster w Names

Project Enlightenment Workshop Teacher Roster								501 S. Boylan Ave, Raleigh, NC 27603			
Code	T DB0711	Fiscal Year	2007-08	Credit Possible	T,S,A,D,E	Time	8:30 – 11:00 AM	CHC's Awarded:	2.5	Hours/Session	2.5
Title	A Guided Preschool Observation in DPS							E_Number	271314501	Sessions	1
Site	Project Enlightenment	Event Attendance: _____					Presenter(s): Crawley, Mary				
Session Dates	1. 10/24/2007										
Last Name	First Name	Tickets	Signature:	Agency, Tel, County:				Credit Type?:			
1. Bove	Janet	1	St. Francis of Assisi Catholic ECLC, 9198478205, Wake				S			
2. Brooks	Derisha	1	Project Enlightenment, (919) 856-7774, Wake				E			
3. Cole	Virna	1	Hephzibah Baptist Preschool, 9193657847, Wake				S			

II.B.3. 2 Session Teacher Roster (blank)

Project Enlightenment Workshop Teacher Roster								501 S. Boylan Ave, Raleigh, NC 27603			
Code	T PB0709	Fiscal Year	2007-08	Credit Possible	T,S,A,D,E	Time	1 – 3 PM	CHC's Awarded:	4	Hours/Session	2
Title	Dealing With Challenging Mistaken Behaviors in the Classroom							E_Number	271314501	Sessions	2
Site	Project Enlightenment	Event Attendance: _____					Presenter(s): Hughes, Kim				
Session Dates	1. 10/18/2007 2. 10/25/2007										
Last Name	First Name	Tickets	Signature:	Initial for Session 2:	Agency, Phone, County:			Credit Type?:			
Total Tickets reserved:		18									
1											
2											

II.B.4. 2 Session Teacher Roster w Names

Project Enlightenment Workshop Teacher Roster								501 S. Boylan Ave, Raleigh, NC 27603			
Code	T PB0709	Fiscal Year	2007-08	Credit Possible	T,S,A,D,E	Time	1 – 3 PM	CHC's Awarded:	4	Hours/Session	2
Title	Dealing With Challenging Mistaken Behaviors in the Classroom							E_Number	271314501	Sessions	2
Site	Project Enlightenment	Event Attendance: _____					Presenter(s): Hughes, Kim				
Session Dates	1. 10/18/2007 2. 10/25/2007										
Last Name	First Name	Tickets	Signature:	Initial for Session 2:	Agency:			Credit Type?:			
1. Angevine	Paula	1		Christ The King Lutheran EOC, 9194600950, Wake			S			
2. Arnold	Cathy	1		St. Michael's Episcopal Day School, (919) 782-0731, Wake			D			
3. Clark	Pam	1		White Memorial Weekday School, 9198344637, Wake			S			

II.B.5. 3 Session Teacher Roster w Names

Project Enlightenment Workshop Teacher Roster								501 S. Boylan Ave, Raleigh, NC 27603			
Code	T PB0738	Fiscal Year	2007-08	Credit Possible	T,S,A,D,E	Time	1 – 3 PM	CHC's Awarded:	9	Hours/Session	3
Title	Using Sign Language to Enrich Literacy and Language With Two- to Five-Year-Old							E_Number	271314601	Sessions	3
Site	Project Enlightenment	Event Attendance: _____					Presenter(s): Williford, Amy				
Session Dates	1. 2/26/2008 2. 3/11/2008 3. 3/25/2008										
Last Name	First Name	Tickets	Signature:	Initial for Sessions 2, 3:	Agency, Phone, County:			Credit Type?:			
1. Blankenship	Jo	1		Trinity Baptist Church Preschool, 9198324531,			S			
2. Elridy	Safaa	1		Al-Imran School, 9198211699, Wake			S			
3. Heckert	Royann	1		St. James Weekday School, 9198768939, Wake			T			

II.B.6. 5 Session Teacher Roster w Names

Project Enlightenment Workshop Teacher Roster								501 S. Boylan Ave, Raleigh, NC 27603			
Code	T PB0704	Fiscal Year	2007-08	Credit Possible	T,S,A,D,E	Time	1 – 3 PM	CHC's Awarded:	10	Hours/Session	2
Title	Early Childhood Directors' Forum							E_Number	271314501	Sessions	5
Site	Project Enlightenment	Event Attendance: _____					Presenter(s): Gooch, Deb Foster, Elaine				
Session Dates	1. 10/10/2007 2. 11/14/2007 3. 1/9/2008 4. 2/13/2008 5. 3/12/2008										
Last Name	First Name	Tickets	Signature:	Initial for Sessions 2, 3, 4, 5:	Agency, Tel, County:			Credit Type?:			
1. Anderson	Cathy	1		Pleasant Grove United Methodist Preschool, 9197871652, Wake			S			
2. Annunziata	Mandy	1		St. Michael's Episcopal Day School, (919) 782-0731, Wake			S			
3. Arena	Debbie	1		Christ Church Preschool, 9193887745, Wake			T			

II.C. Teacher Surveys Menu

II.C.1. View Teacher Survey (General)

Project Enlightenment Workshop Teacher Survey					
501 S. Boylan Ave, Raleigh, NC 27603					
Code	TDB0702	Fiscal Year	2007-08	Credit Possible	T,S,A,D,E
Time	8:30 – 11:00 AM				
Title	A Guided Preschool Observation in DPS			Gooch, Deb	
Site	Project Enlightenment			Presenter(s):	
Session Dates	1. 9/19/2007				
<i>Thank you for taking the time to complete this survey. Your responses help us to evaluate professional development and training activities and your suggestions help us to improve & to better meet your needs.</i>					
		Strongly Agree		Strongly Disagree	
Rate the training session as follows:	5	4	3	2	1
1. The learning objectives of this session were made clear to me.	5	4	3	2	1
2. The content, including audio visuals and handouts, related to the learning objectives.	5	4	3	2	1
3. The information was presented clearly and in an organized way.	5	4	3	2	1

II.C.2. View Observational PreS Teacher Survey

Professional Development: A Guided Observation of the Demonstration Preschool at Project Enlightenment					
501 S. Boylan Ave, Raleigh, NC 27603					
Code	TDB0702	Fiscal Year	2007-08	Credit Possible	T,S,A,D,E
Time	8:30 – 11:00 AM				
Title	A Guided Preschool Observation in DPS			Gooch, Deb	
Site	Project Enlightenment			Presenter(s):	
SessionDate:	9/19/2007				
<i>Thank you for taking the time to complete this survey. Your responses help us to evaluate professional development and training activities and your suggestions help us to improve and to better meet your needs.</i>					
		Strongly Agree		Strongly Disagree	
Rate the training session as follows:	5	4	3	2	1
1. I learned positive behavior management techniques.	5	4	3	2	1
2. I observed the importance of the classroom environment (room)	5	4	3	2	1
3. I learned positive ways to talk and interact with children.	5	4	3	2	1

