



Participants Website Users Guide

PROFESSIONAL DEVELOPMENT

5/12/14

Version 2014.1

escWorks®

7145 W. Tidwell Dr
Houston, TX 77092
713-744-6808

Table of Contents

Table of Contents2

Using the Customer Website.....4

Creating an escWorks Account.....5

Signing In to the escWorks System.....7

Password and Account Maintenance9

Resetting a Password9

Changing a Password10

Changing Email Address (Login)11

Professional Development Sessions.....12

Search Sessions13

Calendar of Sessions13

Registering for a Session.....14

Signing Up for the Session Waitlist.....16

Sharing a Session17

My Account.....20

Professional Development Record.....20

Registration History.....21

Subscriptions.....25

Instructor Link.....26

Instructor Sign-in Sheets26

Instructor Email26

District Dashboard28

Using the Customer Website

Participants must have a user account in order to register for sessions.

To log into the system, go to the *escWorks* website at <http://www.escweb.net/{customerID}> and select the button that says **Sign-in**.

The screenshot displays the escWorks website interface. At the top, a red banner features the Arkansas state logo and the text "Arkansas Education Service Cooperatives". To the right of the banner are several circular icons representing different educational services. Below the banner, a navigation bar includes a "Welcome to escWorks!" message, a "Registration Cart: 0 items" link, and a "sign in" button. The main content area is titled "Welcome to Professional Development Online Registration" and includes a search bar with the placeholder text "Search by Session ID or Keyword" and a "submit" button. The central section is titled "Register for a Session" and lists three steps: "Click the session link to view the detail page.", "Click the Register button on the session detail page.", and "Click Checkout." To the right of this section, under the heading "Upcoming Sessions", are two dates: "Wednesday 4/30/2014" and "Thursday 5/1/2014". Each date is followed by a list of session titles and locations, such as "Special Education and PARCC Administration" and "Wilbur Mills Co-op, Wilbur Mills Co-op PD Center Room 2, Beebe". A "Contact Us" section is located at the bottom left of the main content area, with a link to "Contact Us" and a brief description of the contact information provided. A "PDF Downloads" section is also visible on the left side of the page.

Creating an escWorks Account

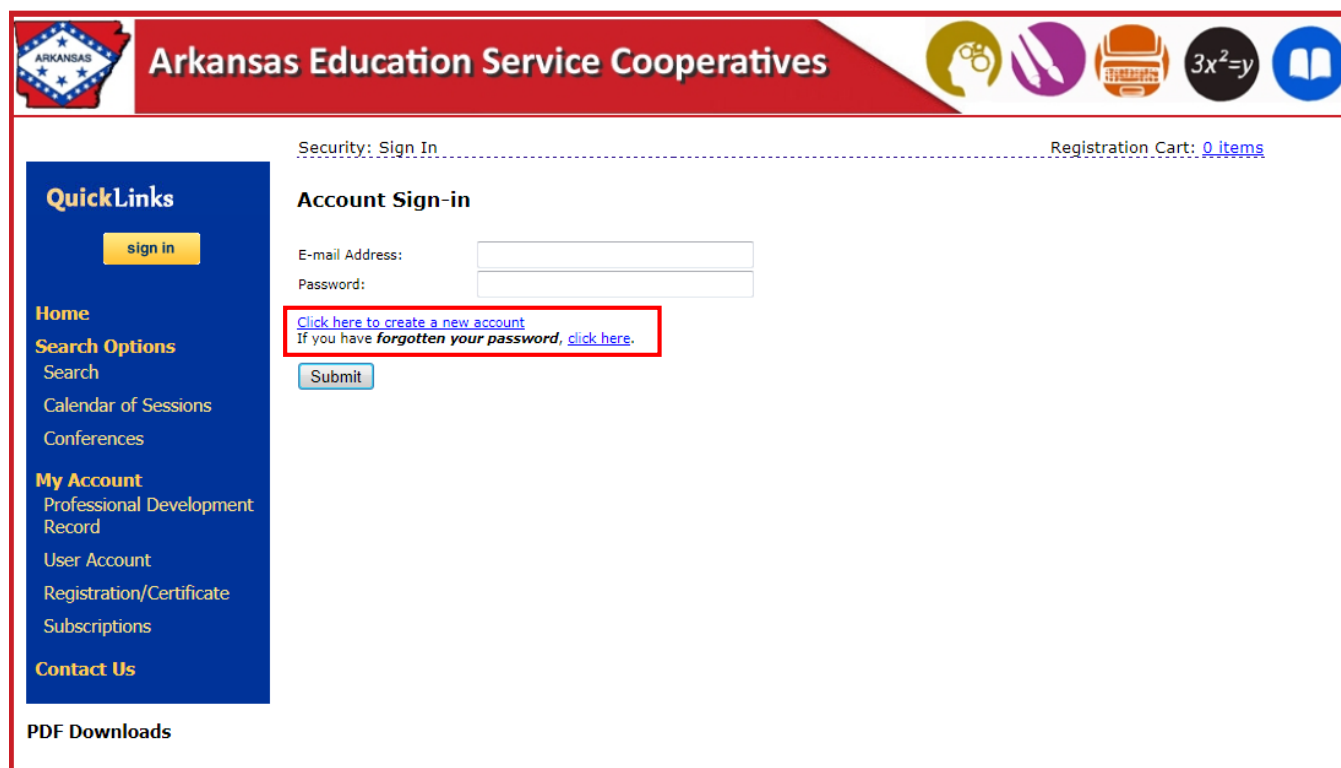
Participants must have a user account in order to register for sessions.

To create an account in the system, go to the *escWorks* website at http://www.escweb.net/ar_esc/default.aspx

and select the yellow  button.

The account creation screen opens:

- Enter the data on the account creation screen
- The email address entered in the **Primary Email:** field will be the login for the account



Arkansas Education Service Cooperatives

Security: [Sign In](#) Registration Cart: [0 Items](#)

QuickLinks

[sign in](#)

Home

Search Options

[Search](#)

[Calendar of Sessions](#)

[Conferences](#)

My Account

[Professional Development Record](#)

[User Account](#)

[Registration/Certificate](#)

[Subscriptions](#)

Contact Us

Account Sign-in

E-mail Address:

Password:


[Click here to create a new account](#)

If you have **forgotten your password**, [click here](#).

