

AVATAR

Create Course / Class—How to Guide

STEP 1: Log-in to Avatar

http://profdev.bvsvd.org/login.html#[0] and select ADMIN to access system

avatar LEARNING PLATFORM

Boulder Valley school district

Help Login Search

▼ User Tools

Login

▼ Course Catalog

Catalog Calendar

Show All Classes

Show Next 7 Days

Show Next 30 Days

welcome to Avatar PDMS™

Username: Same username and password as BVSD e-mail.

Password:

Login

Forgot Username or Password

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Hello, Ann Hamilton

Admin Community Help Logout Search

▼ My Learning Portfolio

Choose Contact Choose Facilitator Choose Category Advanced Filters

Current Class List 0 classes in search result.

Classes you are currently taking which are incomplete.	Class Code	Class Name	Contact	First Mtg	Actions
Sorry, there were no classes found for your search.					

First Prev 1 Next Last

My Learning Portfolio

- Current Class List
- Planned Class List
- Pending Class List
- My Profile
- My Transcript
- My Calendar
- iCal Subscriptions

You are now in the Administrator platform

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User Community Help Logout

Users

Welcome Administrators

The Administrative Area is divided into the functional areas that you see on the left. Your security level might prevent you from accessing and using some of these capabilities. The "Home" button in the upper right corner returns you to your portfolio page and "Help" pulls up the Administrative Help File.

We hope that you have a great experience with Professional Development Management!

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▼ Users

▼ Courses

- Create Course
- Open/Edit Course
- Edit Global Evaluations
- Edit Global Evaluation Sections
- Edit Global FAQs
- Facilitate Classes
- Group Mapping

STEP 2: Select CREATE COURSE on the left

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Create a Course

General Information

Course Name: SCHOOL NAME: Create a course EXAMPLE required i.e., Arapahoe Ridge: Staff Meetings 2010/2011

Course Code: SKIP

Course Type: Instructor-led required

Allow Re-registration: Yes Change to YES

Participants: - CHOOSE ONE -

Required For: - CHOOSE ONE -

Recommended For: - CHOOSE ONE -

Keyword Data: Tool for search engine, helpful when searching for a class. i.e., reading required, book required, data required, etc.

Prerequisite Notes: i.e., reading required, book required, data required, etc.

Stipend: SKIP

Course Categories: Salary Credit, School Based Training(schools only), Science, Social Studies

Certificate: Sandy Ripplinger signature - Involvement in School Reform Call Avatar hotline (720-561-5200) if you are unsure which type of certificate to choose

Credits: CDE Contact Hours 0 CDE Contact Hours: 3 hours in class = 3.0 CDE hours

Create

Click CREATE to create class

CDE Contact Hours:
3 hours in class = 3.0 CDE hours

STEP 3: Select Description

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() SCHOOL NAME: Create a course EXAMPLE

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Edit Course

() SCHOOL NAME: Create a course EXAMPLE

Properties **Description** FAQs Author Bio Classes History

Introduction

Brief description of class...

Overview

Provide a little more detail...

Save Click SAVE to move on

Always SAVE to finalize each page!!!

STEP 4: Select FAQs

Edit Course
 () SCHOOL NAME: Create a course EXAMPLE

Properties | Description | **FAQs** | Author Bio | Classes | History

Edit FAQ

Question

1. Is there a fee? ←

Design | html Code | Preview | Use Shift+Enter for a
 tag guidelines visible

Answer

1. No, there is not a fee for this course. ←

Design | html Code | Preview | Use Shift+Enter for a
 tag guidelines visible

Provide answers to any questions that you think staff may want to know.

STEP 5: Create a Class: Complete the field by entering data or selecting a choice from the dropdown boxes

Create a Class
 () SCHOOL NAME: Create a course EXAMPLE ▶ New Class ▼

Basic Information

Workflow: CHOOSE ONE ▼ ← Choose BASIC PUBLISHING

Class Name: SCHOOL NAME: Create a course EXAMPLE ← Defaults to COURSE NAME

Class Code: SKIP

Substitute: SKIP required

Use Seating Limit?: No ▼ ← Leave as NO (yes, will give you a wait list)

Total Seats: []

Minimum Attendees: 10

Participants Register?: Yes ▼

Autoregister?: SKIP

Has Sub-Events?: SKIP

Sub-Event Of: SKIP CHOOSE ONE ▼

Allow Audit?: SKIP

Location: - OTHER → ▼ ← Choose OTHER tab and enter location

Groups: All Students required

Contact Information

Facilitator/Presenter	Selected	Available
[]	[]	Sarah Acker Alchemy Administrator Jerry Anderson Donna Arnold

← Choose Principal's name. If that is NOT available, call the Avatar hotline.

Contact Name: [] required

Contact E-mail: [] required

Contact Phone: [] required

Enter YOUR contact information.