II.C.3. View Production Area Survey

Project Enlightenment Resources for Early Childhood Professionals		501 S. Boylan Ave, Raleigh, NC 27603
Number	TDB0702	Session Date: 9/19/2007
Presenter(s): Gooch, Deb		
Title A Guided Preschool Observation in DPS		
Thank you for taking the time to complete this survey. Your responses help us to evaluate professional development and training activities; your suggestions help us to improve and to better meet your needs.		
1. Is this your first visit to the Resource Center at Project Enlightenment? <input type="checkbox"/> yes <input type="checkbox"/> no		
2. Please check other Project Enlightenment services you have used:		
<input type="checkbox"/> Guided Observation of the Demonstration <input type="checkbox"/> Classroom Literacy Demonstrations <input type="checkbox"/> Teacher Workshops <input type="checkbox"/> Teacher Consultation <input type="checkbox"/> Parent Workshops		
<input type="checkbox"/> Family Counseling <input type="checkbox"/> TALKline <input type="checkbox"/> IDEA Screening		

II.D. Codification Form

Workshop & Other Group Training Codification								
After each session please place workshop folder in Baskets on Pat Graham's bookcase. When data collection is complete, the folder will be placed on the shelf behind Mary Snow's desk where you can find it for the next session, if necessary.								
CourseTitle:	Guided Observation of FLC for TLC Group Charlotte Mecklen				Leaders:	Gooch, Deb		
CourseID	TPG10	Fiscal Year	2006-07	Time	8:30 - 11:00 AM	Ashe, Mary		
SiteName	Project Enlightenment				Foster, Elaine			
Program Funding	1. More At Four	2. FLC	3. TLC	4. Title I				
Session Dates	1. 10/3/2006							
Session #:	1	2	3	4	5	6	7	8
Attendance:								
# of Adults								
# of Children								
# Evaluations:								
Notes:								
For office use:	Survey Information				Children:			
Intention	5	4	3	2	1	0 - 2	_____	
						3 && 4	_____	
Satisfaction	5	4	3	2	1	5+	_____	
						2 or more practices:	_____	

II.E. Teacher Credit Slips

Project Enlightenment Certificate of Attendance	
This is to certify that	<u>Margie Bowles</u> attended <u>2.5</u> hours of
	a teacher in-service workshop entitled:
	A Guided Preschool Observation in DPS
	Sponsored by <i>Project Enlightenment of Wake County Public School System</i> on
	9/19/2007 from 8:30 - 11:00 A.M.
Trainer:	Date:
Gooch, Deb	9/19/2007
<i>This workshop has been approved for 3 CHCs by the Department of Health and Human Services, State of North Carolina, Division of Child Development.</i>	
<i>This workshop is part of WCPSS eSchools session # 271314501</i>	
<i>wake county public school system - 501 S. Boylan Ave, Raleigh, NC 27603</i>	

II.F. Teacher Attendance Menu

II.F.1. Teacher Attendance for TPK's only

- Yellow highlights who attended more than once; year will automatically update according to what has been archived.

Attendance for TPK Courses

Full Name	Agency	Times Present	TPK07 01	TPK07 02	TPK07 03	TPK07 04	TPK07 05	TPK07 06	Totals
1. Bardin, Anne	Dillard Drive Elementary School Preschool - Full Day	1	0	0	1	0	0	0	1
2. Benjamin, Lakedia	Academically Based Child Care, 9192120065, Wake	2	1	0	0	0	0	0	2
3. Bissett, Anne	Wildwood Forest Elementary School, 9197134060,	1	0	0	1	0	0	0	1
4. Blake, Jessica	Forestville Elementary School Preschool - Full DayP	1	0	0	0	0	1	0	1
5. Bond, Roshanda	Brentwood Child Care Center and Preschool, 919872	2	0	0	0	1	0	1	2

II.F.2. Teacher Training Codification Summary

- Print one fiscal year by selecting pages before printing; newest year is first.

Teacher Training

Date	Course	Leader(s)	Site	# Sessions	Adults	SC's	PIGs	Notes
Fiscal Year: 2006-07								
1. 7/31/2006	TPG1, TLC Parent Ed Pilot Training	Shields, Heidi Kennedy, Toqui Pascht, Tulia	Project Enlightenment	1	10	10	TLC	
2. 8/1/2006	TPG2, TLC Summer Institute 2006 C	Sheridan, Cheri	Project Enlightenment	1	29	29	TLC	
3. 8/2/2006	TPG3, TLC Summer Institute 2006 U	Church, Ellen	Project Enlightenment	1	22	22	TLC	

II.F.3. E-School Non-Reading Report (enter dates)

- A beginning and ending date form should open for this and several other reports

E-School Course Attendance Report for Non-Reading Courses Only

From: 7/1/2006 To: 9/1/2007

Full Name	CourseID	Agency	SessionDate	Hours/Session	Address		
Allen, Betsy	TOG5	WCPSS Preschool Services,	8/17/2006	3	705 Haverhill Ct, Raleigh, NC 27609-		
			8/17/2006	2			
			Summary for Allen, Betsy: 2 sessions			5 Total Session Hours	0.5 Total Credits Earned
Amador, Lisa	TDK3	Famington Woods IB/PYP Elementary School	2/2/2007	3	2722 Links Club Drive, Raleigh, NC 27603-		
			Summary for Amador, Lisa: 1 session			3 Total Session Hours	0.3 Total Credits Earned

II.F.4. E-School Reading Report (enter dates)

E-School Course Attendance Report for Reading Courses Only					
From 7/1/2006 To: 9/1/2007					
Full Name	CourseID	Agency	SessionDate	Hours/Session	Address
Adams-Ortiz, Sandra		Project Enlightenment, (919) 856-7774			501 S. Boylan Avenue, Raleigh, NC 27603-
	TPS11		4/23/2007	2	
	TPS13		4/30/2007	2	
Summary for Adams-Ortiz, Sandra: 2 sessions				4 Total Session Hours	0.4 Total Credits Earned
Allen, Betsy		WCPSS Preschool Services,			705 Haverhill Ct, Raleigh, NC 27609-
	TOG11		10/30/2006	1.5	
	TOG9		10/30/2006	3	
Summary for Allen, Betsy: 2 sessions				4.5 Total Session Hours	0.45 Total Credits Earned

II.F.5. Teacher Workshop Summary Report (enter dates)