[Submit](#)

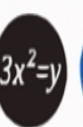
PDF Downloads

powered by **escWorks**



Arkansas Education Service Cooperatives




Shoebox: User Account - Sign Up
Registration Cart: [0 items](#)

QuickLinks

sign in

Home

Search Options

Search

Calendar of Sessions

Conferences

My Account

Professional Development Record

User Account

Registration/Certificate

Subscriptions

Contact Us

Primary Email:

Primary Email is required

Secondary Email:

First Name: **Last Name:** **Middle Name:**
First Name is required *Last Name is required*

Home Address:

Home Address is required

City: **State:** **Zip:**
City is required *State is required* *Zip is required*

Home Phone: **Work Phone:** **Employee No.:**
Home Phone is required *Work Phone is required* *Employee No. is required*

Organization:

Region is a required field

Site:

School:

Position:

Password: **Confirm Password:**
Password is required



- Enter all **“Required”** information.
- Email- Your PRIMARY email should be the email you check often and in the summer. All confirmations and cancellations will be sent to the PRIMARY email address.
- Click the **Save Record** button to create the new account.
- This information can be viewed and updated at any time by clicking the **User Account** link in the QuickLinks section

Signing In to the escWorks System

Participants use their login to access their account information, register for sessions, complete session evaluations and view their registration history.

To log into the system, go to the *escWorks* website and select the button that says **Sign-in**.

The screenshot shows the homepage of the Arkansas Education Service Cooperatives. At the top is a red banner with the organization's name and several icons. Below the banner, a navigation sidebar on the left contains 'QuickLinks' with a 'sign in' button highlighted by a red rectangle, and other links like 'Home', 'Search Options', 'My Account', and 'Contact Us'. The main content area is titled 'Welcome to Professional Development Online Registration' and includes a search bar, a 'Find a Session' section with bullet points, and a list of 'Upcoming Sessions' for Wednesday 4/30/2014 and Thursday 5/1/2014. A 'Contact Us' link is also present.

The Account Sign-in page opens:

This screenshot shows the 'Account Sign-in' page. It features a 'QuickLinks' sidebar on the left with a 'sign in' button. The main area is titled 'Security: Sign In' and contains 'E-mail Address' and 'Password' input fields, both highlighted with a red rectangle. Below these fields are links for 'Click here to create a new account' and 'If you have forgotten your password, click here', followed by a 'Submit' button. The top of the page has the same red banner and navigation icons as the previous screenshot.

- Enter the e-mail address associated with your account in the **E-mail Address:** field

- Enter the account password in the **Password** field
- Click the ***Submit*** button to sign in to the system

Password and Account Maintenance

Resetting a Password

If a participant has an account in the system, but cannot remember their password, they can use the **Forgot Password** link to reset their password.

The Forgotten password link is located on the Account Sign In page.

- Select “**Click here**” next to: If you have **forgot your password**

The Password Management screen opens:

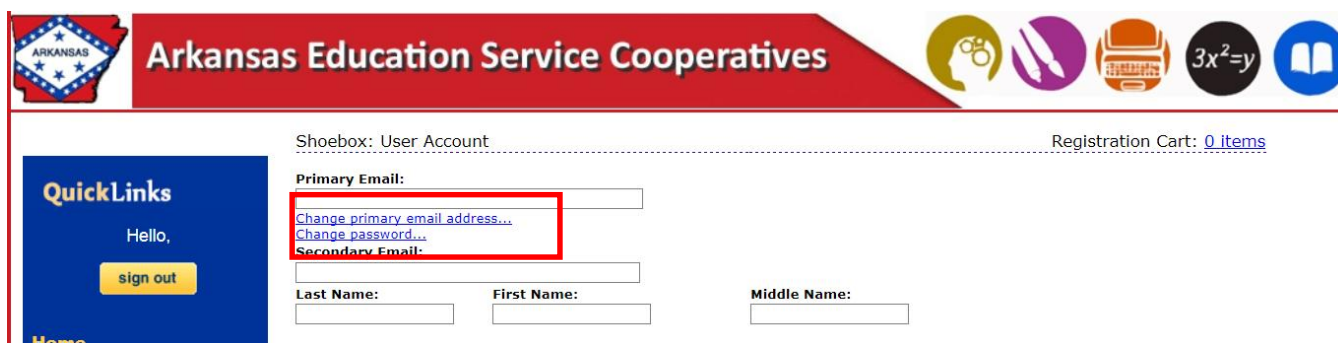
- Enter the email address for the account and click **Get Password**
- An email containing information on resetting the password is sent to the email address provided **Note:** this email is sent from messenger@esclive.net

Changing a Password

If a participant already has an account in the system, and knows their current their password, they can use the **Change your password** link to set a new password for their account or the **Update your email address** link to change the email address associated with their account.

To change a current password:

- Click the **Sign In** button
- Enter the email address and password in the correct fields
- Once logged in, select the **User Account** link from the main menu bar



Shoebox: User Account Registration Cart: [0 items](#)

QuickLinks
Hello,
[sign out](#)

