

## Guidance

### CPRESA School-Level Professional Learning Coordinators

#### How to Use Capitol Impact to Approve and Manage CPRESA Registrations

In addition to your district and school professional learning responsibilities, School-level PL coordinators are responsible for regularly monitoring and approving staff registrations for professional learning at Coastal Plains RESA.

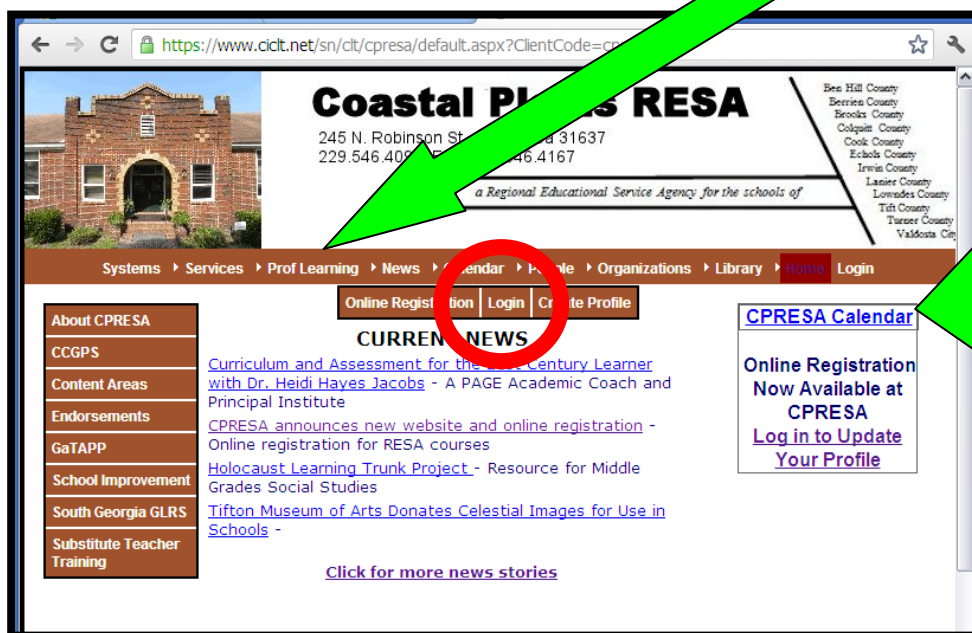
You, as School PL Coordinator, will automatically receive an email every time one of your staff registers for a CPRESA course. For a more strategic method of monitoring and approving PL aligned with your school's improvement plan, School PL Coordinators should log in to the Capitol Impact PL system on the CPRESA website on a weekly or more frequent basis. Your district PL coordinator will provide guidance.

For assistance, contact your district PL coordinator or CPRESA's Odessa Valentin, 229-546-4094 x110.

## School Coordinator Action

### 1. Log in to [www.cpresa.org](http://www.cpresa.org)

All RESA PL courses are listed under Professional Learning.



Note the CPRESA Calendar here.

## Guidance

### CPRESA School-Level Professional Learning Coordinators

#### School Coordinator's login goes immediately to the School page:

This page has been developed to assist you in the management of individuals registering for classes at the RESA. Click the **Help button** for an explanation of the various features available to you.

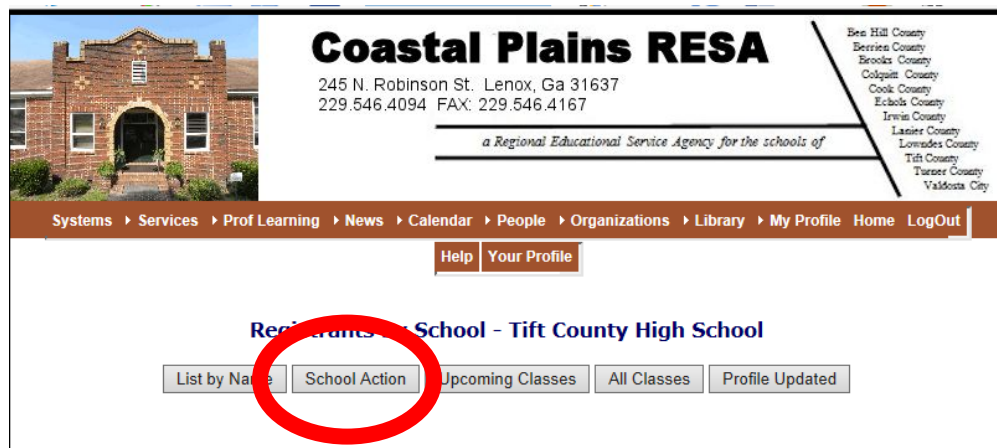


## 2. Use the Many Options from School PL Page

#### School Action Button:

This button lists the applications from your school that are **waiting for action at the school level**. It is **recommended that you develop a routine to ensure timely action on PL requests**.