Course Attendance Report for Teacher Workshop					
From 7/1/2006 To: 9/1/2007					
Full Name	CourseID	Agency	SessionDate	Hours/Session	Address
Credit Type:					
Allen, Suzanne		University Pres Preschool, 9199298658			223 Huntington Drive, Chapel Hill, NC 27514-
	TDB49		5/11/2007	2.5	
Summary for Allen, Suzanne: 1 session				2.5 Total Session Hours	0.25 Total Credits Earned
Appleton, Joe					1941 Somerset Hills Ct, Raleigh, NC 27604-
	TPG1		7/31/2006	6	
Summary for Appleton, Joe: 1 session				6 Total Session Hours	0.6 Total Credits Earned

II.F.6. Workshop Registration by Center (enter center)

List of Workshop Registrations by Center Name			
Fiscal Yr	2006-07		
A Safe Place			
	CourseID	Session Date	Receipt#:
Faison, Felicia	TPS3	1/10/2007	0
	TPS3	2/7/2007	0
	TPS3	3/7/2007	0
	TPS3	4/11/2007	0
	TPS3	5/9/2007	0
ABC Land II			
	CourseID	Session Date	Receipt#:
Champion, Judy	TOG5	8/17/2006	0
	TOG8	8/17/2006	0
Fitts, Amy	TOG5	8/17/2006	0

II.F.7. Course Attendance for all "E"s (WCPSS teachers)

Course Attendance for all "E"s (WCPSS teachers)		From 8/1/2007	Grand Total Present:
		To: 12/21/2007	249 93%
Course Name	Session Date	Present	Full Name
PPB0703, The Spirited Child			TDB0713, A Guided Preschool Observation in FLC
<i>Number registered for PPB0703 = 2</i>			<i>Number registered for TDB0713 = 1</i>
Total Present 2 % Present 100%			Total Present 1 % Present 100%
9/19/2007	<input checked="" type="checkbox"/>	Connell, Deborah	11/2/2007 <input checked="" type="checkbox"/> Law, Linda
	<input checked="" type="checkbox"/>	McKee, Laura	<i>Number registered on 11/2/2007 = 1</i>
<i>Number registered on 9/19/2007 = 2</i>			
PPB0705, Understanding and Supporting the Spirit			TDB0719, A Guided Preschool Observation in DP
<i>Number registered for PPB0705 = 3</i>			<i>Number registered for TDB0719 = 1</i>
Total Present 3 % Present 100%			Total Present 0 % Present 0%
			12/5/2007 <input type="checkbox"/> Baggott, Katie

II.G. Inclement Weather Phone Lists

Phone List for Inclement Weather, by date						
CourseID:	TPG1		CourseTitle:	TLC Parent Ed Pilot Training for Title 1		
SessionDate:	7/31/2006		Time:	8:30 AM - 3:30 PM		SiteName: Project Enlightenment
Last Name	First Name	Home Phone	Agency, work phone:		Alternate Work Phone	Email Address
1. Appleton	Joe					
2. Ashe	Mary		Project Enlightenment, (919) 856-7774			
3. Ball	Leslie	(919) 518-2354	Lynn Road Elementary School, 9198704007			lbball@hotmail.com

III. Parent Reports Menu

III.A. Parent Workshop Enrollment Summary

Parent Workshop Enrollment			
# of courses = 15 courses		tickets used: 133	
Date	Workshop List	Enroll.Max	Tickets Used / Tickets Left
Fiscal Year: 2007-08			
1.	8/29/2007 PPB0701, Setting Limits with Young Children	20	/
2.	9/17/2007 PDS0703, DPS Parent Education, Observation, Mee	36	0 / 36
3.	9/19/2007 PPB0703, The Spirited Child	17	/

III.B. Parent Rosters Menu

- Choose by number of sessions, blank or with names, and language preference

III.B.1. Single Session Parent Roster (Blank)

Project Enlightenment Workshop Parent Roster							501 S. Boylan Ave, Raleigh, NC 27603				
Code	PDS0703	Fiscal Year	2007-08	Time	8:30 - 11:30 AM	Hours/Session	3	Sessions	5	Total Hours:	15
Title	DPS Parent Education, Observation, Meetings										
Site	Project Enlightenment			Event Attendance:				Presenter(s):	Buchanan, Karen		
Session Dates	1. 9/18/2007	2. 8/27/2007	3. 9/25/2007	4. 9/11/2007	5. 9/17/2007	Enter correct # children below:					
	Last Name	First Name	Tickets	Signature:				# 0_2:	# 3_4:	# 5+:	
Total Spaces Reserved:			0								
1											
2											

III.B.2. Single Session Parent Roster w Names

Project Enlightenment Workshop Parent Roster							501 S. Boylan Ave, Raleigh, NC 27603						
Code	P0B10	Fiscal Year	2006-07	Time	10:00-11:00 AM	Hours/Session	1	Sessions	1	Total Hours:	1		
Title	Baby Playgroup												
Site	Playspace Children's Museum			Event Attendance:				Presenter(s):	Wilson, Val				
Session Dates	1. 10/26/2006												
	Last Name	First Name	Tickets	Signature:				# 0_2:	# 3_4:	# 5+:			
1.	Wilson	Val	0										
Total Tickets:			0										

III.B.3. 2 Session Parent Roster w Names

Project Enlightenment Workshop Parent Roster							501 S. Boylan Ave, Raleigh, NC 27603						
Code	PDS0703	Fiscal Year	2007-08	Time	8:30 - 11:30 AM	Hours/Session	3	Sessions	5	Total Hours:	15		
Title	DPS Parent Education, Observation, Meetings												
Site	Project Enlightenment			Event Attendance:				Presenter(s):	Buchanan, Karen				
Session Dates	1. 9/18/2007	2. 8/27/2007	3. 9/25/2007	4. 9/11/2007	5. 9/17/2007	Enter correct # children below:							
	Last Name	First Name	Tickets	Signature: (Session 1)	(Initial)	Session 2:	# 0_2:	# 3_4:	# 5+:				
1.	Buchanan	Karen	0										
Total Tickets:			0										

III.B.4. 3 Session Parent Roster w Names

Project Enlightenment Workshop Parent Roster							501 S. Boylan Ave, Raleigh, NC 27603						
Code	PDS0703	Fiscal Year	2007-08	Time	8:30 - 11:30 AM	Hours/Session	3	Sessions	5	Total Hours:	15		
Title	DPS Parent Education, Observation, Meetings												
Site	Project Enlightenment			Event Attendance:				Presenter(s):	Buchanan, Karen				
Session Dates	1. 9/18/2007	2. 8/27/2007	3. 9/25/2007	4. 9/11/2007	5. 9/17/2007	Enter correct # children below:							
	Last Name	First Name	Tickets	Signature: (Session 1)	(Initial)	Sessions 2, 3, 4, 5:	# 0_2:	# 3_4:	# 5+:				
1.	Buchanan	Karen	0										
Total Tickets:			0										