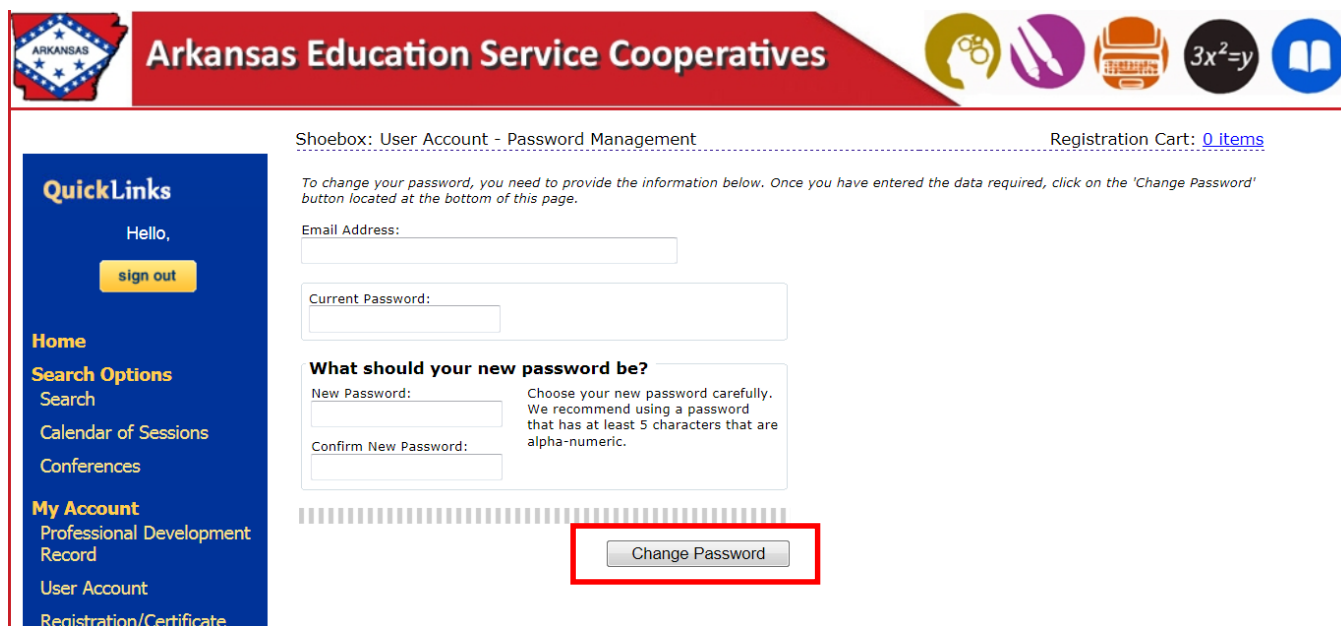
Primary Email:
[Change primary email address...](#)
[Change password...](#)

Secondary Email:

Last Name: **First Name:** **Middle Name:**

- Click on the Change Password link at the top of the page

The Change Password window opens:



Shoebox: User Account - Password Management Registration Cart: [0 items](#)

QuickLinks
Hello,
[sign out](#)

Home
Search Options
Search
Calendar of Sessions
Conferences
My Account
Professional Development Record
User Account
Registration/Certificate

To change your password, you need to provide the information below. Once you have entered the data required, click on the 'Change Password' button located at the bottom of this page.

Email Address:

Current Password:

What should your new password be?
New Password: Choose your new password carefully. We recommend using a password that has at least 5 characters that are alpha-numeric.
Confirm New Password:

[Change Password](#)

- Enter the email address assigned to the account in the **Email Address** field
- Enter the current password in the **Current Password** field
- Enter the new password in the **New Password** field
- Confirm the new password in the **Confirm New Password** field
- Click the **Change Password** button to save the new password

Changing Email Address (Login)

If an email address has changed follow these step to change it on the user's account:

- Click the **Sign In** button
- Enter the email address and password in the correct fields
- Select the **User Account** link from the main menu bar
- Click on the **Change primary email address** link at top of the User Account page
- The Email Management window opens:

The screenshot shows the 'Arkansas Education Service Cooperatives' header with a red banner. Below the banner, the page title is 'Shoebox: User Account - Email Management' and the registration cart shows '0 items'. The main content area has a blue sidebar on the left with 'QuickLinks' (Hello, sign out), 'Home', and 'Search Options' (Search). The main content area has a form titled 'If your email address needs to be changed provide your old email address and password to specify a new email address.' with three input fields: 'Current Email Address:', 'New Email Address:', and 'Confirm Email Address:'. A red box highlights the 'Submit' button at the bottom of the form.

- Enter the New email address in the **New Email Address** and **Confirm New Email** fields
- Click **Submit** to change the email address
- This is now the email address that is used to log into the system

Professional Development Sessions

There are several different tools in the participant website that may be used to locate the Professional Development Sessions scheduled in the system. The *escWorks* home page advertises the upcoming sessions on the right hand side of the home screen. The participants may also choose to Search for sessions, or view the Calendar of Events in order to locate a session they would like to register for.

For convenience, a Session ID can be entered directly into the ***Already know the Session ID?*** search area to be directed to the registration page for that session.

To search for sessions or to view the Calendar of Events, click on the appropriate link in main menu bar.

Arkansas Education Service Cooperatives

Welcome to escWorks! Registration Cart: [0 items](#)

QuickLinks
sign in

Home
Search Options
Search
Calendar of Sessions
Conferences
My Account
Professional Development Record
User Account
Registration/Certificate
Subscriptions
Contact Us

PDF Downloads

Welcome to Professional Development Online Registration

Search by Session ID or Keyword

Find a Session

- Click the **Search** link on the left to search by topic.
- Click **Calendar of Sessions** to search by date.
- Click **Conferences** to see a list of multi-session events.

Contact Us
Contact us if you have questions regarding upcoming sessions or questions about this website.

Upcoming Sessions
Thursday 5/1/2014
[Bryant-Cognitively Guided Instruction Year 1 - Day 7](#)
Bryant School District, Bryant High School, Bldg 18, Room 39
[NWAESC---Data Modeling](#)
Northwest ESC Administration, NWAESC 17
[PCSSD Dr. Gayle Potter PD: Principals](#)
Pulaski County Special School District, Central Office- Technology Learning Center (TLC)
[AFESC--CGI Year 3](#)
Main Building, TBD
[AFESC--Problem Situations for Multiplication and Division](#)
Main Building, Room C
[AFESC--AIMM Mentor Training](#)
Quitman School District, Quitman High School
[Marion School District-Sped-The Monitoring Process: Due Process Procedural Safeguards and Standard Based IEP's](#)
Marion School District, CO Annex
[AFESC--NGSS Planning: Concept Flow](#)
Main Building, Room E
[NEA - Paraprofessional Health Part Two](#)

Search Sessions

Sessions can be located by using the Search feature to search by session title, session id, dates, audiences, subjects, or keywords.

The **Search** locates all sessions which include all or part of the search criteria selected. For example: If a search is performed using the word “Student” the results will include any session with “Math” in the title, description, audience, or keyword. You may also search by Instructor name in the Search field.

