

Schoollink

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Purpose:

- To streamline the current staff development system
- To allow teachers monitor to their Continuing Education Credits
- To provide county wide access to workshops in one centralized system

Overview of Staff Development Chairs Responsibilities

- Input all school site-based workshops
- Train all staff members at your school how to register for and evaluate workshops and access CEU histories for the current renewal period on the Schoollink system
- Accumulate end of the year CEU data for all staff members
- Distribute all individual workshop options to interested staff members
- Any other items as assigned by your principal

Logging In

1. Go to the Catawba County Schools home page and click on Schoollink under "Headlines".
2. Type in your email user name (i.e. rleonard or Rae_Leonard).
3. Type in the word "password". (It is case sensitive.)

Your page should have two bars across the top. The top bar is the *General User Bar* that will appear with anyone's login. The second bar will appear only for administrators. What is listed in this bar will vary with your degree of access.

Changing Your Password

1. Click on *Account Manager*.
2. Click on *Update Personal Data*.

3. In the *Password* box type in the password you use for your email.
4. Retype it in the *Confirm Password* box.
5. Click *Submit Changes*.

The next time you log in, it will be with your new password.

Registering for a Workshop

1. Schoollink gives you two catalogue choices- a listing or a calendar. It is users choice. Click on either *Workshop Catalogue* or *Workshop Calendar*.
2. Click on the workshop for which you want to register.
3. Click on *Register For This Course* and it will automatically register you for the course.
4. Print your confirmation letter for your records.
5. If you decide that you do not want this course, click *Drop This Course* and it will automatically drop your registration.

Be aware that you may not get into a course for a variety of reasons:

- The course is full.
- There are only a few slots reserved for each school.
- Teachers who need the course for renewal or fulfillment of their IGP may have first choice (i.e. Reading workshops this year).

Completing an Evaluation

1. Once you have completed a Schoollink workshop, you must complete an evaluation form online. SD-20's will no longer be issued for workshops that were offered through Schoollink registration.
2. Click on *Account Manager*. Any evaluations you need to submit will be listed in blue.
3. Click on the workshop.
4. Complete the evaluation. It will ask you for your name and school. These must be filled in. The evaluation is submitted anonymously. However, the name and school will show up on a list that states you have completed an evaluation so that the system administrator knows who to contact about missing ones. The workshop cannot be closed out nor credit awarded for anyone in the workshop until all evaluations have been completed.

Checking Your Credits

1. Click on *Account Manager*.
2. Select *View Renewal Credit History*.