III.B.5. 5 Session Parent Roster w Names

Project Enlightenment Workshop Parent Roster							501 S. Boylan Ave, Raleigh, NC 27603						
Code	PDS0703	Fiscal Year	2007-08	Time	8:30 - 11:30 AM	Hours/Session	3	Sessions	5	Total Hours:	15		
Title	DPS Parent Education, Observation, Meetings												
Site	Project Enlightenment			Event Attendance:				Presenter(s):	Buchanan, Karen				
Session Dates	1. 9/18/2007	2. 8/27/2007	3. 9/25/2007	4. 9/11/2007	5. 9/17/2007	Enter correct # children below:							
	Last Name	First Name	Tickets	Signature: (Session 1)	(Initial)	Sessions 2, 3, 4, 5:	# 0_2:	# 3_4:	# 5+:				
1.	Buchanan	Karen	0										
Total Tickets:			0										

III.B.6. Single Session Parent Roster (Blank-Spanish)

Lista de Talleres para Padres de Project Enlightenment							501 S. Boylan Ave, Raleigh, NC 27603				
Code	PDS0703	Fiscal Year	2007-08	Time	8:30 - 11:30 AM	Hours/Session	3	Sessions	5	Total Hours:	15
Title	DPS Parent Education, Observation, Meetings										
Site	Project Enlightenment			Event Attendance:				Presenter(s):	Buchanan, Karen		
Session Dates	1. 9/18/2007	2. 8/27/2007	3. 9/25/2007	4. 9/11/2007	5. 9/17/2007	Enter correct # children below:					
	Apellido	Primer Nombre	(Tickets)	Firma:	Abajo, indique el número de niños entre las siguientes edades: # 0-2 años: # 3-4 años: # 5+ años:						
Total Spaces Reserved:			0								
1											
2											

III.B.7. Single Session Parent Roster w Names (Spanish)

Lista de Talleres para Padres de Project Enlightenment						501 S. Boylan Ave, Raleigh, NC 27603					
Code	PDS0703	Fiscal Year	2007-08	Time	8:30 - 11:30 AM	Hours/Session	3	Sessions	5	Total Hours:	15
Title	DPS Parent Education, Observation, Meetings										
Site	Project Enlightenment					Event Attendance:	Presenter(s): Buchanan, Karen				
Session Dates	1. 9/18/2007 2. 8/27/2007 3. 9/25/2007 4. 9/11/2007 5. 9/17/2007										
Apellido	Primer Nombre	(Tickets)	Firma:	A bajo, indique el número de niños entre las siguientes edades: # 0-2 años: # 3-4 años: # 5+ años:							
1. Buchanan	Karen	0									
Total Tickets:		0									

III.C. Parent Survey (English)

Project Enlightenment Workshop Parent Survey							
501 S. Boylan Ave, Raleigh, NC 27603							
Code	PDS0703	Fiscal Year	2007-08	Time	8:30 - 11:30 AM	SessionDate:	8/27/2007
Title	DPS Parent Education, Observation, Meetings					Presenter(s):	Buchanan, Karen
Site	Project Enlightenment						
Session Dates	1. 9/18/2007 2. 8/27/2007 3. 9/25/2007 4. 9/11/2007 5. 9/17/2007						
Please rate the workshop as follows:			Strongly Agree		Strongly Disagree		
1. The purpose of this workshop was made clear to me.			5	4	3	2	1
2. The leader(s) presented material and handled questions effectively.			5	4	3	2	1

III.D. Parent Survey (Spanish)

Cuestionario acerca de la Reunion de Padres						
Project Enlightenment, 501 S. Boylan Ave, Raleigh, NC 27603						
Reunion	PDS0703	Fiscal Year	2007-08	Time	8:30 - 11:30 AM	
Tema	DPS Parent Education, Observation, Meetings					
Lugar	Project Enlightenment			Lideres:	Buchanan, Karen	
Fecha:	8/27/2007					
Favor de indicar su opinión acerca de		Le gustó mucho		Le gustó poco		
		5	4	3	2	1
1. El propósito de esta reunión me fue explicado.		5	4	3	2	1
2. La información se presentó en una manera interesante y fácil		5	4	3	2	1

III.E. Codification Form

- Print one for each presenter to complete

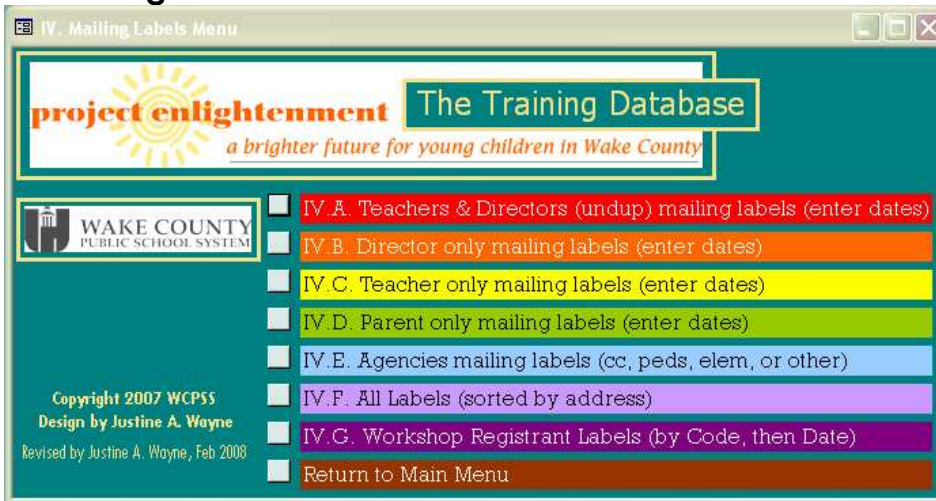
Workshop & Other Group Training Codification										
<small>After each session please place workshop folder in Baskets on Pat Graham's bookcase. When data collection is complete, the folder will be placed on the shelf behind Mary Snow's desk where you can find it for the next session, if necessary.</small>										
CourseTitle:	Anger... Taming The Dragon				Leaders:	Hedgepeth, Cathy				
CourseID	FPB0704	Fiscal Year	2007-08	Time	7-9 PM					
SiteName	Project Enlightenment									
Program Funding	1. Not Grant Supported									
Session Dates	1. 10/2/2007									
Session#:	1	2	3	4	5	6	7	8		
Attendance:										
# of Adults										
# of Children										
# Evaluations:										
Notes:										
For office use:	Survey Information				Children:	0-2 _____				
Intention	5	4	3	2	1	3-8	4	_____		
Satisfaction	5	4	3	2	1	5+	_____			
2 or more practices: _____										
Total Adult Attendance:	_____				Contacts:	_____				
Total learned from:										
_____ Agency Referral					_____ Others (total of below)					
_____ Pediatrician's Office					<small>(Use spaces below to include additional options filled in on surveys.)</small>					
_____ Preschool / Child Care Center					_____ Other1:	_____				
_____ Kindergarten Teacher					_____ Other2:	_____				