To search for Sessions:


- Enter all or part of a session title, session id, audiences, subjects, or keywords in the search field
- Use the checkboxes below the search field to narrow down your search results to sessions that are Face to Face, Online, Free or offered on the Weekend. Multiple check boxes may be selected
- Click the **Search** button to run the search
 - Use the search navigation to move from page to page, or use Page Size drop down menu to increase the number of items displayed on the page
- The column titles in the Search window may be used to sort the search results. Click on any column title to change the sort order of the search results. For example, clicking on the Title column will display the search items in alphabetical order by the Session Title.

<div> <div> <div>K</div> <div><</div> <div>1</div> <div>></div> <div>X</div> </div> <div>Page size: 10</div> <div>2 items in 1 pages</div> </div>				
ID	Start Date ▲	Title	Description	Type
				Professional

Calendar of Sessions

The Calendar of Sessions link displays the scheduled sessions in a calendar format. Participants can click on a title to view additional session information and register for the session.

- Click on the **More** link to see additional sessions scheduled for the day.



Arkansas Education Service Cooperatives

Catalog: Calendar of Events

Registration Cart: [0 items](#)

All Cooperatives

April 2014

April 2014 Go


<< Previous | Next >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p>1</p> <p>214819-Hope High School of Innovation Meeting</p> <p>210159-ARESC-ACSIP Planning & Workday</p> <p>214363-DSC Certipoint/GMETRIX/MOS Certification Testing Training</p> <p>more...</p>	<p>2</p> <p>209089-Home School Testing</p> <p>205700-ARESC- Mathematics Design Collaborative- Algebra/Geometry</p> <p>214256-GMETRIX TRAINING - Microsoft Office Software</p> <p>more...</p>	<p>3</p> <p>217714-NWAECS- Board of Directors' Meeting</p> <p>208897-AFESC--ACSIP Workshop</p> <p>202119-WMCoop APSCN eSchoolPlus Phase 4B (Week 4, Day 3)</p> <p>more...</p>	<p>4</p> <p>207542-NEA - COOP SPECIALIST MONTHLY UNIT MEETING</p> <p>202120-WMCoop APSCN eSchoolPlus Phase 4B (Week 4, Day 4)</p> <p>202402-AFESC--Phase 45 eSchool COGNOS</p> <p>more...</p>	<p>5</p>
<p>6</p>	<p>7</p> <p>212360-Final Phase Workday</p>	<p>8</p> <p>202860-DSC Dawson GT Coordinators Meeting</p> <p>216150-AFESC--ELLA Day 13</p> <p>212284-SE ACSIP Workday</p> <p>more...</p>	<p>9</p> <p>216987-NEA - Putting it All Together</p> <p>212362-Final Phase Workday</p> <p>214320-AFESC--Arch Ford Region Early Childhood Supervisors' Meeting</p> <p>more...</p>	<p>10</p> <p>213968-DSC Career Education Facilitators Spring Workshop</p> <p>216616-AFESC-- PARCC Training Tools</p> <p>216987-NEA - Putting it All Together</p> <p>more...</p>	<p>11</p> <p>216617-AFESC-- Technology Resources for Trainings</p> <p>216987-NEA - Putting it All Together</p> <p>193979-Math Coaches Training</p> <p>more...</p>	<p>12</p> <p>202400-MSP Common Core Math</p>
<p>13</p>	<p>14</p> <p>215267-Behavior Tools</p> <p>209091-AFESC--ELLA Day 7</p> <p>211366-Books and Movement- Nutrition For Young Children</p> <p>more...</p>	<p>15</p> <p>210091-CLASS Day 6 Site Based Observation Training</p> <p>211819-NEA - ELF Day 12</p> <p>215267-Behavior Tools</p> <p>more...</p>	<p>16</p> <p>211821-NEA - ELF Day 7</p> <p>213371-CCCL/ELLA ELF Assessments for Literacy</p> <p>213830-Math Coaches and Leaders Meeting - Common Core Standards</p> <p>more...</p>	<p>17</p> <p>213606-BENTON 3rd Grade Math Alignment</p> <p>215770-Deriving Area Formula for Geometry</p> <p>217015-HSSD Discovering Mathematics Follow-Up</p> <p>more...</p>	<p>18</p> <p>216810-MCSD Common Core Math</p> <p>216879-MCSD Edmentum software training</p> <p>202758-NWAECS- NWA ESOL Coordinators' Meeting</p> <p>more...</p>	<p>19</p>
<p>20</p>	<p>21</p> <p>216623-Bryant - 2nd Grade SPP Meeting</p>	<p>22</p> <p>215375-Bryant - 3rd Grade Math</p>	<p>23</p> <p>216376-Site Based Observation Training</p>	<p>24</p> <p>210835-Behavior Tools</p>	<p>25</p> <p>215403-SCCM Training</p>	<p>26</p>

- Use the drop down boxes to select a different month or year and click **Go**.
- Use the **Previous** button to go back to the previous month. Use the **Next** button to see the sessions offered in the upcoming months.

Registering for a Session

Once the participant locates a session they would like to register for, they may select the **Register** button.



Arkansas Education Service Cooperatives

Catalog: Session Detail

Registration Cart: [0 items](#)

Previous New Search

Register

Share

STARS /Programing for Children with Autism

STARS/ Structured teaching for children with Autism. Research based applications. Day 1 is for individuals that have not had STARS training. Day 2 is for those that have training, but in need of refreshing of programming.

Important Session Information:

* Cost is \$20.00 per day. * 6 hours credit per day. *20 Participants for Day 1 and 30 Participants for Day 2. PARTICIPANTS REGISTERED FOR TRAINING, BUT NOT ATTENDING, WILL BE CHARGED A MINIMUM OF \$7.50 UNLESS CANCELLATION NOTICE IS GIVEN 24 HOURS IN ADVANCE.

Registration ends at 8:30 AM on Thursday, May 15, 2014

Session ID:
209705

Seats Filled:
12 / 20

Contact Person:
[Monica L. Morris](#)

Credits Available:
(12) Hours

Fee:
\$40.00

Instructor(s):
Angie Bobo
Eva Wood
Becky Butler
Karen Massey

Date	Time	Location
5/15/2014	8:30 AM - 3:30 PM	Southwest Arkansas Education Cooperative - _Main Building - Conference Room A B
5/16/2014	8:30 AM - 3:30 PM	Southwest Arkansas Education Cooperative - _Main Building - Conference Room A B

- The Shopping Cart will then be displayed.