Internal Comments

Comments: []

Catalog Notes

Catalog Notes: []

Design | html Code | Preview | Use Shift+Enter for a
 tag guidelines visible

Save as default

Click SAVE to move on

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STEP 6: Registration / PreReqs / Meetings and other details pertaining to class.

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Edit Class

() SCHOOL NAME: Create a course EXAMPLE () SCHOOL NAME: Create a course EXAMPLE

Properties **Registration** Discounts Prereqs Meetings Edit Roster Catalog Preview Evaluations History

Data saved!

Registration

Registration Starts: 04/15/2011 (MM/DD/YYYY) Defaults to CURRENT DATE (click on calendar to change the date)

Registration Ends Automatically: No "Yes" means that registration will end automatically at the beginning of the first meeting. Change to NO and hit SAVE below

Registration Ends: 05/31/2011 (MM/DD/YYYY) "None" means the class will remain open indefinitely. required

Pricing

Price: 0

Retake Discount: 0

Allowed Payment Types:

- Purchase Order
- Automatic Credit Card
- Automatic Check
- External Payment

Prerequisites

Prerequisites: None

Save Click SAVE to move

STEP 7: Once you hit SAVE, a calendar appears next to REGISTRATION ENDS. Define the last date for registration.

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Edit Class

() SCHOOL NAME: Create a course EXAMPLE () SCHOOL NAME: Create a course EXAMPLE

Properties **Registration** Discounts Prereqs Meetings Edit Roster Catalog Preview Evaluations History

Data saved!

Registration

Registration Starts: 04/15/2011 (MM/DD/YYYY) required

Registration Ends Automatically: No "Yes" means that registration will end automatically at the beginning of the first meeting.

Registration Ends: 05/31/2011 (MM/DD/YYYY) Assign end date—it's always good to put the end of the year which gives teachers enough time to register

Pricing

Price: 0

Retake Discount: 0

Allowed Payment Types:

- Purchase Order
- Automatic Credit Card
- Automatic Check
- External Payment

Prerequisites

Prerequisites: None

Save Click SAVE to move on

Always SAVE to finalize each page!!!

STEP 8: Enter meeting dates and times

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Prereqs

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Edit Roster

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Use this form to create a new meeting or edit an existing meeting by choosing it from below.

Meeting Info

Date required
MM/DD/YYYY

Start required
H:MM am/pm

End required
H:MM am/pm

Save As New Clear Notify Participants

Add dates and times of all meetings and click SAVE AS NEW!

Meeting dates are listed below after each entry

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Data Saved

Use this form to create a new meeting or edit an existing meeting by choosing it from below.

Meeting Info

Date required
MM/DD/YYYY

Start required
H:MM am/pm

End required
H:MM am/pm

Save As New Clear Notify Participants

Date	Start	End	Edit
4/8/2011	3:00 pm	5:00 pm	Edit
4/15/2011	3:00 pm	5:00 pm	Edit

Always SAVE to finalize each page!!!

STEP 9: Attaching an evaluation

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Properties Registration Discounts Prereqs Meetings ~~Edit Roster~~ ~~Catalog Preview~~ Evaluations History

Data Saved

Evaluation Name Name of Class

Type Pre-Class Evaluation Type: Post-class Evaluation

Description

Enabled

Save As New Clear

ID	Type	Status	Name	Actions
2447	Post-Class	Parent Unlocked	SCHOOL NAME: Create a course EXAMPLE	Edit Edit Sections Results

AFTER you click save, this header will show up. Click EDIT SECTIONS.

STEP 10: Selecting evaluation

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Properties Registration Discounts Prereqs Meetings Edit Roster Catalog Preview Evaluations History

Editing Evaluation (SCHOOL NAME: Create a course EXAMPLE)

Section Name required

Sort Order

Enabled

Save As New Section Clear

To edit a section or question, click on the section or question you wish to edit; if it is editable, it will be highlighted. You may then click the "Edit Section/Question" button which appears.

New Question **Select Section** Add Section to Survey

Professional Development Feedback

Please answer all questions. A response is needed in each field (including Comments) or the survey will delete all answers when "next" is hit and you will need to redo the survey in its entirety. You must finalize survey on second screen to receive your certificate. Certificates are located in the My Transcript Screen located in the left hand menu of Avatar.

To what degree did the professional development meet its intended outcome [add specific elements from the professional development training]. Outcome 1:

To what degree did the professional development meet its intended outcome [add specific elements from the professional development training]. Outcome 2:

To what degree did the professional development meet its intended outcome [add specific elements from the professional development training]. Outcome 3:

The outcomes of the session were clearly stated.

There was time devoted for collaboration.

The professional development focused on school improvement goals.

The design of the professional development matched its purpose.

Next steps were announced to support the implementation of the professional development.

The professional development was tailored to meet varied needs, prior knowledge, and learning styles.

The professional development will benefit students/school.

The professional development provided opportunity for me to reflect on my learning and deepen my understanding.

The material was presented in a culturally sensitive way.