III.F. Parent Training Codification Summary

Parent Training								
Date	Course	Leader(s)	Site	# Sessions	Adults	SC's	PIGs	Notes
Fiscal Year: 2006-07								
1. 8/17/2006	POS1, Toddler Playgroup B each Ba	Blalock, Shannon	Playspace Children's Mu	1	31	33	PAT	
2. 8/24/2006	POB1, Baby Playgroup	Wilson, Val	Playspace Children's Mu	1	32	32	PAT SS	
3. 8/29/2006	PD S5, DPS Meet the Teacher Night	Hughes, Kim Buchanan, Karen	Project Enlightenment	1	29	29	DPS	
4. 8/29/2006	PPG1, FLC Parent Meeting	Jackson, Kim	Project Enlightenment	2	13	17	Title I More At Four FLC TLC	

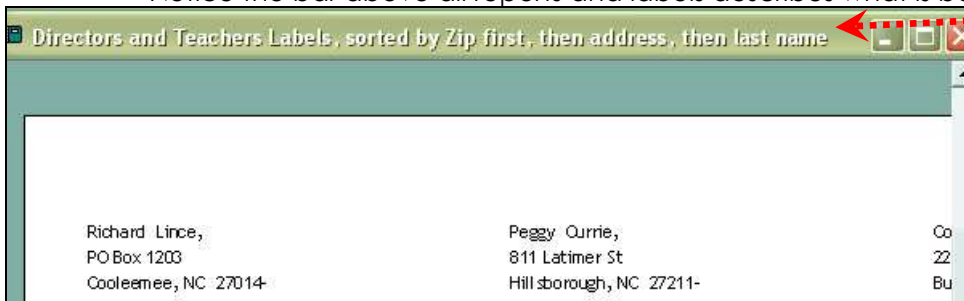
III.G. Inclement Weather Phone Lists (See II.G. on p. 15)

IV. Mailing Labels Menu



IV.A. Teachers & Directors (undup) mailing labels (enter dates) (See II.F.3. on p.13)

- Notice the bar above all reports and labels describes what is being viewed



IV.B. Director only mailing labels (enter dates)

IV.C. Teacher only mailing labels (enter dates)

IV.D. Parent only mailing labels (enter dates)

IV.E. Agencies mailing labels (cc, peds, elem, or other)

- Choose from possible types; enter date range.

IV.F. All Labels (sorted by address)

IV.G. Workshop Registrant Labels (by Code, then Date)

V. Administrator Only Menu



V.A. Add/Edit, Archive Menu

- Use this menu when you wish to update or change list options and Archive years.



V.A.1. Add/Edit Agency Types

Code	Type Name
e	elementary schools
ew	WCPSS PreS
h	health clinics
l	libraries
m	medical misc.
n	news media
p	pediatricians
r	Ready to Learn Centers
*	

V.A.2. Add/Edit Credit Types

- Beware that existing reports currently query "E" as using #5, so preserve this setting.

#	Code	Description
1	N	None
2	T	Teacher Renewal
3	S	Staff Development
4	D	Child (Day) Care
5	E	eSchools
6	A	CDAY (not on end of year)
*		

Record: 1 of 6

V.A.3. Add/Edit PIGs

Description	Currently In Use?
DPS	<input checked="" type="checkbox"/>
FLC	<input checked="" type="checkbox"/>
More At Four	<input checked="" type="checkbox"/>
Not Grant Supported	<input checked="" type="checkbox"/>
PAT	<input checked="" type="checkbox"/>
PAT SS	<input checked="" type="checkbox"/>
SLH SS	<input checked="" type="checkbox"/>
Title I	<input checked="" type="checkbox"/>
TLC	<input checked="" type="checkbox"/>
Transition SS	<input checked="" type="checkbox"/>
*	<input checked="" type="checkbox"/>

Record: 1 of 10

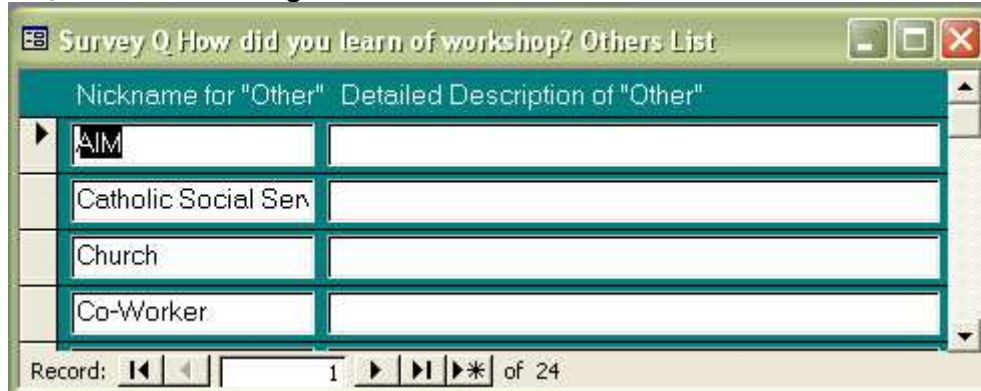
V.A.4. Add/Edit Master Courses

- Reports will not pull properly if the letter "O" is misentered as the number "0" (zero); be sure codes include O and 0 properly!

CourseID	CourseTitle
CDG1	Guided Observation of FLC for Cabarrus County
CDR0707	Guided Observation of FLC in Spanish for Wake Tech Child Development Class
CDR4	Guided Observation for Dix Interns (Tobin)
CDR5	Guided Observation of FLC for Visitors from Denmark
CDR8	Guided FLC Observation for Lab School Winston Salem State University
COR0701	Connecting To and Building Relationships With Spirited Children
COR0702	Classroom Management at Meredith College

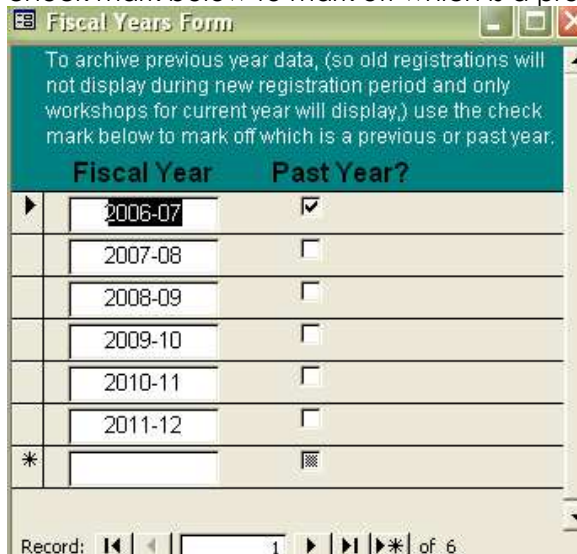
Record: 1 of 688

V.A.5. Add/Edit 'Others' Categories List



V.A.6. Add/Edit Fiscal Years (Archive previous year)

- To archive previous year data, (so old registrations will not display during new registration period and only workshops for current year will display,) use the check mark below to mark off which is a previous or past year.