Arkansas Education Service Cooperatives

Catalog: Shopping Cart Registration Cart: [1 items](#)

Description	Amount
Remove 209705-STARs /Programing for Children with Autism STARs/ Structured teaching for children with Autism. Research based applications. Day 1 is for individuals that have not had STARs training. Day 2 is for those that have training, but in need of refreshing of programming.	\$40.00
Total: \$40.00	

[Check out](#)

QuickLinks
Hello, [sign out](#)
Home
Search Options
Search

- If this selection was added in error click the **Remove** button to delete it from the shopping cart
- Click the **Checkout** button to continue to the payment screens

Note: At this point, the participant will be asked to log into the system if they have not already done so

In order to keep user accounts as up to date as possible, the user is prompted to confirm their current location, specifying organization, district and campus. The Continue button does not appear until the user checks the box stating "I certify the above information to be accurate".

If there is a charge for this session, the participant is asked to provide payment information on the payment screen.

Arkansas Education Service Cooperatives

Catalog: Cart Checkout Registration Cart: [1 items](#)

Click the 'Complete Checkout' button to register for the sessions displayed below.

Description	Amount
SUPPORT ACCOUNT: 205843-Day 5 Small Groups for Grades 4-5: CCCL/ELF Common Core Effective Literacy Common Core Comprehensive Literacy Effective Literacy is a two year professional development designed to provide educators with a solid foundation in a comprehensive literacy program that is aligned to Common Core State Standards, a continuum of literacy learning development, and research-based, data-driven, instructional practices that support students as they develop skills to read and write. The focus for this day of training will be using assessments to form Small Groups and Guided Reading for Grades 4-5.	\$20.00
Total: \$20.00	

Please select a method of payment to continue

☐ Check
☐ Money Order
☐ Purchase Order
☐ Cash

[Complete Checkout](#)

QuickLinks
Hello, **SUPPORT ACCOUNT** [sign out](#)
Home
Search Options
Search
Calendar of Sessions
Conferences
My Account
Professional Development Record
User Account
Registration/Certificate


- Click **Complete Checkout** to complete the registration

The following screen displays the registration confirmation:

Catalog: Checkout Complete

Registration Cart: [0 items](#)**Thank you for your registration**

You have been registered for:

	Title	Session ID	Start Date	Location
	Day 5 Small Groups for Grades 4-5: CCCL/ELF Common Core Effective Literacy	205843	4/30/2014 8:30 AM	Ozarks Unlimited Resources Administration, Room 7

You may visit your [Registration History](#) to print a confirmation page for each session for which you are registered.If you are paying by check, money order, or purchase order please include the payment voucher with your payment. You can download the payment voucher by clicking [here](#)

- Click on the **Registration History** link to go to the Registration History page
- Click on the calendar icon to download the session information to your Outlook calendar
- The participant receives a confirmation email similar to the this, including the outlook calendar item as well:

[Manage Your Account](#) | [Courses](#)

Tue, Apr 29, 2014 at 4:55 PM

SUPPORT ACCOUNT
REGION 4
HOUSTON, TX 77447

Confirmation Number: 205842-205843-2646447

Thank you for your registration. This confirms your registration for the following class. If payment was required, your receipt is included in the Payments Received section below.

Day 5 Small Groups for Grades 4-5: CCCL/ELF Common Core Effective Literacy

Common Core Comprehensive Literacy Effective Literacy is a two year professional development designed to provide educators with a solid foundation in a comprehensive literacy program that is aligned to Common Core State Standards, a continuum of literacy learning development, and research-based, data-driven, instructional practices that support students as they develop skills to read and write. The focus for this day of training will be using assessments to form Small Groups and Guided Reading for Grades 4-5.

Session ID: 205843**Dates/Times:**

4/30/2014 8:30 AM - 3:30 PM

Location:

Ozarks Unlimited Resources Administration:Room 7 PO Box 610 ,

Payments Received/Submitted:

The following payments have been received for/submitted to your account:

Date Submitted	Payment Type	Amount	Status	Reference/Receipt
4/29/2014	Check	\$20.00	Pending	529684

Signing Up for the Session Waitlist

Once a session has reached the registration limit, participants may place themselves on the Waiting List for that session in the registration section of the system (if the session creator set the option to allow a waiting list). The Register button is no longer displayed, and a Waiting List button appears.

The screenshot shows the website header with the Arkansas Education Service Cooperatives logo and navigation icons. The main content area displays session details for 'NWAESC---AIMM Project Director's CIV'. A 'Waiting List' button is highlighted with a red box. The session details include:

- Session ID:** 212314
- Seats Filled:** 6 / 6
- Contact Person:** Marcia Sanders
- Date:** 4/30/2014
- Time:** 8:30 AM - 1:00 PM
- Location:** Northwest Education Service Cooperative - Northwest ESC Administration - NWAESC 1
- Credits Available:** (4) Hours
- Fee:** \$0.00
- Instructor(s):** Arkansas Dept of Education

Participants may manage placement on waiting lists in the Registration History area. *See section titled "Managing the Waiting List Options".*

If space becomes available in the session, the user is notified of the availability via email. If they do not register for the session within the time limit specified on the email, the next person on that session's Waiting List is notified that space is available.

The screenshot shows an email notification with the following content:

Subject: Waiting List Notification - Session number 29310

Support Account,

The Professional Development session entitled "SEEC Event Title Testing" which starts on 2/12/2014 has an open seat. **Your response must be received by:**

2/13/2014, 11:23:41 AM

If your response is not received by that time, your name will be moved to the bottom of the waiting list and the next person in line will be notified of the opening. If you are no longer interested in registering for this course, you may choose the option to remove yourself from the waiting list.

Please click on the following link to register for this event.
[Click here to register](#)

Click the link below to be removed from the waiting list.
[Click here to be removed from waiting list](#)

For problems or questions related to registration, please contact the Registration Office.

*This message is generated by the system automatically.
 Please don't reply to it.*

Sharing a Session

When viewing the session detail page, the **Share** button can be used to email information about the session to someone else.