The physical environment (room organization, physical comfort, etc.) was conducive to adult learning.

An agenda of the professional development was provided prior to the session.

The presenter/session was prepared, knowledgeable, and clearly explained content and related topics.

The participants were respectful of the presenter(s)/session.

This professional development activity should be offered again.

Comment(s):

Always SAVE to finalize each page!!!

STEP 11: LAST CHANCE to edit! Click on CATALOG PREVIEW and make sure that you haven't missed anything.

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Edit Class

() SCHOOL NAME: Create a course EXAMPLE () SCHOOL NAME: Create a course EXAMPLE ▼

Properties Registration Discounts Prereqs Meetings Edit Roster **Catalog Preview** Evaluations History

Overview Details FAQs

**You can go back to ANY tab to make edits at this time.
The next step will publish so teachers can register.**

() SCHOOL NAME: Create a course EXAMPLE

Contact: Ann Hamilton Credits: CDE Contact Hours: 0.0
Fee: Free Available Spaces: N/A

Meeting Date	Start Time	End Time
4/8/2011	3:00pm	5:00pm
4/15/2011	3:00pm	5:00pm

Register Block Register Download Date

STEP 12: Publish the class. Click on PROCESS WORKFLOW to the left

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Workflow Queue

Name starts with


Filter Reset


Select **PUBLISH** next to your corresponding class!

Class Code	Name	First Meeting	Status	Last Transition	Transition
2748.4057	SCHOOL NAME: Create a course EXAMPLE	4/8/2011	UNPUBLISHED	4/15/2011 11:30 am	PUBLISH
2264.3342	Life Long Learning: Spanish for Educators 2010-2011/Beginning Spanish (Level 1)	9/28/2010	UNPUBLISHED	8/12/2010 3:31 pm	PUBLISH
2187.3235	District Leadership Team (DLT) 2010/2011	8/2/2010	UNPUBLISHED	6/9/2010 11:04 am	PUBLISH
1589.2384	New Administrators Academy	9/14/2009	UNPUBLISHED	9/11/2009 9:13 am	PUBLISH
1541.2316	DRA2: How to use it to drive instruction	None	UNPUBLISHED	8/26/2009 7:34 am	PUBLISH
1539.2314	DRA2 Word Analysis September 2009 AM Session	None	UNPUBLISHED	8/26/2009 7:27 am	PUBLISH

Your COURSE is now PUBLISHED!!!!

Printing rosters

 **1** Log in and click on ADMIN in the upper right hand corner

Boulder Valley school district 

Hello, Ann Hamilton [User](#) [Community](#) [Help](#) [Logout](#)

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Rosters for SCHOOL NAME: Create a course EXAMPLE

3 Name
Show Archived? No

Class Code	Name	First Meeting	Waiting List	Attendance	Roster	Certificates
2748.4057	SCHOOL NAME: Create a course EXAMPLE	4/8/2011	N/A	Attendance 5 <input type="button" value="pdf"/>	Issue Credit	Certificates

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Click PDF and print preferred pages.

Taking attendance

Log in to Avatar. Click on ADMIN. Select OPEN/EDIT course. Type in Course Name (select CONTAINS from drop down) and search. Click on EDIT to the right after locating the course. Click on ROSTER.

1 Open/Edit Course

2 starts with

3 Rosters

4 Attendance (pdf)

Make sure you click on ATTENDANCE and NOT pdf to take attendance

You can manually add employees to the roster if you have their employee number

Select 1st check box at the top of each column to select everyone. Deselect any participants individually who did NOT attend.

Always SAVE to finalize each page!!!

Issuing credit

Under ROSTER, select ISSUE CREDIT

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Users | Courses

Rosters for Nederland - Staff Meeting Ann's TEST

Name starts with [] Show Archived? No Filter Reset

Class Code	Name	First Meeting	Waiting List	Attendance	Roster	Certificates
2749.4061	Nederland - Staff Meeting Ann's TEST	4/20/2011	N/A	Attendance (pdf)	Issue Credit	Certificates

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Users | Courses

Roster for () SCHOOL NAME: Create a course EXAMPLE

Roster
() SCHOOL NAME: Create a course EXAMPLE
CDE Contact Hours: 0.0

Sessions
April 8, 2011 3:00 pm To 5:00 pm
April 15, 2011 3:00 pm To 5:00 pm

ALWAYS drop down and select BY ATTENDANCE when issuing credit for a class!!!

Participant Name	Attendance	Credit Status
1. Ann Hamilton (10882)	1 of 2	In-Progress
2. Cris Palmer (1048)	0 of 2	In-Progress

Save Changes Cancel Changes

CDE credit is based on hour for hour credit.

EXAMPLE:

0 of 3 = 0 CDE hours

1 of 3 = 1 CDE hour

2 of 3 = 2 CDE hours

3 of 3 = 3 CDE hours

Avatar Hotline: 720-561-5200