V.B. View duplicate adults (to delete)



V.C. Find duplicate Workshops



V.D. View Canceled Workshop List

Cancelled Workshops List, by year, then group

Fiscal Year 2006-07

Group: **C**

Course Code	SiteName	Time	Notes
1. COS2, PAT Institute CANCELLE	Rutherford County	8:00 AM - 4:00 PM	
2. CPR12, PAT Follow CANCELLE	Project Enlightenme	8:00 AM - 3:30 PM	
3. CPS5, PAT CANCELLED Networ	Project Enlightenme	12:30 - 2:00 PM	

Group: **P**

Course Code	SiteName	Time	Notes
1. PPB24, Connecting, Calming, C	Project Enlightenme	7:00-9:00 PM	\$34 for couples
2. PSS17, Off To A CANCELLED G	Carver Elementary	6:30 - 7:30 PM	Workshop cancelled on account of inclement weather. Workshop not re-scheduled.

V.E. End of Year Reports Menu

V.E.1. Brochure Teacher Survey Results

- Use the following form to select which set of brochure courses you would like survey results for. (One form is used for both teacher and parent reports, but you should only choose codes appropriate for the type of report being pulled.)

V.E.2. Brochure Parent Survey Results

Brochure Teacher Workshop Survey Result													
Course:	Sessions: Intention 1, 2, 3, 4, 5					Satisfaction: 1, 2, 3, 4, 5 # of records in tbl							
Fiscal Year: 2006-07													
1. TOB13, Easy Care Classroom Great	1	0	0	0	0	11	100%	0	0	0	0	11	1
2. TOB17, What's In A Name? Literacy	1	0	0	0	1	37	97%	0	0	0	0	38	1
3. TOB19, The Building Blocks of Posit	1	0	0	0	6	21	78%	0	0	0	6	21	1
4. TOE21, Mono Bono "Phonological"	1	0	0	0	5	24	83%	0	0	0	3	26	1

V.E.3. Brochure Parent Survey Referral Results

Brochure Parent Workshop Survey Referral Result											
Fiscal Year: 2007-08	Agency Referral:	Pediatrician Office:	Preschool ChildCare:	Kindergarten:	Friend:	Family Member:	Brochure Mailed/ Home:	Magazine Newspaper:	Project Website:	Ready To Learn:	Other:
1. PPB0701, Setting Limits with	0	1	0	0	0	0	2	0	3		2
2. PPB0702, Positive Discipline	1	1	7	2	6	1	1	0	13		4
3. PPB0703, The Spirited Child	1	1	1	0	5	1	1	0	6		0

V.E.4. Year End Workshop SC's Summary

<i>Year End Workshop Summary from Codification, by Year then Type:</i>			
1st Letter WHO: C = Community, P = Parent, T = Teacher;			
2nd Letter WHERE: D = Demonstration Preschool, O = Offsite, P = Project Enlightenment			
FiscalYr	2006-07	Sessions	Service Contacts Adults:
	# of 'CDR' Courses = 3 Courses	3	16
	# of 'COR' Courses = 3 Courses	6	66
	# of 'COS' Courses = 4 Courses	12	138
	# of 'CPR' Courses = 5 Courses	5	33
	# of 'CPS' Courses = 11 Courses	17	182
	# of 'C' Courses = 26 Courses	Total for Course Group: 43 Sessions	824 SC's 435 Adults*
	# of 'PDS' Courses = 12 Courses	44	419 198

V.E.5. Unduplicated Teacher Course Attendance Overall

Course Attendance Unduplicated by Course Only	
Course Code	From: 7/1/2006 To: 6/1/2007
TDB	unduplicated attendance for subgroup= 138 people
TDB1, Guided Preschool Observation (Hughes)	Unduplicated Attendance = 16 people
TDB11, Guided Preschool Observation (Jackson)	Unduplicated Attendance = 9 people
TDB12, Guided Preschool Observation (Jackson)	Unduplicated Attendance = 10 people

V.E.6. Unduplicated Teacher Count By Individual Course

Unduplicated Attendance for all Teacher Courses from Rosters=		1390
Unduplicated Attendance for TDB courses only =		138
Attendees Names:	From: 7/1/2006	To: 6/1/2007
Credit Type?: E	55. Chem, Krista	111. Garen, Amy
1. Adams-Ortiz, Sandra	56. Clark, Andrew	112. Garrett, Ashley
2. Allen, Betsy	57. Clark, Catherine	113. Garris, Betsy
3. Amador, Lisa	58. Clark, Sonia	114. Gilbert, Anita
4. Amigh, Elizabeth	59. Climo, Kristen	115. Godbold, Janet
		167. Kennedy, Toqui
		168. Kerr, Josie
		169. Killough, Rebecca
		170. King, Alisa
		171. King, Joleen

V.F. All Agencies List by Workshop Site and Type

Agencies List, by Workshop Site and Type							
Workshop Site? Yes							
Agency or CC Name	Director First Name	DLName	Address	City	State	Zip	County Phone Number
Agency Type:							
1. Greensboro					NC		Other
2. High Point					NC		Other
3. Winston Salem					NC		Wake
Agency Type: a							
1. Cardinal Gibbons High School			1401 Edwards Mill Rd		NC	27607	Wake (919) 834-1625
2. Knightdale Baptist Church			15 Main Street	Knightdale	NC		Wake
3. Knightdale Headstart			1020 Todd Rd	Knightdale	NC	27545-	Wake 9192661240