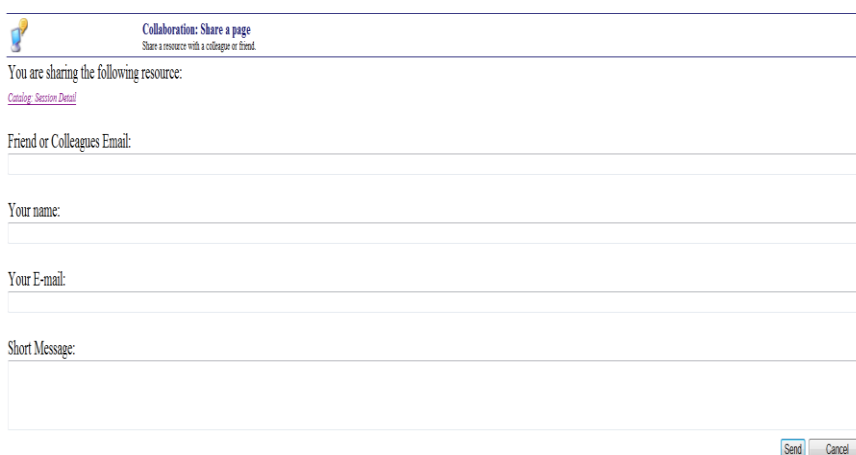
Session Detail

Registration Cart: [0 items](#)[Previous](#)[New Search](#)**World History End-of-Course (EOC) Success**[Register](#)[Share](#)

In this two-day training, participants will examine the new World History TEKS and explore ways to improve overall social studies instruction to support student success on the STAAR World History End-of-Course assessment. The training is also designed to build participant knowledge of College and Career Readiness Standards (CCRS), English Language Proficiency Standards (ELPS), and Response to Intervention (RTI). Sessions will provide Texas educators

- Click on the **Share** button to email a friend the session information

The following window opens:



Collaboration: Share a page
Share a resource with a colleague or friend.

You are sharing the following resource:
[Catalog: Session Detail](#)

Friend or Colleagues Email:

Your name:

Your E-mail:

Short Message:

[Send](#) [Cancel](#)

- Enter the email address of the friend or colleague
- Enter your name and email address
- Enter a message to the friend or colleague in the short message box.
- Click Send

Note: Clicking cancel causes the system to not send the email.

The “private” events will display if the session ID is entered in the **Search by Session ID or Keyword** box on the Home page:



Arkansas Education Service Cooperatives

Welcome to escWorks! Registration Cart: [0 items](#)

QuickLinks

sign in

Home

Welcome to Professional Development Online Registration

Search by Session ID or Keyword submit

It **will not search** if the session ID is entered in the search field under the Search Options group:



Arkansas Education Service Cooperatives

Welcome to escWorks! Registration Cart: [0 items](#)

QuickLinks

sign in

Home

Welcome to Professional Development Online Registration

Search by Session ID or Keyword submit

Search

Registration Cart: [0 items](#)

All Cooperatives

Free Weekend

Page size: 10 2570 items in 257 pages

ID	Start Date	Title	Description	Type
----	------------	-------	-------------	------

My Account

Professional Development Record

The *escWorks Professional Development Record* allows the user to track the amount of credit received from attending professional development events.

In the QuickLinks section, click **Professional Development Record** under the **My Account** section of the main menu bar.

If the user is not logged in, they are prompted for username and password to proceed.

The screenshot shows the website header with the Arkansas Education Service Cooperatives logo and navigation icons. On the left, a 'QuickLinks' sidebar lists 'Home', 'Search Options', 'Calendar of Sessions', 'Conferences', 'My Account', 'Professional Development Record' (highlighted with a red box), and 'User Account'. The main content area is titled 'Shoebox: Transcripts' and includes a 'Registration Cart: 0 items' link. It explains that transcripts track credit from professional development sessions. There are two sections: 'Official Record' (unalterable) and 'Personal Record' (alterable). A 'Year of Record' dropdown is set to '6/1/2008 - 5/31/2009' with a 'Go' button. A 'Manage Transcript' button is also present. At the bottom, a note mentions Adobe Acrobat and provides a link to download Adobe Acrobat Reader.

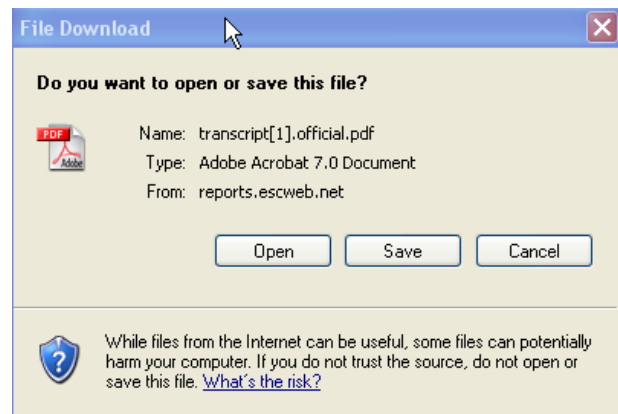
Official Professional Development Record

The Official Professional Development Record displays all of the credits received from professional development sessions. This record may not be modified.

- Select the **Year of Record** desired from the dropdown box and click **Go**. The **File Download** window opens.

A close-up of the 'Year of Record' dropdown menu, which is highlighted with a red box. The dropdown is set to '6/1/2008 - 5/31/2009' and has a 'Go' button next to it.

- **Open** – opens the pdf file
- **Save** – allows you to save the file
- **Cancel** – cancels this action



Personal Professional Development Record

The Personal Record tool is used to track sessions or meetings attended outside of Region 18 ESC. To enter a Session in the Personal Record tool:

- Click the Manage Transcript button.