Scroll to the bottom of the list for **Group Approvals**. Here you can **use the check box to approve individual registrations** listed in the table above. If no names appear, there are no registrants awaiting approval. You can "ignore" the individual emails for approval if you regularly log in and check the School Action button.



## Guidance

### CPRESA School-Level Professional Learning Coordinators

#### Group Approvals (Don't Use if requests were approved above.)

The form below permits you to approve a group of applications by clicking the check box next to their name and then clicking the submit button at the bottom of the form. The appropriate emails will be sent for each application. This form can only be used for approvals. Use the normal process for all other actions.

Group Approval - Check those you wish to approve.					
Check	Last	First	Class	P ID	CL ID

### Upcoming Classes Button

This button provides a list of those who have submitted applications for upcoming classes at the RESA. It includes information about the status of the application. You can view a teacher's profile by clicking on his/her name. This button is helpful because at a glance you can see how many of your staff are scheduled to be out at the same time.

The screenshot shows the top navigation bar with links: Systems, Services, Prof Learning, News, Calendar, People, Organizations, Library, My Profile, Home, and LogOut. Below this is a 'Help Your Profile' button. The main heading is 'Registrants by School - Tift County High School'. Underneath are five buttons: 'List by Name', 'School Action', 'Upcoming Classes', 'All Classes', and 'Profile Updated'. The 'Upcoming Classes' button is circled in red. Below the buttons, the text reads 'Registrants with Upcoming Classes as of 8/9/2013'. A descriptive paragraph follows: 'This routine lists all the registrants who have an upcoming class. The registrants are listed by name and the classes are listed by date.' At the bottom, a table header is visible with columns: #, Name, Position, and School.

### List by Name Button:

This button lists all those in the school who have updated their profiles. Classes taken through CPRESA are recorded. Click on the registrant's name for a list of classes for the individual.

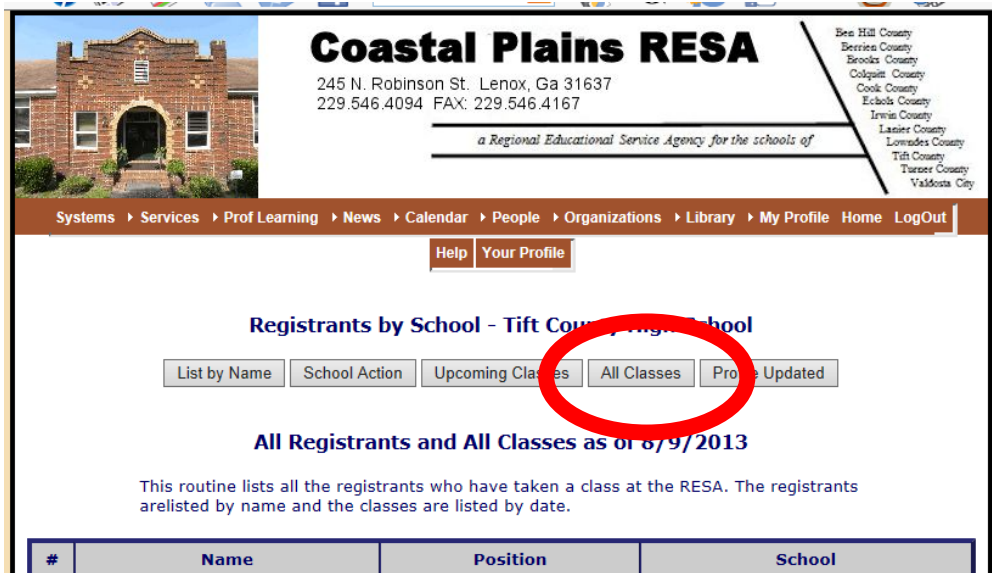
The screenshot shows the same top navigation bar and 'Help Your Profile' button. The main heading is 'Registrants by School - Tift County High School'. Underneath are five buttons: 'List by Name', 'School Action', 'Upcoming Classes', 'All Classes', and 'Profile Updated'. The 'List by Name' button is circled in red. Below the buttons, the text reads 'Registrants by Name as of 8/9/2013'. A descriptive paragraph follows: 'This routine lists all the registrations from the district and the number of classes each has taken. Click on the registrant's name for a list of classes for the individual.' At the bottom, a table header is visible with columns: #, Name, Position, School, and Classes.

## Guidance

### CPRESA School-Level Professional Learning Coordinators

#### All Classes Button

This button lists all the registrants who have taken a class at CPRESA. The registrants are listed by name and the classes are listed by date.



#### Profile Updated Button

The **Profile Updated Button** will list only registrants who have created a profile without registering for any classes at RESA in 2012-13 and forward. Those teachers who have registered for a RESA class from FY13 forward will have moved from the Profile Updated list to the **List by Name** list. Compare the two, and it should reflect an accurate list of registrants who have taken either action (registered for a class or profile update) in your school.

We recommend that you print a list of your staff and highlight their names as you look at the two lists.

## Guidance

### CPRESA School-Level Professional Learning Coordinators



**Access School Registrant page another way:** Select My Profile – then School List.