V.G. Codification Summaries and Reports Menu

V.G.1. View Presenters Summary Report

Presenters Workshops Summary						
Staff Name	WorkshopList	SiteName	FirstOfSessionDate	Sessions	Adults	CANCELED
FiscalYr 2008-09						
Moore, Linda	TPB0825, Designing Effective Environments for Toddlers	Project Enlightenm	1/15/2009			<input type="checkbox"/>
<i>Total # Courses (including Canceled) = 1</i>				sub totals		No
Crawley, Mary	TDB0813, A Guided Observation of the Family Literacy Clas	Project Enlightenm	10/22/2008			<input type="checkbox"/>
	TDB0820, A Guided Observation of the Demonstration Pres	Project Enlightenm	12/5/2008			<input type="checkbox"/>
	TDB0824, A Guided Observation of the Demonstration Pres	Project Enlightenm	1/15/2009			<input type="checkbox"/>
	TDB0844, A Guided Observation of the Demonstration Pres	N C Museum of Na	3/27/2009			<input type="checkbox"/>
<i>Total # Courses (including Canceled) = 4</i>				sub totals		No
Sherman, Anne	TPB0815, Talking With Parents About Difficult Issues	St. Philip Lutheran	10/30/2008			<input type="checkbox"/>
	TPB0821, Teaching Social Skills to Young Children	Project Enlightenm	12/10/2008			<input type="checkbox"/>
	TPB0837, Teaching Social Skills to Young Children	Project Enlightenm	3/3/2009			<input type="checkbox"/>
	TPB0849, Creating A Caring Classroom Community		4/16/2009			<input type="checkbox"/>
<i>Total # Courses (including Canceled) = 4</i>				sub totals		No

V.G.2. PIG Course Codification Summary

Codification Summary by PIG (note: cancelled courses included, but displayed at bottom of each section)

FiscalYr 2007-08

PIG Code DPS

Summary for 'PIG_Code' = DPS (26 detail records)

Course	Sessions	Adults	SC's	Children	Practices
1. TDB0702, A Guided Preschool Observation in DPS	1	17	17	0	16
2. TDB0711, A Guided Preschool Observation in DPS	1	13	13	0	12
3. TDB0719, A Guided Preschool Observation in DPS	1	15	15	0	15

V.G.3. View Parent Training Codification Summary

(See III.F. on p. 18)

V.G.4. View Teacher Training Codification Summary

(See II.F.2 on p. 13)

V.G.5. View Community Training Codification Summary

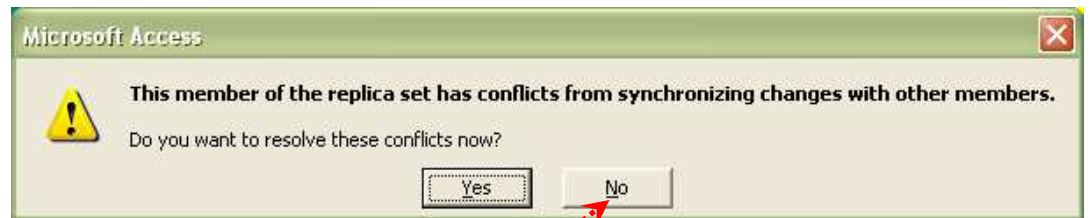
Community Training								
Date	Course	Leader(s)	Site	# Sessions	Adults	SC's	PIGs	Notes
Fiscal Year: 2006-07								
1. 9/15/2006	COR1, NC AEYC Conference Prese	Jeffress, Debbie Johnston, Lynne	Greensboro	1	58	58	Not Grant Supported	in Greensboro
2. 9/21/2006	COR6, Parent Education for UNC Sc	Jeffress, Debbie		4	8	34	Not Grant Supported	for a school in Durham
3. 9/21/2006	COS4, PAT Institute Winston-Salem	Wilson, Val Carothers, Linda	Winston Salem	5	42	182	PAT	
4. 9/26/2006	CPS1, PAT Network Inservice	Wilson, Val	Project Enlightenment	1	17	17	PAT	

Exit Database

Troubleshooting:

If you receive a special error message, follow directions below.

1) When first opening the database, the following message often appears:



If you choose "Yes", the following screen will appear:

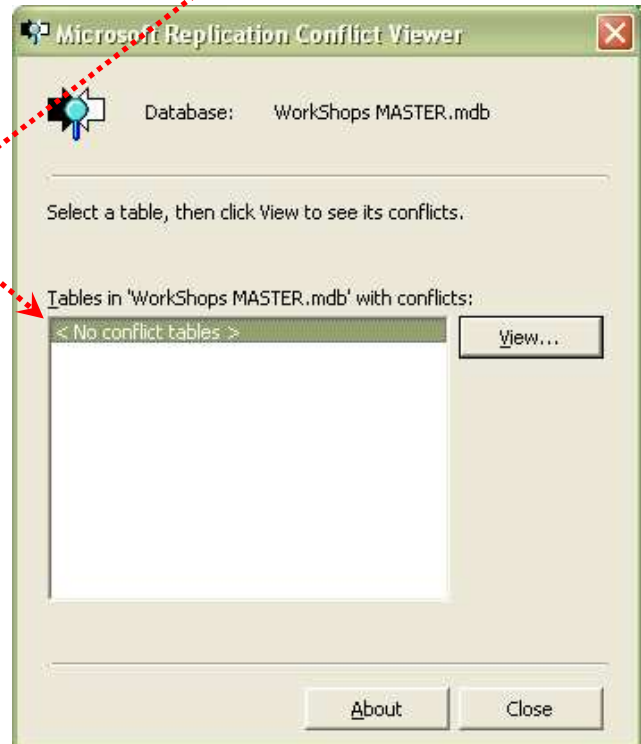
If it then says "<No conflict tables >", you may press "Close" safely.

This means you may also choose "No" above the next time you open the database since there are not actually any current conflicts.

If however, it lists tables and a number in parentheses, such as "tblAdult (2)", then the staff administrator should be notified and use the following instructions to resolve the conflicts.

For Administrator only:

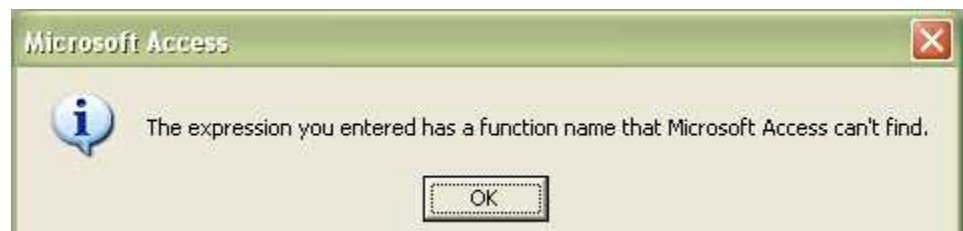
Click "View" and go through each conflict individually to determine which case should be applied. Remember, you may always postpone and investigate details further before deciding which is best choice.



* * * * *

2) When entering dates or other criteria for pulling a report, the following message may appear:

This should not interfere with an accurate report being displayed – simply press "Ok" and continue.



Instructions for Entering Attendance into the database

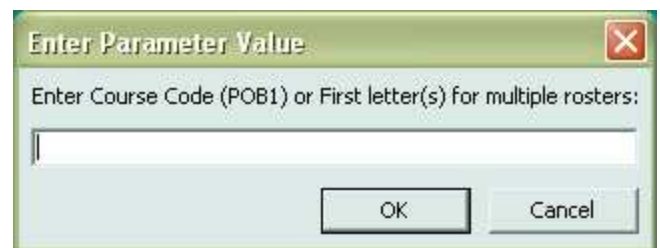
From the Main Menu, choose "I. Data Entry Menu".