My Account: Professional Development Record - Personal Records Registration Cart: [0 items](#)

Title:

Credit Type: ***Credit Name:

Credit Type... Credit Earned:

*** When the credit type 'Other' is selected, you have the option of entering a custom credit type.



Date:

9/1/2011 - 8/31/2012

☐ Include Official Credits

Date	Title	Credit Type	Credit Amount
------	-------	-------------	---------------

- Enter the title of the outside meeting/session
- Select the date from the calendar icon
- Select the appropriate credit type from the dropdown
- Enter in a credit name if credit type of other was selected
- Enter the amount of Credit Earned
- Click **Add Credit**
- The entry displays in the log below:

9/1/2010	-	8/31/2011	<input type="button" value="Go"/>	<input type="button" value="Print"/>	<input type="checkbox"/> Include Official Credits
Date	Title	Credit Type	Credit Amount		
	10/26/2010	National Conference	CEU	12	
	11/1/2010	escWorks Demo	CPE	6	


To delete an entry:

- Click the red **X** next to the entry you would like to delete.
- Click **OK** when prompted "Are you sure you want to delete this credit?"
- Date Range – enter a date range and select **Go** to see only those entries for that date range.
- Print – Click the **Print** button to print the entries listed.
- Include Official Credits – Check this box to view a list of all of the personal and official credits in one list.






Registration History

Each customer has the ability to view upcoming or past events and change their registration information online as well as print confirmations for any registered event.

- Click the **Registration/Certificate** link under User Account in the main menu
- By default, the Upcoming Sessions tab is displayed showing sessions for which the user is registered
- Click the **Past Sessions** tab to display sessions already attended
- Select **Waiting List** to review status for sessions for which you are on the waiting list



Arkansas Education Service Cooperatives

Shoebox: Registration History
Registration Cart: [0 items](#)

QuickLinks
Hello, SUPPORT ACCOUNT
[sign out](#)
[Home](#)
[Search Options](#)

Upcoming Sessions | Past Sessions | WaitingList


Session ID	Title	Start Date	Location
205843	Day 5 Small Groups for Grades 4-5: CCCL/ELF Common Core Effective Literacy Change Registration Cancel Registration Print Confirmation	4/30/2014 8:30 AM	Ozarks Unlimited Resources Administration, Room 7

Use the Upcoming Sessions page to:






- View Current Registrations
- **Change** a current registrations
- **Cancel** a session registration
- **Print** another copy of the Confirmation email

To change a registration, click the Change Registration link. If there are any sessions scheduled for the same class, they appear on the right. Select the radio button to choose the session, and click **Change Registration** to be moved out of the current class and into the selected one.

To cancel a registration, click on the **Cancel Registration** link



Arkansas Education Service Cooperatives

Shoebox: Registration History
Registration Cart: [0 items](#)

QuickLinks
Hello, SUPPORT ACCOUNT
[sign out](#)
[Home](#)
[Search Options](#)

Upcoming Sessions | Past Sessions | WaitingList

Session ID	Title	Start Date	Location
205843	Day 5 Small Groups for Grades 4-5: CCCL/ELF Common Core Effective Literacy Change Registration Cancel Registration Print Confirmation	4/30/2014 8:30 AM	Ozarks Unlimited Resources Administration, Room 7

The cancel registration page opens

Shoebox: Registration History - Cancel Registration

Registration Cart: [0 items](#)

This is the registration cancellation page. Please read the message below before continuing.

You are currently registered for:

Day 5 Small Groups for Grades 4-5: CCCL/ELF Common Core Effective Literacy
 Common Core Comprehensive Literacy Effective Literacy is a two year professional development designed to provide educators with a solid foundation in a comprehensive literacy program that is aligned to Common Core State Standards, a continuum of literacy learning development, and research-based, data-driven, instructional practices that support students as they develop skills to read and write. The focus for this day of training will be using assessments to form Small Groups and Guided Reading for Grades 4-5.
Session ID: 205843
Fee: \$20.00
Start Date: 4/30/2014 at 8:30 AM
Location: Ozarks Unlimited Resources Administration, Room 7

By clicking on **Cancel Registration** you will be removed from the session listed above. Depending on your payment status and the number of days before this session, you may be eligible for a refund. For more information please contact Registration Services.

[Cancel Registration](#)
[Previous Page](#)

- Click **Cancel Registration** to verify the cancellation
- Click **OK** to be removed from this session
- The Cancellation Confirmation displays

Shoebox: Registration History - Cancel Registration

Registration Cart: [0 items](#)

You have been successfully removed from:

Title: Day 5 Small Groups for Grades 4-5: CCCL/ELF Common Core Effective Literacy
Session ID: 205843
Start Date: 4/30/2014 at 8:30 AM
Location: Ozarks Unlimited Resources Administration, Room 7

[Next](#)

- An email notification is sent confirming the session cancellation

Evaluations

Once a participant has been marked attended for an event, the **Evaluation** link displays in the Past Sessions section of the Registration History.

My Account: Registration History Registration Cart: [0 items](#)

Upcoming Sessions				
Past Sessions				
WaitingList				
Online Sessions				
Session ID	Title	Start Date	Location	
29194	GNW Testing 2 <i>testing for special accomdations</i>	2/4/2014 8:00 AM	Alexander Public School District, Auditorium	
29309	SEEC Event Title Testing <i>SEEC Session tsting</i>	1/31/2014 8:00 AM	Fargo School District, Bennett Elementary School	
28517	Test Conference with Sandy <i>Session 1 - Introduction to the Day</i> Evaluation	1/22/2014 8:00 AM	Alexander Public School District, Classroom	

- Click on the **Evaluation** link to complete the evaluation.

The Evaluation link displays in the Past Sessions registration history page for 30 days after the session attendance is taken.

Managing Waiting List

The Waiting List screen in the Registration History displays the list of sessions for which you have selected to be added to the waiting list.

To view the sessions for which you are currently on the waiting list:

- Click on the **Registration\Certificates** link under User Account
- Click the Waiting List tab

The screenshot shows the 'Arkansas Education Service Cooperatives' website. The header includes the Arkansas state logo and the text 'Arkansas Education Service Cooperatives'. Below the header, there are navigation tabs: 'Upcoming Sessions', 'Past Sessions', and 'WaitingList'. The 'WaitingList' tab is selected. On the left, there is a 'QuickLinks' sidebar with a 'sign out' button and a 'Home' link. The main content area displays a message: 'You are not registered for the session. You will be notified by email and provided directions to complete registration in the session **if a seat becomes available** and you are the next person in the waiting list.' Below this message is a table with the following data:

Session ID	Title	Start Date	Location
212314	NWAESC---AIMM Project Director's CIV Remove from Waiting List	4/30/2014	Northwest ESC Administration, NWAESC 1

- Click on the ***Remove from Waiting List link*** to remove yourself from the waiting list for this session.

Subscriptions

The subscriptions area allows users to select to receive email notifications when sessions that cover their subjects of interest become open for registration.

My Account: Subscriptions

Registration Cart: [0 items](#)

Use the subscriptions area to request email notifications when new sessions of interest are made available.

Subjects

- Accountability & Compliance
- All
- Assessment
- Behavior Management
- Bilingual/ESL/Eng Lang Learne
- Bus Driver Training
- Career Technical Education
- Child Nutrition
- CSCAPE
- Curriculum**
- Data
- Dyslexia
- Early Childhood
- English Language Art & Readin
- Fiscal Management & Efficiency
- Gifted/Talented
- Health
- Information Systems

Add >>

<< Remove

Subscription List

(Hold <Ctrl> for multiple selections.)

You currently have 0 subscription.

Subscription status: Subscribed ▾

Would you like to receive Recommended Events by email? Yes ▾

(Recommended Events are based upon your prior participation.)

Cancel **Save Subscriptions**

- Select the Subjects of sessions to receive notifications about from the list by clicking on the subject
- **Note:** Select multiple subjects by holding < **Ctrl** > for each subject selected
- Once the Subjects are selected, click the **Add** button to move them to the Subscription List
- Click **Save Subscriptions**

The participant receives an email when sessions in the subscription list are open for registration.

- To remove a subscription, select the subject from the subscription list and click the **Remove** button
- Click **Save Subscriptions**
- On this screen, the participant also has a choice to receive recommended events by email. When **Yes** is chosen, the participant receives emails about recommended events based on the events they have taken in the past.

Instructor Link

The **Instructor** Link displays for those accounts identified as an Instructor in escWorks.

The **Instructor** Link allows for Instructors to access information about their sessions. The Instructor area contains sign in sheets, the ability to email session participants, and sessions enrollment numbers, and give the ability for the instructors to mark attendance for their session.

Instructor Sign-in Sheets

- Print a sign in sheet by clicking the **Sign-In Sheet** icon for the event
- Select to either open or save the pdf file
- Select File and Print to print the sign in sheet



Sign In Sheet

powered by
escWorks®

200043 - Bay School District Professional Development				DATE: __/__/__
Location: Bay High School - Bay School District				
Facilitator: Support Account,				
Date(s): Jul 25, 2013		Time: 10:00 am - 12:00 pm		
Printed Date: 4/29/2014				TOTAL:7
Sign In (Full Name)	Name	District - Campus	Position	Payment Method
	Bobbitt, Lucy	Bay School District - Bay High School	Teacher	
	Brown, Susan	Bay School District - Bay Elementary School	Teacher	

Instructor Email

- Email the participants by clicking on the **Email Manager** icon for the event
- The following window opens:



Instructor: Email Manager Registration Cart: [0 items](#)

Session ID: 200043:
Bay School District Professional Development

Recipient List:

- ☐ Bobbitt, Lucy (dlbobbitt@gmail.com)
- ☐ Brown, Susan (sbrown@bay.k12.ar.us)
- ☐ HOPPER, TANA (thopper@bay.k12.ar.us)
- ☐ LAROSE, JULIE (jlarose@bay.k12.ar.us)
- ☐ Layne, Ashley (alayne@bay.k12.ar.us)
- ☐ Parson, Casey (caseyparson@yahoo.com)
- ☐ Riggs, Paula (priggs@bay.k12.ar.us)

[select all](#) [select none](#)

To:
Subject:
Comments:

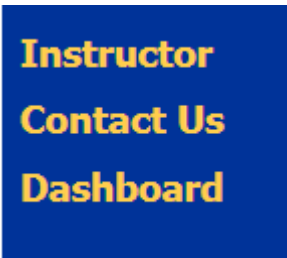
- Select the check boxes next to the participant's names that you want to send the email to (or choose the ***select all*** link)
- Enter a ***Subject*** line
- Enter ***Comments***
- Click ***Send***

Note: The email is sent to the participants from messenger@esclive.net and may be blocked by the participants email manager. Therefore, an alternative option would be to copy and paste the email addresses into your email system. This way the email comes directly from the Instructor and attachments can easily be added.

District Dashboard

The District Dashboard was designed to provide the user with a personalized overview of your district's activities. **This link appears for those users who have been given authority only.**

Select the ***District Dashboard*** link located on the left hand side of the screen



SWAEC Administration Superintendent Dashboard
 Good Afternoon, Phoebe Bailey
 Tuesday, April 29, 2014

Snapshots Search

[Home](#) [Professional Development](#)

Professional Development
 At Arkansas Education Service Cooperative today, Tuesday, April 29, 2014, SWAEC Administration has 0 participants registered to attend Professional Development training [For detailed professional development information, please click here](#)

School District News
HOT SPRINGS NATIONAL PARK, AR 71913 - Arkansas Online (subscription)

[HOT SPRINGS NATIONAL PARK, AR 71913](#)
Arkansas Online (subscription)
 Salary based on Certified Salary Schedule, **education** & experience. All candidates must complete the online application available at <http://www.hssd.net> in order to be considered for this or any other position within the Hot Springs **School** District.

[and more »](#)

View More Jobs in AR: - Arkansas Online (subscription)

[View More Jobs in AR:](#)
Arkansas Online (subscription)
 Despite the etiquette, formality, and inevitable fear factor, job interviews can actually be enjoyable as well as extremely informative. In an interview, where you and the prospective employer begin a mutual relationship based on observation and ...

Arkansas Education Board Takes Over Lee County Schools - KUAR

Superintendent's Involvement

Session ID	Title	Start Date
213503	Administrator TESS Support: Data Literacy	6/17/2014 9:00:00 AM

The Search tab contains fields to search: Campus specific, date range specific and/or Individual Name specific information.

SWAEC Administration Superintendent Dashboard

Good Afternoon, Phoebe Bailey

Tuesday, April 29, 2014

Snapshots

Search

Search
☒ Elementary ☒ Secondary ☒ Administration
Campus
34th Magnet
(Hover over selection to display campus details.)
Start Date End Date
Last Name First Name