In the "I. Data Entry Menu" pictured here, choose "I. E. Record Attendance/Absences".



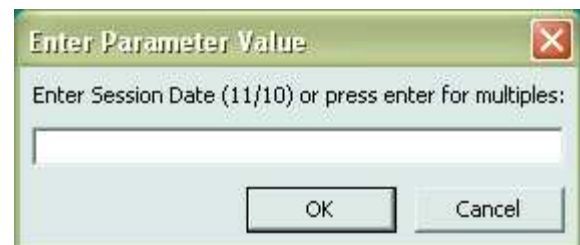
First you will be prompted for a course code – you have 3 choices:

- 1) If only entering for one course, type the full code and press "enter",
- 2) If entering for multiple courses, leave it blank and press "enter" for all courses, or
- 3) If entering for only teacher or only parent courses, type part of a code and press "enter". *For example, if you enter "T" only courses beginning with "T" will come up. If you enter "PP" only those starting with "PP" will display.*



Next you have a chance to enter a session date again, you have 3 choices:

- 1) type a full date (MM/DD/YYYY) and press "enter",
- 2) leave it blank and press "enter" for all corresponding dates to display, or
- 3) type part of the date, for example month only.

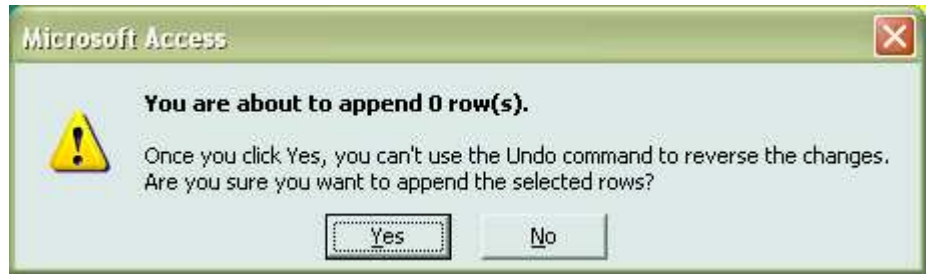


The third message window that appears will ask the following: Press "Enter" for Yes. *(This updates the attendance rosters with any new registrants who were entered since the last time attendance was recorded.)*



If you do not need to update, you may press No and skip the following screen.

Press "Enter" again for yes for this message that follows:
(You may notice that the number of rows will be greater than zero, depending on how many people have been registered since the last time attendance was entered.)



Now the Course Attendance Form will appear.

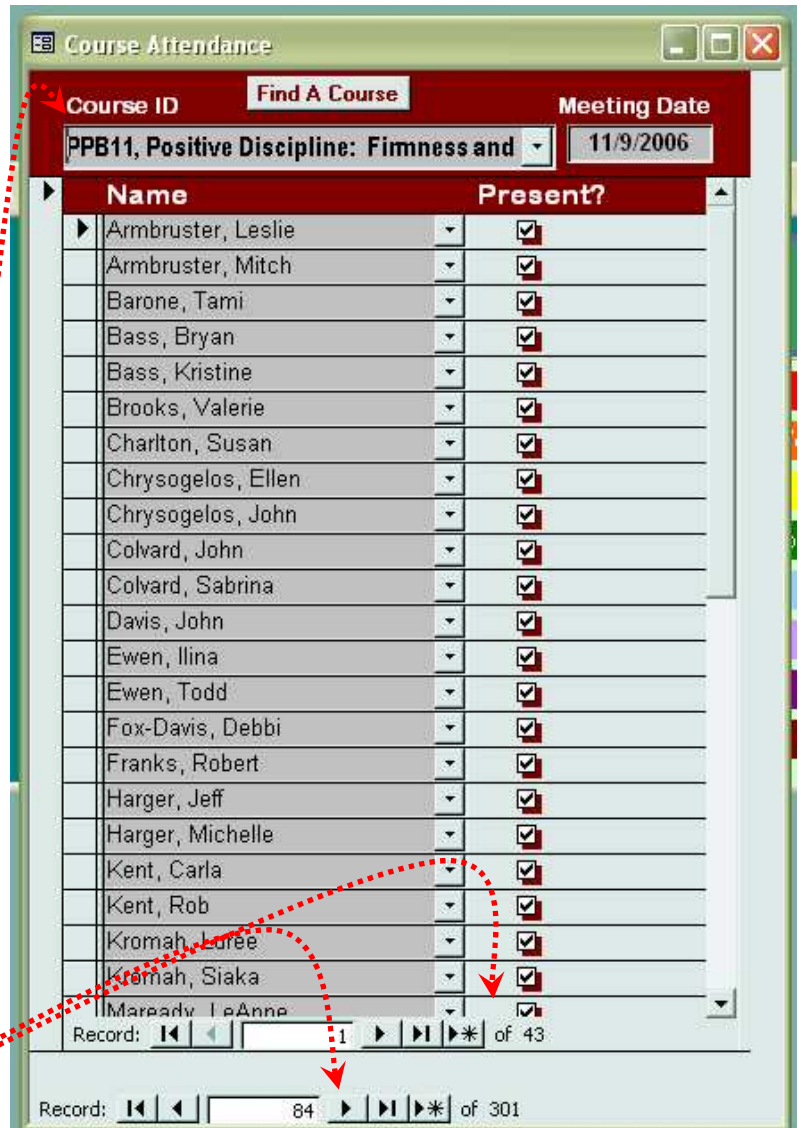
*If you did not choose a course, it will start on the first course according to alphabetical order by Course ID.
 If you chose a course, but no date, then the first record will be the first date, and the next the following dates.*

If you would like to find a course from this form, use the "Find A Course" button at the top, being sure the cursor appears in the desired field (Course ID to find by code or Meeting Date to find by date).

When ready to enter attendance, simply click the check boxes next to anyone who did NOT attend to mark them absent. *The default has the check boxes checked off for you to mark the majority of people present.*

Note: You may NOT type in any of the gray fields displaying registration information (Course ID, Meeting Date, or Name) – to edit the information displayed you must return to either the Workshop Data form or Adult Data Entry form.

Notice the 2 sets of record numbers:



The outer, bottom one refers to which course on which date you are viewing: only one date per course is displayed at a time. *(In this case, we are viewing the 84th out of 301 total possible)*

The inner, higher one refers to the number of people registered for the course and 23 are visible in one screen; simply scroll down to view more. *(in this case 43 total, with the first person selected).*

Diagram of Tables and Relationships (current as of May 30, 2008) (ignore all "s_GUID" fields)

Relationships for Workshops Master

Friday, May 30, 2008

